

RESOLUTION #15-76

**A RESOLUTION ADOPTING THE REVISED 2015 BUDGET AND
APPROVING THE 2016 BUDGET AND TAX LEVY**

WHEREAS, the City Administrator has prepared and presented for review the budget of revenue and expenditures for the City of Princeton for the year January 1, 2016, to December 31, 2016; and

WHEREAS, the City Administrator has prepared and presented for review the revised 2015 budget; and

WHEREAS, the City Council recognizes that there are numerous repairs, replacements, upgrades, projects and tasks not included in this year's budget that the city would like to address but, with the limited funds available, is unable to accomplish; and

WHEREAS, the City Council has reviewed the 2015 revised and 2016 budgets and found such budgets to be in accordance with the needs and the financial resources of the City.

NOW, THEREFORE, BE IT RESOLVED that said 2015 revised and 2016 budgets are adopted, including a 2016 property tax levy in the following amount:

General Fund –	
Current Expenditures	\$ 1,920,005
Tax Abatement Levy	35,000
Capital Improvements	175,600
	<u>123,500</u>
Bonded Indebtedness	<u>123,500</u>
	<u>123,500</u>
CITY SUBTOTAL LEVY	\$2,254,105
	<u>17,895</u>
Economic Development Authority	<u>17,895</u>
	<u>17,895</u>
TOTAL LEVY	<u>\$2,272,000</u>

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to transmit such documents as may be required by law to the Mille Lacs County and Sherburne County Auditors and Minnesota Department of Revenue.

ADOPTED this 10th day of December, 2015.

Paul Whitcomb, Mayor

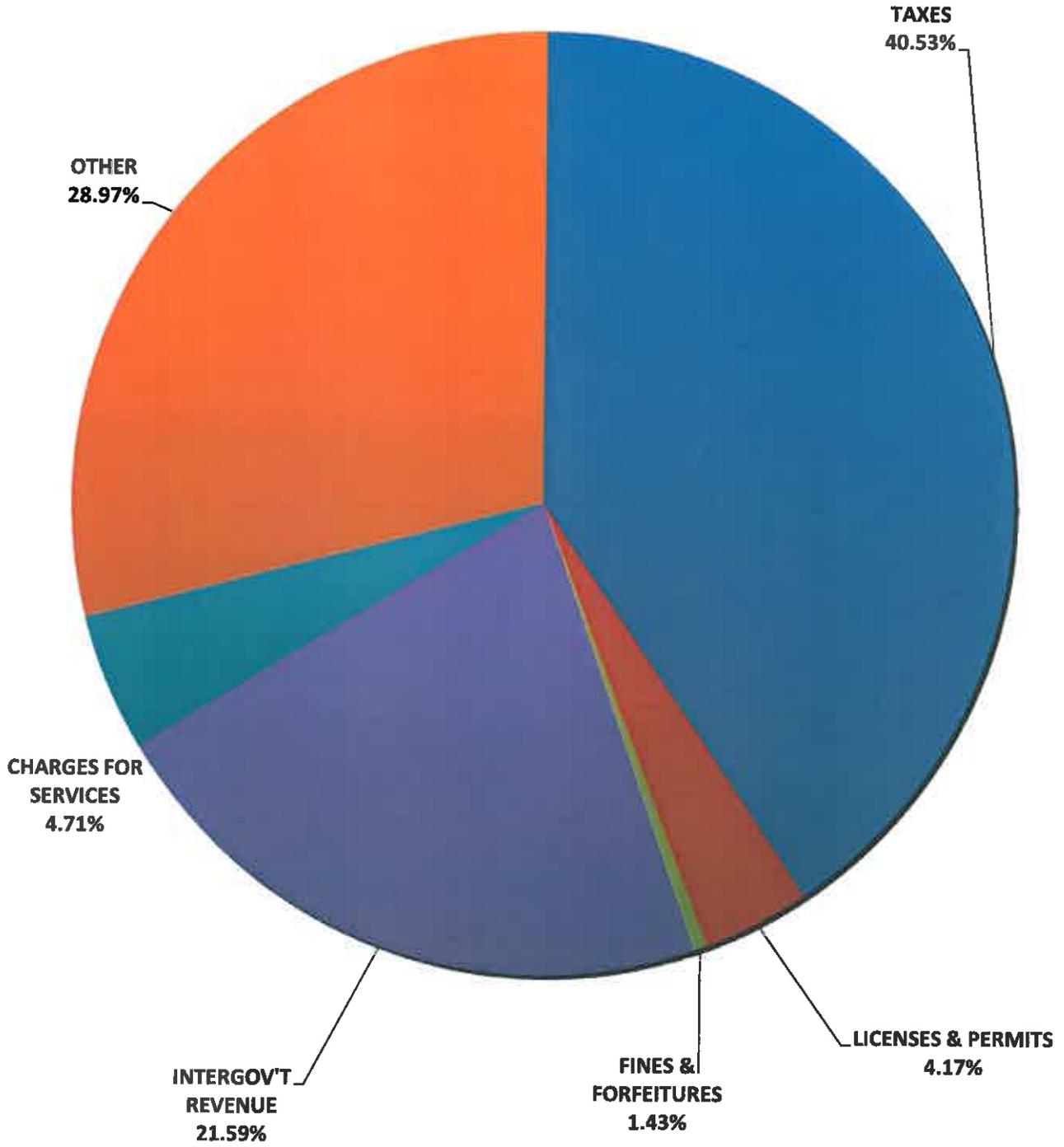
ATTEST:

Shawna Jenkins
City Clerk

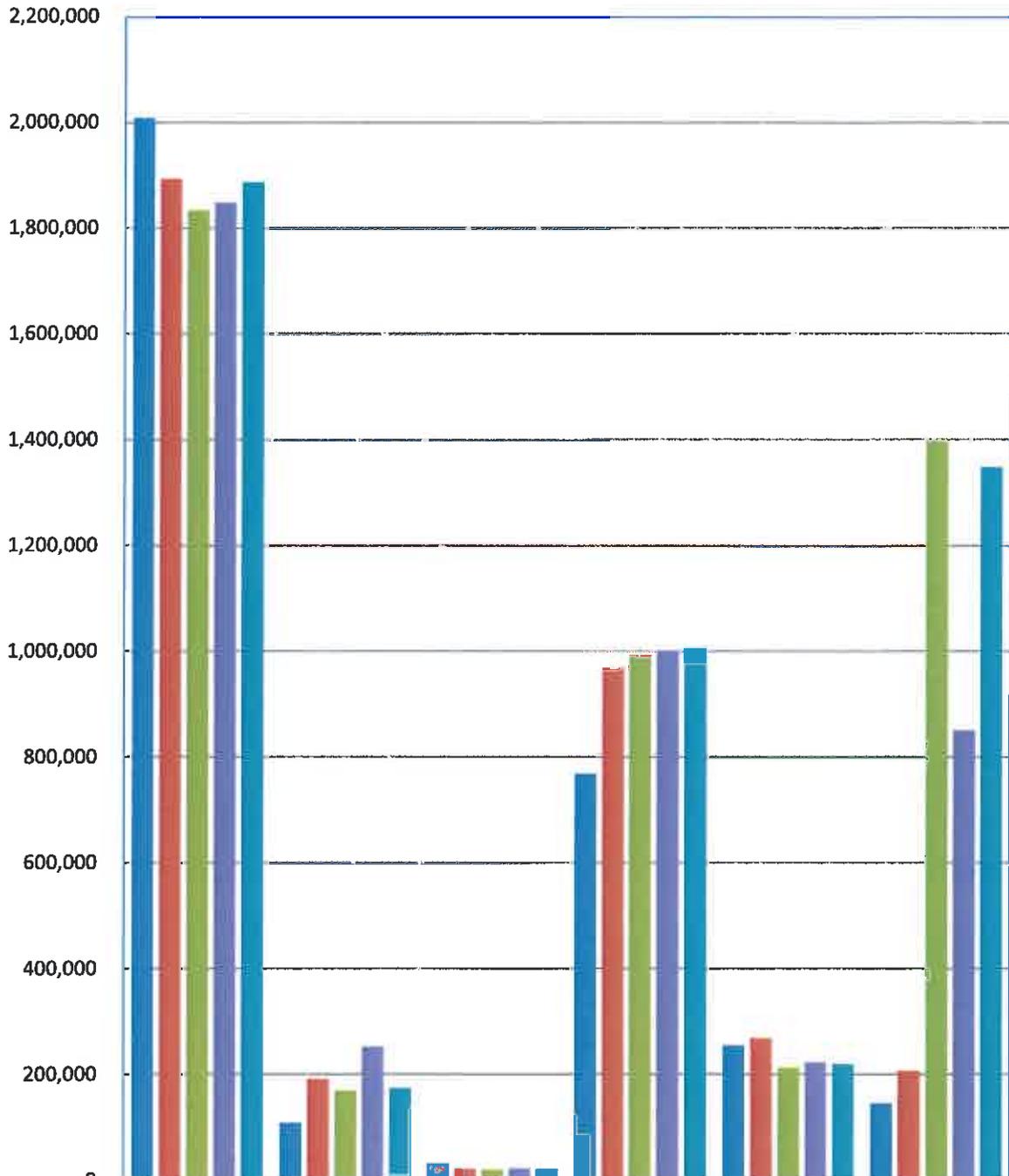
LEVY ANALYSIS

	2009	2010	2011	2012	2013	2014	2015	Proposed 2016
GENERAL FUND	906,249	906,249	986,500	1,126,099	1,194,919	1,822,925	1,866,840	1,920,005
STATE AID REDUCTION LEVY	--	80,100	90,849	0	0	0	0	0
FIRE RELIEF	--	--	--	721,441	721,441	0	0	0
POLICE WAGE & BENEFIT SPECIAL LEVY	721,441	721,441	721,441	721,441	721,441	0	0	0
CAPITAL IMPROVEMENT	175,600	175,600	175,600	175,600	75,600	175,600	175,600	175,600
EDA	17,895	17,895	17,895	17,895	17,895	17,895	17,895	17,895
PERA RATE INCREASES	17,065	17,065	17,065	17,065	17,065	0	0	0
COPS GRANT REDUCTION LEVY	21,500	21,500	21,500	21,500	21,500	0	0	0
SMITH SYSTEM ROAD ASSESS	12,450	0	0	0	0	0	0	0
LIBRARY BONDS	0	0	0	0	0	0	0	0
WEST BRANCH PROJECT	0	0	0	0	0	0	0	0
SCHOOL & INDUSTRIAL PARK	15,000	0	0	0	0	0	0	33,500
FIRST STREET PROJECT	10,000	10,000	0	0	0	0	0	0
2nd & 7th STREET PROJECT	15,500	10,000	0	0	0	0	0	0
WEST SIDE PROJECT - 503	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
21st AVENUE PROJECT	96,000	96,000	25,000	20,000	20,000	20,000	20,000	0
2nd & 10th Street Project	2,500	2,500	2,500	2,500	2,500	2,500	2,500	0
TAX ABATEMENT LEVY	18,500	35,000	35,000	35,000	35,000	35,000	35,000	35,000
TOTAL CERTIFIED LEVY	2,119,700	2,183,350	2,183,350	2,227,100	2,195,920	2,163,920	2,207,835	2,272,000
AMOUNT OF PROPERTY TAXES	2,119,700	2,183,350	2,183,350	2,227,100	2,195,920	2,163,920	2,207,835	2,272,000
INC (DEC) FROM PRIOR YEAR	3.21%	3.00%	0.00%	2.00%	-1.40%	-1.46%	2.03%	2.91%
AMOUNT OF LGA	673,226	535,932	723,241	535,932	535,933	813,075	838,685	843,730
TOTAL LGA & GENERAL FUND AND CIP LEVY	2,551,476	2,510,782	2,789,091	2,650,532	2,619,353	2,864,495	2,934,020	2,992,230
ESTIMATED NET TAX CAPACITY	3,402,640	3,352,680	3,009,781	2,589,938	2,553,758	2,751,779	2,951,469	2,975,143
ESTIMATED TAX CAPACITY RATE PERCENTAGE CHANGE	62.30 -1.88%	65.12 4.54%	72.54 11.39%	85.99 18.54%	85.99 0.00%	78.35 -8.88%	74.55 -4.85%	76.37 2.43%
% TAX CAPACITY INCREASE/ (DECREASE)	5.19%	-1.47%	-10.23%	-13.95%	-1.40%	8.15%	7.23%	0.46%

2016 GENERAL FUND REVENUE ANALYSIS



Annual General Fund Revenues by Source



	TAXES	PERMITS	FINES	INTERGOV'T REVENUE	CHARGES FOR SERVICES	OTHER
■ 2013 ACTUAL	2,009,679	108,255	30,296	768,149	254,629	145,465
■ 2014 ACTUAL	1,893,743	190,954	20,530	968,965	268,443	205,834
■ 2015 ADOPTED	1,834,250	169,460	20,000	993,550	212,345	1,398,035
■ 2015 REVISED	1,848,935	252,095	22,530	1,001,645	223,085	850,705
■ 2016 ADOPTED	1,887,755	174,065	21,000	1,005,635	219,570	1,349,150

**GENERAL FUND
REVENUE SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>	2,009,679	1,893,743	1,834,250	1,848,935	1,887,755
	% of Total Fund Revenues	60.61%	53.37%	39.65%	44.04%	40.53%
4002	<u>LICENSES & PERMITS</u>	108,255	190,954	169,460	252,095	174,065
	% of Total Fund Revenues	3.26%	5.38%	3.66%	6.00%	3.74%
4003	<u>FINES AND FORFEITURES</u>	30,296	20,530	20,000	22,530	21,000
	% of Total Fund Revenues	0.91%	0.58%	0.43%	0.54%	0.45%
4004	<u>INTERGOVERNMENTAL REVENUE</u>	768,149	968,965	993,550	1,001,645	1,005,635
	% of Total Fund Revenues	23.16%	27.31%	21.47%	23.85%	21.59%
4005	<u>CHARGES FOR SERVICES</u>	254,629	268,443	212,345	223,085	219,570
	% of Total Fund Revenues	7.68%	7.57%	4.59%	5.31%	4.71%
4006	<u>OTHER</u>	145,465	205,834	1,398,035	850,705	1,349,150
	% of Total Fund Revenues	4.39%	5.80%	30.21%	20.26%	28.97%
TOTAL GENERAL FUND REVENUES		3,316,473	3,548,469	4,627,640	4,198,995	4,657,175

**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>					
3200	Property Taxes - Current	1,964,529	1,858,699	1,806,750	1,806,750	1,857,255
3202	Property Taxes - Delinquent	40,076	26,482	25,000	28,000	27,500
3204	Penalty and Interest	5,074	3,560	2,500	3,000	3,000
3218	Forfeit Tax Sale Proceeds	--	5,002	--	11,185	--
TOTAL		2,009,679	1,893,743	1,834,250	1,848,935	1,887,755
4002	<u>LICENSES & PERMITS</u>					
3230	Temporary Non-Intox. On-Sale	75	60	75	60	60
3234	Building Permits	40,510	83,482	75,000	122,500	75,000
3235	Plan Check Fees	18,864	49,063	43,000	73,000	44,000
3236	Building Permit Surcharge	1,494	7,249	5,300	6,100	5,000
3238	Cigarette Licenses	500	1,500	800	800	800
3239	Cable Franchise Fee	32,075	33,747	33,750	35,000	35,000
3240	Fence Permits	150	125	150	300	200
3242	Misc. Permits and Licenses	590	490	470	650	500
3246	Club Liquor License	500	700	500	700	700
3250	Liquor On-Sale License	11,177	11,256	7,500	10,000	10,000
3252	Non-Intoxicating Off-Sale	--	400	200	300	300
3254	Non-Intoxicating On-Sale	--	225	250	200	200
3255	Set-Up (Display) License	--	--	--	--	--
3256	Refuse Haulers License	--	450	300	350	350
3257	Recycling Facility License	10	60	10	50	50
3258	Peddlers License	1,170	510	250	345	345
3260	Plumbing Permit	795	1,454	1,600	1,400	1,400
3262	Plumbing Permit Surcharge	65	88	80	65	65
3266	Pet License	230	70	200	250	70
3268	Golf Cart Permit	50	25	25	25	25
TOTAL		108,255	190,954	169,460	252,095	174,065
4003	<u>FINES AND FORFEITURES</u>					
3270	Court Fines	30,176	20,480	20,000	22,500	21,000
3272	Traffic Violations - Parking	120	--	--	30	--
3274	Tobacco Violation Fines	--	--	--	--	--
3276	Administrative Fines	--	50	--	--	--
TOTAL		30,296	20,530	20,000	22,530	21,000
4004	<u>INTERGOVERNMENTAL REVENUE</u>					
3900	COPS Grant - School Liaison	110	--	--	--	--
3902	Safe & Sober Grant	191	1,653	--	1,055	--
3903	State - Police Grant	--	--	--	--	--
3904	Fire Aid - 2%	62,123	61,047	60,050	68,590	68,590
3908	Market Value Credit Aid	--	--	--	--	--
3910	Local Government Aid	612,831	813,075	838,685	838,685	843,730
3912	Miscellaneous Aid	9,512	5,874	7,500	6,000	6,000
3916	Police Aid	83,382	87,316	87,315	87,315	87,315
TOTAL		768,149	968,965	993,550	1,001,645	1,005,635

