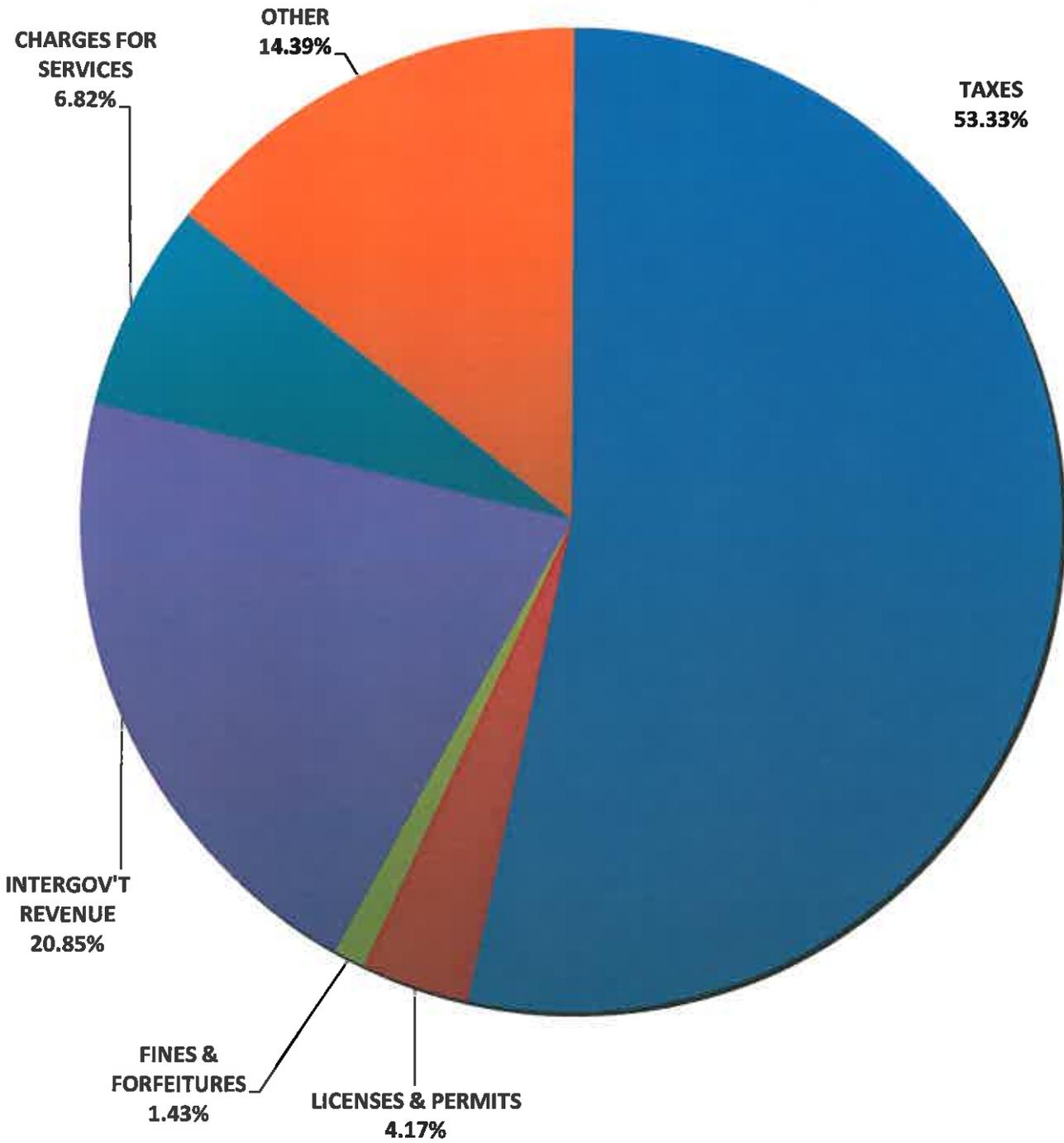


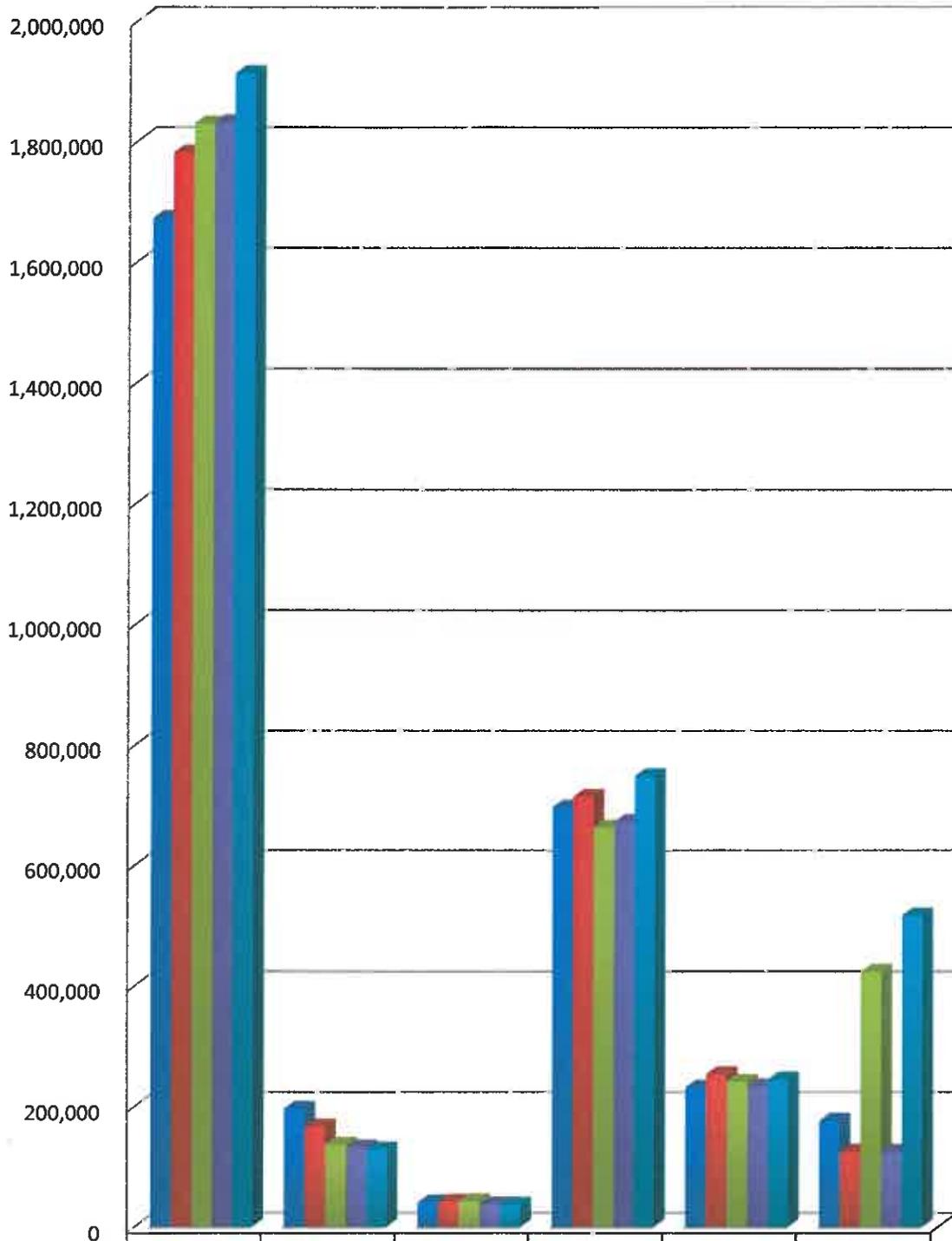
LEVY ANALYSIS

	2006	2007	2008	2009	2010	2011	2012	PROPOSED 2013
GENERAL FUND	1,167,860	1,350,086	883,546	906,249	906,249	986,500	1,126,099	1,194,919
STATE AID REDUCTION LEVY	--	--	--	--	80,100	90,849	0	0
FIRE RELIEF	--	--	--	--	--	--	--	--
POLICE WAGE & BENEFIT SPECIAL LEVY	--	--	686,170	721,441	721,441	721,441	721,441	721,441
CAPITAL IMPROVEMENT	175,600	175,600	175,600	175,600	175,600	175,600	175,600	75,600
EDA	17,895	17,895	17,895	17,895	17,895	17,895	17,895	17,895
PERA RATE INCREASES	--	--	8,715	17,065	17,065	17,065	17,065	17,065
COPS GRANT REDUCTION LEVY	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
SMITH SYSTEM ROAD ASSESS	12,450	12,450	12,450	12,450	0	0	0	0
LIBRARY BONDS	24,265	23,730	5,725	0	0	0	0	0
RUM RIVER DRIVE LEVY	65,500	30,000	0	0	0	0	0	0
SCHOOL & INDUSTRIAL PARK	25,000	25,000	15,000	15,000	0	0	0	0
FIRST STREET PROJECT	20,200	20,200	10,100	10,000	10,000	0	0	0
2nd & 4th STREET PROJECT	17,000	15,000	15,500	15,500	10,000	0	0	0
WEST SIDE PROJECT - 503	105,000	110,000	90,000	90,000	90,000	90,000	90,000	90,000
21st AVENUE PROJECT	20,300	100,000	93,000	96,000	96,000	25,000	20,000	20,000
2nd & 10th Street Project				2,500	2,500	2,500	2,500	2,500
TAX ABATEMENT LEVY	18,500	18,500	18,500	18,500	35,000	35,000	35,000	35,000
TOTAL CERTIFIED LEVY	1,691,070	1,919,961	2,053,701	2,119,700	2,183,350	2,183,350	2,227,100	2,195,920
AMOUNT OF PROPERTY TAXES	1,691,070	1,919,961	2,053,701	2,119,700	2,183,350	2,183,350	2,227,100	2,195,920
INC (DEC) FROM PRIOR YEAR	10.36%	13.54%	6.97%	3.21%	3.00%	0.00%	2.00%	-1.40%
AMOUNT OF LGA	767,210	771,268	741,676	673,226	535,932	723,241	535,932	535,933
TOTAL LGA & GENERAL								
FUND AND CIP LEVY	2,169,165	2,354,849	2,553,602	2,551,476	2,510,782	2,789,091	2,650,532	2,619,353
ESTIMATED NET TAX CAPACITY	2,781,159	3,134,396	3,234,709	3,402,640	3,353,680	3,009,781	2,589,938	2,553,759
ESTIMATED TAX CAPACITY RATE	60.80	61.25	63.49	62.30	65.12	72.54	85.99	85.99
PERCENTAGE CHANGE	-2.01%	0.74%	3.65%	-1.88%	4.54%	11.39%	18.54%	0.00%
% TAX CAPACITY INCREASE/ (DECREASE)	12.62%	12.70%	3.20%	5.19%	-1.47%	-10.23%	-13.95%	-1.40%

2013 GENERAL FUND REVENUE ANALYSIS



Annual General Fund Revenues by Source



	TAXES	PERMITS	FINES	INTERGOV'T REVENUE	CHARGES FOR SERVICES	OTHER
■ 2010 ACTUAL	1,672,723	195,617	40,142	696,027	230,883	176,002
■ 2011 ACTUAL	1,781,205	166,047	41,294	713,282	252,608	124,665
■ 2012 ADOPTED	1,829,600	135,980	42,400	661,705	240,295	422,600
■ 2012 REVISED	1,831,650	131,710	37,000	671,230	232,785	124,390
■ 2013 ADOPTED	1,913,030	128,180	37,000	747,960	244,790	516,300

**GENERAL FUND
REVENUE SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>	1,672,723	1,781,205	1,829,600	1,831,650	1,913,030
	% of Total Fund Revenues	55.56%	57.85%	54.91%	60.49%	53.33%
4002	<u>LICENSES & PERMITS</u>	195,617	166,047	135,980	131,710	128,180
	% of Total Fund Revenues	6.50%	5.39%	4.08%	4.35%	3.57%
4003	<u>FINES AND FORFEITURES</u>	40,142	41,294	42,400	37,000	37,000
	% of Total Fund Revenues	1.33%	1.34%	1.27%	1.22%	1.03%
4004	<u>INTERGOVERNMENTAL REVENUE</u>	696,027	713,282	661,705	671,230	747,960
	% of Total Fund Revenues	23.11%	23.17%	19.86%	22.16%	20.85%
4005	<u>CHARGES FOR SERVICES</u>	230,883	252,608	240,295	232,785	244,790
	% of Total Fund Revenues	7.67%	8.20%	7.21%	7.69%	6.82%
4006	<u>OTHER</u>	176,002	124,665	422,600	124,390	516,300
	% of Total Fund Revenues	5.84%	4.05%	12.68%	4.11%	14.39%
TOTAL GENERAL FUND REVENUES		3,011,394	3,079,101	3,332,580	3,028,765	3,587,260

**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>					
3200	Property Taxes - Current	1,628,398	1,719,941	1,786,150	1,786,150	1,870,530
3202	Property Taxes - Delinquent	43,080	56,495	42,000	45,000	42,000
3204	Penalty and Interest	1,245	3,604	1,450	500	500
3218	Forfeit Tax Sale Proceeds	--	1,165	--	--	--
TOTAL		1,672,723	1,781,205	1,829,600	1,831,650	1,913,030
4002	<u>LICENSES & PERMITS</u>					
3230	Temporary Non-Intox. On-Sale	--	--	--	275	--
3234	Building Permits	91,151	76,438	55,000	52,000	50,000
3235	Plan Check Fees	49,824	38,449	31,000	30,000	29,000
3236	Building Permit Surcharge	7,735	5,270	5,100	5,000	4,800
3238	Cigarette Licenses	800	800	800	800	800
3239	Cable Franchise Fee	33,074	31,139	31,000	31,000	31,000
3240	Fence Permits	125	150	150	150	150
3242	Misc. Permits and Licenses	150	150	150	340	200
3246	Club Liquor License	2,025	3,400	2,000	2,000	2,000
3250	Liquor On-Sale License	7,985	7,425	7,900	7,425	7,500
3252	Non-Intoxicating Off-Sale	400	100	400	200	200
3254	Non-Intoxicating On-Sale	650	1,025	600	700	700
3255	Set-Up (Display) License	200	--	200	200	200
3256	Refuse Haulers License	500	750	500	500	500
3257	Recycling Facility License	10	10	10	10	10
3258	Peddlers License	400	150	400	390	350
3260	Plumbing Permit	381	436	400	400	400
3262	Plumbing Permit Surcharge	17	35	20	20	20
3266	Pet License	140	245	300	250	300
3268	Golf Cart Permit	50	75	50	50	50
TOTAL		195,617	166,047	135,980	131,710	128,180
4003	<u>FINES AND FORFEITURES</u>					
3270	Court Fines	38,700	40,874	42,000	37,000	37,000
3272	Traffic Violations - Parking	--	--	--	--	--
3274	Tobacco Violation Fines	--	--	--	--	--
3276	Administrative Fines	1,442	420	400	--	--
TOTAL		40,142	41,294	42,400	37,000	37,000
4004	<u>INTERGOVERNMENTAL REVENUE</u>					
3900	COPS Grant - School Liaison	4,623	4,183	--	--	8,500
3902	Safe & Sober Grant	7,453	1,172	--	2,820	--
3903	State - Police Grant	--	4,992	--	--	--
3904	Fire Aid - 2%	36,812	43,436	41,435	42,630	41,630
3908	Market Value Credit Aid	20,528	21,103	--	--	--
3910	Local Government Aid	535,932	535,932	535,930	535,930	612,830
3912	Miscellaneous Aid	13,934	25,126	7,000	15,000	10,000
3916	Police Aid	76,745	77,338	77,340	74,850	75,000
TOTAL		696,027	713,282	661,705	671,230	747,960

**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
4005	CHARGES FOR SERVICES					
3400	Accident Reports	99	8	--	--	--
3404	Assessment Searches	100	55	40	20	20
3406	Township Fire Service Contracts	120,270	130,780	134,820	133,535	136,290
3410	Charges for Current Services	32	94	50	50	50
3412	Copies	38	67	50	25	25
3416	Dog Pound	700	810	500	700	700
3420	Election Filing Fee	8	--	--	5	--
3428	AFSS Lease Revenue	65,000	75,833	65,000	55,000	65,000
3431	Community Room Rental	412	350	350	350	350
3434	Other/Splash Park Rentals	26,350	26,530	26,400	26,410	26,400
3435	Splash Park Miscellaneous	3,240	1,949	2,000	1,400	1,700
3440	Mark Park Rental	1,675	2,640	2,500	4,365	4,400
3442	Miscellaneous Police Revenue	560	913	750	500	700
3443	Blacktop Repair Reimbursement	745	--	--	--	--
3444	Miscellaneous Service Revenue	1,275	--	--	--	--
3445	Sign Sale and Reimbursement	--	--	--	--	--
3446	Miscellaneous Street Revenue	1,000	698	--	150	150
3447	Compost Disposal Revenue	--	--	--	--	--
3452	Zoning and Development Fees	1,127	4,392	1,500	2,900	2,000
3454	Vacancy Notification Fees	325	425	200	475	350
3456	Police Reports	228	252	200	240	225
3457	Fire Reports	31	47	35	30	30
3462	Sale of Winter Salt and Sand	2,768	1,845	1,000	1,500	1,500
3464	Sale of Maps	--	--	--	--	--
3466	Sale of Ordinances	--	20	--	--	--
3494	Work for Other Agencies	4,900	4,900	4,900	5,130	4,900
	TOTAL	230,883	252,608	240,295	232,785	244,790
4006	OTHER					
3944	Donation - Grant	34,200	--	--	850	--
3945	Camping Donations	2,705	2,183	2,000	2,545	2,200
3946	Contributions and Donations	250	540	250	--	--
3947	Contributions - Other Funds/CIP	--	--	288,000	2,500	368,350
3948	Payment in Lieu of Taxes - PUC	52,500	52,500	52,500	52,500	52,500
3949	Contributions - Other Funds/Liquor	--	--	--	--	--
3950	Interest Income	30,183	13,270	25,000	11,000	10,000
3951	Transfer In - Other	--	--	--	--	--
3960	Miscellaneous Income	1,209	1,006	--	125	--
3963	Excise Tax Rebate	--	--	--	--	--
3965	Misc. Refunds & Reimbursements	69	2,346	100	120	--
3966	Youth Services Officer - School	54,886	52,820	54,750	54,750	83,250
	TOTAL OTHER	176,002	124,665	422,600	124,390	516,300
	TOTAL GENERAL FUND REVENUES	3,011,394	3,079,101	3,332,580	3,028,765	3,587,260

**GENERAL FUND
EXPENDITURE SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	TOTAL PERSONNEL	1,680,027	1,669,283	1,793,650	1,734,195	1,867,170
	% of Total Expenditures	56.67%	55.65%	53.83%	57.26%	52.05%
	TOTAL SERVICES	748,294	815,043	887,480	862,380	914,370
	% of Total Expenditures	25.24%	27.17%	26.63%	28.48%	25.49%
	TOTAL SUPPLIES	159,841	168,919	199,845	198,505	223,435
	% of Total Expenditures	5.39%	5.63%	6.00%	6.55%	6.23%
	TOTAL CAPITAL OUTLAY	202,437	74,972	299,000	89,470	426,850
	% of Total Expenditures	6.83%	2.50%	8.97%	2.95%	11.90%
	TOTAL TRANSFERS	110,595	206,285	68,950	74,815	72,640
	% of Total Expenditures	3.73%	6.88%	2.07%	2.47%	2.03%
	TOTAL OTHER	63,181	65,134	83,445	69,140	82,665
	% of Total Expenditures	2.13%	2.17%	2.50%	2.28%	2.30%
	TOTAL GENERAL FUND	2,964,375	2,999,636	3,332,370	3,028,505	3,587,130
	Cost per Capita	\$656.13	\$638.49	\$702.29	\$638.25	\$748.57

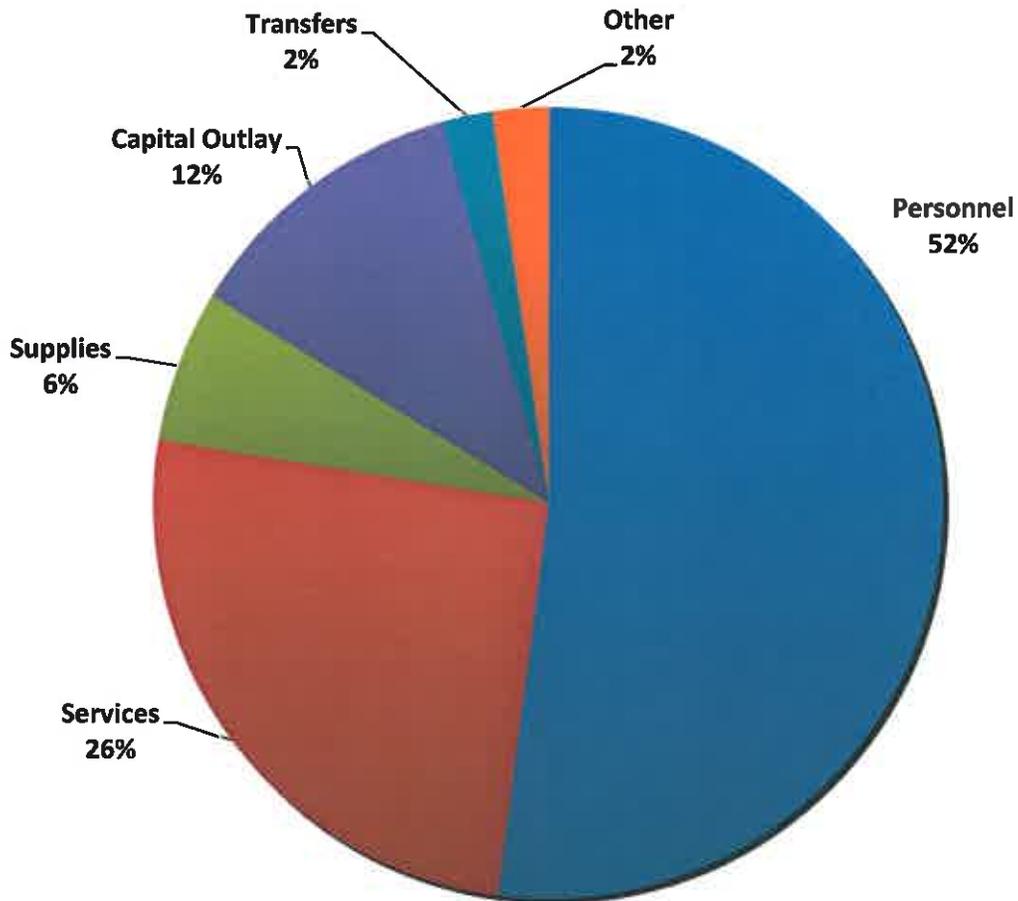
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	1,108,765	1,086,394	1,160,310	1,117,745	1,220,625
	Part-time & Seasonal Salaries	100,400	125,834	136,110	139,405	136,400
	Overtime Salaries	26,776	21,339	19,500	19,535	19,500
	Fringe Benefits	444,086	435,716	477,730	457,510	490,645
TOTAL PERSONNEL		1,680,027	1,669,283	1,793,650	1,734,195	1,867,170
1101	Community Promotion	0	300	125	125	125
1102	Printing and Publishing	4,543	4,759	5,525	5,715	5,625
1118	Cleaning and Waste Removal	1,270	2,156	1,400	1,375	1,400
1120	Telephone and Postage	16,896	12,786	18,040	14,820	17,725
1134	Radio and Pager Charges	3,153	1,148	4,050	3,330	4,250
1136	Utilities	96,777	107,985	110,070	106,815	119,820
1140	Contracted Labor	133,359	137,005	146,250	123,190	146,750
1141	Legal Services	59,783	68,123	63,000	63,495	64,725
1142	Engineering Services	10,508	10,268	5,000	6,475	6,500
1143	Other Expert and Professional	100,237	114,715	110,200	107,580	107,500
1150	Insurance and Bonds	112,543	114,003	142,400	141,185	150,750
1152	Tire Purchases and Repairs	2,659	963	2,500	2,500	2,500
1154	Maintenance and Repair	95,708	130,555	111,000	125,945	125,320
1158	Membership and Subscriptions	12,155	13,667	14,620	14,545	16,225
1159	Safety Program Dues & Exp.	8,026	8,251	9,000	9,000	9,500
1160	Books and Reference Material	751	210	435	220	455
1161	Data Processing/Office Equip R&M	13,349	13,654	15,000	14,500	15,500
1162	Other Charges	40,196	34,022	44,420	35,100	40,520
1172	Rents and Leases	0	0	1,000	500	1,000
1185	Annexation Tax Requirement	23,567	15,394	38,500	30,000	37,000
1186	Taxes and Licenses	4,621	7,044	6,245	5,675	6,755
1187	Building Permit Fee Reserve	0	0	15,000	35,000	15,000
1188	Travel - Mileage, Parking	1,955	1,289	2,950	3,075	2,975
1189	Conferences, Schools, & Training	3,856	14,423	16,200	9,925	11,750
1190	Lodging, Meals and Per Diem	2,382	2,323	4,550	2,290	4,700
TOTAL SERVICES		748,294	815,043	887,480	862,380	914,370
1306	Auto Operating Fluids	1,777	1,684	2,000	2,000	2,000
1320	Uniforms	9,945	10,191	12,545	12,065	13,045
1324	Diesel Fuel	21,971	27,233	28,050	33,250	35,000
1338	Gasoline	39,857	47,984	44,760	52,950	54,800
1340	General Supplies	61,776	60,942	64,090	68,115	71,040
1342	Canine Unit Costs & Supplies	0	0	0	0	0
1343	Chemical Sterilant & Supplies	2,778	2,089	2,300	3,400	2,600
1345	Printed Forms and Supplies	183	369	550	400	550
1358	Office Supplies	1,308	3,009	2,150	1,375	2,000
1360	Safety Program Supplies	5,077	2,558	8,200	6,900	7,200
1382	Small Tools and Equipment	15,169	12,570	14,700	12,650	14,700
1385	Streetscape Maintenance	0	290	500	400	500
1410	Service & Supplies Inflation	0	0	20,000	5,000	20,000
TOTAL SUPPLIES		159,841	168,919	199,845	198,505	223,435

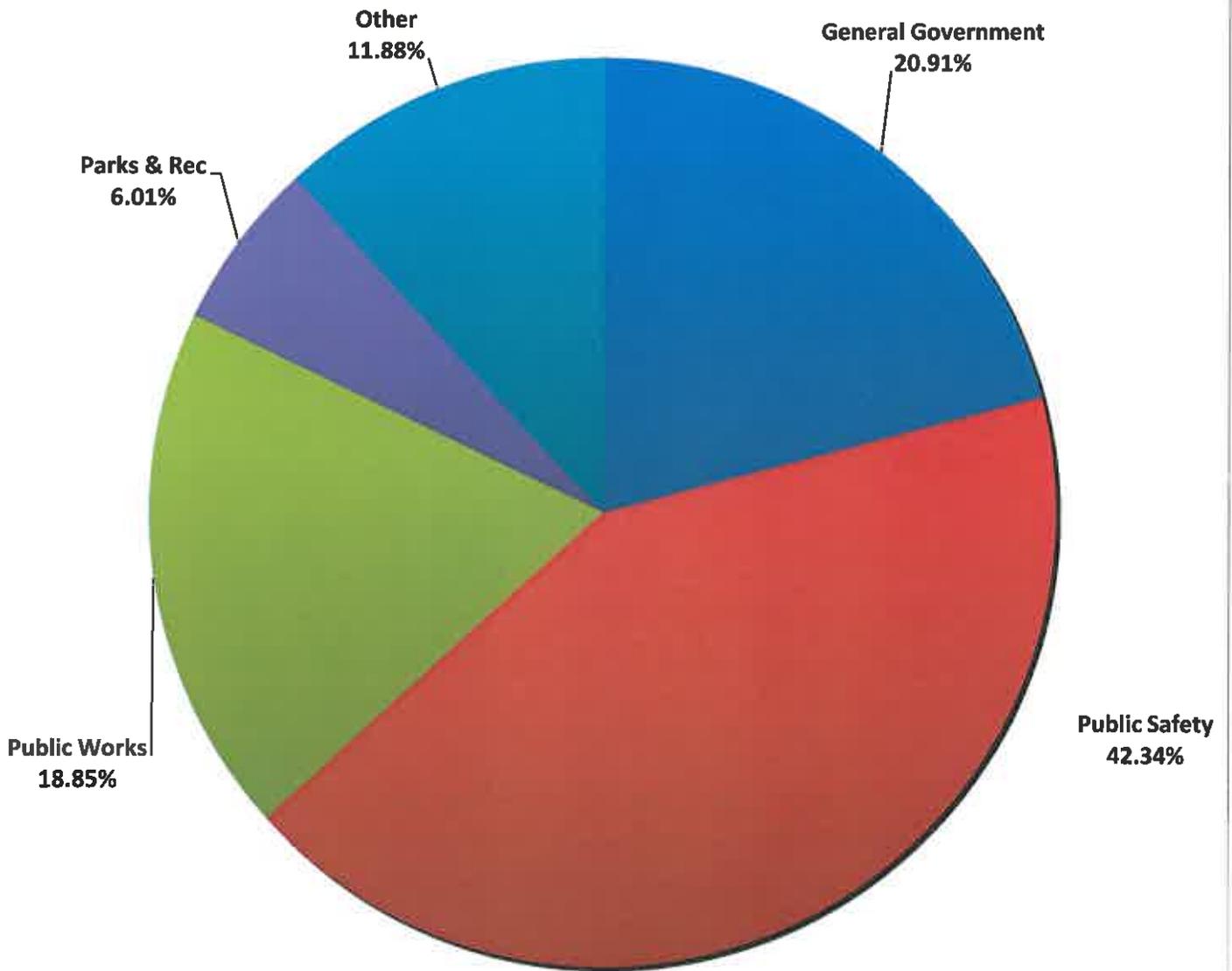
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
1501	Land	0	0	0	0	0
1502	Improvements	0	42,126	143,000	450	149,500
1510	Equipment	202,437	32,846	156,000	89,020	277,350
TOTAL CAPITAL OUTLAY		202,437	74,972	299,000	89,470	426,850
1790	Transfers Out	110,595	206,285	68,950	74,815	72,640
TOTAL TRANSFERS		110,595	206,285	68,950	74,815	72,640
1810	Remit Collections for Other Agencies	63,181	65,084	63,445	64,140	62,665
1820	Refunds and Reimbursements	0	50	0	0	0
1999	Unallocated Contingency	0	0	20,000	5,000	20,000
TOTAL OTHER		63,181	65,134	83,445	69,140	82,665
TOTAL GENERAL FUND		2,964,375	2,999,636	3,332,370	3,028,505	3,587,130