**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
4005	CHARGES FOR SERVICES					
3400	Accident Reports	--	93	--	40	--
3404	Assessment Searches	65	60	--	80	--
3406	Township Fire Service Contracts	142,345	155,680	153,000	157,000	159,000
3410	Charges for Current Services	164	36	50	25	30
3412	Copies	--	--	--	--	--
3416	Dog Pound	200	100	200	700	500
3420	Election Filing Fee	--	8	--	--	--
3428	AFSS Lease Revenue	65,000	65,000	15,130	15,130	15,130
3431	Community Room Rental	1,140	1,095	1,000	500	500
3434	Other/Splash Park Rentals	27,875	26,004	26,000	25,500	25,500
3435	Splash Park Miscellaneous	1,430	385	400	385	385
3440	Mark Park Rental	3,800	4,845	4,800	3,660	3,700
3442	Miscellaneous Police Revenue	1,205	918	750	825	800
3443	Blacktop Repair Reimbursement	--	(580)	--	--	--
3444	Miscellaneous Service Revenue	(150)	512	--	650	500
3445	Sign Sale and Reimbursement	--	--	--	--	--
3446	Miscellaneous Street Revenue	--	100	--	--	--
3447	Compost Disposal Revenue	--	--	--	--	--
3452	Zoning and Development Fees	2,508	3,750	2,500	9,910	5,000
3454	Vacancy Notification Fees	250	450	200	375	250
3456	Police Reports	354	332	340	300	300
3457	Fire Reports	150	75	75	105	75
3462	Sale of Winter Salt and Sand	3,393	3,300	3,000	3,000	3,000
3464	Sale of Maps	--	--	--	--	--
3466	Sale of Fixed Assets	--	1,380	--	--	--
3494	Work for Other Agencies	4,900	4,900	4,900	4,900	4,900
	TOTAL	254,629	268,443	212,345	223,085	219,570
4006	OTHER					
3944	Donation - Grant	--	--	--	--	--
3945	Camping Donations	2,000	1,585	2,000	1,810	1,800
3946	Contributions and Donations	1,200	--	--	--	--
3947	Contributions - Other Funds/CIP	--	--	1,080,735	522,915	1,022,400
3948	Payment in Lieu of Taxes - PUC	52,500	52,500	52,500	52,500	52,500
3949	Contributions - Other Funds/Liquor	--	37,139	164,300	165,600	163,700
3950	Interest Income	(1,701)	19,522	2,000	10,000	10,000
3951	Transfer In - Other	--	--	--	--	--
3960	Miscellaneous Income	886	2,335	--	1,380	--
3963	Excise Tax Rebate	--	--	--	--	--
3965	Misc. Refunds & Reimbursements	--	338	--	--	--
3966	Youth Services Officer - School	90,580	92,415	96,500	96,500	98,750
	TOTAL OTHER	145,465	205,834	1,398,035	850,705	1,349,150
	TOTAL GENERAL FUND REVENUES	3,316,473	3,548,469	4,627,640	4,198,995	4,657,175

**GENERAL FUND
EXPENDITURE SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	TOTAL PERSONNEL	1,786,336	1,972,064	2,018,175	2,010,180	2,082,355
	% of Total Expenditures	55.46%	56.01%	43.67%	50.72%	44.71%
	TOTAL SERVICES	810,243	848,185	1,120,655	1,105,795	1,162,130
	% of Total Expenditures	25.16%	24.09%	24.25%	27.90%	24.95%
	TOTAL SUPPLIES	187,734	216,899	229,545	183,765	221,380
	% of Total Expenditures	5.83%	6.16%	4.97%	4.64%	4.75%
	TOTAL CAPITAL OUTLAY	80,756	314,601	1,080,735	501,365	1,022,400
	% of Total Expenditures	2.51%	8.94%	23.39%	12.65%	21.95%
	TOTAL TRANSFERS	274,282	82,674	70,495	62,680	56,135
	% of Total Expenditures	8.52%	2.35%	1.53%	1.58%	1.21%
	TOTAL OTHER	81,541	86,274	101,485	99,225	112,800
	% of Total Expenditures	2.53%	2.45%	2.20%	2.50%	2.42%
	TOTAL GENERAL FUND	3,220,892	3,520,697	4,621,090	3,963,010	4,657,200
	Cost per Capita	\$685.59	\$744.81	\$977.59	\$838.38	\$985.23

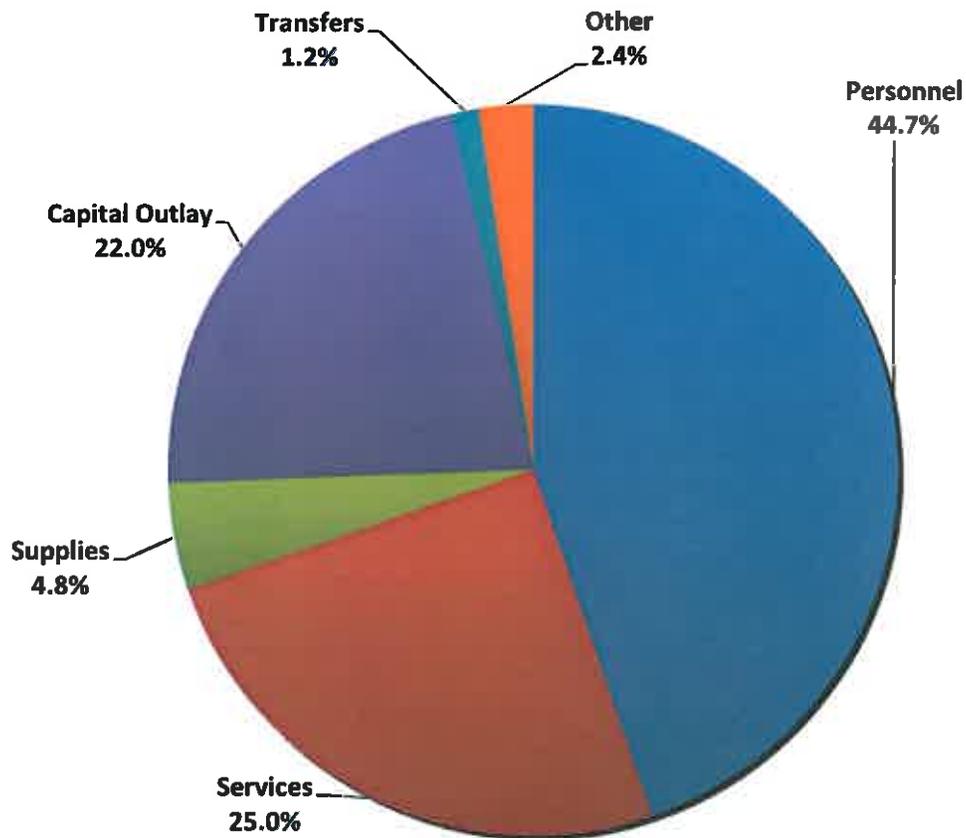
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,161,858	1,342,254	1,358,395	1,349,030	1,416,260
	Part-time & Seasonal Salaries	143,836	108,980	115,515	113,345	129,250
	Overtime Salaries	20,145	30,295	21,500	38,570	24,500
	Fringe Benefits	460,497	490,535	522,765	509,235	512,345
TOTAL PERSONNEL		1,786,336	1,972,064	2,018,175	2,010,180	2,082,355
1101	Community Promotion	0	0	3,100	4,150	7,100
1102	Printing and Publishing	4,164	3,273	5,840	4,115	5,125
1118	Cleaning and Waste Removal	1,392	557	1,000	500	1,000
1120	Telephone and Postage	17,456	18,831	21,200	19,720	20,410
1134	Radio and Pager Charges	2,356	4,569	4,400	2,600	4,200
1136	Utilities	93,976	112,272	121,565	113,060	116,560
1140	Contracted Labor	135,741	165,375	173,500	151,790	176,500
1141	Legal Services	68,438	62,759	71,500	61,200	69,500
1142	Engineering Services	8,903	1,801	5,000	6,000	5,500
1143	Other Expert and Professional	93,464	85,940	110,200	131,195	125,100
1150	Insurance and Bonds	115,008	135,293	143,000	163,300	168,000
1152	Tire Purchases and Repairs	1,201	2,088	2,500	1,500	2,500
1154	Maintenance and Repair	181,924	129,653	130,950	109,530	121,200
1158	Membership and Subscriptions	14,873	16,220	18,630	17,970	19,780
1159	Safety Program Dues & Exp.	7,871	9,288	10,500	10,500	11,000
1160	Building Rent	0	37,138	164,300	165,600	163,700
1160	Books and Reference Material	216	247	250	785	250
1161	Data Processing/Office Equip R&M	14,159	18,213	20,000	18,500	19,000
1162	Other Charges	14,450	13,908	34,420	20,800	33,600
1172	Rents and Leases	0	0	400	3,700	3,700
1185	Annexation Tax Requirement	19,589	15,261	35,000	30,000	35,000
1186	Taxes and Licenses	5,410	7,550	6,515	18,580	18,990
1187	Building Permit Fee Reserve	0	0	10,000	35,000	10,000
1188	Travel - Mileage, Parking	1,982	1,392	3,175	1,450	3,025
1189	Conferences, Schools, & Training	3,668	4,916	17,710	11,850	15,640
1190	Lodging, Meals and Per Diem	4,002	1,641	6,000	2,400	5,750
TOTAL SERVICES		810,243	848,185	1,120,655	1,105,795	1,162,130
1306	Auto Operating Fluids	1,240	589	1,850	1,400	1,550
1320	Uniforms	10,008	12,102	13,620	16,330	13,930
1324	Diesel Fuel	28,762	35,451	36,500	32,100	33,250
1338	Gasoline	45,987	42,435	50,550	37,550	45,550
1340	General Supplies	74,861	97,957	70,075	68,920	71,100
1342	Canine Unit Costs & Supplies	0	0	0	0	0
1343	Chemical Sterilant & Supplies	1,229	389	3,000	1,250	2,250
1345	Printed Forms and Supplies	34	580	750	650	750
1358	Office Supplies	1,982	2,247	3,700	2,315	3,700
1360	Safety Program Supplies	4,347	5,856	7,500	5,400	7,250
1382	Small Tools and Equipment	19,119	19,030	16,600	12,550	16,650
1385	Streetscape Maintenance	165	263	400	300	400
1410	Service & Supplies Inflation	0	0	25,000	5,000	25,000
TOTAL SUPPLIES		187,734	216,899	229,545	183,765	221,380

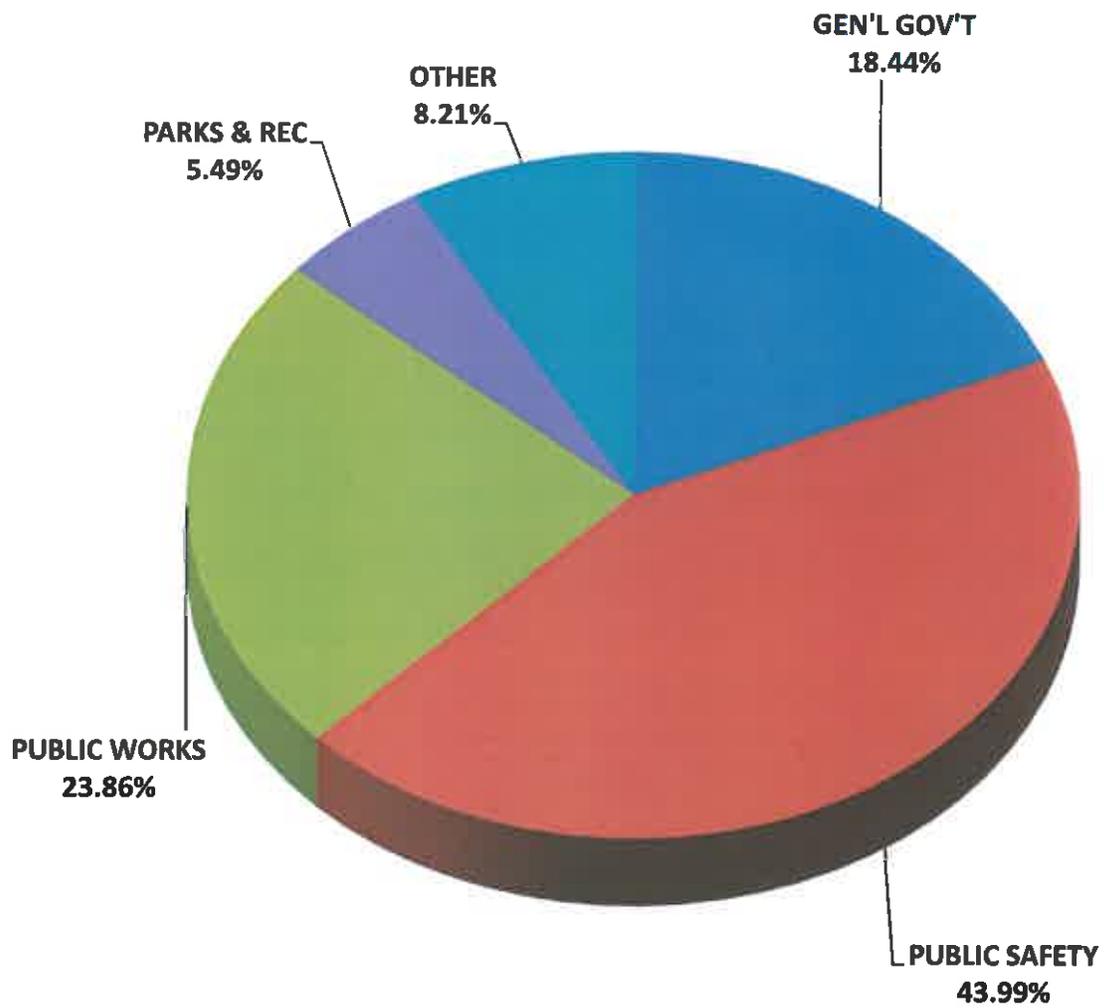
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
1501	Land	0	0	0	0	0
1502	Improvements	42,129	36,986	524,000	7,660	519,000
1510	Equipment	38,627	277,615	556,735	493,705	503,400
TOTAL CAPITAL OUTLAY		80,756	314,601	1,080,735	501,365	1,022,400
1790	Transfers Out	274,282	82,674	70,495	62,680	56,135
TOTAL TRANSFERS		274,282	82,674	70,495	62,680	56,135
1810	Remit Collections for Other Agencies	81,491	86,149	81,485	94,225	92,800
1820	Refunds and Reimbursements	50	125	0	0	0
1999	Unallocated Contingency	0	0	20,000	5,000	20,000
TOTAL OTHER		81,541	86,274	101,485	99,225	112,800
TOTAL GENERAL FUND		3,220,892	3,520,697	4,621,090	3,963,010	4,657,200