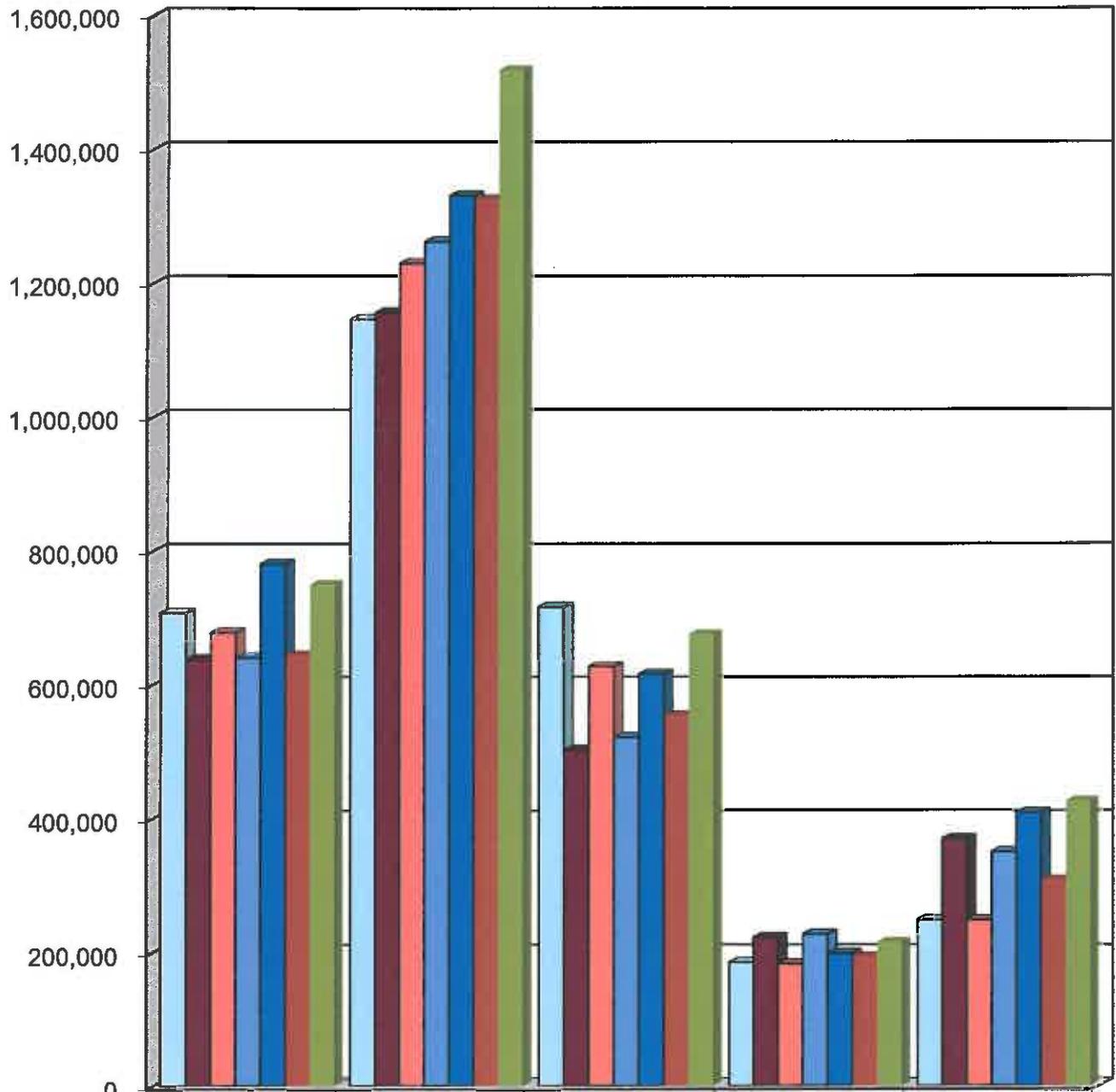
2013 PROPOSED



**2013 GENERAL FUND
TOTAL EXPENDITURES BY DIVISION**

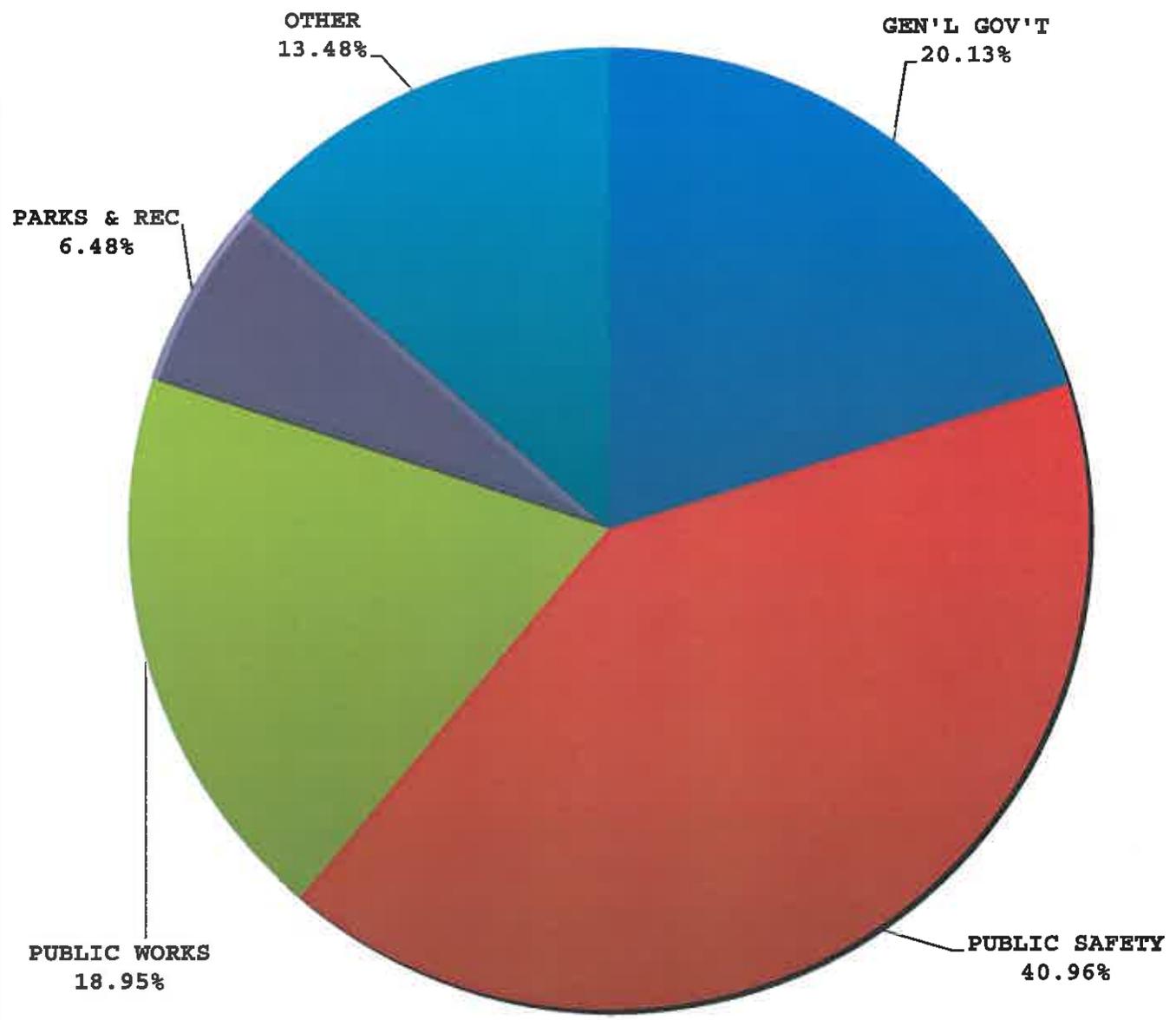


GENERAL FUND TOTAL EXPENDITURES BY DIVISION

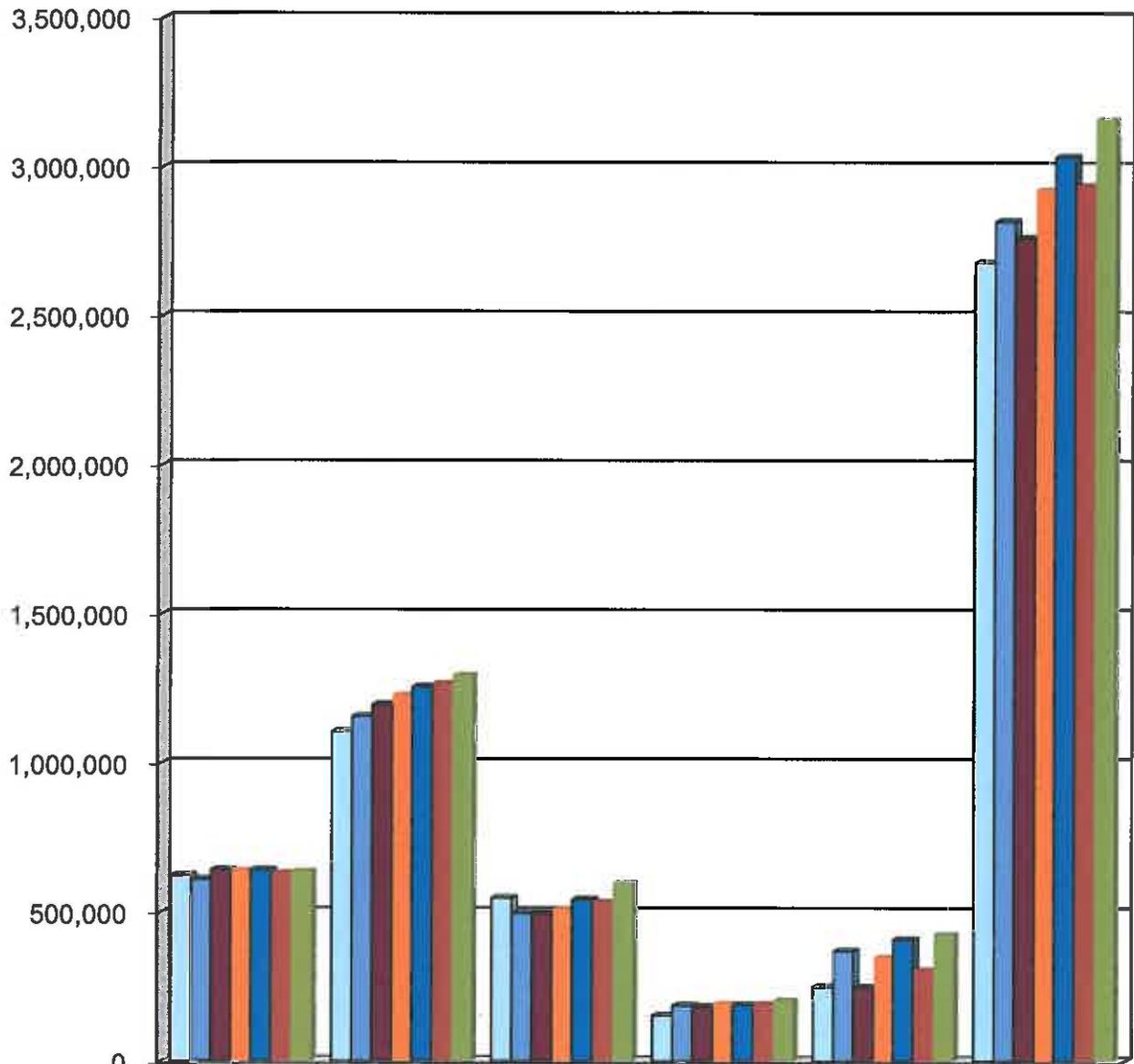


	GEN'L GOV'T	PUBLIC SAFETY	PUBLIC WORKS	PARKS & REC	OTHER
2008A	707,767	1,146,002	716,112	184,777	247,884
2009A	638,123	1,155,863	501,959	222,179	369,364
2010A	678,067	1,229,396	626,576	182,453	247,883
2011A	640,553	1,262,035	520,820	226,755	349,473
2012A	780,490	1,330,735	615,275	198,005	407,865
2012R	644,970	1,326,100	554,730	194,370	308,335
2013A	750,200	1,518,950	676,225	215,670	426,085

2013 GENERAL FUND OPERATING EXPENDITURES BY DIVISION

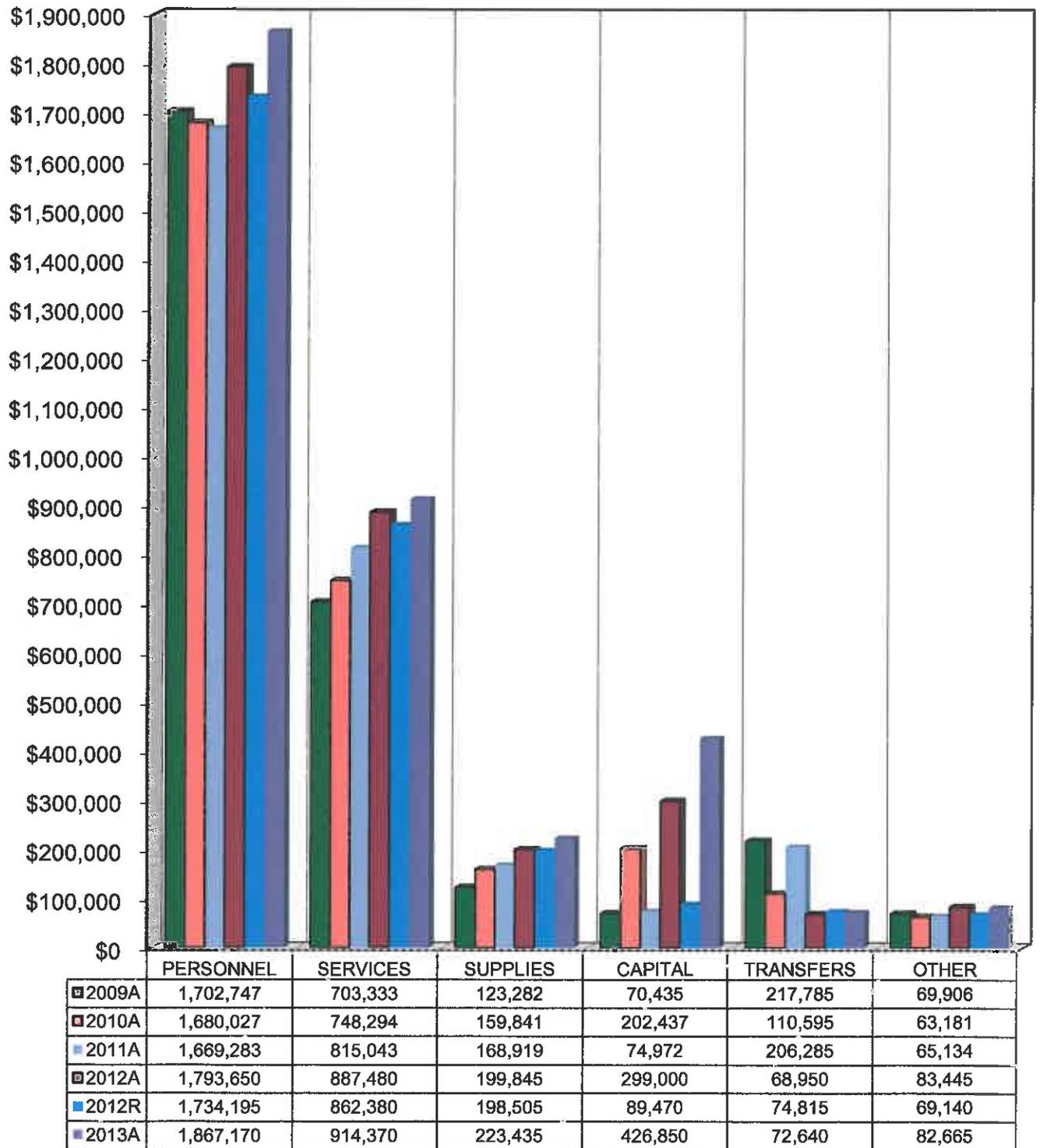


GENERAL FUND OPERATING EXPENDITURES BY DIVISION



	GEN'L GOV'T	PUBLIC SAFETY	PUBLIC WORKS	PARKS & REC	OTHER	TOTAL
2008A	623,342	1,106,913	547,201	152,956	247,884	2,678,296
2009A	608,728	1,155,863	496,471	186,627	369,364	2,817,053
2010A	640,773	1,195,736	495,093	182,453	247,883	2,761,938
2011A	640,553	1,229,189	511,379	194,070	349,473	2,924,664
2012A	639,990	1,255,235	542,275	188,005	407,865	3,033,370
2012R	632,950	1,267,600	536,230	193,920	308,335	2,939,035
2013A	636,200	1,294,600	598,725	204,670	426,085	3,160,280

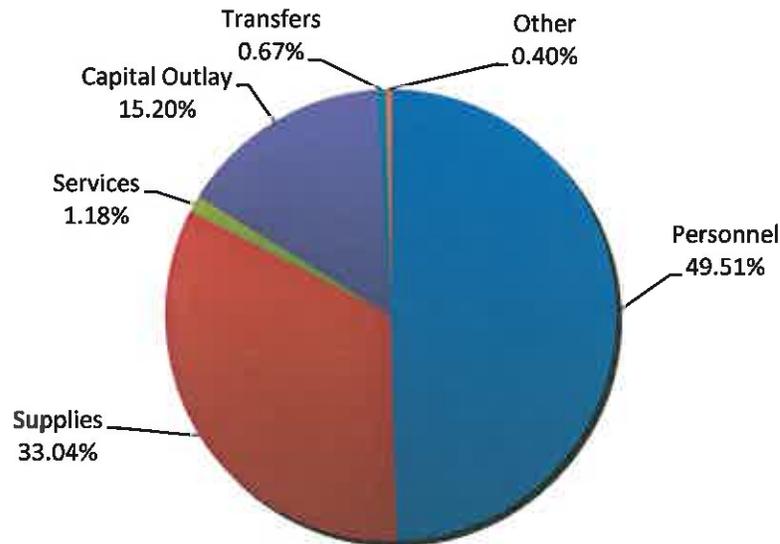
GENERAL FUND TOTAL EXPENDITURES BY TYPE



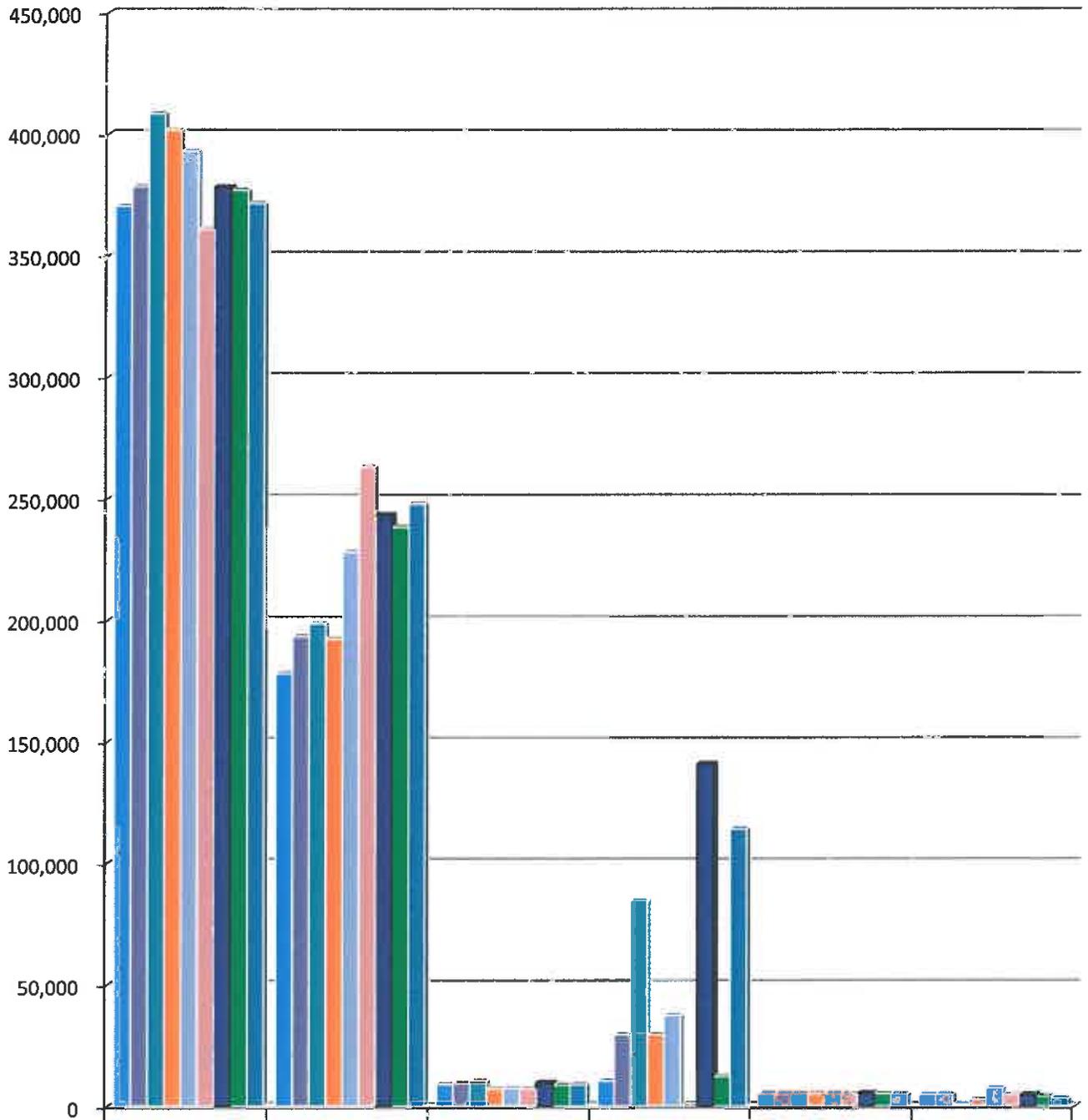
**GENERAL GOVERNMENT
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
TOTAL PERSONNEL		392,984	360,763	377,930	376,970	371,460
	% of Total Department	57.96%	56.32%	48.42%	58.45%	49.51%
	% of Total Personal Services	23.39%	20.11%	21.07%	21.74%	19.89%
TOTAL SERVICES		228,072	263,046	243,125	238,295	247,855
	% of Total Department	33.64%	41.07%	31.15%	36.95%	33.04%
	% of Total Supplies	30.48%	29.64%	27.39%	27.63%	27.11%
TOTAL SUPPLIES		7,348	7,046	9,435	8,685	8,885
	% of Total Department	1.08%	1.10%	1.21%	1.35%	1.18%
	% of Total Services	4.60%	3.53%	4.72%	4.38%	3.98%
TOTAL CAPITAL OUTLAY		37,294	0	140,500	12,020	114,000
	% of Total Department	5.50%	0.00%	18.00%	1.86%	15.20%
	% of Total Capital Outlay	18.42%	0.00%	46.99%	13.43%	26.71%
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
	% of Total Department	0.74%	0.78%	0.64%	0.78%	0.67%
	% of Total Transfers	4.52%	7.25%	7.25%	6.68%	6.88%
TOTAL OTHER		7,369	4,698	4,500	4,000	3,000
	% of Total Department	1.09%	0.73%	0.58%	0.62%	0.40%
	% of Total Other	11.66%	5.63%	5.39%	5.79%	3.63%
TOTAL GENERAL GOVERNMENT		678,067	640,553	780,490	644,970	750,200
	% of General Fund	22.87%	19.22%	23.42%	21.30%	20.91%
	Cost per Capita	\$150.08	\$136.35	\$164.49	\$135.93	\$156.55

GENERAL GOVERNMENT EXPENDITURES BY TYPE



GENERAL GOVERNMENT EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP	TRANSFERS	OTHER
■ 2006 ACTUAL	370,482	178,125	8,938	10,427	5,000	4,723
■ 2007 ACTUAL	378,516	193,227	9,355	29,349	5,000	4,776
■ 2008 ACTUAL	408,415	198,526	10,570	84,425	5,000	831
■ 2009 ACTUAL	401,704	192,309	6,992	29,395	5,000	2,723
■ 2010 ACTUAL	392,984	228,072	7,348	37,294	5,000	7,369
■ 2011 ACTUAL	360,763	263,046	7,046	0	5,000	4,698
■ 2012 ADOPTED	377,930	243,125	9,435	140,500	5,000	4,500
■ 2012 REVISED	376,970	238,295	8,685	12,020	5,000	4,000
■ 2013 ADOPTED	371,460	247,855	8,885	114,000	5,000	3,000

**GENERAL GOVERNMENT
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	271,799	227,986	241,690	244,945	242,175
	Part-time & Seasonal Salaries	23,903	43,720	38,860	38,865	37,150
	Overtime Salaries	81	0	0	0	0
	Fringe Benefits	97,201	89,057	97,380	93,160	92,135
TOTAL PERSONNEL		392,984	360,763	377,930	376,970	371,460
1101	Community Promotion	0	300	125	125	125
1102	Printing and Publishing	3,112	3,401	3,775	3,850	3,925
1118	Cleaning and Waste Removal	1,270	2,156	1,400	1,375	1,400
1120	Telephone and Postage	7,372	5,329	7,640	6,765	7,175
1134	Radio and Pager Charges	0	0	0	0	0
1136	Utilities	22,312	21,780	24,000	22,500	24,750
1140	Contracted Labor	90	0	2,000	0	2,500
1141	Legal Services	59,783	68,123	63,000	63,495	64,725
1142	Engineering Services	10,508	10,268	5,000	6,200	6,500
1143	Other Expert and Professional	89,389	102,481	92,500	95,840	89,650
1150	Insurance and Bonds	3,393	3,346	3,400	4,670	4,750
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	14,946	30,234	15,100	14,370	18,920
1158	Membership and Subscriptions	10,379	10,510	10,920	11,495	12,525
1160	Books and Reference Material	312	210	235	220	255
1161	Data Processing/Office Equip R&M	0	0	0	0	0
1162	Other Charges	120	645	6,550	600	2,650
1186	Taxes and Licenses	399	780	555	790	655
1188	Travel - Mileage, Parking	1,756	1,240	2,475	2,625	2,400
1189	Conferences, Schools, & Training	1,409	596	2,650	2,075	2,900
1190	Lodging, Meals and Per Diem	1,522	1,647	1,800	1,300	2,050
TOTAL SERVICES		228,072	263,046	243,125	238,295	247,855
1306	Auto Operating Fluids	0	0	0	0	0
1320	Uniforms	1,092	926	1,145	1,265	1,145
1324	Diesel Fuel	0	0	0	0	0
1338	Gasoline	0	0	0	0	0
1340	General Supplies	6,010	4,490	7,340	7,065	6,940
1345	Printed Forms and Supplies	0	236	250	0	250
1358	Office Supplies	246	1,394	650	355	500
1360	Safety Program Supplies	0	0	0	0	0
1382	Small Tools and Equipment	0	0	50	0	50
TOTAL SUPPLIES		7,348	7,046	9,435	8,685	8,885
1501	Land	0	0	0	0	0
1502	Improvements	0	0	88,000	0	99,500
1510	Equipment	37,294	0	52,500	12,020	14,500
TOTAL CAPITAL OUTLAY		37,294	0	140,500	12,020	114,000
1790	Transfers Out	5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
1810	Remit Collections/Other Agencies	7,369	4,648	4,500	4,000	3,000
1820	Refunds and Reimbursements	0	50	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		7,369	4,698	4,500	4,000	3,000
TOTAL GENERAL GOVERNMENT		678,067	640,553	780,490	644,970	750,200

This page is intentionally blank.