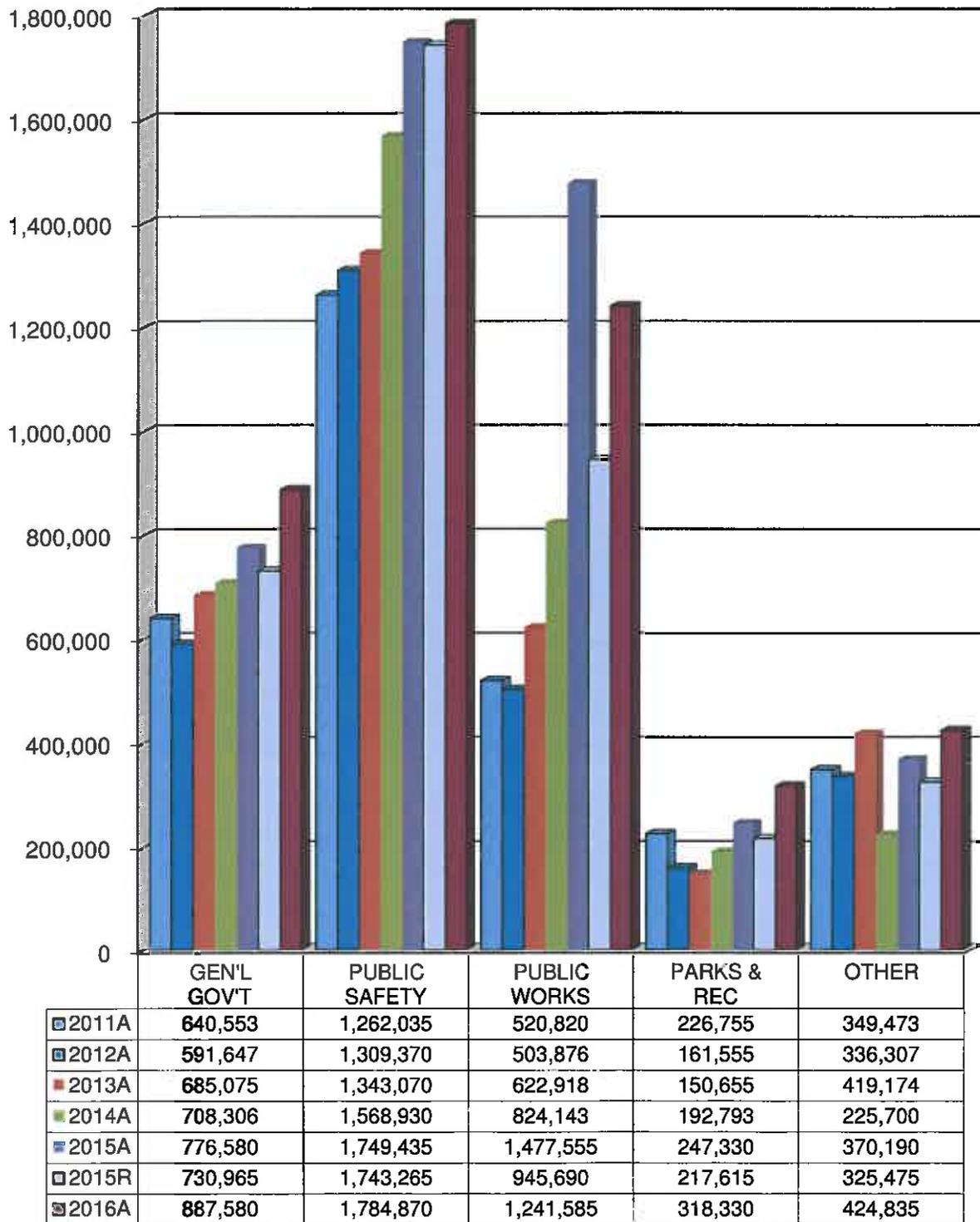
2016 PROPOSED



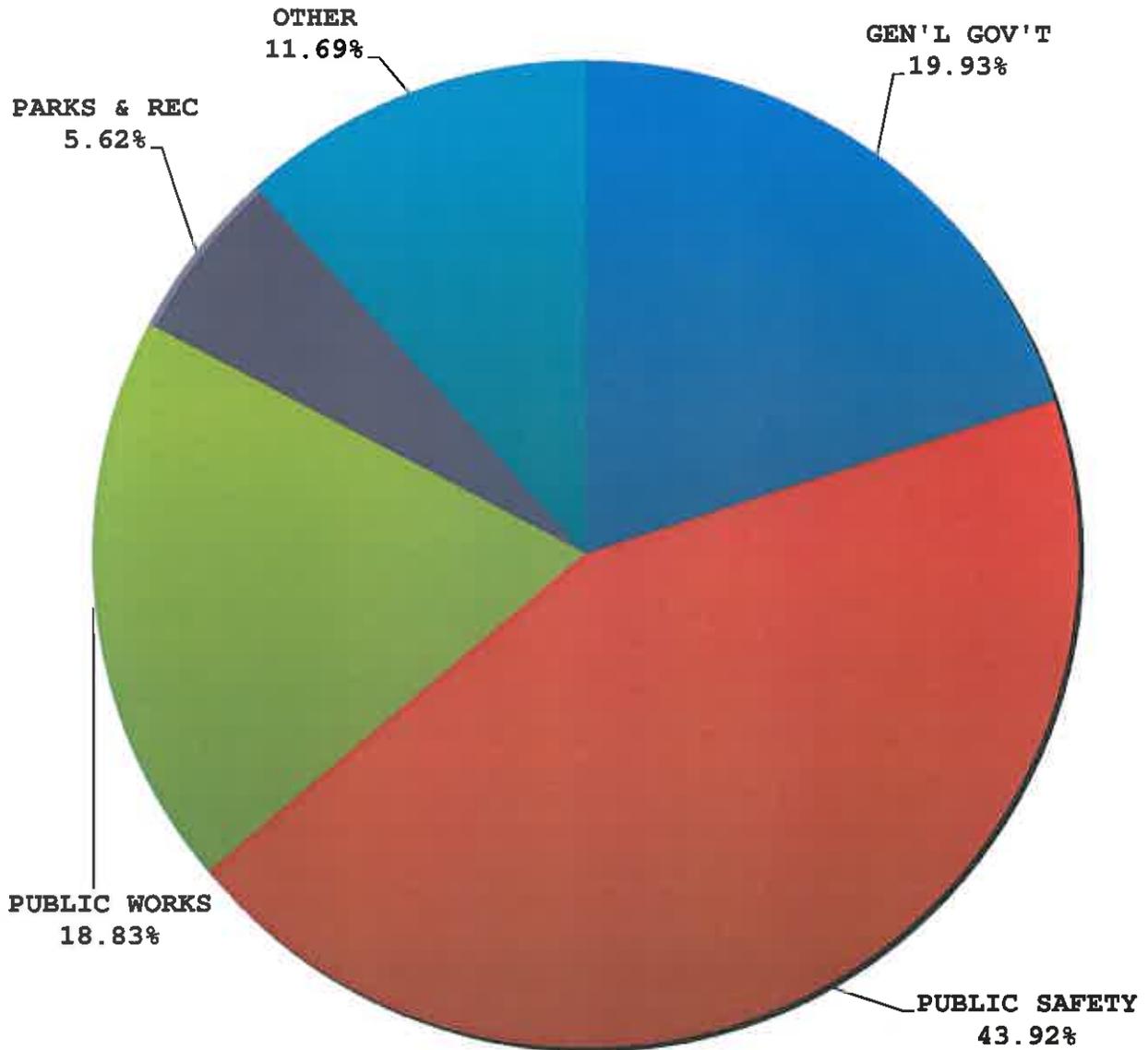
**2016 GENERAL FUND
TOTAL EXPENDITURES BY DIVISION**



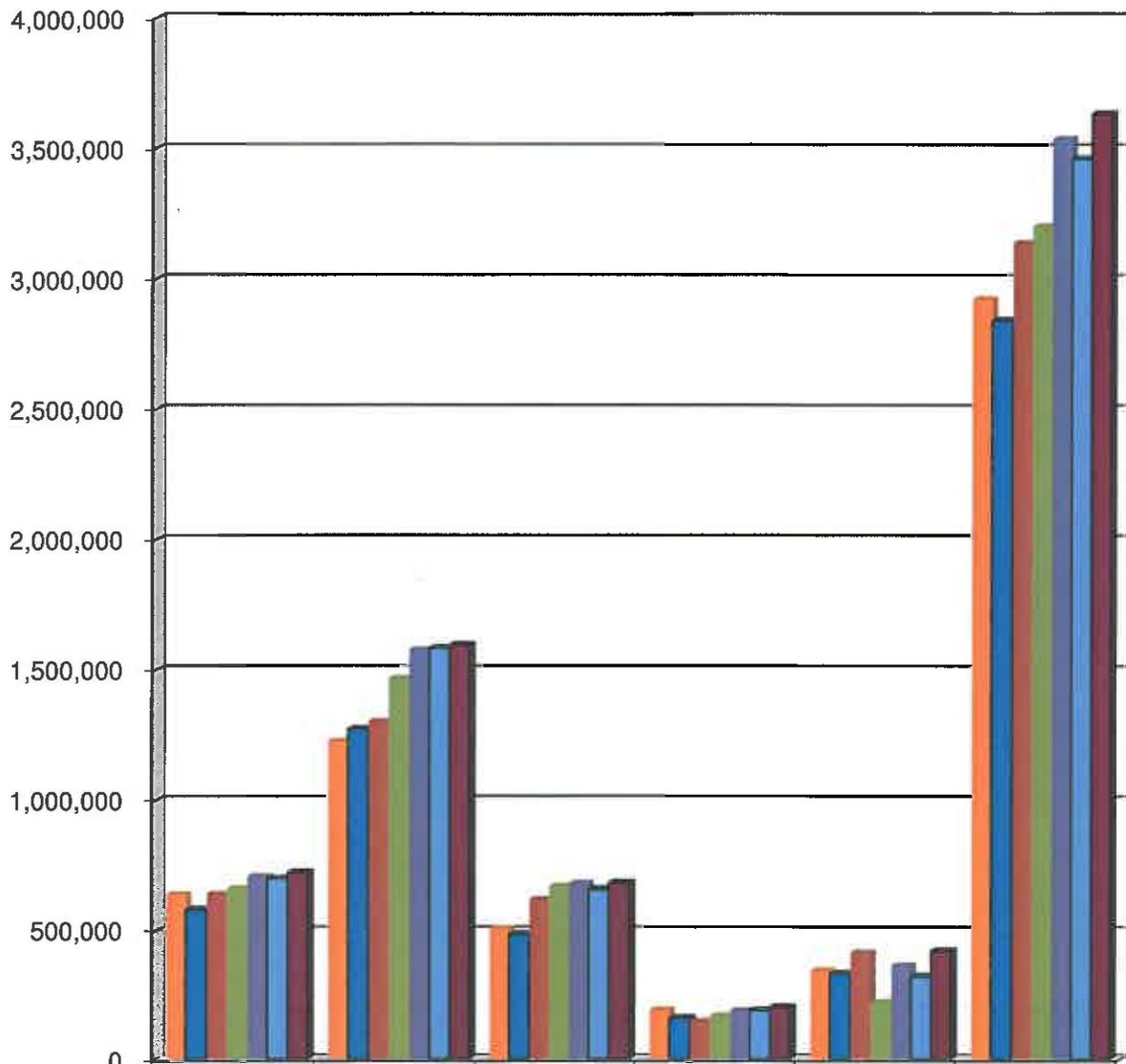
GENERAL FUND TOTAL EXPENDITURES BY DIVISION



2016 GENERAL FUND OPERATING EXPENDITURES BY DIVISION

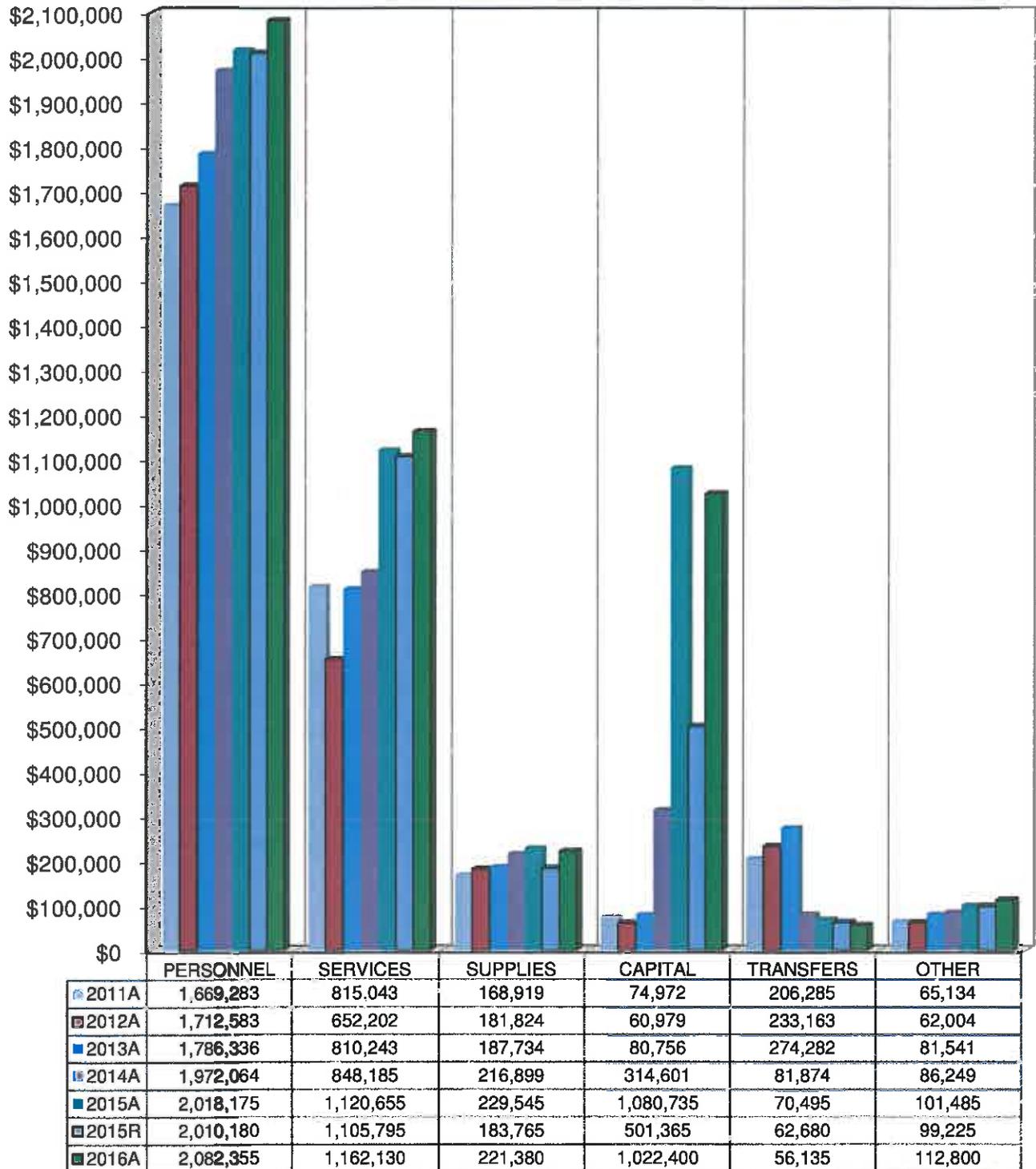


GENERAL FUND OPERATING EXPENDITURES BY DIVISION



	GEN'L GOVT	PUBLIC SAFETY	PUBLIC WORKS	PARKS & REC	OTHER	TOTAL
2011A	640,553	1,229,189	511,379	194,070	349,473	2,924,664
2012A	581,627	1,274,301	488,341	161,200	336,307	2,841,776
2013A	642,946	1,304,443	622,918	150,655	419,174	3,140,136
2014A	664,100	1,470,259	673,974	171,238	225,700	3,205,271
2015A	710,930	1,581,350	685,555	192,330	370,190	3,540,355
2015R	700,365	1,585,180	659,770	190,855	325,475	3,461,645
2016A	724,580	1,596,470	684,585	204,330	424,835	3,634,800

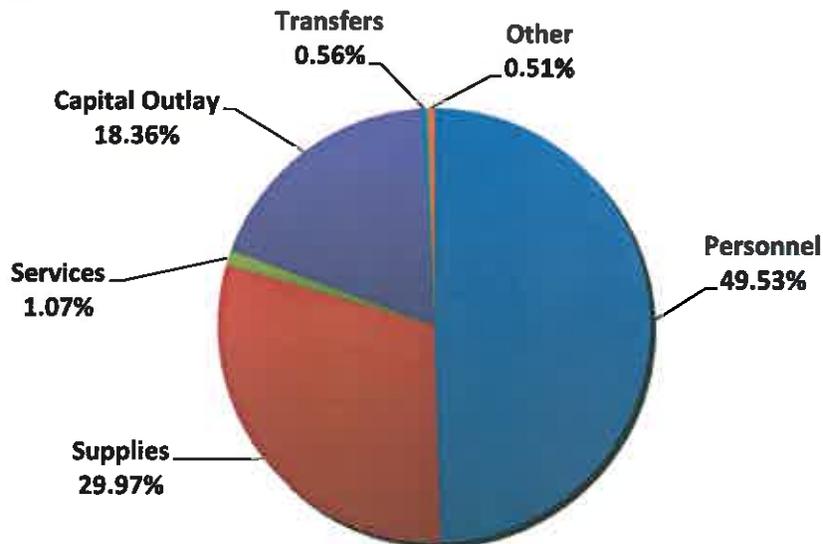
GENERAL FUND TOTAL EXPENDITURES BY TYPE



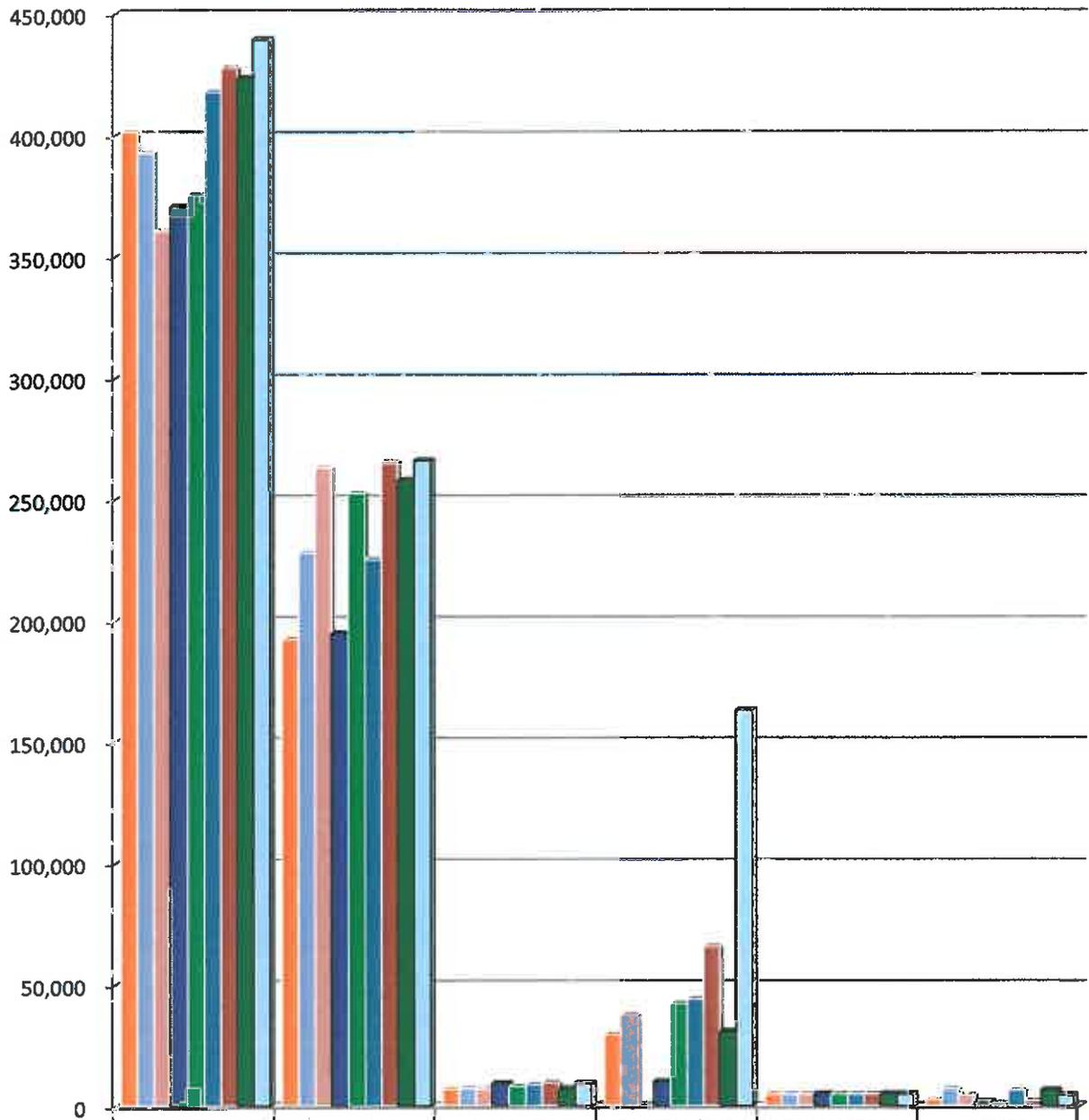
**GENERAL GOVERNMENT
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
TOTAL PERSONNEL		375,715	418,111	428,100	423,715	439,585
	% of Total Department	54.84%	59.03%	55.13%	57.97%	49.53%
	% of Total Personal Services	21.03%	20.72%	21.21%	21.08%	21.11%
TOTAL SERVICES		252,583	225,346	265,835	258,025	266,015
	% of Total Department	36.87%	31.81%	34.23%	35.30%	29.97%
	% of Total Supplies	31.17%	20.11%	23.72%	23.33%	22.89%
TOTAL SUPPLIES		8,265	9,016	9,695	7,125	9,480
	% of Total Department	1.21%	1.27%	1.25%	0.97%	1.07%
	% of Total Services	4.40%	3.93%	4.22%	3.88%	4.28%
TOTAL CAPITAL OUTLAY		42,129	44,206	65,650	30,600	163,000
	% of Total Department	6.15%	6.24%	8.45%	4.19%	18.36%
	% of Total Capital Outlay	52.17%	4.09%	6.07%	6.10%	15.94%
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
	% of Total Department	0.73%	0.71%	0.64%	0.68%	0.56%
	% of Total Transfers	1.82%	7.09%	7.09%	7.98%	8.91%
TOTAL OTHER		1,383	6,627	2,300	6,500	4,500
	% of Total Department	0.20%	0.94%	0.30%	0.89%	0.51%
	% of Total Other	1.70%	6.53%	2.27%	6.55%	3.99%
TOTAL GENERAL GOVERNMENT		685,075	708,306	776,580	730,965	887,580
	% of General Fund	21.27%	15.33%	16.81%	18.44%	19.06%
	Cost per Capita	\$151.63	\$150.77	\$163.66	\$154.05	\$185.22

GENERAL GOVERNMENT EXPENDITURES BY TYPE



GENERAL GOVERNMENT EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP	TRANSFERS	OTHER
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 ACTUAL	370,715	194,792	9,257	10,020	5,000	1,863
2013 ACTUAL	375,715	252,583	8,265	42,129	5,000	1,383
2014 ACTUAL	418,111	225,346	9,016	44,206	5,000	6,627
2015 ADOPTED	428,100	265,835	9,695	65,650	5,000	2,300
2015 REVISED	423,715	258,025	7,125	30,600	5,000	6,500
2016 ADOPTED	439,585	266,015	9,480	163,000	5,000	4,500

**GENERAL GOVERNMENT
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	242,237	307,504	306,605	304,145	318,675
	Part-time & Seasonal Salaries	47,022	16,020	16,515	16,000	16,000
	Overtime Salaries	0	63	0	0	0
	Fringe Benefits	86,456	94,524	104,980	103,570	104,910
TOTAL PERSONNEL		375,715	418,111	428,100	423,715	439,585
1101	Community Promotion	0	0	3,100	4,150	5,100
1102	Printing and Publishing	2,556	1,683	3,690	2,250	2,900
1118	Cleaning and Waste Removal	1,392	557	1,000	500	1,000
1120	Telephone and Postage	7,495	4,479	6,500	5,850	5,770
1134	Radio and Pager Charges	0	0	0	0	0
1136	Utilities	23,582	23,477	25,000	23,750	24,000
1140	Contracted Labor	0	2,569	3,000	3,000	6,000
1141	Legal Services	68,438	62,523	71,500	61,200	69,500
1142	Engineering Services	8,903	1,801	5,000	4,500	5,000
1143	Other Expert and Professional	76,698	70,146	90,250	107,220	92,250
1150	Insurance and Bonds	3,627	3,580	4,000	4,000	4,000
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	42,485	37,751	23,550	19,500	21,650
1158	Membership and Subscriptions	11,521	12,374	14,130	13,670	15,080
1160	Books and Reference Material	216	247	250	785	250
1161	Data Processing/Office Equip R&M	0	0	0	0	0
1162	Other Charges	76	679	5,900	2,050	4,750
1186	Taxes and Licenses	621	587	715	1,350	815
1188	Travel - Mileage, Parking	1,982	1,317	2,600	1,200	2,450
1189	Conferences, Schools, & Training	1,954	1,111	3,300	1,950	3,300
1190	Lodging, Meals and Per Diem	1,037	465	2,350	1,100	2,200
TOTAL SERVICES		252,583	225,346	265,835	258,025	266,015
1306	Auto Operating Fluids	0	0	0	0	0
1320	Uniforms	1,096	1,002	1,145	1,155	1,155
1324	Diesel Fuel	0	0	0	0	0
1338	Gasoline	0	0	0	0	0
1340	General Supplies	6,783	7,558	7,700	5,420	7,575
1345	Printed Forms and Supplies	0	242	250	250	250
1358	Office Supplies	386	214	550	300	500
1360	Safety Program Supplies	0	0	0	0	0
1382	Small Tools and Equipment	0	0	50	0	0
TOTAL SUPPLIES		8,265	9,016	9,695	7,125	9,480
1501	Land	0	0	0	0	0
1502	Improvements	42,129	36,986	6,000	0	81,000
1510	Equipment	0	7,220	59,650	30,600	82,000
TOTAL CAPITAL OUTLAY		42,129	44,206	65,650	30,600	163,000
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	1,333	6,527	2,300	6,500	4,500
1820	Refunds and Reimbursements	50	100	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		1,383	6,627	2,300	6,500	4,500
TOTAL GENERAL GOVERNMENT		685,075	708,306	776,580	730,965	887,580

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**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
<u>MAYOR AND COUNCIL</u>						
	Personnel	15,209	17,230	17,780	17,220	17,220
	Services	12,802	12,587	14,600	14,050	15,550
	Supplies	18	70	50	170	75
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MAYOR AND COUNCIL		28,029	29,887	32,430	31,440	32,845
<u>ADMINISTRATION</u>						
	Personnel	168,272	175,798	187,565	187,165	193,320
	Services	5,753	3,864	9,170	5,230	7,520
	Supplies	1,153	921	1,780	1,130	1,480
	Capital Outlay	0	0	5,000	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ADMINISTRATION		175,178	180,583	203,515	193,525	202,320
<u>ELECTIONS</u>						
	Personnel	0	0	0	0	0
	Services	667	3,583	2,740	700	5,600
	Supplies	0	223	200	0	300
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ELECTIONS		667	3,806	2,940	700	5,900
<u>ASSESSING</u>						
	Personnel	0	0	0	0	0
	Services	17,038	16,998	17,750	17,000	17,500
	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 ASSESSING		17,038	16,998	17,750	17,000	17,500
<u>FINANCE</u>						
	Personnel	121,420	141,636	145,835	145,775	148,825
	Services	20,735	17,613	22,010	19,410	21,260
	Supplies	3,967	2,697	3,265	3,125	3,225
	Capital Outlay	0	1,370	2,500	0	2,500
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL FINANCE		146,122	163,316	173,610	168,310	175,810

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
LEGAL						
	Personnel	0	0	0	0	0
	Services	64,304	59,527	67,000	59,000	65,000
	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 LEGAL		64,304	59,527	67,000	59,000	65,000
TECHNOLOGY DEPARTMENT						
	Personnel	0	0	0	0	0
	Services	2,891	10,721	3,300	2,945	3,050
	Supplies	340	414	350	250	350
	Capital Outlay	0	5,850	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL TECHNOLOGY		3,231	16,985	3,650	3,195	3,400
BUILDING INSPECTION						
	Personnel	0	0	0	0	0
	Services	31,264	25,900	35,650	60,715	40,500
	Supplies	64	242	300	0	300
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	1,383	6,627	2,300	6,500	4,500
TOTAL BUILDING INSPECTION		32,711	32,769	38,250	67,215	45,300
PLANNING AND ZONING						
	Personnel	67,312	76,002	69,380	69,385	72,675
	Services	17,465	8,039	28,350	22,005	29,800
	Supplies	404	805	750	500	750
	Capital Outlay	0	0	52,150	30,600	79,500
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	0	0	0	0	0
TOTAL PLANNING & ZONING		90,181	89,846	155,630	127,490	187,725

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
<u>LIBRARY BLDG. MAINTENANCE</u>						
	Personnel	1,592	3,375	4,115	2,085	4,115
	Services	41,153	47,743	48,250	41,470	44,220
	Supplies	1,171	2,139	1,500	750	1,500
	Capital Outlay	0	36,986	6,000	0	26,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL LIBRARY BLDG. MAINT.		43,916	90,243	59,865	44,305	75,835
<u>CITY HALL BUILDING</u>						
	Personnel	1,910	4,070	3,425	2,085	3,430
	Services	38,511	18,771	17,015	15,500	16,015
	Supplies	1,148	1,505	1,500	1,200	1,500
	Capital Outlay	42,129	0	0	0	55,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL CITY HALL BUILDING		83,698	24,346	21,940	18,785	75,945
<u>TOTAL DIVISION</u>						
	Personnel	375,715	418,111	428,100	423,715	439,585
	Services	252,583	225,346	265,835	258,025	266,015
	Supplies	8,265	9,016	9,695	7,125	9,480
	Capital Outlay	42,129	44,206	65,650	30,600	163,000
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	1,383	6,627	2,300	6,500	4,500
TOTAL DIVISION		685,075	708,306	776,580	730,965	887,580

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. Since 2015 was not an election year, no action to increase salaries for 2016 was possible. The lesser amount in 2013 was due to one of the members foregoing their salary for a portion of the year.

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 are slight increases budgeted for dues increases from LMC and CGMC.
- 1162 - has money for the Mayor's Contingency Fund which includes amounts for flowers and service 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.

SUPPLIES

- 1340 - Council nameplates, nametags, and miscellaneous.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	14,142	16,009	16,515	16,000	16,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	1,067	1,221	1,265	1,220	1,220
TOTAL PERSONNEL		15,209	17,230	17,780	17,220	17,220
1101	Community Promotion	--	--	100	--	100
1102	Printing and Publishing	140	84	150	50	150
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	10,756	11,572	12,000	12,500	13,000
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	74	39	150	50	100
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	419	--	500	100	500
1189	Conferences, Schools, & Training	859	516	1,000	750	1,000
1190	Lodging, Meals and Per Diem	554	376	700	600	700
TOTAL SERVICES		12,802	12,587	14,600	14,050	15,550
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	18	70	50	170	75
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		18	70	50	170	75
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		28,029	29,887	32,430	31,440	32,845

BUDGET NOTES

PERSONNEL

This department includes the City Administrator, the City Clerk and 1/3 of the Community Development Assistant (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 Assistant 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 2011A through 2014A include a 40-hour per year furlough. The furloughs were eliminated in 2014 and 2015. The anticipated COLA increase for 2016 is shown in the individual department budgets and not in the unallocated department (4930) budget as is the case many years.

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 has been reduced to save money, there is a small amount remaining that would go towards paying for limited publications a couple of times a year with inserts in the utility billings.
- 1120 - stamps and allocation of phone service costs based on number of personnel and estimated usage of the phone lines.
- 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 amounts in 2015 and 2016 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 amount in 2011 reflects a reduction by eliminating one of the CGMC conferences.

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 amount in 2015A is for a sound system in the Council Chambers for meetings. This was not done in 2015, and with the expected rental and sharing of City Hall with the Princeton School District, it is anticipated that the school will share and install their sound system in the shared board room.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	130,245	141,239	146,235	146,260	151,965
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	38,027	34,559	41,330	40,905	41,355
TOTAL PERSONNEL		168,272	175,798	187,565	187,165	193,320
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	82	88	700	400	700
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,166	1,162	2,000	1,500	1,500
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	1,600	439	500	200	500
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	500	200	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	(38)	48	150	50	100
1158	Membership and Subscriptions	70	257	300	260	300
1160	Books and Reference Material	167	167	170	170	170
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	450	2,000	1,000	1,000
1186	Taxes and Licenses	138	311	150	150	150
1188	Travel - Mileage, Parking	956	664	800	600	800
1189	Conferences, Schools, & Training	360	210	1,000	400	1,000
1190	Lodging, Meals and Per Diem	252	68	900	300	800
TOTAL SERVICES		5,753	3,864	9,170	5,230	7,520
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	539	417	580	580	580
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	534	486	1,000	500	750
1345	Printed Forms and Supplies	--	--	50	--	50
1358	Office Supplies	80	18	100	50	100
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	50	--	--
TOTAL SUPPLIES		1,153	921	1,780	1,130	1,480
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	5,000	--	--
TOTAL CAPITAL OUTLAY		0	0	5,000	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 ADMINISTRATION		175,178	180,583	203,515	193,525	202,320

BUDGET NOTES

Since there were no special elections in 2013, the actual has amounts for ballot machine maintenance. The 2014 actual has amounts for the primary and general elections. The 2015A has amounts for a possible referendum or special election and for maintenance payments on the ballot machine. Since there were no special elections in 2015, the 2015R has amounts for ballot machine maintenance. 2016A has a budget for primary and general elections at a higher amount since it will be a presidential election which usually provides a higher voter turnout.

PERSONNEL

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

SERVICES

1120 - publication of sample ballot.

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.

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	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	--	53	40	--	50
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	2,569	--	--	3,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	1,500	--	1,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	665	418	700	700	700
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	2	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	543	300	--	650
1189	Conferences, Schools, & Training	--	--	200	--	200
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		667	3,583	2,740	700	5,600
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	223	200	--	300
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	223	200	0	300
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		667	3,806	2,940	700	5,900

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.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	17,038	16,998	17,750	17,000	17,500
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		17,038	16,998	17,750	17,000	17,500
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 ASSESSING		17,038	16,998	17,750	17,000	17,500

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 reduced amounts prior to 2014A is due to the new employee at a lower rate and that the position was scheduled for 32 hours per week in 2011 through 2013. Beginning in 2014, the Clerk position is once again full-time and the budget reflects this change.

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 partial 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 is costs associated with allowing the finance clerk attend the MCFOA convention. This has been continued in 2015 and 2016A.

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.

CAPITAL OUTLAY

- 1510** - The 2015 and 2016 Adopted is for possible additional software or any required hardware upgrade. The amount in 2014A is for the cost of a new computer monitor and battery backups for the finance department.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	58,745	101,906	105,700	105,710	108,895
	Part-time & Seasonal Salaries	30,968	11	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	31,707	39,719	40,135	40,065	39,930
TOTAL PERSONNEL		121,420	141,636	145,835	145,775	148,825
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	1,822	878	2,000	1,000	1,500
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,249	1,256	2,000	1,800	1,800
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	11,157	10,516	12,000	11,000	11,750
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,582	4,630	4,750	5,000	5,000
1158	Membership and Subscriptions	160	160	180	160	180
1160	Books and Reference Material	49	80	80	50	80
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	50	--	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	200	93	300	200	300
1189	Conferences, Schools, & Training	285	--	300	200	300
1190	Lodging, Meals and Per Diem	231	--	350	--	300
TOTAL SERVICES		20,735	17,613	22,010	19,410	21,260
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	416	452	415	425	425
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	3,245	2,086	2,500	2,250	2,500
1345	Printed Forms and Supplies	--	--	--	250	--
1358	Office Supplies	306	159	350	200	300
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		3,967	2,697	3,265	3,125	3,225
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	1,370	2,500	--	2,500
TOTAL CAPITAL OUTLAY		0	1,370	2,500	0	2,500
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 FINANCE		146,122	163,316	173,610	168,310	175,810

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 and 2015. 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 amount in 2013A is for the 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	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	64,304	59,527	67,000	59,000	65,000
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		64,304	59,527	67,000	59,000	65,000
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 LEGAL		64,304	59,527	67,000	59,000	65,000

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 - internet access.

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

1154 - repairs or maintenance to the equipment assigned to this department. The large amount in 2014A is for work done to install a new server and work required restoring information from the server backups.

SUPPLIES

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

CAPITAL OUTLAY

1510 - purchase of equipment. The amount in 2014 Actual is for the hardware and software needed to change to Windows 7 since the one currently used by most machines, Windows XP is no longer going to be supported by the company and for a new file server to replace the one that went down prior to replacement of the workstations.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	601	563	800	625	650
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	892	899	1,000	1,020	1,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,398	9,259	1,500	1,300	1,400
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		2,891	10,721	3,300	2,945	3,050
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	340	414	350	250	350
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		340	414	350	250	350
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	5,850	--	--	--
TOTAL CAPITAL OUTLAY		0	5,850	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 TECHNOLOGY DEPT.		3,231	16,985	3,650	3,195	3,400

BUDGET NOTES

The Building Official reviews plans and 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. The percentage increased in 2014 to 32%. 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 increase in 2015R is for construction in the past 12 to 18 months.