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
<u>MAYOR AND COUNCIL</u>						
	Personnel	17,949	17,775	19,340	18,230	16,015
	Services	10,133	11,170	11,725	11,700	13,125
	Supplies	66	0	40	0	40
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MAYOR AND COUNCIL		28,148	28,945	31,105	29,930	29,180
<u>ADMINISTRATION</u>						
	Personnel	166,483	164,561	176,830	176,290	168,850
	Services	5,467	5,171	8,670	7,410	8,925
	Supplies	1,210	1,437	1,780	1,975	1,780
	Capital Outlay	0	0	12,000	10,020	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ADMINISTRATION		173,160	171,169	199,280	195,695	179,555
<u>ELECTIONS</u>						
	Personnel	0	0	0	0	0
	Services	3,853	41	4,400	4,970	2,395
	Supplies	265	0	500	500	200
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ELECTIONS		4,118	41	4,900	5,470	2,595
<u>ASSESSING</u>						
	Personnel	0	0	0	0	0
	Services	18,292	16,952	18,000	17,500	18,000
	Supplies	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ASSESSING		18,292	16,952	18,000	17,500	18,000
<u>FINANCE</u>						
	Personnel	131,114	114,334	114,005	115,440	117,020
	Services	23,668	18,310	21,000	20,775	22,345
	Supplies	3,221	2,195	3,015	3,180	3,215
	Capital Outlay	0	0	2,500	0	4,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL FINANCE		158,003	134,839	140,520	139,395	146,580

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
LEGAL						
	Personnel	0	0	0	0	0
	Services	59,783	59,547	61,000	64,000	62,500
	Supplies	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL LEGAL		59,783	59,547	61,000	64,000	62,500
TECHNOLOGY DEPARTMENT						
	Personnel	0	0	0	0	0
	Services	3,198	2,764	3,200	2,975	3,100
	Supplies	0	218	400	300	300
	Capital Outlay	0	0	3,000	0	3,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL TECHNOLOGY		3,198	2,982	6,600	3,275	6,400
BUILDING INSPECTION						
	Personnel	0	0	0	0	0
	Services	32,057	39,242	40,600	40,555	38,625
	Supplies	30	246	250	105	250
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	7,369	4,698	4,500	4,000	3,000
TOTAL BUILDING INSPECTION		39,456	44,186	45,350	44,660	41,875
PLANNING AND ZONING						
	Personnel	67,197	59,266	59,710	60,525	62,730
	Services	20,191	43,021	21,125	15,620	19,175
	Supplies	561	741	800	575	700
	Capital Outlay	37,294	0	15,000	2,000	7,500
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	0	0	0	0	0
TOTAL PLANNING & ZONING		130,243	108,028	101,635	83,720	95,105

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
LIBRARY BLDG. MAINTENANCE						
	Personnel	1,372	1,816	2,450	2,665	2,520
	Services	37,667	44,716	37,620	37,515	43,700
	Supplies	1,036	843	900	800	900
	Capital Outlay	0	0	32,000	0	37,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL LIBRARY BLDG. MAINT.		40,075	47,375	72,970	40,980	84,120
CITY HALL BUILDING						
	Personnel	8,869	3,011	5,595	3,820	4,325
	Services	13,763	22,112	15,785	15,275	15,965
	Supplies	959	1,366	1,750	1,250	1,500
	Capital Outlay	0	0	76,000	0	62,500
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL CITY HALL BUILDING		23,591	26,489	99,130	20,345	84,290
TOTAL DIVISION						
	Personnel	392,984	360,763	377,930	376,970	371,460
	Services	228,072	263,046	243,125	238,295	247,855
	Supplies	7,348	7,046	9,435	8,685	8,885
	Capital Outlay	37,294	0	140,500	12,020	114,000
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	7,369	4,698	4,500	4,000	3,000
TOTAL DIVISION		678,067	640,553	780,490	644,970	750,200

BUDGET NOTES

PERSONNEL

Council salaries are at the annual rate of \$3,605 for the Mayor and \$3,090 for Council members for all years presented. The last increase was approved in 1998 effective for 1999. The budgets presented also include an increase approved in 2004 that provides \$40 for each special meeting, up to a maximum of 10 meetings per year. By state statute increases in council salaries can only become effective in the year after an election for council. Even though 2012 was an election year, there was no action to increase in salaries for 2013. The reduction in 2012 and 2013 is due to one of the members foregoing their salary. The Council has determined to contribute that salary amount to the Historical Society and the Princeton Library from the Liquor Store.

SERVICES

- 1101** - an allocation for the Council to participate in publications or activities promoting the organization or community.
- 1102** - an allocation for certificates of appreciation to various boards' members.
- 1120** - special mailings requested by the Council. There are no mailings budgeted for either year.
- 1158** - membership to the League of Minnesota Cities (LMC) and the Coalition of Greater Minnesota Cities (CGMC) and the Mayors Association. Some of the dues to are allocated to Community Development for annexation issues and to the Sanitary Sewer Fund for pollution issues. There is an increase in 2013 for a dues increase from LMC and CGMC.
- 1162** - has \$200 for the Mayor's Contingency Fund which includes amounts for flowers and acknowledgments, which was initiated by the Council in 1983.
- 1188, 1189, 1190** - Council members' attendance at League of Minnesota Cities' and Coalition of Greater Minnesota Cities' conferences and/or workshops. This has been increased gradually over the past few years for increased council training.

SUPPLIES

- 1340** - Council nameplates, nametags, and miscellaneous.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	16,677	16,516	17,965	16,935	14,875
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	1,272	1,259	1,375	1,295	1,140
TOTAL PERSONNEL		17,949	17,775	19,340	18,230	16,015
1101	Community Promotion	--	300	125	125	125
1102	Printing and Publishing	148	--	150	150	150
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	95	--	50	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	8,634	8,763	9,000	9,575	10,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	80	145	200	100	150
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	399	572	500	500	500
1189	Conferences, Schools, & Training	434	396	1,000	750	1,000
1190	Lodging, Meals and Per Diem	343	994	700	500	700
TOTAL SERVICES		10,133	11,170	11,725	11,700	13,125
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	66	--	40	--	40
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		66	0	40	0	40
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MAYOR/CITY COUNCIL		28,148	28,945	31,105	29,930	29,180

BUDGET NOTES

PERSONNEL

This department includes the City Administrator, the Deputy City Clerk and 1/3 of the Community Development Secretary (accounting for the receptionist duties of this position). They coordinate the activities of all the departments and consultants. Eight percent (8%) of the administrator's salary is allocated to the liquor fund as an estimate of the amount of time this person devotes to liquor administration duties. The budget document has the Community Development Secretary costs equally allocated between this department, the planning and zoning department and the EDA Fund. Due to the budgetary constraints caused by the LGA reductions and the economy, the amounts here as in all other departments from 2010A, through 2013A include a 40 hour per year furlough for all full time employees and does not provide for a COLA increase for 2010 or 2011. Any COLA increase for 2013 will be shown in the unallocated department (4930) budget. This increase will be allocated to the various budgets in the revised budget after the amount of the COLA is determined. The increase in 2009A in this department was due to the retirement of the Deputy Clerk. The increase in 2012A was due to the increase in medical insurance premiums. Any increase in 2013 will be part of the increase shown in 4930. This will be the case through the budget document. The increase in 2012R is due to the cost of salaries for two individuals during a transition period upon the resignation of the prior clerk.

SERVICES

- 1102** - costs of publications including the publication of ordinances. An amount is also included for the semi-annual printing and distribution of the City newsletter. Although this budget was reduced to save money, there is a small amount remaining that would go towards paying for one publication a year.
- 1120** - stamps and allocation of phone service costs based on number of personnel and estimated usage of the phone lines. There has been a slight decrease due to deleting two phone lines and signing up for favorable programs offered by the provider.
- 1141** - expert legal consultation if needed.
- 1143** - other expert assistance if needed.
- 1154** - repairs of office equipment in this department.
- 1158** - memberships and subscriptions to government professional organizations.
- 1160** - directories and other reference books.
- 1162** - an amount for small miscellaneous charges. The amount in 2012 and 2013 Adopted is for training materials and costs for council/staff training.
- 1186** - recording of notary certification for the office staff and county charges for parcel listing.
- 1188, 1189, and 1190** - covers the cost of training meetings and conferences. The amounts in 2010 and 2011 reflect a reduction by eliminating one of the CGMC conferences. The increase in 2012 and 2013 is to add a weeklong training for the City Clerk. This was for third year of a three year MCFOA clerk certification program for the prior clerk and the first year of the program for the new clerk.

SUPPLIES

- 1320** - the uniform costs of the Deputy Clerk and 1/3 of the Community Development Secretary.
- 1340** - supplies and small office tools and equipment.
- 1345** - license and application forms.
- 1358** - office supplies.
- 1382** - amounts for office equipment and tools.

CAPITAL OUTLAY

- 1510** - The 2012Adopted has \$12,000 for a new multi-purpose copier. This replacement occurred in 2012, and the actual cost is shown in 2012R.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	125,958	124,100	127,930	131,090	125,540
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	40,525	40,461	48,900	45,200	43,310
TOTAL PERSONNEL		166,483	164,561	176,830	176,290	168,850
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	708	1,221	1,000	850	1,000
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,874	1,338	2,200	1,900	2,100
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	270	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	23	950	150	1,290	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	131	49	150	100	150
1158	Membership and Subscriptions	220	250	250	255	255
1160	Books and Reference Material	178	154	180	155	180
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	2,000	--	2,000
1186	Taxes and Licenses	140	308	140	140	140
1188	Travel - Mileage, Parking	546	170	700	700	700
1189	Conferences, Schools, & Training	700	200	1,000	1,000	1,000
1190	Lodging, Meals and Per Diem	947	531	900	750	900
TOTAL SERVICES		5,467	5,171	8,670	7,410	8,925
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	543	558	580	700	580
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	582	364	1,000	1,200	1,000
1345	Printed Forms and Supplies	--	--	50	--	50
1358	Office Supplies	85	515	100	75	100
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	50	--	50
TOTAL SUPPLIES		1,210	1,437	1,780	1,975	1,780
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	12,000	10,020	--
TOTAL CAPITAL OUTLAY		0	0	12,000	10,020	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ADMINISTRATION		173,160	171,169	199,280	195,695	179,555

BUDGET NOTES

The 2010A reflects the costs for the primary and general elections. Since there were no special elections in 2011 the actual has amounts for mileage. The 2012 Adopted and Revised budgets are for the primary and general elections. The 2013A has amounts for a possible referendum or special election and for maintenance payments on the ballot machine.

PERSONNEL

Although the Deputy Clerk devotes substantial time to elections, the wage payments are recorded in the Administration department and overtime is usually taken as comp time.

SERVICES

- 1143 - payments to election judges of \$10 per hour for and head election judges of \$10.50 per hour for their training and service.
- 1154 - has an amount for repairs and specialized programming of the ballot machine if required This has been increased from previous years, due to the need for two ballot machines required by HAVA.
- 1162 - ballots and other charges by the county.
- 1188 - mileage to Milaca and Elk River for training workshops and pick-up and return of the ballots.
- 1189 - payment for training costs.

SUPPLIES

- 1340 - the City's share of county election costs and any supplies needed for the election, including refreshments for the judges.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	150	75
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	3,102	1	3,500	3,750	1,700
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	184	--	200	420	420
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	50	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	567	40	650	650	200
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		3,853	41	4,400	4,970	2,395
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	265	--	500	500	200
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		265	0	500	500	200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ELECTIONS		4,118	41	4,900	5,470	2,595

BUDGET NOTES

The City is billed on a per parcel basis by both the Mille Lacs and Sherburne County Assessors for assessing duties. The budgets have been increased for additional parcels and the continuing service cost increases from the counties.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	18,292	16,952	18,000	17,500	18,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		18,292	16,952	18,000	17,500	18,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ASSESSING		18,292	16,952	18,000	17,500	18,000

BUDGET NOTES

PERSONNEL

This department includes the Finance Director and Finance Clerk. The cost allocation for these two positions has 67% of the Finance Clerk costs here and 33% in liquor, while 90% of the Finance Director cost is budgeted here and the remaining 10% allocated to the liquor fund. This cost allocation is based on an approximation of time devoted to accounting procedures for the liquor store. The increase in 2010A is due to the retirement agreement with the prior Finance Clerk. The reduced amount beginning in 2011 is due to the new employee at a lower rate and that the position is now scheduled for 32 hours per week.

SERVICES

1102 - represents the cost of printing the annual financial statement and budget summary as required by law.

1120 - stamps, plus 33% of the telephone lines, 33% of the fax line, and long distance toll charges.

1143 - this represents the cost of the annual audit. A portion of the cost of the audit is allocated to each of the Enterprise Funds, the fire department since a portion of that department's cost is allocated to the townships, and other major funds that share in audit time and expense.

1154 - repairs to computers or other equipment used in this department. The finance software agreement specifies a contract amount for maintenance and updates.

1158 - the Government Finance Officers Association dues and other subscriptions.

1160 - books and reference material, is for finance related reference books.

1162 - the safe deposit box.

1188, 1189, and 1190 - for training courses or seminars and associated travel costs. The increase in 2013A are costs associated with allowing the finance clerk attend the MCFOA convention.

SUPPLIES

1320 - uniform cost for the finance clerk.

1340 - the cost of forms needed for the department such as vouchers, purchase orders, time cards, tax forms, checks, computer paper, as well as other supplies.

1358 - pens, calculator ribbons and other miscellaneous supplies. The increase in 2011 and 2012 is due to an printer ink usage.

CAPITAL OUTLAY

1510 - The 2012 and 2013 Adopted is for possible additional software or any required hardware upgrade.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	90,446	55,613	62,370	63,305	63,615
	Part-time & Seasonal Salaries	7,226	27,204	20,895	21,210	22,275
	Overtime Salaries	81	--	--	--	--
	Fringe Benefits	33,361	31,517	30,740	30,925	31,130
TOTAL PERSONNEL		131,114	114,334	114,005	115,440	117,020
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	1,860	1,361	2,200	1,900	2,000
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,026	933	2,100	1,850	1,900
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	14,878	11,210	11,500	12,000	12,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,394	4,442	4,600	4,600	4,700
1158	Membership and Subscriptions	160	160	170	160	170
1160	Books and Reference Material	134	56	55	65	75
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	40	--	50	--	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	111	148	125	175	300
1189	Conferences, Schools, & Training	25	--	150	25	300
1190	Lodging, Meals and Per Diem	40	--	50	--	350
TOTAL SERVICES		23,668	18,310	21,000	20,775	22,345
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	418	228	415	415	415
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,785	1,221	2,200	2,565	2,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	18	746	400	200	300
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		3,221	2,195	3,015	3,180	3,215
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	2,500	--	4,000
TOTAL CAPITAL OUTLAY		0	0	2,500	0	4,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL FINANCE		158,003	134,839	140,520	139,395	146,580

BUDGET NOTES

The Dove, Fretland & VanValkenburg law firm provides legal services for the City of Princeton. This firm was selected through a Request for Proposal (RFP) process done in 1997 and again in 2005. Both the Civil and Criminal Legal departments are combined in this one department. The budget contains the base contract plus additional expenses for special project requirements and out-of-pocket cost reimbursements. The amounts have increased beginning in 2008 based on a request by the law firm to cover additional costs incurred from an increasing workload. The amount in 2012R under 1143 is for the estimated costs associated with an appeal of one of the court cases. Appeals are not included in the retainer and are therefore, an increase in the fees.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	59,783	59,547	61,000	61,000	62,500
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	3,000	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		59,783	59,547	61,000	64,000	62,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL LEGAL		59,783	59,547	61,000	64,000	62,500

BUDGET NOTES

This department was established in 1997 to account for costs of the City Hall computer network system. Since this network and the equipment involved are used by several departments in the sharing of information between the departments, allocation of costs to specific departments would be difficult and arbitrary.

SERVICES

1120 - DSL internet access.

1143 - expert or professional time for the installation or maintenance of the network or related equipment. Also included are web-site hosting charges.

1154 - repairs or maintenance to the equipment assigned to this department. The increase in 2010A was for the replacement of one external hard drive and the necessary work to restore a workstation.

SUPPLIES

1340 - printer toners, imaging drums, ribbons and CD-ROM's and other miscellaneous items.

CAPITAL OUTLAY

1510 - purchase of equipment. The amounts in the 2012 and 2013 Adopted budgets are for purchase and installation of a projector and laptop computer for presentations. We have been able to borrow this equipment from the fire department, but as the use of this type of equipment increases, additional equipment at City Hall would be helpful.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	634	571	600	575	600
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	828	976	1,100	1,000	1,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,736	1,217	1,500	1,400	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		3,198	2,764	3,200	2,975	3,100
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	218	400	300	300
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	218	400	300	300
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	3,000	--	3,000
TOTAL CAPITAL OUTLAY		0	0	3,000	0	3,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL TECHNOLOGY DEPT.		3,198	2,982	6,600	3,275	6,400

BUDGET NOTES

The Building Official inspects new or remodeling construction for building code compliance. This department is intended to be self-sufficient in that it is financed entirely from permit fees. The personnel section is blank because the City contracts with Metro West Inspection Services for its building official duties. This private contract basis for inspection services began in 1991.

Beginning with the 2002 budget this department was relocated from the Public Safety division to the General Government division. This was done to associate the building inspection department with Planning and Zoning as part of a larger Community Development section.

SERVICES

1120 - a portion of the phone lines plus any postage.

1143 - costs of the contract with Metro West. The Metro West contract payments are based on permit fees. Upon final inspection of each permit, the City pays Metro West 30% of the building permit fees. On projects valued at over \$1,000,000; the city pays only 20% of the permit fees to Metro West. As such, any increase or decrease in contract payments is directly related to the number and amount of building permits. The amounts in this account have increased in the 2011 through the 2013 budgets to reflect increases in primarily commercial building activity.

1158 - would be for membership in area building associations and subscriptions to building code updates.

1162 - represents the return, after satisfactory completion, of deposits required if lawn or driveway requirements have not been made when a Certificate of Occupancy is issued.

SUPPLIES

1340 - supplies for the department.

1345 - permits, inspection forms, and other required forms.

OTHER

1810 - surcharge collected on building permits. This surcharge must be remitted to the State of Minnesota. This figure is based on the estimated revenues from permits in each of the budget years.

1820 - refunds of the permit fees paid when the permit is issued but not used by the company or individual.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	375	297	350	300	325
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	31,682	38,823	40,000	40,000	38,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	122	--	255	100
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	250	--	200
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		32,057	39,242	40,600	40,555	38,625
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	30	10	50	100	50
1345	Printed Forms and Supplies	--	236	200	--	200
1358	Office Supplies	--	--	--	5	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		30	246	250	105	250
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	7,369	4,648	4,500	4,000	3,000
1820	Refunds and Reimbursements	--	50	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		7,369	4,698	4,500	4,000	3,000
TOTAL BUILDING INSPECT.		39,456	44,186	45,350	44,660	41,875

BUDGET NOTES

PERSONNEL

The Community Development Planner devotes a portion of time to zoning administration and Planning Commission matters and a portion to economic development matters. Therefore, 60% of the personnel costs of the Planner are budgeted in this department with the balance included in the Economic Development Authority Fund (Fund 600). Also included, is one-third of the Community Development Secretary. The balance of the secretary costs is equally divided in the Administration department and the Economic Development Authority Fund. The decrease in total costs is due to a new Planner in this department.

SERVICES

- 1102 - publication charges for public hearings of the Planning Commission, which are mostly covered by the application fees.
- 1120 - postage for hearing notices and an allocation of phone calls and service costs within this department.
- 1140 - in 2012A was for a contract with a Geographical Information Service (GIS) firm to organize and update City maps. This did not occur in 2012 and is not included in 2012R. The amount in 2013A is to provide funding for an intern to assist with some tasks in the department.
- 1141 - this is for legal zoning issues. The large amount in 2011A is due to work regarding the request for detachment request and the establishment of the Rural Taxing District.
- 1142 - engineer review of plats or developments. These costs have been reimbursed to the City by the developers beginning in late 2001. This amount has been increased over the last couple of years due to the larger number of developments. The large amount in 2010A and 2011A is due to the 1000 Friends grant received for community planning consulting activities. Even though every effort is made to require reimbursement from the developer, there are increasing needs for general engineering consultations for code and standards updating and general development consultation.
- 1143 - funds for paying Planning Commission members \$10 per meeting attended. This was increased to \$20 per meeting in 2007. This was changed back to \$10 on a temporary basis due to budgetary concerns. The large amount in 2011A is for consultant work on the detachment request.
- 1154 - repairs and maintenance for the mapping computer, program and printer.
- 1158 - subscriptions to planning and zoning newsletters and a planner's advisory service, which sends monthly reports on major study areas. This has been increased for allocation of CGMC dues involving the annexation work of the CGMC.
- 1160 - code books and other required information for reference.
- 1162 - small planning or zoning studies or research projects.
- 1186 - county recording fees on various items.
- 1188, 1189, and 1190 - attendance at Planning and Zoning institutes to keep updated on the latest state and national laws for the Zoning Administrator and Planning Commission members.

SUPPLIES

- 1320 - allocation of Development Secretary's uniform expense.
- 1340 - paper and ink cartridges for plotter and other miscellaneous supplies.
- 1358 - office supplies.