1158 - would be for membership in area building associations and subscriptions to building code updates. The increase in 2015R is due to acquisition of the latest revisions in the codes.

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	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	306	195	300	150	300
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	30,958	25,705	35,000	60,000	40,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	150	--	100
1160	Books and Reference Material	--	--	--	565	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	200	--	100
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		31,264	25,900	35,650	60,715	40,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	64	--	100	--	100
1345	Printed Forms and Supplies	--	242	200	--	200
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		64	242	300	0	300
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	1,333	6,527	2,300	6,500	4,500
1820	Refunds and Reimbursements	50	100	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		1,383	6,627	2,300	6,500	4,500
TOTAL BUILDING INSPECT.		32,711	32,769	38,250	67,215	45,300

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 Assistant cost. The balance of the assistant's costs is equally divided in the Administration department and the Economic Development Authority Fund. The increase in 2014A is for payment of vacation and severance pay for the prior Community Development Planner.

SERVICES

- 1101** - for community promotion. Beginning in 2015A, money might be used to develop and update promotion brochure or material.
- 1102** - publication charges for public hearings of the Planning Commission, which are mostly covered by the application fees. Ordinance amendments are not covered by application fees.
- 1120** - postage for hearing notices and an allocation of phone calls and service costs within this department.
- 1140** - the amount in 2014A is to provide funding for an intern to assist with some tasks in the department. The amounts in 2015 and 2016A are for possible consultant work on planning or zoning matters.
- 1141** - this is for legal zoning issues.
- 1142** - engineer review of plats or developments. Since 2001 every effort is made to require reimbursement from the developer; however, there are increasing needs for general engineering consultations for code and standards updating and general development consultation and subdivision ordinance update. It is also believed that a general benefit for smoother development is to provide one preliminary meeting with developers without charge. This process began in 2014.
- 1143** - funds for paying Planning Commission members \$10 per meeting attended. The amount in 2015A was for aerial photos of the area to assist in planning. Since this was not done in 2015, it is carried over to 2016A.
- 1154** - repairs and maintenance for the mapping computer, program and printer.
- 1158** - subscriptions to planning and zoning newsletters. The Planner's membership in various groups are included. This has been increased for allocation of CGMC dues involving the annexation work of the CGMC.
- 1162** - is for small planning or zoning studies or research projects. The increase in 2015A is for possible engineer costs associated with the subdivision ordinance update. This was not done in 2015 so it has been carried over to 2016A.
- 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** - 2015A has \$5,000 for GIS work for sewer locations, \$150 for signage to direct shoppers from the west side development to the downtown businesses along with \$20,000 for a subdivision ordinance update, \$2,000 for the final location and installation of the Princeton sign, and \$25,000 for the City share of joint City – School District community sign. 2015R has the amount for the shared digital sign. 2016A has \$2,500 for the GIS work, \$40,000 for a comp plan update, \$20,000 for a subdivision update, \$15,000 for GIS work on sewer mapping and \$2,000 for the installation of the Princeton sign.

TRANSFERS

- 1790** - transfer to the Economic Development Authority.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	50,817	59,192	49,170	49,175	52,315
	Part-time & Seasonal Salaries	1,758	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	14,737	16,810	20,210	20,210	20,360
TOTAL PERSONNEL		67,312	76,002	69,380	69,385	72,675
1101	Community Promotion	--	--	3,000	4,150	5,000
1102	Printing and Publishing	512	580	800	800	500
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	633	479	650	1,055	800
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	3,000	3,000	3,000
1141	Legal Services	2,534	2,557	4,000	2,000	4,000
1142	Engineering Services	8,903	1,801	5,000	4,500	5,000
1143	Other Expert and Professional	2,603	900	4,000	2,000	4,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	405	448	450	450	450
1158	Membership and Subscriptions	535	385	1,500	750	1,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	190	3,500	1,000	3,500
1186	Taxes and Licenses	483	276	550	1,200	650
1188	Travel - Mileage, Parking	407	17	700	300	200
1189	Conferences, Schools, & Training	450	385	800	600	800
1190	Lodging, Meals and Per Diem	--	21	400	200	400
TOTAL SERVICES		17,465	8,039	28,350	22,005	29,800
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	141	133	150	150	150
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	263	635	500	300	500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	37	100	50	100
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		404	805	750	500	750
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	52,150	30,600	79,500
TOTAL CAPITAL OUTLAY		0	0	52,150	30,600	79,500
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		90,181	89,846	155,630	127,490	187,725

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.
- 1143 - security system monitoring. This is where the custodial contract costs 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. 2013A contains \$3,500 for replacement hardware for one of the sets of doors. The increased amount in 2014A is due to replacing the flat portion of the roof, replacing an A/C condenser unit, a replacement of the fire and security monitoring control system and repairs caused by a leaking water sprinkler head.
- 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 - The 2014A is the final costs for the carpeting project. 2015A has an amount for a possible furnace or A/C replacement. This replacement was not needed in 2015 so the amount is carried forward to 2016A along with \$20,000 for replacement of several windows that have rotted sills.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,234	2,339	3,000	1,500	3,000
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	358	1,036	1,115	585	1,115
TOTAL PERSONNEL		1,592	3,375	4,115	2,085	4,115
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	1,392	557	1,000	500	1,000
1120	Telephone and Postage	770	720	750	720	720
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	15,117	16,572	16,500	16,250	16,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	10,589	10,658	14,000	11,500	12,000
1150	Insurance and Bonds	3,627	3,580	4,000	4,000	4,000
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	9,658	15,656	12,000	8,500	10,000
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		41,153	47,743	48,250	41,470	44,220
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,171	2,139	1,500	750	1,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,171	2,139	1,500	750	1,500
1501	Land	--	--	--	--	--
1502	Improvements	--	36,986	6,000	--	26,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	36,986	6,000	0	26,000
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	43,916	90,243	59,865	44,305	75,835

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 City Hall.

SERVICES

- 1118** - special cleaning including contract carpet cleaning.
- 1120** - costs of the City Hall pay phone. Since this phone was primarily installed for people that were looking for police assistance, it was removed after the police moved to the new public safety building.
- 1136** - costs for utilities. The increases are for utility rate increases.
- 1143** - beginning in 2009, 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

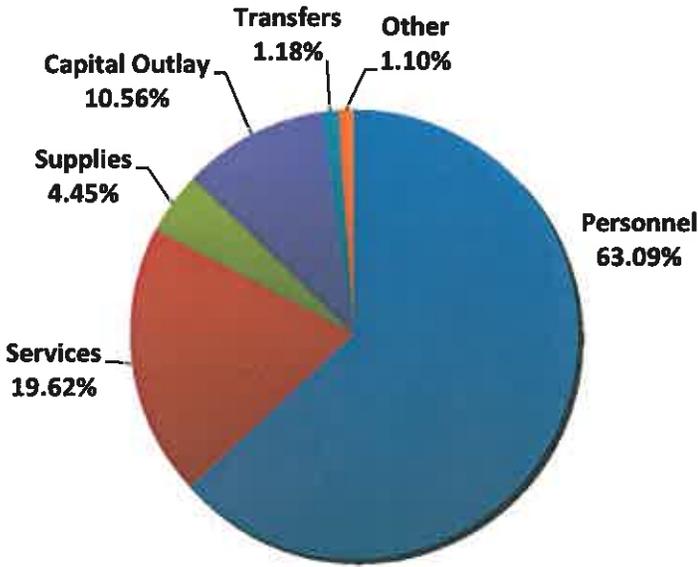
- 1502** - 2013A is the amount to replace the entire roof for City Hall and the Police department. 2016A has \$55,000 for possible costs to augment or necessitated by the revamping of City Hall to share space with the School District.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,196	2,828	2,500	1,500	2,500
	Part-time & Seasonal Salaries	154	--	--	--	--
	Overtime Salaries	--	63	--	--	--
	Fringe Benefits	560	1,179	925	585	930
TOTAL PERSONNEL		1,910	4,070	3,425	2,085	3,430
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	770	104	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	8,465	6,905	8,500	7,500	7,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	3,461	4,470	4,500	4,500	4,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	25,815	7,292	4,000	3,500	4,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	15	--	15
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		38,511	18,771	17,015	15,500	16,015
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,148	1,505	1,500	1,200	1,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,148	1,505	1,500	1,200	1,500
1501	Land	--	--	--	--	--
1502	Improvements	42,129	--	--	--	55,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		42,129	0	0	0	55,000
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	83,698	24,346	21,940	18,785	75,945

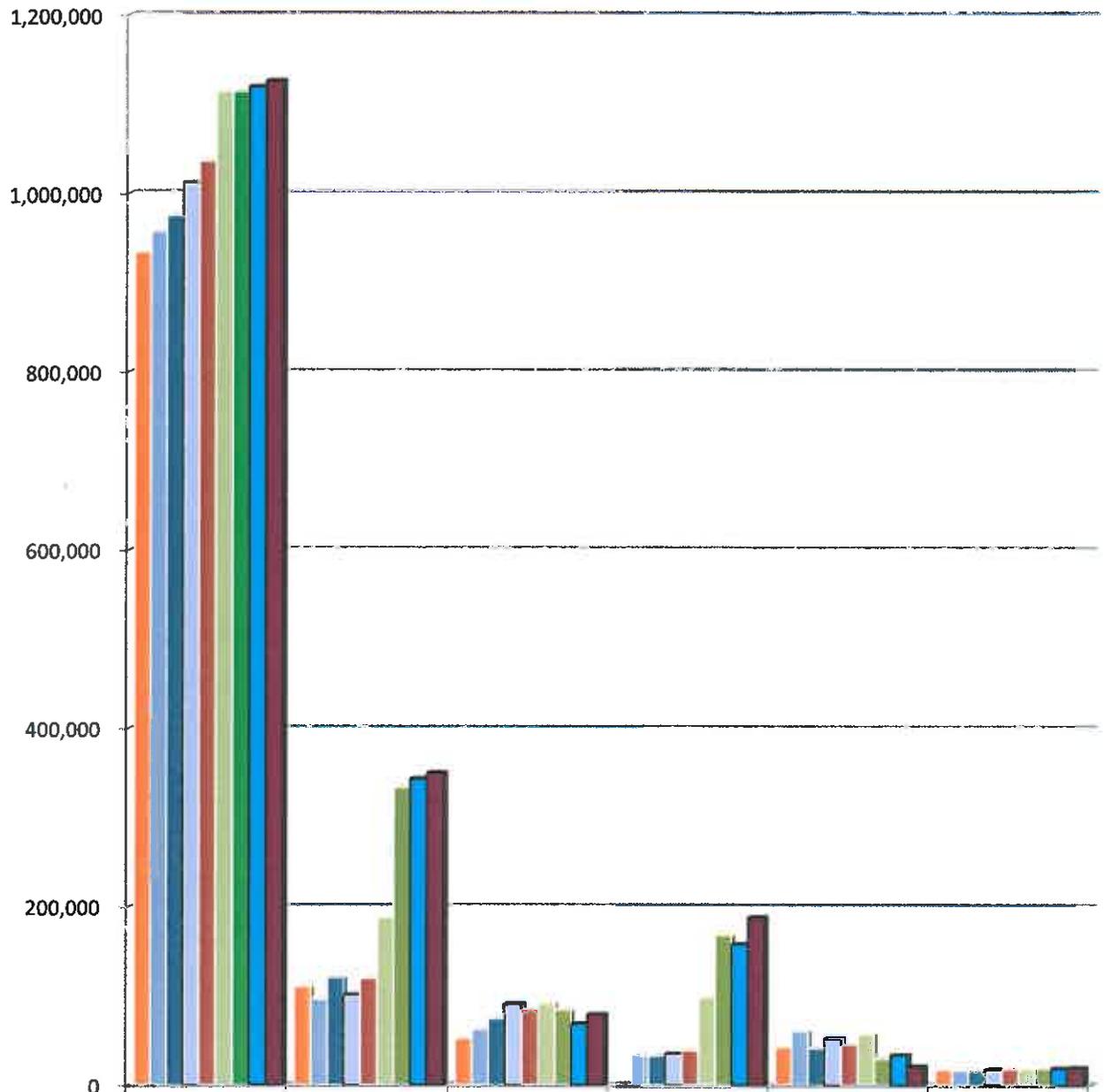
**PUBLIC SAFETY
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
TOTAL PERSONNEL		1,036,234	1,114,110	1,114,420	1,119,555	1,126,035
	% of Total Department	77.15%	71.01%	63.70%	64.22%	63.09%
	% of Total Personal Services	58.01%	56.49%	55.22%	55.69%	54.08%
TOTAL SERVICES		119,566	188,014	333,665	343,620	350,210
	% of Total Department	8.90%	11.98%	19.07%	19.71%	19.62%
	% of Total Supplies	14.76%	22.17%	29.77%	31.07%	30.14%
TOTAL SUPPLIES		85,126	92,086	84,625	68,975	79,475
	% of Total Department	6.34%	5.87%	4.84%	3.96%	4.45%
	% of Total Services	45.34%	42.46%	36.87%	37.53%	35.90%
TOTAL CAPITAL OUTLAY		38,627	98,671	168,085	158,085	188,400
	% of Total Department	2.88%	6.29%	9.61%	9.07%	10.56%
	% of Total Capital Outlay	47.83%	31.36%	15.55%	31.53%	18.43%
TOTAL TRANSFERS		45,482	57,474	29,505	33,895	21,040
	% of Total Department	3.39%	3.66%	1.69%	1.94%	1.18%
	% of Total Transfers	16.58%	69.52%	41.85%	54.08%	37.48%
TOTAL OTHER		18,035	18,575	19,135	19,135	19,710
	% of Total Department	1.34%	1.18%	1.09%	1.10%	1.10%
	% of Total Other	22.12%	21.53%	18.86%	19.28%	17.47%
TOTAL PUBLIC SAFETY DIVISION		1,343,070	1,568,930	1,749,435	1,743,265	1,784,870
	% of General Fund	41.70%	44.56%	37.86%	43.99%	38.32%
	Cost per Capita	\$297.27	\$333.96	\$368.69	\$367.39	\$372.47

PUBLIC SAFETY EXPENDITURES BY TYPE



PUBLIC SAFETY EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EX P	OTHER	TRANSFERS
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 ACTUAL	1,011,734	101,389	91,211	35,069	52,457	17,510
2013 ACTUAL	1,036,234	119,566	85,126	38,627	45,482	18,035
2014 ACTUAL	1,114,110	188,014	92,086	98,671	57,474	18,575
2015 ADOPTED	1,114,420	333,665	84,625	168,085	29,505	19,135
2015 REVISED	1,119,555	343,620	68,975	158,085	33,895	19,135
2016 ADOPTED	1,126,035	350,210	79,475	188,400	21,040	19,710

**PUBLIC SAFETY
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	675,869	736,823	728,890	733,185	748,435
	Part-time & Seasonal Salaries	67,465	72,149	75,000	72,000	81,000
	Overtime Salaries	18,902	25,806	17,500	35,000	20,000
	Fringe Benefits	273,998	279,332	293,030	279,370	276,600
TOTAL PERSONNEL		1,036,234	1,114,110	1,114,420	1,119,555	1,126,035
1101	Community Promotion	0	0	0	0	2,000
1102	Printing and Publishing	245	417	800	500	800
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	6,948	11,134	11,000	10,210	11,000
1134	Radio and Pager Charges	1,227	2,926	3,000	1,600	3,000
1136	Utilities	21,917	40,395	38,065	38,560	38,560
1140	Contracted Labor	4,770	2,976	4,000	3,000	4,000
1141	Legal Services	0	236	0	0	0
1142	Engineering Services	0	0	0	0	0
1143	Other Expert and Professional	10,394	10,959	10,900	17,550	12,000
1150	Insurance and Bonds	19,594	23,267	24,000	29,300	29,000
1152	Tire Purchases and Repairs	1,201	2,088	2,500	1,500	2,500
1154	Maintenance and Repair	26,144	19,748	25,000	21,500	23,500
1158	Membership and Subscriptions	2,761	3,006	3,800	3,600	4,000
1160	Building Rent	0	37,138	164,300	165,600	163,700
1161	Data Processing/Office Equip R&M	14,159	18,213	20,000	18,500	19,000
1162	Other Charges	5,720	8,682	8,000	8,500	8,500
1186	Taxes and Licenses	542	2,863	1,200	13,200	13,700
1188	Travel - Mileage, Parking	0	75	500	250	500
1189	Conferences, Schools, & Training	979	2,715	13,000	8,950	10,950
1190	Lodging, Meals and Per Diem	2,965	1,176	3,600	1,300	3,500
TOTAL SERVICES		119,566	188,014	333,665	343,620	350,210
1306	Auto Operating Fluids	114	108	350	200	350
1320	Uniforms	6,816	9,095	10,150	13,000	10,500
1324	Diesel Fuel	4,918	4,177	5,000	3,000	4,000
1338	Gasoline	36,351	32,440	38,500	28,000	34,000
1340	General Supplies	13,051	20,967	4,975	6,225	4,975
1345	Printed Forms and Supplies	34	338	500	400	500
1358	Office Supplies	1,487	1,832	3,000	1,500	3,000
1360	Safety Program Supplies	3,527	5,101	6,000	4,500	6,000
1382	Small Tools and Equipment	18,828	18,028	16,150	12,150	16,150
TOTAL SUPPLIES		85,126	92,086	84,625	68,975	79,475
1501	Land	0	0	0	0	0
1502	Improvements	0	0	0	0	0
1510	Equipment	38,627	98,671	168,085	158,085	188,400
TOTAL CAPITAL OUTLAY		38,627	98,671	168,085	158,085	188,400
1790	Transfers Out	45,482	57,474	29,505	33,895	21,040
TOTAL TRANSFERS		45,482	57,474	29,505	33,895	21,040
1810	Remit Collections for Other Agen	18,035	18,575	19,135	19,135	19,710
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		18,035	18,575	19,135	19,135	19,710
TOTAL PUBLIC SAFETY		1,343,070	1,568,930	1,749,435	1,743,265	1,784,870