CAPITAL OUTLAY

- 1510 - 2010A is for GIS Updates and a zoning ordinance and comp plan update. The \$15,000 in 2012 is again for the GIS mapping which includes work for additional sewer system detail. The GIS mapping was not done in 2012, but the amount in 2012R was for a new mapping computer and monitor. 2013A has \$5,000 for GIS work for sewer locations and \$2,500 for general GIS and map updates.

TRANSFERS

- 1790 - transfer to the Economic Development Authority.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	48,025	44,882	45,640	46,350	48,270
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	19,172	14,384	14,070	14,175	14,460
TOTAL PERSONNEL		67,197	59,266	59,710	60,525	62,730
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	396	819	425	800	700
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	821	650	700	600	650
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	90	--	2,000	--	2,500
1141	Legal Services	--	8,576	2,000	2,225	2,225
1142	Engineering Services	10,508	10,268	5,000	6,200	6,500
1143	Other Expert and Professional	5,662	19,296	3,500	2,000	2,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	536	805	450	450	450
1158	Membership and Subscriptions	1,365	1,215	1,500	1,250	1,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	500	4,000	500	250
1186	Taxes and Licenses	238	460	400	645	500
1188	Travel - Mileage, Parking	133	310	500	600	700
1189	Conferences, Schools, & Training	250	--	500	300	600
1190	Lodging, Meals and Per Diem	192	122	150	50	100
TOTAL SERVICES		20,191	43,021	21,125	15,620	19,175
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	131	140	150	150	150
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	287	468	500	350	450
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	143	133	150	75	100
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		561	741	800	575	700
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	37,294	--	15,000	2,000	7,500
TOTAL CAPITAL OUTLAY		37,294	0	15,000	2,000	7,500
1790	Transfers Out	5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PLANNING & ZONING		130,243	108,028	101,635	83,720	95,105

BUDGET NOTES

This department is for the maintenance of the Library building, and was established when the facility opened in 1994.

PERSONNEL

The personnel costs are for time spent by the Public Works crew in the building for repairs and for lawn and sidewalk maintenance. With the resignation of the custodian and budgetary pressures the position was left unfilled, and the city entered into a contract with Central Minnesota Custodial to complete many of the custodial duties for the Library and City Hall.

SERVICES

1118 - floor and carpet protection mats and for specialized cleaning, such as carpet cleaning.

1120 - the public pay phone costs.

1136 - electric and natural gas utilities for the building. The increases are for the continuing increase in utility rates.

1143 - security system monitoring. This is where the custodial contract payments are included.

1150 - the allocation of insurance premiums for the facility.

1154 - includes an allocation of the maintenance contract with McDowell Comfort for the HVAC system. The large amount in 2011A was partially due to replacing the carpeting in the Community Room. 2013A contains \$3,500 for replacement hardware for one of the sets of doors.

1186 - solid waste costs assessed by the County.

1188 - mileage reimbursements for the custodian. This is terminated with the new custodial contract.

SUPPLIES

1340 - general building supplies, such as cleaners or paper products.

CAPITAL OUTLAY

1510 - 2012A has \$32,000 for carpet replacement in the main library area. This was not done in 2012 and is again budgeted in 2013A along with \$5,000 for a replacement window on the east side of the building.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	1,012	1,327	1,750	1,700	1,750
	Part-time & Seasonal Salaries	--	--	--	330	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	360	489	700	635	770
TOTAL PERSONNEL		1,372	1,816	2,450	2,665	2,520
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	1,270	2,156	1,400	1,375	1,400
1120	Telephone and Postage	834	770	820	770	800
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	15,352	14,692	16,000	15,000	16,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	11,436	10,843	11,000	11,700	11,750
1150	Insurance and Bonds	3,393	3,346	3,400	4,670	4,750
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	5,379	12,909	5,000	4,000	8,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	3	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		37,667	44,716	37,620	37,515	43,700
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,036	843	900	800	900
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,036	843	900	800	900
1501	Land	--	--	--	--	--
1502	Improvements	--	--	32,000	--	37,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	32,000	0	37,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL	LIBRARY BLDG MAINTENANCE	40,075	47,375	72,970	40,980	84,120

BUDGET NOTES

PERSONNEL

The amounts in this section are for time the Public Works employees on building repair, yard work, painting and other maintenance. Beginning in 2009, with the resignation of the custodian and budgetary pressures, the position was left unfilled, and the city entered into a contract with Central Minnesota Custodial to complete many of the custodial duties for the Library and City Hall.

SERVICES

1118 - special cleaning including contract carpet cleaning.

1120 - costs of the City Hall pay phone.

1136 - costs for utilities. The increases are for utility rate increases.

1143 - beginning with 2009A, this is for the custodial contract expenses.

1154 - parts and repairs to building and building equipment. This also includes a portion of the HVAC maintenance agreement for City facilities.

1186 - solid waste costs assessed by the County.

SUPPLIES

1340 - general supplies such as toilet paper, hand towels, cleaning solutions, light bulbs, etc.

CAPITAL OUTLAY

1502 - 2012A has \$56,000 for replacement of the roof according to a new estimate. This was not done in 2012 but is being carried forward in the budget for 2013. The amount has been adjusted to include an amount to replace the entire roof for City Hall and the Police department.

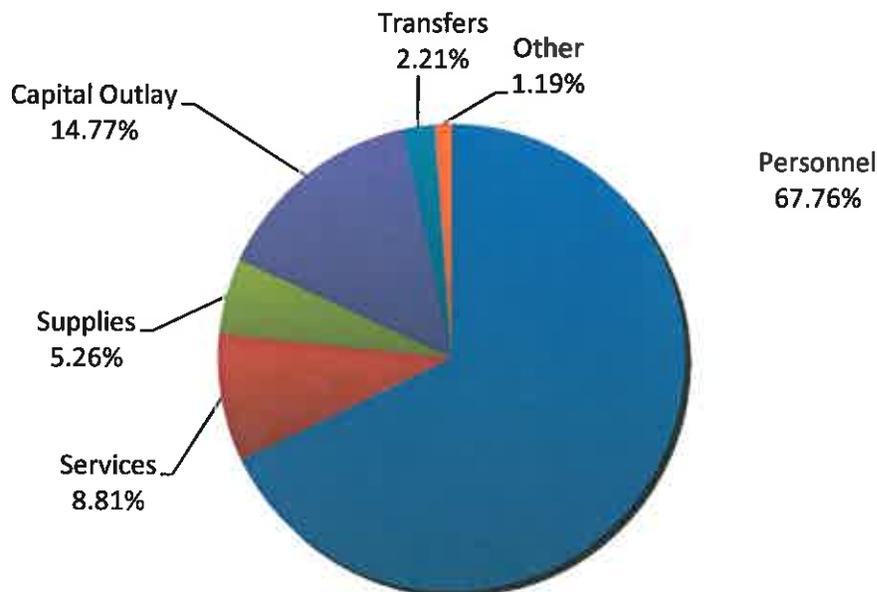
1510 - 2012A has \$20,000 for a radio upgrade that has been down scaled since the mandate to change to 800Mh may only include the emergency service departments. This was not done in 2012.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	6,358	2,064	4,000	2,500	3,000
	Part-time & Seasonal Salaries	--	--	--	390	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	2,511	947	1,595	930	1,325
TOTAL PERSONNEL		8,869	3,011	5,595	3,820	4,325
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	713	770	820	770	800
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	6,960	7,088	8,000	7,500	8,250
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	3,486	3,430	3,750	3,600	3,700
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	2,586	10,812	3,200	3,400	3,200
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	18	12	15	5	15
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		13,763	22,112	15,785	15,275	15,965
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	959	1,366	1,750	1,250	1,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		959	1,366	1,750	1,250	1,500
1501	Land	--	--	--	--	--
1502	Improvements	--	--	56,000	--	62,500
1510	Equipment	--	--	20,000	--	--
TOTAL CAPITAL OUTLAY		0	0	76,000	0	62,500
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL	LIBRARY BLDG. MAINTENANCE	23,591	26,489	99,130	20,345	84,290

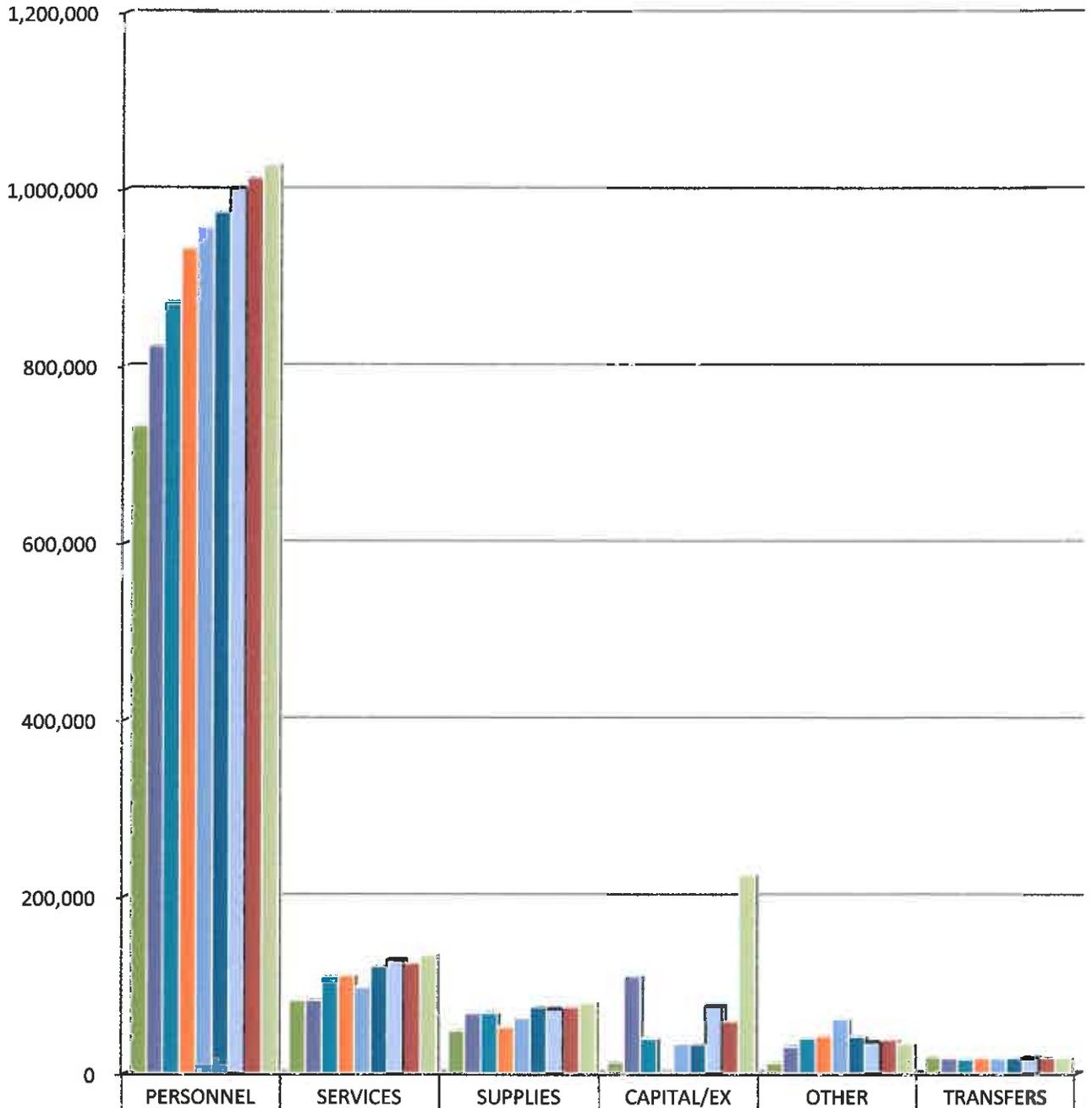
**PUBLIC SAFETY
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
TOTAL PERSONNEL		957,868	975,130	1,001,685	1,013,255	1,029,310
	% of Total Department	77.91%	77.27%	75.27%	76.41%	67.76%
	% of Total Personal Services	57.02%	58.42%	55.85%	58.43%	55.13%
TOTAL SERVICES		96,822	120,865	128,570	124,480	133,820
	% of Total Department	7.88%	9.58%	9.66%	9.39%	8.81%
	% of Total Supplies	12.94%	14.83%	14.49%	14.43%	14.64%
TOTAL SUPPLIES		62,651	74,659	72,400	74,575	79,900
	% of Total Department	5.10%	5.92%	5.44%	5.62%	5.26%
	% of Total Services	39.20%	44.20%	36.23%	37.57%	35.76%
TOTAL CAPITAL OUTLAY		33,660	32,846	75,500	58,500	224,350
	% of Total Department	2.74%	2.60%	5.67%	4.41%	14.77%
	% of Total Capital Outlay	16.63%	43.81%	25.25%	65.39%	52.56%
TOTAL TRANSFERS		61,395	41,535	35,070	37,780	33,535
	% of Total Department	4.99%	3.29%	2.64%	2.85%	2.21%
	% of Total Transfers	55.51%	20.13%	50.86%	50.50%	46.17%
TOTAL OTHER		17,000	17,000	17,510	17,510	18,035
	% of Total Department	1.38%	1.35%	1.32%	1.32%	1.19%
	% of Total Other	26.91%	26.10%	20.98%	25.33%	21.82%
TOTAL PUBLIC SAFETY DIVISION		1,229,396	1,262,035	1,330,735	1,326,100	1,518,950
	% of General Fund	41.47%	42.07%	39.93%	43.79%	42.34%
	Cost per Capita	\$272.11	\$268.63	\$280.45	\$279.47	\$316.98

PUBLIC SAFETY EXPENDITURES BY TYPE



PUBLIC SAFETY EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP	OTHER	TRANSFERS
2006 ACTUAL	733,242	82,234	48,391	12,518	11,798	18,500
2007 ACTUAL	823,617	82,650	67,577	109,791	30,105	17,000
2008 ACTUAL	873,589	109,730	68,023	39,089	39,621	15,950
2009 ACTUAL	934,265	110,429	51,889	0	42,280	17,000
2010 ACTUAL	957,868	96,822	62,651	33,660	61,395	17,000
2011 ACTUAL	975,130	120,865	74,659	32,846	41,535	17,000
2012 ADOPTED	1,001,685	128,570	72,400	75,500	35,070	17,510
2012 REVISED	1,013,255	124,480	74,575	58,500	37,780	17,510
2013 ADOPTED	1,029,310	133,820	79,900	224,350	33,535	18,035

**PUBLIC SAFETY
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	618,841	629,961	638,670	648,515	659,850
	Part-time & Seasonal Salaries	58,211	65,038	70,000	71,000	74,000
	Overtime Salaries	25,269	21,055	16,000	16,000	16,000
	Fringe Benefits	255,547	259,076	277,015	277,740	279,460
TOTAL PERSONNEL		957,868	975,130	1,001,685	1,013,255	1,029,310
1101	Community Promotion	0	0	0	0	0
1102	Printing and Publishing	401	360	550	250	500
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	7,089	5,434	7,500	5,600	7,500
1134	Radio and Pager Charges	2,170	901	2,800	2,000	3,000
1136	Utilities	17,579	19,245	20,570	19,315	21,070
1140	Contracted Labor	3,316	2,377	3,000	3,500	3,000
1141	Legal Services	0	0	0	0	0
1142	Engineering Services	0	0	0	0	0
1143	Other Expert and Professional	5,108	8,075	8,750	5,350	8,750
1150	Insurance and Bonds	17,639	21,837	19,000	26,515	26,000
1152	Tire Purchases and Repairs	2,659	963	2,500	2,500	2,500
1154	Maintenance and Repair	18,543	21,680	22,500	26,500	24,000
1158	Membership and Subscriptions	1,623	2,540	3,000	2,350	3,000
1160	Books and Reference Material	0	0	200	0	200
1161	Data Processing/Office Equip R&M	13,349	13,654	15,000	14,500	15,500
1162	Other Charges	4,406	6,610	7,000	7,200	7,000
1186	Licenses	184	2,933	1,200	1,050	1,200
1188	Travel - Mileage, Parking	199	49	400	400	500
1189	Conferences, Schools, & Training	1,697	13,531	12,000	6,500	7,500
1190	Lodging, Meals and Per Diem	860	676	2,600	950	2,600
TOTAL SERVICES		96,822	120,865	128,570	124,480	133,820
1306	Auto Operating Fluids	41	261	250	250	250
1320	Uniforms	6,324	7,493	8,900	8,400	9,400
1324	Diesel Fuel	3,809	4,532	4,000	4,750	5,500
1338	Gasoline	30,801	36,074	34,000	38,200	39,500
1340	General Supplies	1,536	10,444	2,900	4,525	3,900
1345	Printed Forms and Supplies	183	133	300	400	300
1358	Office Supplies	1,006	1,385	1,400	900	1,400
1360	Safety Program Supplies	3,940	1,959	6,500	5,000	5,500
1382	Small Tools and Equipment	15,011	12,378	14,150	12,150	14,150
TOTAL SUPPLIES		62,651	74,659	72,400	74,575	79,900
1501	Land	0	0	0	0	0
1502	Improvements	0	0	0	0	0
1510	Equipment	33,660	32,846	75,500	58,500	224,350
TOTAL CAPITAL OUTLAY		33,660	32,846	75,500	58,500	224,350
1790	Transfers Out	61,395	41,535	35,070	37,780	33,535
TOTAL TRANSFERS		61,395	41,535	35,070	37,780	33,535
1810	Remit Collections for Other Agen	17,000	17,000	17,510	17,510	18,035
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		17,000	17,000	17,510	17,510	18,035
TOTAL PUBLIC SAFETY		1,229,396	1,262,035	1,330,735	1,326,100	1,518,950

This page is intentionally blank.

**PUBLIC SAFETY
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
<u>POLICE</u>						
	Personnel	892,213	901,927	921,705	933,100	946,230
	Services	46,343	53,290	58,550	56,800	60,350
	Supplies	37,433	51,963	44,950	47,050	49,450
	Capital Outlay	33,660	32,846	75,500	58,500	224,350
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL POLICE		1,009,649	1,040,026	1,100,705	1,095,450	1,280,380
<u>FIRE PROTECTION</u>						
	Personnel	64,578	72,126	78,900	79,075	82,000
	Services	43,700	64,827	66,200	63,115	68,650
	Supplies	25,158	22,696	27,050	27,250	30,050
	Capital Outlay	0	0	0	0	0
	Transfers	61,395	41,535	35,070	37,780	33,535
	Other	17,000	17,000	17,510	17,510	18,035
TOTAL FIRE PROTECTION		211,831	218,184	224,730	224,730	232,270
<u>EMERGENCY MANAGEMENT</u>						
	Personnel	1,077	1,077	1,080	1,080	1,080
	Services	3,547	64	570	1,565	1,570
	Supplies	0	0	400	200	400
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL EMERGENCY MGMT.		4,624	1,141	2,050	2,845	3,050
<u>ANIMAL CONTROL</u>						
	Personnel	0	0	0	0	0
	Services	3,232	2,684	3,250	3,000	3,250
	Supplies	60	0	0	75	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ANIMAL CONTROL		3,292	2,684	3,250	3,075	3,250
<u>TOTAL DIVISION</u>						
	Personnel	957,868	975,130	1,001,685	1,013,255	1,029,310
	Services	96,822	120,865	128,570	124,480	133,820
	Supplies	62,651	74,659	72,400	74,575	79,900
	Capital Outlay	33,660	32,846	75,500	58,500	224,350
	Transfers	61,395	41,535	35,070	37,780	33,535
	Other	17,000	17,000	17,510	17,510	18,035
TOTAL DIVISION		1,229,396	1,262,035	1,330,735	1,326,100	1,518,950

BUDGET NOTES

PERSONNEL

All budgets presented are for wages for the Police Chief, a sergeant, 9 full-time officers, and two full-time police secretaries. The cost of the Youth Services Officer (included in the 9 officers stated above) in the high school is shared equally with the School District. The Youth Services Officer cost in the middle school which began in September of 2008 is paid 75% by the school. This agreement for the middle school was terminated at the end of the 2010 school year, but has been reinstated beginning with the 2011 school year. The custodial work is now done by a contracting company beginning with 2009. The expense for the custodial work is now included in account 1162.

SERVICES

- 1102 - primarily for personnel ads, notices and business expo booth rental.
- 1120 - three local phone lines, the police fax line, toll charges, two cellular phones and postage. This increased beginning in 2005 to include the costs of cell phones required for the squad laptop computers.
- 1134 - radio and radar unit repair and maintenance.
- 1136 - electric and natural gas cost for the police section of the building. The increases are due to rate changes.
- 1143 - psychological and physical evaluations, photo finishing, professional services at the Princeton Clinic and lab charges for blood tests, and services provided by other law enforcement departments and agencies.
- 1152 - tire purchases, repairs and maintenance.
- 1154 - maintenance of all equipment. The increases are due to continuing major repairs to the squads.
- 1158 - for membership and subscriptions to various law enforcement associations and publications.
- 1161 - data processing costs associated with the connection to the state computer system and repairs and maintenance of office equipment. The largest amount in this account is the costs associated with the computer dispatch system arrangement with Mille Lacs County.
- 1162 - custodial work, repairs and maintenance of the police station.
- 1186 - required license fees for police vehicles and police officers (POST license).
- 1188, 1189, and 1190 - for schooling, conferences, and training items. There is a Peace Officers Standards and Training (POST) Board reimbursement for training expenses estimated at \$425 per officer to help offset these costs.

SUPPLIES

- 1320 - uniform allowance for the officers and secretaries. There also is a maximum of \$200 per each reserve officer.
- 1338 - increases in this account are due to rising costs and usage with more officers.
- 1340 - light bulbs, paper products and other costs associated with the police station. The large amount in 2011A is for the cost of body armor. A portion of this expense was reimbursed through a state grant.
- 1360 - various supplies for squads, ammunition, items to refurbish and maintain investigative materials such as fingerprint cards, fingerprint lists, powders, casting material, mouthpieces for the intoxilyzer, and other supplies.
- 1382 - measuring tapes, accident marking instruments, etc.

CAPITAL OUTLAY

- 1510 - 2010A was for a squad car replacement and conversion. 2011A for the new squad, equipment and conversion. 2012A has \$40,000 for a new squad with equipment, \$3,500 for roof repairs, \$15,000 for a copier and \$17,000 for computer server, work station and equipment upgrade. 2012R has been adjusted for the new squad, equipment and conversion and the computer server, work station and equipment upgrade. 2013A has several items all of which are listed in the CIP Section of the budget document. The principal items are \$44,000 for a squad car and required items for a complete conversion, \$87,000 for 800Mhz radio equipment and work, \$15,000 for a replacement copier and \$58,500 for a K-9 unit. The K-9 unit will be primarily funded through grants, donations and fund raising.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	618,841	629,961	638,670	648,515	659,850
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	25,269	21,055	16,000	16,000	16,000
	Fringe Benefits	248,103	250,911	267,035	268,585	270,380
TOTAL PERSONNEL		892,213	901,927	921,705	933,100	946,230
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	226	175	300	200	300
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	5,571	5,434	6,500	5,500	6,500
1134	Radio and Pager Charges	859	327	800	1,000	1,000
1136	Utilities	9,531	10,790	10,500	11,000	11,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	314	290	500	350	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	2,659	963	2,500	2,500	2,500
1154	Maintenance and Repair	7,667	10,115	10,000	10,000	10,500
1158	Membership and Subscriptions	860	1,470	1,500	1,350	1,500
1160	Books and Reference Material	--	--	200	--	200
1161	Data Processing/Office Equip R&M	12,561	13,654	14,000	14,000	14,500
1162	Other Charges/Building Maint.	4,406	6,577	7,000	7,000	7,000
1186	Licenses	105	908	950	950	950
1188	Travel - Mileage, Parking	199	49	200	300	300
1189	Conferences, Schools, & Training	1,260	2,131	3,000	2,000	3,000
1190	Lodging, Meals and Per Diem	125	407	600	650	600
TOTAL SERVICES		46,343	53,290	58,550	56,800	60,350
1306	Auto Operating Fluids	22	126	100	100	100
1320	Uniforms	6,324	7,493	8,400	8,400	8,400
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	27,376	31,008	30,000	32,500	33,500
1340	General Supplies	578	10,126	1,500	1,500	2,500
1345	Printed Forms and Supplies	183	133	300	400	300
1358	Office Supplies	686	1,114	1,000	500	1,000
1360	Police Supplies	2,151	1,959	3,500	3,500	3,500
1382	Small Tools and Equipment	113	4	150	150	150
TOTAL SUPPLIES		37,433	51,963	44,950	47,050	49,450
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	33,660	32,846	75,500	58,500	224,350
TOTAL CAPITAL OUTLAY		33,660	32,846	75,500	58,500	224,350
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections for Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL POLICE		1,009,649	1,040,026	1,100,705	1,095,450	1,280,380

BUDGET NOTES

Beginning in 1994 all Fire Department operational expenditures are included in this department.

PERSONNEL

Beginning with 2012, the pay structure is \$12 for the Chief and the Assistant Chief, \$11 for the Captains and the firefighters getting \$10 per hour for fire calls and for each training session. The Chief also receives a salary of \$3,000 for administrative work.

SERVICES

- 1102 - publication of recruitment ads or ads for equipment bids and notices.
- 1120 - phone line, fax line, mobile phones and a DSL line to be used for weather radar updates.
- 1134 - radio and pager costs including repairs, supplies and replacement units.
- 1136 - electric and natural gas for the fire station. Increases are due to increasing rates.
- 1140 - for a contract to test and repair air packs. According to a replacement rotation program the purchase of new complete air pack units is also included.
- 1143 - physicals and required vaccinations and face mask fit tests.
- 1150 - the fire department share of liability, vehicle and workers compensation insurance premiums.
- 1154 - maintenance and repairs to the fire vehicles, equipment and station.
- 1158 - newsletters the department members receive and dues to various associations.
- 1161 - possible repairs or upgrades for computer hardware or software.
- 1162 - minor operational expenses. The amount in 2007A was for the fire department share of the cost of preliminary work for a new public safety building.
- 1188, 1189, and 1190 - represents the cost of schools and workshops attended by members of the department. Fire Department personnel are given a per diem of \$100/day.

SUPPLIES

- 1324 & 1338 - fuel for the fire trucks.
- 1340 - beginning with 2001 this account includes only minor items such as cleaning supplies and maintenance items. The larger items directly related to fire fighting are now included in 1382.
- 1358 - print cartridges, paper and computer parts and supplies.
- 1360 - fire prevention materials and supplies, especially for school presentations.
- 1382 - small tools and minor equipment such as picks or axes, etc., and computer hardware, software, and supply needs. This account now includes first aid equipment, protective clothing, hose, gas detectors, and fire-fighting foam.

CAPITAL OUTLAY – nearly all capital expenditures are budgeted in Fund 260 – Fire Department Reserve.

TRANSFERS

1790 - transfer to the Fire Department Reserve Fund for future capital asset needs. Any change in total actual expenditures from budgeted expenditures results in an adjustment to this transfer amount to bring the actual expenditures into compliance with the budgeted total. 2007 marked the beginning of a decision by the Fire Advisory Board of increasing the amount set-aside for reserve for future equipment purchases. The total budget has approximately 3% annual increases based upon a Fire Board recommendation.

OTHER

1810 - payment to the Fire Relief Association for the City and Township contribution to the retirement benefit. Beginning in 2012A, this contribution is also planned to be increased by 3% annually.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	57,211	64,038	69,000	70,000	73,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	7,367	8,088	9,900	9,075	9,000
TOTAL PERSONNEL		64,578	72,126	78,900	79,075	82,000
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	175	185	250	50	200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,518	--	1,000	100	1,000
1134	Radio and Pager Charges	1,311	574	2,000	1,000	2,000
1136	Utilities	7,984	8,391	10,000	8,250	10,000
1140	Contracted Labor/Airpack & SCBA	3,316	2,377	3,000	3,500	3,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	1,562	5,101	5,000	2,000	5,000
1150	Insurance and Bonds	17,639	21,837	19,000	26,515	26,000
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	7,393	11,565	12,000	15,000	12,000
1158	Membership and Subscriptions	763	1,070	1,500	1,000	1,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	788	--	1,000	500	1,000
1162	Other Charges-Safety Bldg Study	--	33	--	200	--
1186	Licenses	79	2,025	250	100	250
1188	Travel - Mileage, Parking	--	--	200	100	200
1189	Conferences, Schools, & Training	437	11,400	9,000	4,500	4,500
1190	Lodging, Meals and Per Diem	735	269	2,000	300	2,000
TOTAL SERVICES		43,700	64,827	66,200	63,115	68,650
1306	Auto Operating Fluids	19	135	150	150	150
1320	Uniforms - New Recruit Costs	--	--	500	--	1,000
1324	Diesel Fuel	3,809	4,532	4,000	4,750	5,500
1338	Gasoline	3,425	5,066	4,000	5,700	6,000
1340	General Supplies	898	318	1,000	2,750	1,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	320	271	400	400	400
1360	Safety Program Supplies	1,789	--	3,000	1,500	2,000
1382	Small Tools and Equipment	14,898	12,374	14,000	12,000	14,000
TOTAL SUPPLIES		25,158	22,696	27,050	27,250	30,050
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	61,395	41,535	35,070	37,780	33,535
TOTAL TRANSFERS		61,395	41,535	35,070	37,780	33,535
1810	Remit Collections for Other Agencies	17,000	17,000	17,510	17,510	18,035
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		17,000	17,000	17,510	17,510	18,035
TOTAL FIRE PROTECTION		211,831	218,184	224,730	224,730	232,270

BUDGET NOTES

The purposes of the Emergency Management department are to ensure survival during civil emergencies or natural disasters and to facilitate recovery following the emergency. The objective for a local program is to identify existing and potential hazards of the locale; develop a system of alerting key officials; advance warning to citizens of potential dangerous situations; identify resources that will be available at all levels that could be useful; establish procedures for acquiring and effectively using these resources; and establish lines of communication for requesting state and federal assistance.

PERSONNEL

Beginning in 2001 the Emergency Management Director is classified as an employee rather than a contract professional.

SUPPLIES

1136 - electric for the sirens outside of the PUC service area.

1154 - maintenance and repairs on the siren, radios, or other equipment. The large amount in 2010A is for repairs to one of the sirens.

SERVICES

1340 - possible supply items or additional parts.

CAPITAL OUTLAY – no budgeted items. It is anticipated that additional sirens for expanded areas will be paid for by the developments that require the expansion.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	1,000	1,000	1,000	1,000	1,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	77	77	80	80	80
TOTAL PERSONNEL		1,077	1,077	1,080	1,080	1,080
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	64	64	70	65	70
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	3,483	--	500	1,500	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		3,547	64	570	1,565	1,570
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	400	200	400
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	400	200	400
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections for Other Agency	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL EMERGENCY MGMT.		4,624	1,141	2,050	2,845	3,050

BUDGET NOTES

This is a minimal budget for this department, with the Police officers serving as animal control officers responding to citizen calls and complaints.

SERVICES

1143 - payments by the City to the Princeton Animal Clinic for the keeping and possible disposal of animals. The owner of a dog that is reclaimed must pay the City an amount to cover the cost of impounding. However, fewer than half of the dogs picked up are reclaimed; therefore, for every two dogs picked up, at least one goes unclaimed and costs the City. The current impound fee is \$60 for canines and \$50 for felines plus tax.

SUPPLIES

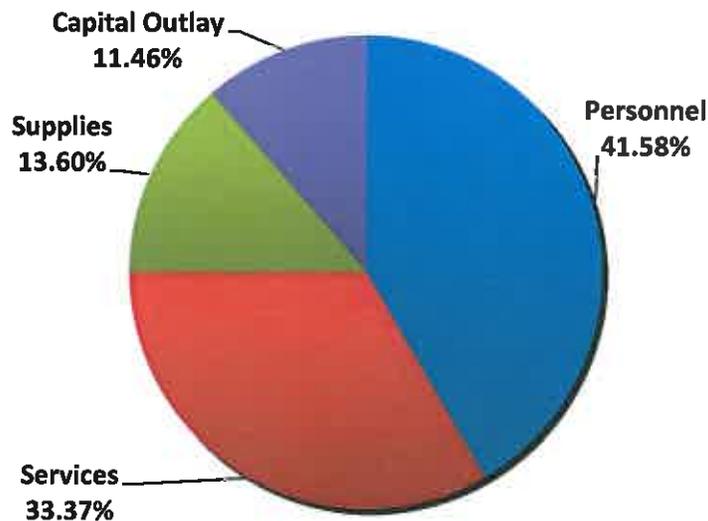
1340 - tags and receipt forms for the licensing requirement established by ordinance and live animal traps.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	3,232	2,684	3,250	3,000	3,250
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		3,232	2,684	3,250	3,000	3,250
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	60	--	--	75	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		60	0	0	75	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections for Other Agenc	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ANIMAL CONTROL		3,292	2,684	3,250	3,075	3,250

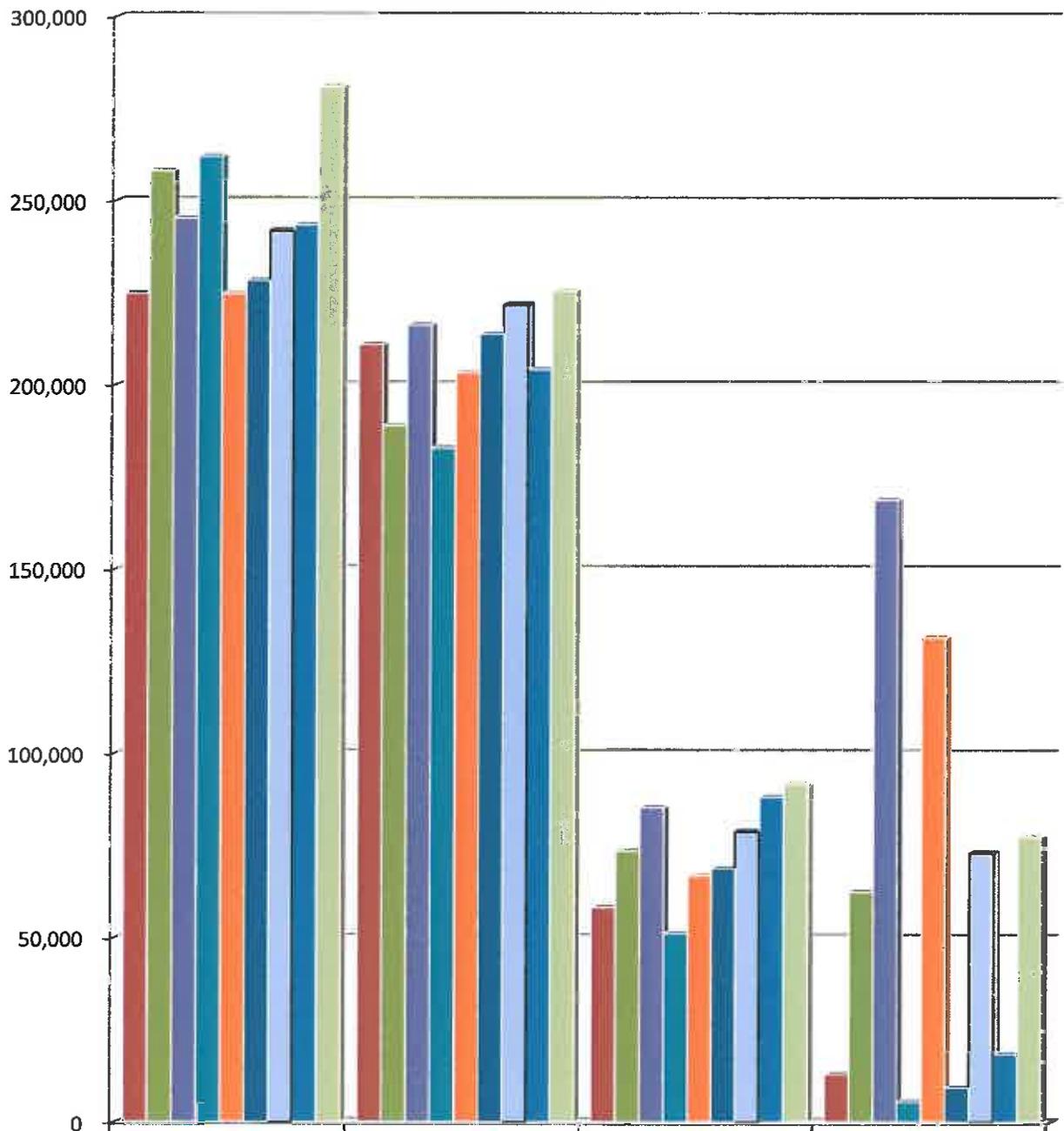
**PUBLIC WORKS
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
TOTAL PERSONNEL		224,773	228,466	241,860	243,560	281,150
	% of Total Department	35.87%	43.87%	39.31%	43.91%	41.58%
	% of Total Personal Services	13.38%	13.69%	13.48%	14.04%	15.06%
TOTAL SERVICES		203,398	214,004	221,665	204,320	225,625
	% of Total Department	32.46%	41.09%	36.03%	36.83%	33.37%
	% of Total Supplies	27.18%	26.26%	24.98%	23.69%	24.68%
TOTAL SUPPLIES		66,922	68,909	78,750	88,350	91,950
	% of Total Department	10.68%	13.23%	12.80%	15.93%	13.60%
	% of Total Services	41.87%	40.79%	39.41%	44.51%	41.15%
TOTAL CAPITAL OUTLAY		131,483	9,441	73,000	18,500	77,500
	% of Total Department	20.98%	1.81%	11.86%	3.33%	11.46%
	% of Total Capital Outlay	64.95%	12.59%	24.41%	20.68%	18.16%
TOTAL TRANSFERS		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Transfers	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL OTHER		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Other	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL PUBLIC WORKS DIVISION		626,576	520,820	615,275	554,730	676,225
	% of General Fund	21.14%	17.36%	18.46%	18.32%	18.85%
	Cost per Capita	\$138.68	\$110.86	\$129.67	\$116.91	\$141.12

PUBLIC WORKS EXPENDITURES BY TYPE



PUBLIC WORKS EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP
2006 ACTUAL	224,956	211,078	58,300	13,064
2007 ACTUAL	258,196	189,072	73,652	62,517
2008 ACTUAL	245,337	216,387	85,477	168,911
2009 ACTUAL	262,177	182,994	51,300	5,488
2010 ACTUAL	224,773	203,398	66,922	131,483
2011 ACTUAL	228,466	214,004	68,909	9,441
2012 ADOPTED	241,860	221,665	78,750	73,000
2012 REVISED	243,560	204,320	88,350	18,500
2013 ADOPTED	281,150	225,625	91,950	77,500