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**PUBLIC SAFETY
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
<u>POLICE</u>						
	Personnel	960,871	1,032,922	1,030,940	1,039,475	1,035,455
	Services	49,478	91,920	164,100	169,150	170,400
	Supplies	54,179	62,751	51,750	42,200	48,850
	Capital Outlay	38,627	98,671	130,085	130,085	150,400
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL POLICE		1,103,155	1,286,264	1,376,875	1,380,910	1,405,105
<u>FIRE PROTECTION</u>						
	Personnel	74,286	80,111	82,400	79,000	89,500
	Services	64,547	94,494	165,600	171,110	175,750
	Supplies	30,947	29,280	32,400	26,550	30,150
	Capital Outlay	0	0	0	0	0
	Transfers	45,482	57,474	29,505	33,895	21,040
	Other	18,035	18,575	19,135	19,135	19,710
TOTAL FIRE PROTECTION		233,297	279,934	329,040	329,690	336,150
<u>EMERGENCY MANAGEMENT</u>						
	Personnel	1,077	1,077	1,080	1,080	1,080
	Services	3,747	60	1,565	560	1,560
	Supplies	0	0	400	200	400
	Capital Outlay	0	0	38,000	28,000	38,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL EMERGENCY MGMT.		4,824	1,137	41,045	29,840	41,040
<u>ANIMAL CONTROL</u>						
	Personnel	0	0	0	0	0
	Services	1,794	1,540	2,400	2,800	2,500
	Supplies	0	55	75	25	75
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ANIMAL CONTROL		1,794	1,595	2,475	2,825	2,575
<u>TOTAL DIVISION</u>						
	Personnel	1,036,234	1,114,110	1,114,420	1,119,555	1,126,035
	Services	119,566	188,014	333,665	343,620	350,210
	Supplies	85,126	92,086	84,625	68,975	79,475
	Capital Outlay	38,627	98,671	168,085	158,085	188,400
	Transfers	45,482	57,474	29,505	33,895	21,040
	Other	18,035	18,575	19,135	19,135	19,710
TOTAL DIVISION		1,343,070	1,568,930	1,749,435	1,743,265	1,784,870

BUDGET NOTES

PERSONNEL

All budgets presented are for wages for the Police Chief, Sergeant, Investigator, 8 full-time officers, and two full-time police secretaries. The increases in 2014A and 2015R are due to the resignation of two veteran officers. There are two Youth Services Officers included in the 8 officers stated above. The cost of the one in the high school is shared equally with the School District. The Youth Services Officer cost in the middle school is paid 75% by the school. A contracting company does the custodial work included in account 1162 beginning in 2009.

SERVICES

- 1102 - primarily for personnel ads, notices and business expo booth rental.
- 1120 - is for phone lines, the police fax line, toll charges, two cellular phones, modem service required for the squad laptop computers and postage. There is an increase beginning in 2014R for the addition of cell phones for each squad car for purposes of computer identification and authorization and eliminating the use of personal cell phones for official police business.
- 1134 - radio and radar unit repair, calibration and maintenance.
- 1136 - electric and natural gas cost for the police section of the building. The increase in 2014R is for the new facility and the utilities in the old station. Hopefully during 2015 the old police station will be sold removing the need to continue paying for the utilities.
- 1143 - psychological and physical evaluations, 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 fluctuations are due to major repairs to the squads.
- 1158 - for membership and subscriptions to various law enforcement associations and publications.
- 1160 - is for rent for the new police station funded through the Economic Development Authority (EDA).
- 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 records system and computer aided dispatch arrangement with Mille Lacs County. 2014R and 2015A have increases related to installation and maintenance of new and additional equipment associated with the new station.
- 1162 - custodial work, repairs and maintenance of the police station. The increase in 2014 is due to the new facility.
- 1186 - required license fees for police vehicles and police officers (POST license). Increases in 2015R and 2016A are for assessments on the land for the new building.
- 1188, 1189, and 1190 - for schooling, conferences, and training items. There is a Peace Officers Standards and Training (POST) Board reimbursement for training expenses to help offset these costs. The increase in 2015 and 2016 is due to multiple expiring certifications including EVOC/PIT, First Responders and for instructor certification.

SUPPLIES

- 1320 - uniform allowance for the officers and secretaries. There also is a maximum of \$200 per each reserve officer.
- 1338 - costs have been projected to remain fairly constant due to recent decreases in prices.
- 1340 - light bulbs, paper products and other costs associated with the police station. The large amount in 2013A and 2014A is for expenditures that were budgeted as capital items but classified here for reporting purposes.
- 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 - miscellaneous tools, equipment, etc.

CAPITAL OUTLAY

- 1510 - 2013A is for new squads, equipment and conversions. 2014A is primarily for the new squad, computer upgrades for the squads, and the copier. 2015 has the items listed in the 2015 CIP listing which it primarily has \$35,000 for a new squad and conversion, \$80,000 for radio equipment and work. 2016 has the items listed in the CIP listing in the back of the budget document which is primarily \$35,000 for a new squad and conversion, \$80,000 for radio equipment and work, \$14,000 for new body armor and \$9,000 for new tasers.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	675,869	736,823	728,890	733,185	748,435
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	18,902	25,806	17,500	35,000	20,000
	Fringe Benefits	266,100	270,293	284,550	271,290	267,020
TOTAL PERSONNEL		960,871	1,032,922	1,030,940	1,039,475	1,035,455
1101	Community Promotion	--	--	--	--	1,000
1102	Printing and Publishing	--	417	300	200	300
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	6,881	11,011	10,000	10,000	10,000
1134	Radio and Pager Charges	241	275	1,000	600	1,000
1136	Utilities	11,618	21,445	20,000	20,000	20,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	110	421	500	750	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	1,201	2,088	2,500	1,500	2,500
1154	Maintenance and Repair	6,286	5,373	9,500	9,000	8,000
1158	Membership and Subscriptions	1,514	2,014	2,300	2,300	2,500
1160	Building Rent	--	18,569	82,150	82,800	81,850
1161	Data Processing/Office Equip R&M	14,159	18,213	17,500	18,000	18,000
1162	Other Charges/Building Maint.	5,527	8,567	8,000	8,500	8,500
1186	Taxes and Licenses	542	268	950	7,000	7,500
1188	Travel - Mileage, Parking	--	75	300	250	300
1189	Conferences, Schools, & Training	1,115	2,680	8,500	7,950	7,950
1190	Lodging, Meals and Per Diem	284	504	600	300	500
TOTAL SERVICES		49,478	91,920	164,100	169,150	170,400
1306	Auto Operating Fluids	114	108	200	150	200
1320	Uniforms	6,721	9,095	8,400	11,000	9,000
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	31,707	28,249	33,500	24,000	30,000
1340	General Supplies	12,640	20,384	3,000	2,500	3,000
1345	Printed Forms and Supplies	34	338	500	400	500
1358	Office Supplies	349	631	2,000	1,000	2,000
1360	Police Supplies	2,605	3,377	4,000	3,000	4,000
1382	Small Tools and Equipment	9	569	150	150	150
TOTAL SUPPLIES		54,179	62,751	51,750	42,200	48,850
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	38,627	98,671	130,085	130,085	150,400
TOTAL CAPITAL OUTLAY		38,627	98,671	130,085	130,085	150,400
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		1,103,155	1,286,264	1,376,875	1,380,910	1,405,105

BUDGET NOTES

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. The increase in 2016A is primarily due to the possible increase from one hour to two hours for training.

SERVICES

- 1102 - publication of recruitment ads or ads for equipment bids and notices.
- 1120 - The majority of this expense (phones, cell phones, fax line and satellite phones) is funded through the relocation fund since most of those items are needed for preparedness for this activity.
- 1134 - radio and pager costs including repairs, supplies and replacement units.
- 1136 - electric, water and natural gas for the fire station. Increases are due to increasing rates, and beginning with 2014A the increase is for the new facility. As discussed in the Police budget, there were utilities in both facilities during the transition, and that will remain at a lesser amount until the old station is sold.
- 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 vaccinations, face mask fit tests and custodial service with increase for the new station.
- 1150 - the fire department share of liability, vehicle, building 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.
- 1160 - rent for the new station funded through the Economic Development Authority.
- 1161 - possible repairs or upgrades for computer hardware or software.
- 1162 - minor operational expenses.
- 1186 - the large increase in 2014A is for the firefighter certification program. The increase in 2015R and 2016A is for assessments on the land for the new 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 - includes 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 - 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 2012, this contribution is also planned to be increased by 3% annually.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	66,465	71,149	74,000	71,000	80,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	7,821	8,962	8,400	8,000	9,500
TOTAL PERSONNEL		74,286	80,111	82,400	79,000	89,500
1101	Community Promotion	--	--	--	--	1,000
1102	Printing and Publishing	245	--	500	300	500
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	67	123	1,000	210	1,000
1134	Radio and Pager Charges	986	2,651	2,000	1,000	2,000
1136	Utilities	10,235	18,890	18,000	18,500	18,500
1140	Contracted Labor/Airpack & SCBA	4,770	2,976	4,000	3,000	4,000
1141	Legal Services	--	236	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	8,490	8,998	8,000	14,000	9,000
1150	Insurance and Bonds	19,594	23,267	24,000	29,300	29,000
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	16,175	14,375	14,000	12,000	14,000
1158	Membership and Subscriptions	1,247	992	1,500	1,300	1,500
1160	Building Rent	--	18,569	82,150	82,800	81,850
1161	Data Processing/Office Equip R&M	--	--	2,500	500	1,000
1162	Other Charges-Safety Bldg Study	193	115	--	--	--
1186	Taxes and Licenses	--	2,595	250	6,200	6,200
1188	Travel - Mileage, Parking	--	--	200	--	200
1189	Conferences, Schools, & Training	(136)	35	4,500	1,000	3,000
1190	Lodging, Meals and Per Diem	2,681	672	3,000	1,000	3,000
TOTAL SERVICES		64,547	94,494	165,600	171,110	175,750
1306	Auto Operating Fluids	--	--	150	50	150
1320	Uniforms - New Recruit Costs	95	--	1,750	2,000	1,500
1324	Diesel Fuel	4,918	4,177	5,000	3,000	4,000
1338	Gasoline	4,644	4,191	5,000	4,000	4,000
1340	General Supplies	411	528	1,500	3,500	1,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	1,138	1,201	1,000	500	1,000
1360	Safety Program Supplies	922	1,724	2,000	1,500	2,000
1382	Small Tools and Equipment	18,819	17,459	16,000	12,000	16,000
TOTAL SUPPLIES		30,947	29,280	32,400	26,550	30,150
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	45,482	57,474	29,505	33,895	21,040
TOTAL TRANSFERS		45,482	57,474	29,505	33,895	21,040
1810	Remit Collections for Other Agencies	18,035	18,575	19,135	19,135	19,710
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		18,035	18,575	19,135	19,135	19,710
TOTAL FIRE PROTECTION		233,297	279,934	329,040	329,690	336,150

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 2013A is for a federal requirement to narrow band all radio transmitting and receiving devices including the sirens.

SERVICES

1340 - possible supply items or additional parts.

CAPITAL OUTLAY – 2015A has \$23,000 for a replacement siren on the western side of the City that would extend coverage further than the current obsolete siren and \$15,000 for the wiring necessary for the installation of the public safety building generator. 2015R has \$28,000 for replacement of a damaged siren, and 2016A has \$23,000 for the damaged siren if it is not replaced in 2015 and \$15,000 for the installation of the generator at the public safety building.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	60	65	60	60
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	3,683	--	1,500	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		3,747	60	1,565	560	1,560
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	--	--	38,000	28,000	38,000
TOTAL CAPITAL OUTLAY		0	0	38,000	28,000	38,000
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 EMERGENCY MGMT.		4,824	1,137	41,045	29,840	41,040

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. There has been an increase beginning in 2015 for costs of feral cats that are being trapped and turned into the clinic by citizens.

SUPPLIES

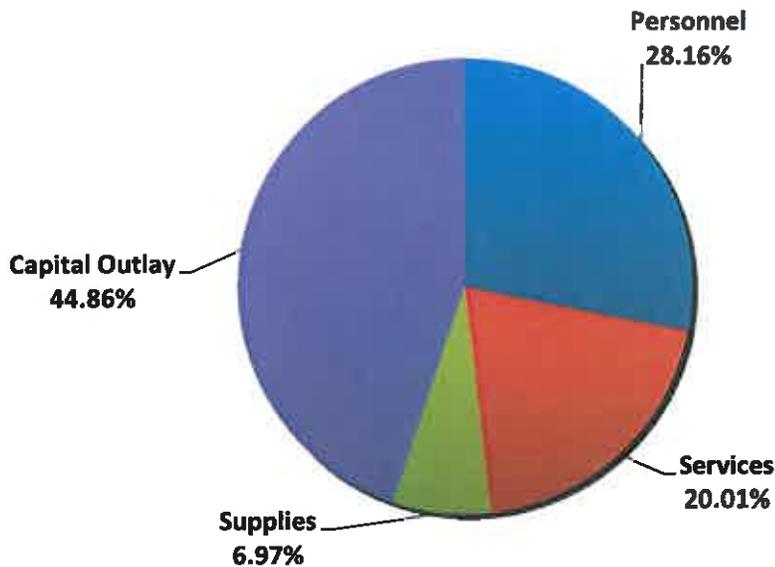
1340 - tags and receipt forms for the licensing requirement established by ordinance and live animal traps.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 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	1,794	1,540	2,400	2,800	2,500
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		1,794	1,540	2,400	2,800	2,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	55	75	25	75
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	55	75	25	75
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 ANIMAL CONTROL		1,794	1,595	2,475	2,825	2,575

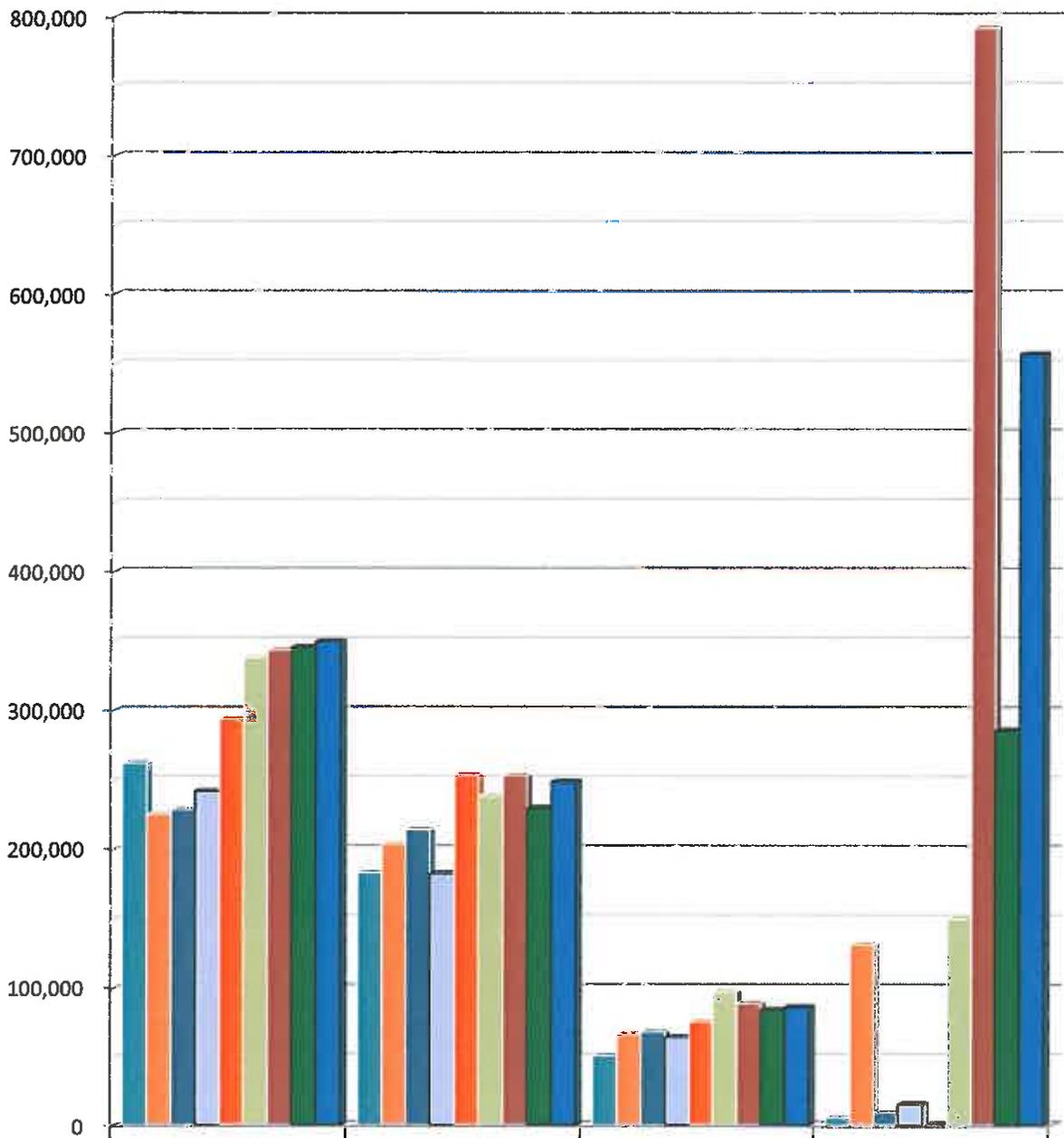
**PUBLIC WORKS
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
TOTAL PERSONNEL		293,859	338,120	343,310	345,480	349,610
	% of Total Department	47.17%	41.03%	23.24%	36.53%	28.16%
	% of Total Personal Services	16.45%	17.15%	17.01%	17.19%	16.79%
TOTAL SERVICES		253,311	238,286	252,995	229,715	248,475
	% of Total Department	40.67%	28.91%	17.12%	24.29%	20.01%
	% of Total Supplies	31.26%	28.09%	22.58%	20.77%	21.38%
TOTAL SUPPLIES		75,748	97,568	89,250	84,575	86,500
	% of Total Department	12.16%	11.84%	6.04%	8.94%	6.97%
	% of Total Services	40.35%	44.98%	38.88%	46.02%	39.07%
TOTAL CAPITAL OUTLAY		0	150,169	792,000	285,920	557,000
	% of Total Department	0.00%	18.22%	53.60%	30.23%	44.86%
	% of Total Capital Outlay	0.00%	47.73%	73.28%	57.03%	54.48%
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		622,918	824,143	1,477,555	945,690	1,241,585
	% of General Fund	19.34%	23.41%	31.97%	23.86%	26.66%
	Cost per Capita	\$137.87	\$175.42	\$311.39	\$199.30	\$259.10

PUBLIC WORKS EXPENDITURES BY TYPE



PUBLIC WORKS EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP
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 ACTUAL	241,617	182,080	64,644	15,535
2013 ACTUAL	293,859	253,311	75,748	0
2014 ACTUAL	338,120	238,286	97,568	150,169
2015 ADOPTED	343,310	252,995	89,250	792,000
2015 REVISED	345,480	229,715	84,575	285,920
2016 ADOPTED	349,610	248,475	86,500	557,000

**PUBLIC WORKS
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	195,790	236,587	241,900	240,750	244,150
	Part-time & Seasonal Salaries	15,663	4,888	5,500	4,250	9,000
	Overtime Salaries	1,076	4,203	4,000	3,500	4,500
	Fringe Benefits	81,330	92,442	91,910	96,980	91,960
TOTAL PERSONNEL		293,859	338,120	343,310	345,480	349,610
1102	Printing and Publishing	486	53	350	365	375
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	2,411	2,666	3,200	3,120	3,100
1134	Radio and Pager Charges	1,129	1,643	1,400	1,000	1,200
1136	Utilities	24,448	21,826	25,500	23,500	24,500
1140	Contracted Labor	130,971	159,830	161,500	145,790	161,500
1141	Legal Services	0	0	0	0	0
1142	Engineering Services	0	0	0	1,500	500
1143	Other Expert and Professional	1,878	1,530	2,350	1,450	1,850
1150	Insurance and Bonds	0	0	0	0	0
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	91,454	50,244	56,850	48,530	50,500
1158	Membership and Subscriptions	0	0	0	0	0
1160	Books and Reference Material	0	0	0	0	0
1162	Other Charges	11	0	350	150	200
1172	Rents and Leases	0	0	400	3,700	3,700
1186	Taxes and Licenses	188	259	500	230	475
1188	Travel - Mileage, Parking	0	0	75	0	75
1189	Conferences, Schools, & Training	335	235	470	380	450
1190	Lodging, Meals and Per Diem	0	0	50	0	50
TOTAL SERVICES		253,311	238,286	252,995	229,715	248,475
1306	Auto Operating Fluids	1,126	481	1,500	1,200	1,200
1320	Uniforms	1,321	1,203	1,500	1,350	1,450
1324	Diesel Fuel	23,844	31,274	31,500	29,100	29,250
1338	Gasoline	6,847	6,743	8,200	7,450	8,200
1340	General Supplies	41,270	55,437	42,600	43,075	43,050
1343	Chemical Sterilant and Supplies	0	389	1,500	500	1,000
1345	Printed Forms and Supplies	0	0	0	0	0
1358	Office Supplies	64	177	150	300	200
1360	Safety Program Supplies	820	755	1,500	900	1,250
1382	Small Tools and Equipment	291	846	400	400	500
1385	Streetscape Maintenance	165	263	400	300	400
TOTAL SUPPLIES		75,748	97,568	89,250	84,575	86,500
1501	Land	0	0	0	0	0
1502	Improvements	0	0	500,000	0	430,000
1510	Equipment	0	150,169	292,000	285,920	127,000
TOTAL CAPITAL OUTLAY		0	150,169	792,000	285,920	557,000
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		622,918	824,143	1,477,555	945,690	1,241,585

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
<u>PUBLIC WORKS ADMINISTRATION</u>						
	Personnel	109,498	117,194	120,320	119,550	120,350
	Services	16,402	14,377	18,625	16,565	17,475
	Supplies	3,608	17,017	4,450	4,200	4,450
	Capital Outlay	0	0	50,000	0	80,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL PUBLIC WORKS ADMIN.		129,508	148,588	193,395	140,315	222,275
<u>STORM SEWERS</u>						
	Personnel	0	4,239	2,740	2,085	2,740
	Services	524	269	525	500	525
	Supplies	32	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STORM SEWERS		556	4,508	3,265	2,585	3,265
<u>STREETS</u>						
	Personnel	175,441	209,236	209,695	210,195	209,705
	Services	190,796	200,696	203,500	187,440	202,500
	Supplies	62,229	65,448	71,300	66,300	68,850
	Capital Outlay	0	150,169	557,000	114,715	477,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREETS		428,466	625,549	1,041,495	578,650	958,055
<u>TRAFFIC SIGNS/SIGNALS</u>						
	Personnel	1,862	1,889	2,740	2,780	2,740
	Services	12,765	11,398	14,500	12,380	14,200
	Supplies	3,025	2,501	3,700	5,000	3,500
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SIGNS/SIGNALS		17,652	15,788	20,940	20,160	20,440
<u>FLIGHT SERVICE MAINTENANCE</u>						
	Personnel	2,137	283	1,645	1,000	1,200
	Services	29,114	8,569	11,500	5,750	6,000
	Supplies	354	206	700	400	400
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		31,605	9,058	13,845	7,150	7,600

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
COMPOST SITE						
	Personnel	0	0	0	3,275	5,675
	Services	0	0	0	3,500	3,750
	Supplies	0	0	0	100	250
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL COMPOST SITE		0	0	0	6,875	9,675
STREET CLEANING						
	Personnel	2,956	4,301	4,455	5,695	6,170
	Services	2,074	1,738	2,000	1,500	1,750
	Supplies	4,362	9,761	6,200	6,200	6,200
	Capital Outlay	0	0	185,000	171,205	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREET CLEANING		9,392	15,800	197,655	184,600	14,120
MOSQUITO/WEED CONTROL						
	Personnel	1,500	978	1,370	555	685
	Services	138	225	445	400	425
	Supplies	2,138	2,562	2,750	2,300	2,750
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MOSQUITO/WEED CONTROL		3,776	3,765	4,565	3,255	3,860
SHADE TREE						
	Personnel	465	0	345	345	345
	Services	1,498	1,014	1,900	1,680	1,850
	Supplies	0	73	150	75	100
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SHADE TREE		1,963	1,087	2,395	2,100	2,295
TOTAL DIVISION						
	Personnel	293,859	338,120	343,310	345,480	349,610
	Services	253,311	238,286	252,995	229,715	248,475
	Supplies	75,748	97,568	89,250	84,575	86,500
	Capital Outlay	0	150,169	792,000	285,920	557,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL DIVISION		622,918	824,143	1,477,555	945,690	1,241,585

BUDGET NOTES

PERSONNEL

This department reflects the administration cost of the entire Public Works and Parks and Recreation operation. The personnel section includes the Public Works Director's time and the Public Works Supervisor's time when devoted to administration duties. As the newly upgraded Wastewater Treatment Plant (WWTP) has neared completion, the majority of the duties involved with the plant have transferred from the Director to the Wastewater Plant Operations Manager position that was created late in 2013. Therefore, more of the Director's time and expense has been devoted to activities accounted for in this department. This accounts for the increase beginning in 2014A.

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 2015A is for the replacement of the office area. The office replacement was not done in 2015 and is carried over to the 2016A budget at an increased amount of \$80,000.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	78,311	84,764	87,700	86,000	87,700
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	31,187	32,430	32,620	33,550	32,650
TOTAL PERSONNEL		109,498	117,194	120,320	119,550	120,350
1102	Printing and Publishing	271	--	200	215	225
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,411	2,666	3,200	3,120	3,100
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	12,076	9,859	13,000	11,500	12,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	92	200	300	200
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,324	1,712	1,500	1,250	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges/Environmental	--	--	150	50	100
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	28	125	30	100
1188	Travel - Mileage, Parking	--	--	50	--	50
1189	Conferences, Schools, & Training	320	20	200	100	200
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		16,402	14,377	18,625	16,565	17,475
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	440	401	500	450	450
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	2,420	2,195	3,000	2,750	3,000
1340	General Supplies	85	14,021	300	300	300
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	64	177	150	300	200
1360	Safety Program Supplies	599	223	500	400	500
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		3,608	17,017	4,450	4,200	4,450
1501	Land	--	--	--	--	--
1502	Improvements	--	--	50,000	--	80,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	50,000	0	80,000
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		129,508	148,588	193,395	140,315	222,275

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	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	--	2,909	2,000	1,500	2,000
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	1,330	740	585	740
TOTAL PERSONNEL		0	4,239	2,740	2,085	2,740
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	524	269	500	500	500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	25	--	25
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		524	269	525	500	525
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	32	--	--	--	--
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		32	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 STORM SEWERS		556	4,508	3,265	2,585	3,265

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. With the completion of the Wastewater Treatment Plant expansion, one full time employee was dedicated to operating the plant. Beginning late in 2013 this was increased to a second full time employee to handle the workload increase. This staffing had been done by a combination of part time and full time employees from the department. The increase in the Sewer staffing allows for the other employees to devote more time in this and other departments. This is the primary reason for the increase in personnel costs starting in 2014. 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. Beginning with the 2010 budget there was a decrease to help with the LGA cuts. This decrease was continued into 2012 and 2013. Beginning in 2014, the budget has been increased to bring the program back to a 5-year cycle. The reduced amount in 2015R 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. The increase in 2013A was to cover sealcoating of the parking lots.

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.

1186 - the state requirement of vehicle bi-annual licenses 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. This is increased for usage and inflation.

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 - 2015A is \$350,000 for shop expansion and \$100,000 for work on 15th St. and 13th Ave. intersection work. The County did the intersection work and the shop expansion was carried over to 2016A.

1510 - 2014A was for the hot patch trailer and a tractor that was purchased when the prior tractor was rendered in operable. 2015A and 2015R again has \$20,000 for the used bucket truck, \$5,000 for sign reflectivity, \$12,000 to rehab a truck body, \$6,000 for additional 800 MHz radios, \$40,000 for a dump truck and \$24,000 for a pickup truck. 2016A has the \$20,000 for the used bucket truck, \$5,000 for sign reflectivity, \$42,000 for a wood chipper and \$60,000 for a skid steer with attachments.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	112,621	143,815	144,500	144,500	145,000
	Part-time & Seasonal Salaries	13,759	4,888	5,500	2,500	5,000
	Overtime Salaries	940	3,864	4,000	3,500	4,500
	Fringe Benefits	48,121	56,669	55,695	59,695	55,205
TOTAL PERSONNEL		175,441	209,236	209,695	210,195	209,705
1102	Printing and Publishing	215	53	150	150	150
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	1,129	1,643	1,400	1,000	1,200
1136	Utilities	715	819	--	--	--
1140	Contracted Labor/Sealcoat	129,473	159,080	160,000	144,290	160,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	1,500	500
1143	Other Expert and Professional	126	643	150	150	150
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	59,062	38,252	41,000	40,000	40,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other /Road Opening Repairs	11	--	200	100	100
1172	Rents and Leases	--	--	400	200	200
1186	Taxes and Licenses	65	206	200	50	200
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		190,796	200,696	203,500	187,440	202,500
1306	Auto Operating Fluids	1,126	481	1,500	1,200	1,200
1320	Uniforms	881	802	1,000	900	1,000
1324	Diesel Fuel	21,563	23,811	27,500	25,000	25,000
1338	Gasoline	4,227	4,342	5,000	4,500	5,000
1340	General Supplies	33,755	33,982	33,000	33,000	34,000
1343	Chemical Sterilant and Supplies	--	389	1,500	500	1,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	221	532	1,000	500	750
1382	Small Tools and Equipment	291	846	400	400	500
1385	Streetscape Maintenance	165	263	400	300	400
TOTAL SUPPLIES		62,229	65,448	71,300	66,300	68,850
1501	Land	--	--	--	--	--
1502	Improvements	--	--	450,000	--	350,000
1510	Equipment	--	150,169	107,000	114,715	127,000
TOTAL CAPITAL OUTLAY		0	150,169	557,000	114,715	477,000
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 STREETS		428,466	625,549	1,041,495	578,650	958,055

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 and parking 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 roundabout streetlights.

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.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,059	1,344	2,000	2,000	2,000
	Part-time & Seasonal Salaries	346	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	457	545	740	780	740
TOTAL PERSONNEL		1,862	1,889	2,740	2,780	2,740
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities - Signal Light Electric	11,657	11,148	12,500	12,000	12,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	500	250	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,108	250	1,500	130	1,200
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		12,765	11,398	14,500	12,380	14,200
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	3,025	2,501	3,700	5,000	3,500
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		3,025	2,501	3,700	5,000	3,500
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		17,652	15,788	20,940	20,160	20,440

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. The use of the facility changed significantly in 2014. The FAA consolidated and transferred the flight service operations to a different facility and is using a small portion of the building for some of the tele-communications and switching gear. They are planning on changing the amount of the lease and some of the terms. This would allow the City to lease out the remainder of the building, but the users may have to be airport related. At this point, it is not known to what extent the maintenance costs listed here will be reduced due to the change in the lease arrangements.

PERSONNEL

Personnel costs are for snowplowing, grass cutting, etc.

SERVICES

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

1154 - repairs to the building exterior, grounds and sidewalks. The large amount in 2013A was for a complete replacement of the lighting in the building that was finished just prior to notification that the facility was intended to be closed in 2014.

SUPPLIES

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

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,350	129	1,200	1,000	1,200
	Part-time & Seasonal Salaries	264	--	--	--	--
	Overtime Salaries	--	63	--	--	--
	Fringe Benefits	523	91	445	--	--
TOTAL PERSONNEL		2,137	283	1,645	1,000	1,200
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	1,752	795	1,500	750	1,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	27,362	7,774	10,000	5,000	5,000
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		29,114	8,569	11,500	5,750	6,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	200	206	200	200	200
1340	General Supplies	154	--	500	200	200
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		354	206	700	400	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/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		31,605	9,058	13,845	7,150	7,600

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. 2015 saw a reversal in the operations at Sylva. Because of difficulties with some of the people that were dumping their compostable items in the area with the facility trucks, their decision was to no longer provide free dumping. In order to again take the material, the City was required to construct a gate and have access controlled by the City. At this time, it is not know exactly what the demand and therefore what the cost to operate will be.

PERSONNEL

The personnel costs have been reinstated according to the note above and estimates for the remainder of 2015 and the whole of 2016 is included.

SERVICES

1102 - was for advertising the hours of operation.

1132 – rental payment to Sylva to grind up the material that is deposited at the facility.