**PUBLIC WORKS
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	155,579	161,335	167,050	167,285	187,850
	Part-time & Seasonal Salaries	918	3,049	2,500	9,655	4,500
	Overtime Salaries	1,426	252	3,500	3,535	3,500
	Fringe Benefits	66,850	63,830	68,810	63,085	85,300
TOTAL PERSONNEL		224,773	228,466	241,860	243,560	281,150
1102	Printing and Publishing	285	236	350	565	350
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	2,088	1,935	2,750	2,150	2,750
1134	Radio and Pager Charges	983	247	1,250	1,330	1,250
1136	Utilities	22,228	24,012	26,500	25,500	27,500
1140	Contracted Labor	129,513	134,628	131,250	114,690	131,250
1141	Legal Services	0	0	0	0	0
1142	Engineering Services	0	0	0	275	0
1143	Other Expert and Professional	1,979	681	2,200	1,760	2,350
1150	Insurance and Bonds	0	0	0	0	0
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	44,969	51,960	54,350	55,575	57,350
1158	Membership and Subscriptions	0	0	0	0	0
1160	Books and Reference Material	0	0	0	0	0
1162	Other Charges	654	24	650	300	650
1172	Rents and Leases	0	0	1,000	500	1,000
1186	Taxes and Licenses	309	45	390	535	500
1188	Travel - Mileage, Parking	0	0	75	50	75
1189	Conferences, Schools, & Training	390	236	750	1,050	550
1190	Lodging, Meals and Per Diem	0	0	150	40	50
TOTAL SERVICES		203,398	214,004	221,665	204,320	225,625
1306	Auto Operating Fluids	1,736	1,423	1,750	1,750	1,750
1320	Uniforms	1,729	944	1,700	1,600	1,700
1324	Diesel Fuel	18,162	22,701	24,000	28,500	29,500
1338	Gasoline	6,077	8,743	7,200	10,300	10,950
1340	General Supplies	36,425	32,302	39,800	41,700	43,650
1343	Chemical Sterilant and Supplies	1,442	1,485	1,500	1,600	1,600
1345	Printed Forms and Supplies	0	0	0	0	0
1358	Office Supplies	56	230	100	100	100
1360	Safety Program Supplies	1,137	599	1,700	1,900	1,700
1382	Small Tools and Equipment	158	192	500	500	500
1385	Streetscape Maintenance	0	290	500	400	500
TOTAL SUPPLIES		66,922	68,909	78,750	88,350	91,950
1501	Land	0	0	0	0	0
1502	Improvements	0	9,441	50,000	0	50,000
1510	Equipment	131,483	0	23,000	18,500	27,500
TOTAL CAPITAL OUTLAY		131,483	9,441	73,000	18,500	77,500
1790	Transfers Out	0	0	0	0	0
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	0	0	0	0	0
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0
TOTAL PUBLIC WORKS DIVISION		626,576	520,820	615,275	554,730	676,225

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
PUBLIC WORKS ADMINISTRATION						
	Personnel	80,811	80,603	78,470	90,510	98,065
	Services	16,009	15,815	19,540	17,850	19,675
	Supplies	4,018	4,538	4,400	4,750	4,900
	Capital Outlay	0	0	50,000	0	50,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL PUBLIC WORKS ADMIN.		100,838	100,956	152,410	113,110	172,640
STORM SEWERS						
	Personnel	0	0	140	135	145
	Services	0	0	525	225	525
	Supplies	0	0	100	50	100
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STORM SEWERS		0	0	765	410	770
STREETS						
	Personnel	138,805	140,426	154,220	143,900	172,500
	Services	168,692	173,623	173,475	157,445	174,800
	Supplies	54,166	50,253	62,650	67,950	71,000
	Capital Outlay	131,483	9,441	23,000	18,500	27,500
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREETS		493,146	373,743	413,345	387,795	445,800
TRAFFIC SIGNS/SIGNALS						
	Personnel	1,700	2,185	2,450	3,660	3,600
	Services	9,610	12,569	14,000	14,200	15,000
	Supplies	2,267	2,413	2,250	3,600	3,600
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SIGNS/SIGNALS		13,577	17,167	18,700	21,460	22,200
FLIGHT SERVICE MAINTENANCE						
	Personnel	1,629	2,662	2,100	2,845	2,520
	Services	7,040	9,575	10,500	11,000	12,000
	Supplies	851	834	1,200	950	1,200
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		9,520	13,071	13,800	14,795	15,720

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
COMPOST SITE						
	Personnel	64	29	0	0	0
	Services	0	0	0	0	0
	Supplies	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL COMPOST SITE		64	29	0	0	0
STREET CLEANING						
	Personnel	0	1,864	2,380	1,360	2,450
	Services	1,034	1,278	2,000	2,200	2,000
	Supplies	3,858	8,512	6,000	8,000	8,000
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREET CLEANING		4,892	11,654	10,380	11,560	12,450
MOSQUITO/WEED CONTROL						
	Personnel	1,764	697	1,050	810	790
	Services	395	73	475	500	475
	Supplies	1,762	2,359	2,000	3,000	3,000
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MOSQUITO/WEED CONTROL		3,921	3,129	3,525	4,310	4,265
SHADE TREE						
	Personnel	0	0	1,050	340	1,080
	Services	618	1,071	1,150	900	1,150
	Supplies	0	0	150	50	150
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SHADE TREE		618	1,071	2,350	1,290	2,380
TOTAL DIVISION						
	Personnel	224,773	228,466	241,860	243,560	281,150
	Services	203,398	214,004	221,665	204,320	225,625
	Supplies	66,922	68,909	78,750	88,350	91,950
	Capital Outlay	131,483	9,441	73,000	18,500	77,500
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL DIVISION		626,576	520,820	615,275	554,730	676,225

BUDGET NOTES

PERSONNEL

This department reflects the administration cost of the entire Public Works and Parks and Recreation operation. The personnel section includes two-thirds of the Public Works Director's time and an allocated portion of leave and fringe benefit costs of the director, and the Public Works Supervisor's time when devoted to administration duties.

SERVICES

- 1102 - legal ads, notices and publications.
- 1120 - telephone service for the shop and the cellular phone used by the director.
- 1136 - electric and natural gas used at the Public Works garage.
- 1143 - other expert and professional.
- 1154 - maintenance and repair of the Director's pickup and for the shop and office area. Also included, is the allocated cost of a maintenance agreement for the HVAC and any related expenses.
- 1162 - expenses of environmentally proper disposal (tires, light tubes, oil, etc.).
- 1186 - the pickup license and solid waste assessment.
- 1188 - mileage for training if department vehicle is unavailable or not appropriate.
- 1189 - amount for possible college courses according to the policy for employees and other training.
- 1190 - meals if training is out of town.

SUPPLIES

- 1320 - uniform expense for the director.
- 1338 - gasoline for the pickup trucks.
- 1340 - general cleaning supplies, rags, detergents, etc. for the shop.
- 1360 - Public Works participation in the Hazardous Materials Response activity and for costs associated with employee safety. This includes training and equipment.

CAPITAL OUTLAY

Capital Outlay – in 2012A is for the replacement of the office area. This was not done in 2012 and is carried over to the 2013A budget.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	55,701	56,876	56,000	66,500	68,000
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	25,110	23,727	22,470	24,010	30,065
TOTAL PERSONNEL		80,811	80,603	78,470	90,510	98,065
1102	Printing and Publishing	202	--	200	415	200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,088	1,935	2,750	2,150	2,750
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	11,810	12,047	14,500	13,000	14,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	271	143	100	460	200
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,603	1,490	1,500	1,500	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges/Environmental	--	--	150	--	150
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	15	--	15	125	125
1188	Travel - Mileage, Parking	--	--	50	--	50
1189	Conferences, Schools, & Training	20	200	200	200	200
1190	Lodging, Meals and Per Diem	--	--	75	--	--
TOTAL SERVICES		16,009	15,815	19,540	17,850	19,675
1306	Auto Operating Fluids	4	--	--	--	--
1320	Uniforms	282	166	500	400	500
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	2,649	3,325	3,000	3,500	3,500
1340	General Supplies	243	468	300	350	300
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	56	230	100	100	100
1360	Safety Program Supplies	784	349	500	400	500
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		4,018	4,538	4,400	4,750	4,900
1501	Land	--	--	--	--	--
1502	Improvements	--	--	50,000	--	50,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	50,000	0	50,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL P.W. ADMINISTRATION		100,838	100,956	152,410	113,110	172,640

BUDGET NOTES

This department is used to maintain the City's storm sewer system by cleaning the inlet grates, repairing old lines, and installing new minor systems. With continued development, more and more stress is being put on the storm water system both in terms of size and condition. Work has been done to evaluate and start a storm water utility. Once the legal, engineering and administrative work is complete and charges are implemented, the revenue will go into the "Surface Water Management Fund" (Fund 601). At that point the activities involved in this department will be accounted for in that fund and this department will be discontinued.

PERSONNEL

The personnel section is for time actually spent maintaining the system.

SERVICES

1154 - repair work on the system or for street or sidewalk restoration after repairs or installation.

1186 - State required storm water permit.

SUPPLIES

1340 - supplies needed to make small local improvements in areas that have water problems. This is continued to allow for purchase and installation as feasible.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	100	100	100
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	40	35	45
TOTAL PERSONNEL		0	0	140	135	145
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	500	200	500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	25	25	25
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	525	225	525
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	100	50	100
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	100	50	100
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STORM SEWERS		0	0	765	410	770

BUDGET NOTES

This department accounts for street maintenance including patching, sealcoating and snow removal. These activities are managed and closely supervised to attain the highest level of service within the limits of the City's financial and personnel resources.

PERSONNEL

This section includes salary costs for actual time spent on street repairs, maintenance, plowing, sanding and snow hauling. In 2002 and 2003 the budget had provided for the hiring of an employee. However, budget concerns delayed that hiring. The budgets shown maintain the current staffing level for this department. However, an additional seasonal employee position is included. The increase in 2013 represents some restructuring in Public Works. With the completion of the Wastewater Treatment Plant expansion, one full time employee needs to be dedicated to operating the plant. This staffing had been done by a combination of part time and full time employees. Fringe benefits for 2 employees are included.

SERVICES

- 1102 - advertising, publications, printing of temporary signs, etc.
- 1134 - radio purchases or repairs.
- 1136 - utilities are for the expenses of the new Public Works Garage addition.
- 1140 - contract for sealcoating. The 2010A amounts represent a decrease to help with the LGA cuts. This decrease is budgeted to continue into 2012 and 2013. The reduced amount in 2012R was due to a larger than normal amount of granite chips in inventory from prior years which reduced the cost for material.
- 1154 - maintenance and repair for the majority of the vehicles and equipment in the department. This has been significantly increased for usage, inflation and aging of the equipment.
- 1162 - for costs incurred in repairing Street openings made by citizens and for the return of digging deposit balances.
- 1172 - rental of any equipment used on any streets. The amount has been established for rental of a truck and operator to assist in hauling snow to help compensate for the reduced personnel.
- 1186 - the state requirement of bi-annual licenses for city vehicles and for the solid waste assessments on parking lots.

SUPPLIES

- 1306 - fluids for the vehicles such as oil, hydraulic fluid and anti-freeze.
- 1320 - uniform allowances for the four employees with this as the home department.
- 1324 - diesel for the vehicles and equipment.
- 1340 - general supplies such as sand and salt for winter roads, blacktop for patching, etc. This is increased for usage and inflation.
- 1343 - the purchase of chemical sterilants.
- 1360 - items for employee and citizen safety.
- 1385 - established in 1999 for equipment and materials needed to maintain and repair the beautification structures and fixtures.

CAPITAL OUTLAY

- 1502 - 2011A was for overhead door replacements.
- 1510 - 2010A has the amount for the loader and included the trade-in of the prior loader. 2012A has \$18,000 for a new pickup truck and \$5,000 for barricades and cones. 2012R has \$16,000 for the pickup and ½ of the budgeted amount (\$2,500) for cones and barricades. 2013A has the other \$2,500 for the cones and barricades, \$20,000 for a used small bucket truck and \$5,000 for the beginning of the upgrade program for the new sign reflectivity standard.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	96,306	99,035	104,500	95,000	112,500
	Part-time & Seasonal Salaries	918	3,049	2,500	8,500	4,500
	Overtime Salaries	1,426	252	3,500	3,500	3,500
	Fringe Benefits	40,155	38,090	43,720	36,900	52,000
TOTAL PERSONNEL		138,805	140,426	154,220	143,900	172,500
1102	Printing and Publishing	83	236	150	150	150
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	983	247	1,250	1,330	1,250
1136	Utilities	901	77	--	--	--
1140	Contracted Labor/Sealcoat	128,940	133,878	130,000	113,740	130,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	275	--
1143	Other Expert and Professional	105	72	100	300	150
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	36,802	39,054	40,000	40,000	41,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other /Road Opening Repairs	654	24	500	300	500
1172	Rents and Leases	--	--	1,000	500	1,000
1186	Taxes and Licenses	224	35	250	250	250
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	200	600	--
1190	Lodging, Meals and Per Diem	--	--	25	--	--
TOTAL SERVICES		168,692	173,623	173,475	157,445	174,800
1306	Auto Operating Fluids	1,732	1,423	1,750	1,750	1,750
1320	Uniforms	1,447	778	1,200	1,200	1,200
1324	Diesel Fuel	16,021	16,639	20,000	22,500	23,500
1338	Gasoline	3,284	5,320	4,000	6,500	7,250
1340	General Supplies	29,729	23,876	32,000	32,000	33,500
1343	Chemical Sterilant and Supplies	1,442	1,485	1,500	1,600	1,600
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	353	250	1,200	1,500	1,200
1382	Small Tools and Equipment	158	192	500	500	500
1385	Streetscape Maintenance	--	290	500	400	500
TOTAL SUPPLIES		54,166	50,253	62,650	67,950	71,000
1501	Land	--	--	--	--	--
1502	Improvements	--	9,441	--	--	--
1510	Equipment	131,483	--	23,000	18,500	27,500
TOTAL CAPITAL OUTLAY		131,483	9,441	23,000	18,500	27,500
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STREETS		493,146	373,743	413,345	387,795	445,800

BUDGET NOTES

This department covers traffic signs, painting and striping. Beginning in 2002, the cost of traffic signal lights operation and maintenance was allocated to this department.

PERSONNEL

This represents the costs for the time on painting traffic lines, to repair or replace damaged signs and install new signs the Council or citizen's request.

SERVICES

1136 - electric charges for the 1st Street and the Highway 95 signal lights. This shows a significant increase due to rate increases.

1140 - contracting for maintenance or repair of lights.

1154 - repairing the paint striper and needed repairs to the 1st Street signal lights. Sherburne County maintains the Northland Drive lights.

SUPPLIES

1340 - materials such as paint, signs, and posts.

CAPITAL OUTLAY

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	1,153	1,586	1,750	2,150	2,500
	Part-time & Seasonal Salaries	--	--	--	690	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	547	599	700	820	1,100
TOTAL PERSONNEL		1,700	2,185	2,450	3,660	3,600
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities - Signal Light Electric	9,517	11,888	12,000	12,500	13,000
1140	Contracted Labor	--	--	500	200	500
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	93	681	1,500	1,500	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		9,610	12,569	14,000	14,200	15,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,267	2,413	2,250	3,600	3,600
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		2,267	2,413	2,250	3,600	3,600
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL TRAFFIC SIGNS		13,577	17,167	18,700	21,460	22,200

BUDGET NOTES

The Flight Service Station (FSS) is owned by the City and had been leased at no cost to the FAA. Since the 20-year lease with the FAA expired in December 2005, a new lease was developed that has revenue to offset the costs of this department and provides some revenue to offset earlier construction and maintenance costs.

PERSONNEL

Personnel costs are for snowplowing, grass cutting, clearing sidewalks, etc.

SERVICES

1143 - is for water treatment services and floor mat service.

1154 - repairs to the building exterior, grounds and sidewalks.

SUPPLIES

1338 - gasoline used in lawn mowers.

1340 - supplies used in maintaining the area, such as seed and fertilizer.

CAPITAL OUTLAY

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	1,147	2,038	1,500	1,750	1,750
	Part-time & Seasonal Salaries	--	--	--	430	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	482	624	600	665	770
TOTAL PERSONNEL		1,629	2,662	2,100	2,845	2,520
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	1,603	466	2,000	1,000	2,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	5,437	9,109	8,500	10,000	10,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		7,040	9,575	10,500	11,000	12,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	144	98	200	300	200
1340	General Supplies	707	736	1,000	650	1,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		851	834	1,200	950	1,200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		9,520	13,071	13,800	14,795	15,720

BUDGET NOTES

This department involves the operation of a drop-off site for residents to leave their branches, leaves, grass clippings and garden refuse. There was a significant change made in 2009 with the handling of compost in the City. Sylva Corporation is a business in the industrial park that can use the compost type items and offered to provide that service to the City residents. Their revenue from this material offsets their cost of operation. In the near future, this department will be eliminated.

PERSONNEL

The personnel costs are being phased out with the change noted above.

SERVICES

1102 - was for advertising the hours of operation.

1140 - was for disposal of the compost material when needed and the contract labor to monitor the site.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	35	22	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	29	7	--	--	--
TOTAL PERSONNEL		64	29	0	0	0
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	0	0	0
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL COMPOST SITE		64	29	0	0	0

BUDGET NOTES

This department records the activities involved in the cleaning or sweeping of the City streets. Because of increased concern of the effects of winter salt and sand on the environment, sweeping is done more often than in the past to reduce the effects on the water run-off. This results in greater costs.

PERSONNEL

Personnel costs in this department are based on the time spent in sweeping streets.

SERVICES

1154 - maintenance and repairs to the street sweeper.

SUPPLIES

1324 - diesel fuel for the sweeper.

1340 - supplies, primarily sweeper brooms and brushes.

CAPITAL OUTLAY

No expenditures were made or are anticipated.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	1,293	1,700	1,000	1,700
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	571	680	360	750
TOTAL PERSONNEL		0	1,864	2,380	1,360	2,450
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,034	1,278	2,000	2,200	2,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		1,034	1,278	2,000	2,200	2,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	2,141	6,062	4,000	6,000	6,000
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,717	2,450	2,000	2,000	2,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		3,858	8,512	6,000	8,000	8,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STREET CLEANING		4,892	11,654	10,380	11,560	12,450

BUDGET NOTES

The City's current mosquito-spraying program, which is designed to cover the entire city, was instituted in 1985. The increasing concern of the spread of disease by mosquitoes has resulted in additional pressure for increased control measures. Although the control of mosquitoes is a service expected by most residents, it is also a difficult service to provide in a manner acceptable to everyone. Concerns over the risks to health from spraying or reactions to the spray create additional training, work and care in the spray application.

PERSONNEL

Personnel time represents the actual hours used to spray. Since much of the time worked in this department is taken as comp time; the cost indicated here is not a completely accurate accounting of resources dedicated to this department.

SERVICES

1154 - repairs to the sprayer.

1186 - licenses necessary for the mosquito spraying employees.

1189 - costs for mosquito and weed training necessary for the license holders. This shows an increase to allow for training of additional employees.

1190 - lodging and meals at training sessions if required.

SUPPLIES

1340 - cost of the spray.

CAPITAL OUTLAY – No expenditures are expected or budgeted.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	1,237	485	750	535	550
	Part-time & Seasonal Salaries	--	--	--	35	--
	Overtime Salaries	--	--	--	35	--
	Fringe Benefits	527	212	300	205	240
TOTAL PERSONNEL		1,764	697	1,050	810	790
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	27	50	25	50
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	70	10	100	135	100
1188	Travel - Mileage, Parking	--	--	--	50	--
1189	Conferences, Schools, & Training	325	36	300	250	300
1190	Lodging, Meals and Per Diem	--	--	25	40	25
TOTAL SERVICES		395	73	475	500	475
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,762	2,359	2,000	3,000	3,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		1,762	2,359	2,000	3,000	3,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MOSQUITO/WEEDS		3,921	3,129	3,525	4,310	4,265

BUDGET NOTES

This department accounts for the activities involved in monitoring the health of trees, removal of dead, diseased or hazardous trees, and replacing the ones removed. At one time, the city contracted with an individual to check on trees in public right of ways and to respond to calls from citizens regarding their trees. The monitoring activities are now assigned to employees in the Public Works department. Although the costs in this department have been rather minimal in recent years, the emergence of the Emerald Ash Borer problem in the state could result in significant increases in time and new tree planting. The City applied for a grant in 2010 to survey the City but was unsuccessful.

PERSONNEL

Salaries in this department are an allocation of employees' costs based on time worked.

SERVICES

1140 - primarily for contracting with someone for grinding of the stumps but also on occasion for hiring professional tree removal firms for the difficult or tall trees.

1154 - repairs of tree removal equipment.