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

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	--	--	--	1,000	1,000
	Part-time & Seasonal Salaries	--	--	--	1,750	4,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	525	675
TOTAL PERSONNEL		0	0	0	3,275	5,675
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	--	--	--	--	250
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	3,500	3,500
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	0	3,500	3,750
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	100	250
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	100	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	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL COMPOST SITE		0	0	0	6,875	9,675

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

1510 - is for a new street sweeper in 2015.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	1,647	3,213	3,250	4,100	4,500
	Part-time & Seasonal Salaries	699	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	610	1,088	1,205	1,595	1,670
TOTAL PERSONNEL		2,956	4,301	4,455	5,695	6,170
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	2,074	1,738	2,000	1,500	1,750
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		2,074	1,738	2,000	1,500	1,750
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	2,281	7,463	4,000	4,000	4,000
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,081	2,298	2,200	2,200	2,200
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		4,362	9,761	6,200	6,200	6,200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	185,000	171,205	--
TOTAL CAPITAL OUTLAY		0	0	185,000	171,205	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		9,392	15,800	197,655	184,600	14,120

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 the need for 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	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	802	413	1,000	400	500
	Part-time & Seasonal Salaries	163	--	--	--	--
	Overtime Salaries	136	276	--	--	--
	Fringe Benefits	399	289	370	155	185
TOTAL PERSONNEL		1,500	978	1,370	555	685
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	50
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	123	25	150	150	150
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	15	200	220	200	200
1190	Lodging, Meals and Per Diem	--	--	25	--	25
TOTAL SERVICES		138	225	445	400	425
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,138	2,562	2,750	2,300	2,750
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		2,138	2,562	2,750	2,300	2,750
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		3,776	3,765	4,565	3,255	3,860

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 had been rather minimal in recent past, the emergence of the Emerald Ash Borer problem in the state has resulted in increases both in terms of 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

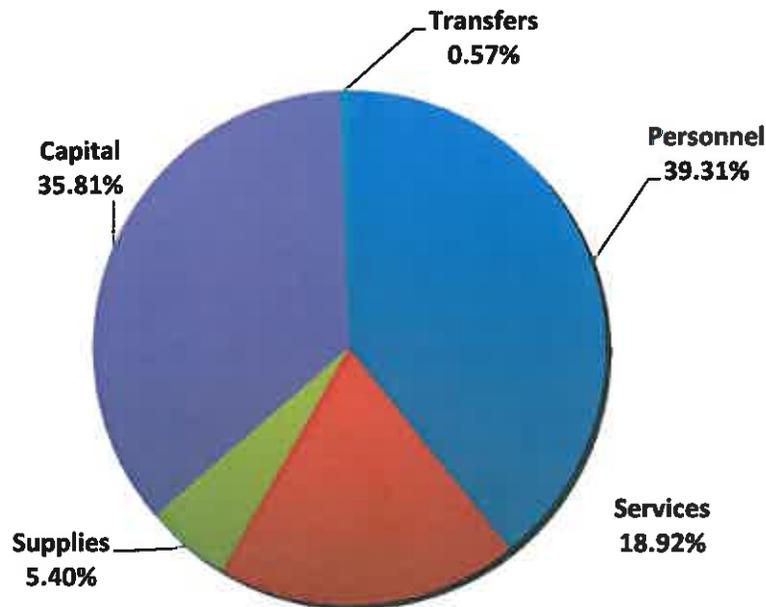
1340 - supplies for the tree trimming equipment. Currently the replacement trees are budgeted in the park department. This could change again if the activity increases due to the Ash tree vulnerability.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	--	--	250	250	250
	Part-time & Seasonal Salaries	432	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	33	--	95	95	95
TOTAL PERSONNEL		465	0	345	345	345
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	1,498	750	1,500	1,500	1,500
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	249	300	100	250
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	--	15	50	80	50
1190	Lodging, Meals and Per Diem	--	--	25	--	25
TOTAL SERVICES		1,498	1,014	1,900	1,680	1,850
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	73	150	75	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	73	150	75	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 SHADE TREE		1,963	1,087	2,395	2,100	2,295

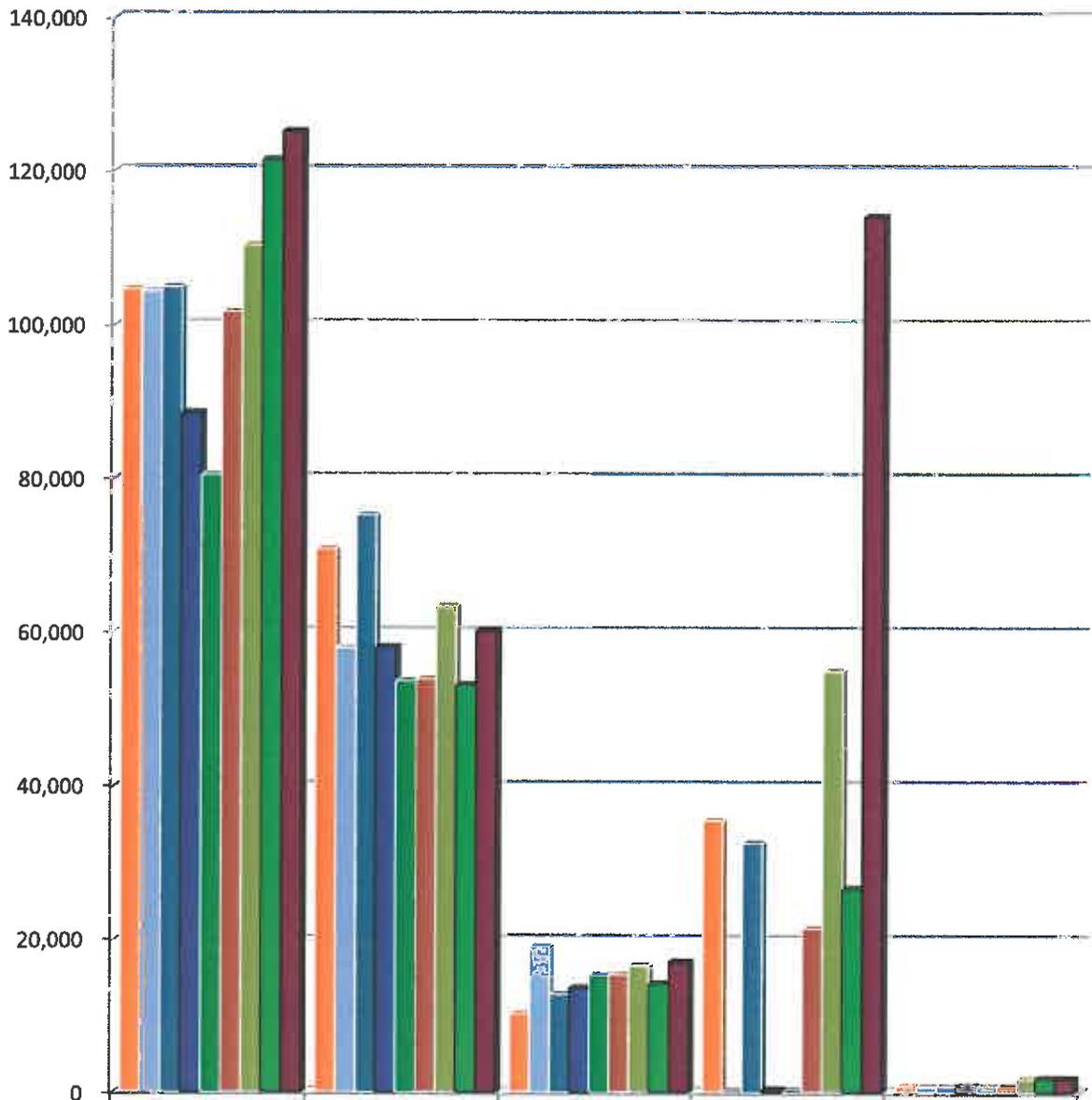
**PARKS AND RECREATION
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
TOTAL PERSONNEL		80,528	101,723	110,345	121,430	125,125
	% of Total Department	53.45%	52.54%	44.61%	55.80%	39.31%
	% of Total Personal Services	4.51%	5.16%	5.47%	6.04%	6.01%
TOTAL SERVICES		53,788	53,974	63,460	53,235	60,230
	% of Total Department	35.70%	27.88%	25.66%	24.46%	18.92%
	% of Total Supplies	6.64%	6.36%	5.66%	4.81%	5.18%
TOTAL SUPPLIES		15,539	15,541	16,725	14,390	17,175
	% of Total Department	10.31%	8.03%	6.76%	6.61%	5.40%
	% of Total Services	8.28%	7.17%	7.29%	7.83%	7.76%
TOTAL CAPITAL OUTLAY		0	21,555	55,000	26,760	114,000
	% of Total Department	0.00%	11.13%	22.24%	12.30%	35.81%
	% of Total Capital Outlay	0.00%	6.85%	5.09%	5.34%	11.15%
TOTAL TRANSFERS		800	800	1,800	1,800	1,800
	% of Total Department	0.53%	0.41%	0.73%	0.83%	0.57%
	% of Total Transfers	0.29%	0.97%	2.55%	2.87%	3.21%
TOTAL OTHER		0	25	0	0	0
	% of Total Department	0.00%	0.01%	0.00%	0.00%	0.00%
	% of Total Other	0.00%	0.03%	0.00%	0.00%	0.00%
TOTAL OTHER DIVISION		150,655	193,618	247,330	217,615	318,330
	% of General Fund	4.68%	5.50%	5.35%	5.49%	6.84%
	Cost per Capita	\$33.35	\$41.21	\$52.12	\$45.86	\$66.43

PARK AND RECREATION EXPENDITURES BY TYPE



PARKS AND RECREATION EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP	TRANSFERS
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 ACTUAL	88,517	58,106	13,777	355	800
2013 ACTUAL	80,528	53,788	15,539	0	800
2014 ACTUAL	101,723	53,974	15,541	21,555	800
2015 ADOPTED	110,345	63,460	16,725	55,000	1,800
2015 REVISED	121,430	53,235	14,390	26,760	1,800
2016 ADOPTED	125,125	60,230	17,175	114,000	1,800

**PARKS AND RECREATION
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	47,962	61,340	66,000	70,950	73,000
	Part-time & Seasonal Salaries	13,686	15,923	18,500	21,095	23,250
	Overtime Salaries	167	223	0	70	0
	Fringe Benefits	18,713	24,237	25,845	29,315	28,875
TOTAL PERSONNEL		80,528	101,723	110,345	121,430	125,125
1101	Community Promotion	0	0	0	0	0
1102	Printing and Publishing	877	1,120	1,000	1,000	1,050
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	602	552	500	540	540
1134	Radio and Pager Charges	0	0	0	0	0
1136	Utilities	24,029	26,574	33,000	27,250	29,500
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	4,494	3,305	3,700	3,975	4,000
1150	Insurance and Bonds	0	0	0	0	0
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	20,366	18,441	21,050	17,000	21,050
1158	Membership and Subscriptions	0	150	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	50	0	170	100	150
1186	Taxes and Licenses	2,970	2,977	3,100	2,800	3,000
1188	Travel - Mileage, Parking	0	0	0	0	0
1189	Conferences, Schools, & Training	400	855	940	570	940
1190	Lodging, Meals and Per Diem	0	0	0	0	0
TOTAL SERVICES		53,788	53,974	63,460	53,235	60,230
1306	Auto Operating Fluids	0	0	0	0	0
1320	Uniforms	775	802	825	825	825
1324	Diesel Fuel	0	0	0	0	0
1338	Gasoline	1,630	2,184	2,350	1,100	2,100
1340	General Supplies	11,905	12,399	12,050	11,700	13,000
1343	Chemical Sterilant & Supplies	1,229	0	1,500	750	1,250
1345	Printed Forms and Supplies	0	0	0	0	0
1358	Office Supplies	0	0	0	15	0
1360	Safety Program Supplies	0	0	0	0	0
1382	Small Tools and Equipment	0	156	0	0	0
TOTAL SUPPLIES		15,539	15,541	16,725	14,390	17,175
1501	Land	0	0	0	0	0
1502	Improvements	0	0	18,000	7,660	8,000
1510	Equipment	0	21,555	37,000	19,100	106,000
TOTAL CAPITAL OUTLAY		0	21,555	55,000	26,760	114,000
1790	Transfers Out	800	800	1,800	1,800	1,800
TOTAL TRANSFERS		800	800	1,800	1,800	1,800
1810	Remit Collections/Other Agencies	0	0	0	0	0
1820	Refunds and Reimbursements	0	25	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		0	25	0	0	0
TOTAL PARKS AND REC		150,655	193,618	247,330	217,615	318,330

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**PARKS AND RECREATION
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
RECREATION PROGRAMS						
	Personnel	68	1,141	2,685	2,085	2,055
	Services	0	0	50	0	50
	Supplies	0	0	50	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL RECREATION PROGRAMS		68	1,141	2,785	2,085	2,105
DEPOT CENTER						
	Personnel	138	486	685	345	685
	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		138	486	685	345	685
SPLASH PARK OPERATIONS						
	Personnel	15,048	14,873	18,355	15,780	17,670
	Services	27,485	26,529	29,610	24,740	29,380
	Supplies	4,933	3,860	5,600	3,065	5,350
	Capital Outlay	0	0	10,000	0	28,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SPLASH PARK OPERATE		47,466	45,262	63,565	43,585	80,400
PARK MAINTENANCE						
	Personnel	65,274	85,223	88,620	103,220	104,715
	Services	26,303	27,445	33,800	28,495	30,800
	Supplies	10,606	11,681	11,075	11,325	11,825
	Capital Outlay	0	21,555	45,000	26,760	86,000
	Transfers	800	800	1,800	1,800	1,800
	Other	0	25	0	0	0
TOTAL PARK MAINTENANCE		102,983	146,729	180,295	171,600	235,140
TOTAL DIVISION						
	Personnel	80,528	101,723	110,345	121,430	125,125
	Services	53,788	53,974	63,460	53,235	60,230
	Supplies	15,539	15,541	16,725	14,390	17,175
	Capital Outlay	0	21,555	55,000	26,760	114,000
	Transfers	800	800	1,800	1,800	1,800
	Other	0	25	0	0	0
TOTAL DIVISION		150,655	193,618	247,330	217,615	318,330

BUDGET NOTES

PERSONNEL

The budgets presented here basically account for the flooding and clearing of the rink by the Civic Center. It is intended that the rink will be unattended.

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

SUPPLIES

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

1340 - supplies for the rink.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	55	842	500	1,500	1,500
	Part-time & Seasonal Salaries	--	--	2,000	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	13	299	185	585	555
TOTAL PERSONNEL		68	1,141	2,685	2,085	2,055
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	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	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	50	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 RECREATION PROGRAMS		68	1,141	2,785	2,085	2,105

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.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	128	331	500	250	500
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	10	155	185	95	185
TOTAL PERSONNEL		138	486	685	345	685
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		138	486	685	345	685

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 on the Splash Park 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 beginning in 2012A 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. There is still some adjusting of the budget amounts as the expense allocation continues to be refined.

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

1510 - in 2015A is for replacement of the splash park controls. This was not done in 2015 and is carried forward to 2016A and an additional \$18,000 is added for new fixtures.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	5,706	5,129	7,500	6,200	7,000
	Part-time & Seasonal Salaries	6,426	6,992	7,500	6,595	7,500
	Overtime Salaries	60	--	--	70	--
	Fringe Benefits	2,856	2,752	3,355	2,915	3,170
TOTAL PERSONNEL		15,048	14,873	18,355	15,780	17,670
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	877	1,120	900	950	950
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	602	552	500	540	540
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	14,332	13,005	16,000	15,250	15,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert	3,040	2,645	3,000	3,250	3,250
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	6,015	6,330	6,000	2,000	6,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	--	--	70	100	100
1186	Taxes and Licenses	2,619	2,337	2,600	2,400	2,500
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	540	540	250	540
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		27,485	26,529	29,610	24,740	29,380
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	75	100	100	100
1340	General Supplies	3,704	3,629	4,000	2,200	4,000
1343	Chemical Sterilant & Supplies	1,229	--	1,500	750	1,250
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	15	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	156	--	--	--
TOTAL SUPPLIES		4,933	3,860	5,600	3,065	5,350
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	10,000	--	28,000
TOTAL CAPITAL OUTLAY		0	0	10,000	0	28,000
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 PARK MAINTENANCE		47,466	45,262	63,565	43,585	80,400

BUDGET NOTES

PERSONNEL

Personnel includes the costs for the time actually worked in the parks by Public Works employees. The increase beginning in 2014 relates to the added personnel in the Sanitary Sewer fund, which will allow for more time to be devoted to the parks. 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. The irrigation of the fields is being monitored more closely which has resulted in reductions in 2015R and 2016A.

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 - 2015A has \$8,000 for a vault toilet to be installed in Riebe Park and \$10,000 for a roof replacement for Solheim Field concession stand. 2015R has the roof replacement. 2016A has the \$8,000 for the vault toilet.

1510 - 2014A has a pickup truck. The amount in 2014R is for the pickup with the boom sprayer being carried forward. 2015A has \$3,500 for the boom sprayer, \$15,000 for shade structures for the park and \$8,500 for a portable air compressor. 2015R has the boom sprayer, the pickup, shade structures for the park and the portable air compressor. 2016A has \$58,000 for lawn mowers and \$20,000 for Rainbow Park playground equipment.

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 by other individuals and organizations. Beginning with 2015A, an additional \$1,000 is being transferred to the fund to be used when needed to help pay for the water bills.

CODE NO.	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ADOPTED	2015 REVISED	2016 ADOPTED
	Full-time Salaries	42,073	55,038	57,500	63,000	64,000
	Part-time & Seasonal Salaries	7,260	8,931	9,000	14,500	15,750
	Overtime Salaries	107	223	--	--	--
	Fringe Benefits	15,834	21,031	22,120	25,720	24,965
TOTAL PERSONNEL		65,274	85,223	88,620	103,220	104,715
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	100	50	100
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	9,697	13,569	17,000	12,000	14,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert/Sealcoating	1,454	660	700	725	750
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	14,351	12,111	15,000	15,000	15,000
1158	Membership and Subscriptions	--	150	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	50	--	100	--	50
1186	Taxes and Licenses	351	640	500	400	500
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	400	315	400	320	400
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		26,303	27,445	33,800	28,495	30,800
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	775	802	825	825	825
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	1,630	2,109	2,250	1,000	2,000
1340	General Supplies	8,201	8,770	8,000	9,500	9,000
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		10,606	11,681	11,075	11,325	11,825
1501	Land	--	--	--	--	--
1502	Improvements	--	--	18,000	7,660	8,000
1510	Equipment	--	21,555	27,000	19,100	78,000
TOTAL CAPITAL OUTLAY		0	21,555	45,000	26,760	86,000
1790	Transfers Out	800	800	1,800	1,800	1,800
TOTAL TRANSFERS		800	800	1,800	1,800	1,800
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	25	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	25	0	0	0
TOTAL PARK MAINTENANCE		102,983	146,729	180,295	171,600	235,140