1188, 1189, and 1190 - represent travel and registration expenses for seminars and workshops

SUPPLIES

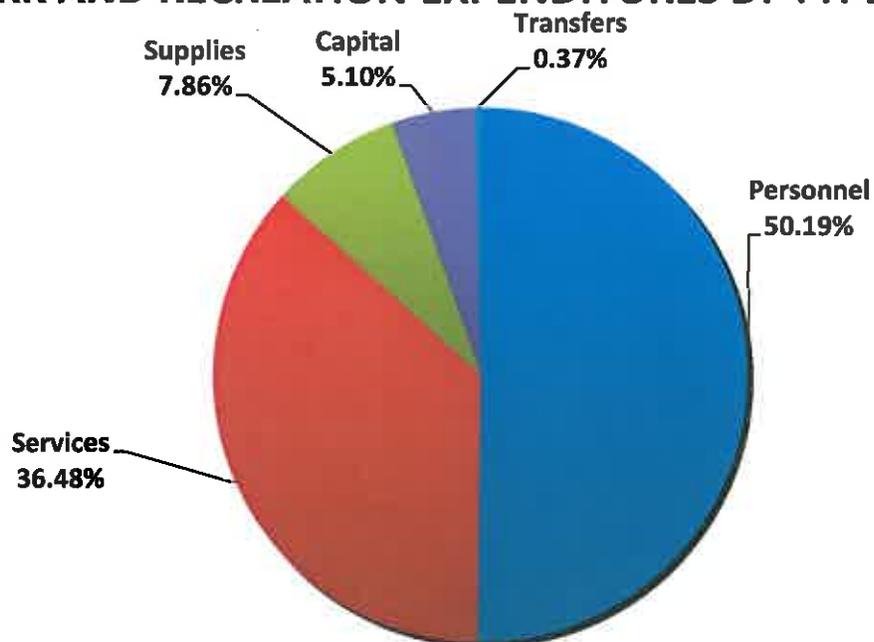
1340 - supplies for the tree trimming equipment. Currently the replacement trees are budgeted in the park department. This could change again if the activity increases due to the Ash tree vulnerability.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	--	--	750	250	750
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	300	90	330
TOTAL PERSONNEL		0	0	1,050	340	1,080
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor/Stump Grinding	573	750	750	750	750
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	321	300	150	300
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	25	--	25
1189	Conferences, Schools, & Training	45	--	50	--	50
1190	Lodging, Meals and Per Diem	--	--	25	--	25
TOTAL SERVICES		613	1,071	1,150	900	1,150
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	150	50	150
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	150	50	150
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL SHADE TREE		618	1,071	2,350	1,290	2,380

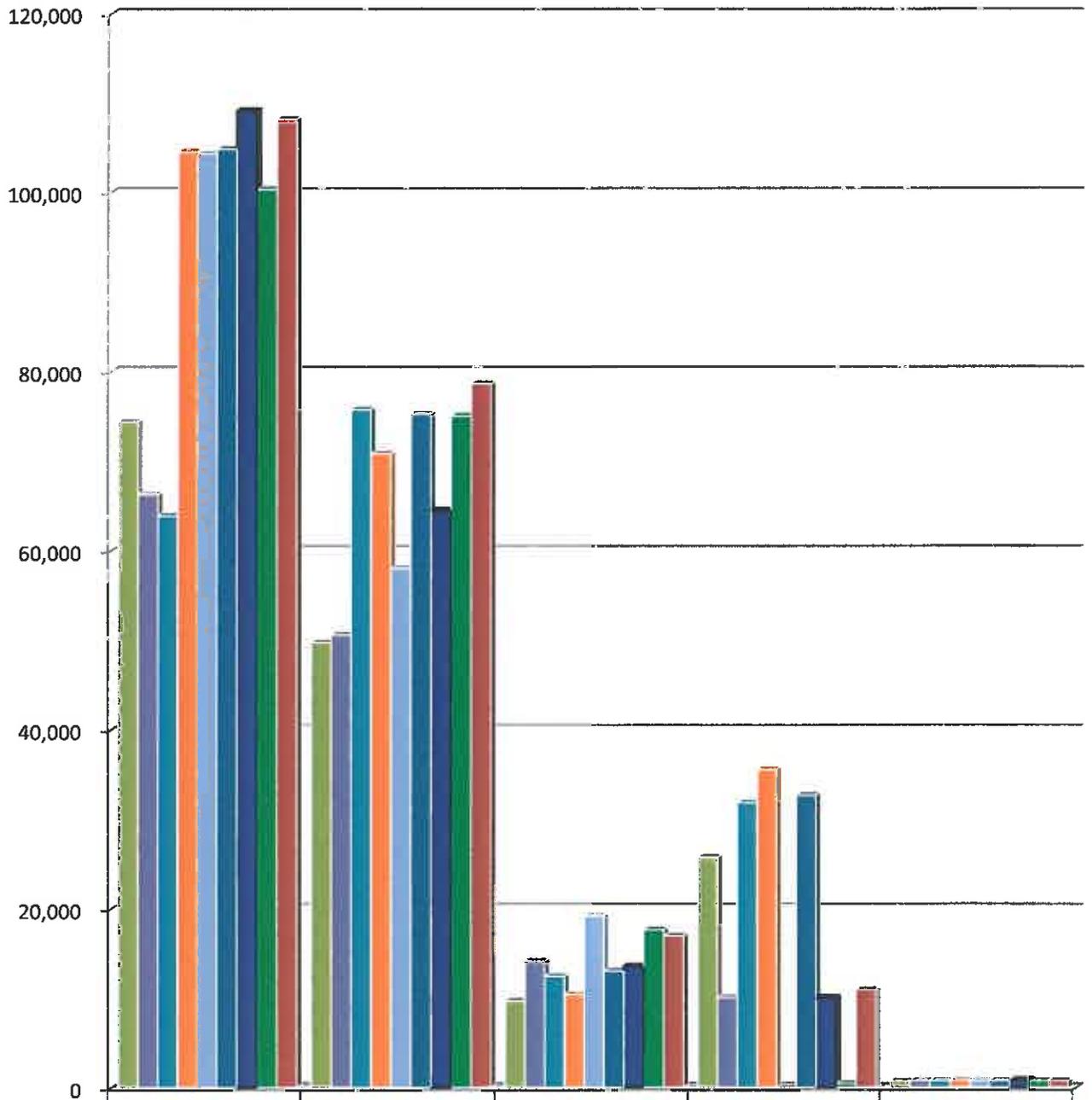
**PARKS AND RECREATION
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
TOTAL PERSONNEL		104,402	104,924	109,175	100,410	108,250
	% of Total Department	57.22%	46.27%	55.14%	51.66%	50.19%
	% of Total Personal Services	6.21%	6.29%	6.09%	5.79%	5.80%
TOTAL SERVICES		58,031	75,305	64,520	75,085	78,670
	% of Total Department	31.81%	33.21%	32.59%	38.63%	36.48%
	% of Total Supplies	7.76%	9.24%	7.27%	8.71%	8.60%
TOTAL SUPPLIES		19,220	13,041	13,510	17,625	16,950
	% of Total Department	10.53%	5.75%	6.82%	9.07%	7.86%
	% of Total Services	12.02%	7.72%	6.76%	8.88%	7.59%
TOTAL CAPITAL OUTLAY		0	32,685	10,000	450	11,000
	% of Total Department	0.00%	14.41%	5.05%	0.23%	5.10%
	% of Total Capital Outlay	0.00%	43.60%	3.34%	0.50%	2.58%
TOTAL TRANSFERS		800	800	800	800	800
	% of Total Department	0.44%	0.35%	0.40%	0.41%	0.37%
	% of Total Transfers	0.72%	0.39%	1.16%	1.07%	1.10%
TOTAL OTHER		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Other	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL OTHER DIVISION		182,453	226,755	198,005	194,370	215,670
	% of General Fund	6.15%	7.56%	5.94%	6.42%	6.01%
	Cost per Capita	\$40.38	\$48.27	\$41.73	\$40.96	\$45.01

PARK AND RECREATION EXPENDITURES BY TYPE



PARKS AND RECREATION EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP	TRANSFERS
2006 ACTUAL	74,414	49,746	9,675	25,692	800
2007 ACTUAL	66,304	50,601	14,143	10,075	800
2008 ACTUAL	63,913	75,799	12,444	31,821	800
2009 ACTUAL	104,601	70,836	10,390	35,552	800
2010 ACTUAL	104,402	58,031	19,220	0	800
2011 ACTUAL	104,924	75,305	13,041	32,685	800
2012 ADOPTED	109,175	64,520	13,510	10,000	800
2012 REVISED	100,410	75,085	17,625	450	800
2013 ADOPTED	108,250	78,670	16,950	11,000	800

**PARKS AND RECREATION
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	62,546	67,112	58,400	57,000	58,750
	Part-time & Seasonal Salaries	17,368	14,027	24,750	19,885	20,750
	Overtime Salaries	0	32	0	0	0
	Fringe Benefits	24,488	23,753	26,025	23,525	28,750
TOTAL PERSONNEL		104,402	104,924	109,175	100,410	108,250
1101	Community Promotion	0	0	0	0	0
1102	Printing and Publishing	745	762	850	1,050	850
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	347	88	150	305	300
1134	Radio and Pager Charges	0	0	0	0	0
1136	Utilities	34,658	42,948	39,000	39,500	46,500
1140	Contracted Labor	0	0	0	0	0
1141	Legal Services	0	0	0	0	0
1142	Engineering Services	0	0	0	0	0
1143	Other Expert and Professional	3,761	3,478	3,750	3,630	3,750
1150	Insurance and Bonds	0	0	0	0	0
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	15,615	25,155	17,050	28,000	23,050
1158	Membership and Subscriptions	0	0	0	0	0
1160	Books and Reference Material	0	0	0	0	0
1161	Data Processing/Office Equip R&M	0	0	0	0	0
1162	Other Charges	80	60	220	0	220
1186	Taxes and Licenses	2,465	2,754	2,700	2,300	3,200
1188	Travel - Mileage, Parking	0	0	0	0	0
1189	Conferences, Schools, & Training	360	60	800	300	800
1190	Lodging, Meals and Per Diem	0	0	0	0	0
TOTAL SERVICES		58,031	75,305	64,520	75,085	78,670
1306	Auto Operating Fluids	0	0	0	0	0
1320	Uniforms	800	828	800	800	800
1324	Diesel Fuel	0	0	50	0	0
1338	Gasoline	1,563	1,624	1,810	2,700	2,600
1340	General Supplies	15,521	9,985	10,050	12,325	12,550
1343	Chemical Sterilant & Supplies	1,336	604	800	1,800	1,000
1345	Printed Forms and Supplies	0	0	0	0	0
1358	Office Supplies	0	0	0	0	0
1360	Safety Program Supplies	0	0	0	0	0
1382	Small Tools and Equipment	0	0	0	0	0
TOTAL SUPPLIES		19,220	13,041	13,510	17,625	16,950
1501	Land	0	0	0	0	0
1502	Improvements	0	32,685	5,000	450	0
1510	Equipment	0	0	5,000	0	11,000
TOTAL CAPITAL OUTLAY		0	32,685	10,000	450	11,000
1790	Transfers Out	800	800	800	800	800
TOTAL TRANSFERS		800	800	800	800	800
1810	Remit Collections/Other Agencies	0	0	0	0	0
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0
TOTAL PARKS AND REC		182,453	226,755	198,005	194,370	215,670

This page is intentionally blank.

**PARKS AND RECREATION
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
RECREATION PROGRAMS						
	Personnel	2,468	57	2,815	1,775	2,815
	Services	0	0	50	0	50
	Supplies	0	0	100	25	50
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL RECREATION PROGRAMS		2,468	57	2,965	1,800	2,915
DEPOT CENTER						
	Personnel	278	0	560	470	360
	Services	0	0	0	0	0
	Supplies	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL DEPOT CENTER		278	0	560	470	360
SPLASH PARK OPERATIONS						
	Personnel	12,397	11,942	14,300	13,790	15,675
	Services	21,342	15,368	18,670	34,530	32,320
	Supplies	5,540	3,003	3,860	5,800	4,100
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SPLASH PARK OPERATE		39,279	30,313	36,830	54,120	52,095
PARK MAINTENANCE						
	Personnel	89,259	92,925	91,500	84,375	89,400
	Services	36,689	59,937	45,800	40,555	46,300
	Supplies	13,680	10,038	9,550	11,800	12,800
	Capital Outlay	0	32,685	10,000	450	11,000
	Transfers	800	800	800	800	800
	Other	0	0	0	0	0
TOTAL PARK MAINTENANCE		140,428	196,385	157,650	137,980	160,300
TOTAL DIVISION						
	Personnel	104,402	104,924	109,175	100,410	108,250
	Services	58,031	75,305	64,520	75,085	78,670
	Supplies	19,220	13,041	13,510	17,625	16,950
	Capital Outlay	0	32,685	10,000	450	11,000
	Transfers	800	800	800	800	800
	Other	0	0	0	0	0
TOTAL DIVISION		182,453	226,755	198,005	194,370	215,670

BUDGET NOTES

PERSONNEL

Budgetary concerns resulted in this program being eliminated for the last half of 2003 and all of 2004 and 2005. Once the certified LGA from the state was restored to the amount of the levels prior to the aid cuts in 2006, the City reinstated the budget for one skating rink. The budgets presented here basically account for the flooding and clearing of the rink by the Civic Center. No provision is made for an attendant.

SERVICES

1154 - maintenance and repairs of the warming house.

1162 - This was for the City's participation in the summer recreation program. This line item was eliminated in the 2003 budget reduction process, with the acknowledgment that there may be funds available in the Liquor Fund for this program at the Council's discretion.

SUPPLIES

1324 - fuel used for the heating of the warming house.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	205	43	500	300	500
	Part-time & Seasonal Salaries	2,013	--	2,000	1,200	2,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	250	14	315	275	315
TOTAL PERSONNEL		2,468	57	2,815	1,775	2,815
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	50	--	50
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	50	0	50
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Propane	--	--	50	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	50	25	50
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	100	25	50
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL RECREATION PROGRAMS		2,468	57	2,965	1,800	2,915

BUDGET NOTES

In 1995, after the library was moved out of the depot into its new facility, the Council approved the donation of the Depot building to the Historical Society. The budget has expenses only for maintenance of the grounds (mowing and snow removal), which the City pledged to continue as part of the donation.

PERSONNEL

Personnel costs represent the cost of Public Works employees doing maintenance work as mentioned above.

SERVICES

1162 - When the depot building was donated to the Mille Lacs County Historical Society in 1995, the City pledged a total of \$18,750 to be spread over ten years to help with some of the operating costs. This ended in 2004.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	192	--	400	200	250
	Part-time & Seasonal Salaries	--	--	--	195	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	86	--	160	75	110
TOTAL PERSONNEL		278	0	560	470	360
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	0	0	0
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL DEPOT CENTER		278	0	560	470	360

BUDGET NOTES

This department was initiated in 2005 to account for the activity involved with the operation of the Splash Park.

PERSONNEL

Personnel includes the costs for the time actually worked in the parks by Public Works employees. The budget also includes money for seasonal employees to collect money and supervise the use of the facility.

SERVICES

1102 - is for printing or publishing of promotional material.

1120 - phone service costs – either cellular or land line – whichever proves to be most beneficial.

1136 - electric for the Splash Park pumps and other lights in the area along with water used in the activity. The large increase in 2012R and 2013A is due to a more accurate accounting of the water billings for this activity with the addition of water meters and proper coding of the bills.

1143 - is for a contract to promote and manage the operations of the splash park.

1154 - repair and maintenance items for the splash park equipment.

1162 - maintenance equipment rental such as air compressors.

1186 - sales tax on revenue generated from admissions and sales.

SUPPLIES

1340 - supplies for equipment and chemicals necessary for the safe operation of the Splash Park.

1343 – chemicals for treating the water to healthy standards for aquatic purposes.

CAPITAL OUTLAY

No expenditures were made or are anticipated.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	4,754	4,406	5,500	4,500	5,500
	Part-time & Seasonal Salaries	5,273	5,649	5,750	6,680	6,750
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	2,370	1,887	3,050	2,610	3,425
TOTAL PERSONNEL		12,397	11,942	14,300	13,790	15,675
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	467	762	750	850	750
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	347	88	150	300	300
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	14,132	6,097	9,000	19,500	21,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert	2,986	2,848	3,000	2,880	3,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,286	3,615	3,000	9,000	3,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	69	--	70	--	70
1186	Taxes and Licenses	2,055	1,958	2,200	2,000	2,700
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	500	--	500
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		21,342	15,368	18,670	34,530	32,320
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	58	60	200	100
1340	General Supplies	4,204	2,341	3,000	3,800	3,000
1343	Chemical Sterilant & Supplies	1,336	604	800	1,800	1,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		5,540	3,003	3,860	5,800	4,100
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PARK MAINTENANCE		39,279	30,313	36,830	54,120	52,095

BUDGET NOTES

PERSONNEL

Personnel includes the costs for the time actually worked in the parks by Public Works employees. Benefit costs have been included in this department for one Public Works employee. The budget includes money for seasonal employees to assist in maintenance of the parks and for a seasonal employee to be based at Mark Park as an attendant and flower-waterer. This individual waters and cuts the grass and performs other maintenance work and also waters flowers.

SERVICES

1102 - is for printing or publishing.

1136 - electric for the Mark Park annex building, ball field lights and all other lights in the City parks. This has increased dramatically since more of the lights have been metered. The largest increases are due to newly metering of all water used for irrigation.

1140 - contracting with a person to water flowers when employees do not have time.

1143 - beginning in 2007 this contains funds for payment to Park Board members of \$20 per meeting. This was reduced beginning in 2009 to \$10 to help deal with LGA reductions.

1154 - repair and maintenance items for the lawn mowers, other equipment, playground equipment and restrooms.

1162 - maintenance equipment rental such as air compressors.

1186 - the license on the pickup assigned to this department and for a campground license for Riverside Park

SUPPLIES

1338 - gasoline for mowers and pickup trucks.

1340 - supplies for equipment, park shelters and restrooms, etc. This includes \$1,100 allocated for a tree-planting program for the parks.

CAPITAL OUTLAY

1502 - 2011A was for the trail that was done and the dog park fencing. 2012A had \$5,000 for dog park fencing, but the majority of the fencing was completed right at the end of 2011. 2012R has the adjusted amounts for the few remaining costs associated with the dog park.

1510 - 2012A has \$5,000 for a leaf vacuum on a riding mower. This was not purchased in 2012 and is again included for 2013A along with \$6,000 for an air compressor.

TRANSFERS

1790 -The City has transferred \$800 out of the General Fund into the Solheim Field Fund, the special revenue fund for baseball field maintenance expenses, since 1985. This transfer is in recognition of the fact that Solheim Field is the location of a popular community activity occurring on City property. The baseball field was donated to the City and it is therefore a City responsibility to keep the field in a safe and playable condition. The City's budget still does not yet reflect this situation since much of the labor and cost is still donated.

CODE NO.	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2012 REVISED	2013 ADOPTED
	Full-time Salaries	57,395	62,663	52,000	52,000	52,500
	Part-time & Seasonal Salaries	10,082	8,378	17,000	11,810	12,000
	Overtime Salaries	--	32	--	--	--
	Fringe Benefits	21,782	21,852	22,500	20,565	24,900
TOTAL PERSONNEL		89,259	92,925	91,500	84,375	89,400
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	278	--	100	200	100
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	5	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	20,526	36,851	30,000	20,000	25,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert/Sealcoating	775	630	750	750	750
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	14,329	21,540	14,000	19,000	19,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	11	60	150	--	150
1186	Taxes and Licenses	410	796	500	300	500
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	360	60	300	300	300
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		36,689	59,937	45,800	40,555	46,300
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	800	828	800	800	800
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	1,563	1,566	1,750	2,500	2,500
1340	General Supplies	11,317	7,644	7,000	8,500	9,500
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		13,680	10,038	9,550	11,800	12,800
1501	Land	--	--	--	--	--
1502	Improvements	--	32,685	5,000	450	--
1510	Equipment	--	--	5,000	--	11,000
TOTAL CAPITAL OUTLAY		0	32,685	10,000	450	11,000
1790	Transfers Out	800	800	800	800	800
TOTAL TRANSFERS		800	800	800	800	800
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PARK MAINTENANCE		140,428	196,385	157,650	137,980	160,300