

**GENERAL FUND
REVENUE SUMMARY**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>	1,599,830	1,672,723	1,734,075	1,727,075	1,829,600
	% of Total Fund Revenues	52.11%	55.55%	53.56%	56.32%	54.90%
4002	<u>LICENSES & PERMITS</u>	119,570	195,617	122,070	142,395	135,980
	% of Total Fund Revenues	3.89%	6.50%	3.77%	4.64%	4.08%
4003	<u>FINES AND FORFEITURES</u>	43,340	40,142	34,000	43,450	42,400
	% of Total Fund Revenues	1.41%	1.33%	1.05%	1.42%	1.27%
4004	<u>INTERGOVERNMENTAL REVENUE</u>	885,083	696,027	864,040	701,340	661,705
	% of Total Fund Revenues	28.82%	23.11%	26.68%	22.87%	19.86%
4005	<u>CHARGES FOR SERVICES</u>	215,840	230,883	236,065	239,855	240,295
	% of Total Fund Revenues	7.03%	7.67%	7.29%	7.82%	7.21%
4006	<u>OTHER</u>	207,202	176,002	248,140	212,855	422,600
	% of Total Fund Revenues	6.75%	5.84%	7.66%	6.94%	12.68%
TOTAL GENERAL FUND REVENUES		3,070,865	3,011,394	3,238,390	3,066,970	3,332,580

**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
4001	<u>TAXES AND SPECIAL ASSESS.</u>					
3200	Property Taxes - Current	1,531,731	1,628,398	1,691,575	1,691,575	1,789,100
3202	Property Taxes - Delinquent	61,625	43,080	40,000	35,000	40,000
3204	Penalty and Interest	6,474	1,245	2,500	500	500
3218	Forfeit Tax Sale Proceeds	--	--	--	--	--
TOTAL		1,599,830	1,672,723	1,734,075	1,727,075	1,829,600
4002	<u>LICENSES & PERMITS</u>					
3230	Temporary Non-Intox. On-Sale	100	--	--	--	--
3234	Building Permits	45,614	91,151	50,000	60,000	55,000
3235	Plan Check Fees	25,479	49,824	28,000	32,000	31,000
3236	Building Permit Surcharge	2,830	7,735	3,500	5,500	5,100
3238	Cigarette Licenses	1,100	800	800	800	800
3239	Cable Franchise Fee	29,506	33,074	28,000	31,000	31,000
3240	Fence Permits	300	125	150	150	150
3242	Misc. Permits and Licenses	250	150	200	150	150
3246	Club Liquor License	700	2,025	1,500	2,000	2,000
3250	Liquor On-Sale License	11,000	7,985	7,500	7,900	7,900
3252	Non-Intoxicating Off-Sale	400	400	400	400	400
3254	Non-Intoxicating On-Sale	800	650	600	600	600
3255	Set-Up (Display) License	--	200	--	200	200
3256	Refuse Haulers License	500	500	500	500	500
3257	Recycling Facility License	10	10	10	10	10
3258	Peddlers License	370	400	400	400	400
3260	Plumbing Permit	230	381	200	500	400
3262	Plumbing Permit Surcharge	1	17	10	35	20
3266	Pet License	330	140	250	200	300
3268	Golf Cart Permit	50	50	50	50	50
TOTAL		119,570	195,617	122,070	142,395	135,980
4003	<u>FINES AND FORFEITURES</u>					
3270	Court Fines	33,339	38,700	33,500	43,000	42,000
3272	Traffic Violations - Parking	200	--	--	--	--
3274	Tobacco Violation Fines	--	--	--	--	--
3276	Administrative Fines	9,801	1,442	500	450	400
TOTAL		43,340	40,142	34,000	43,450	42,400
4004	<u>INTERGOVERNMENTAL REVENUE</u>					
3900	COPS Grant - School Liaison	--	4,623	--	5,605	--
3902	Safe & Sober Grant	3,054	7,453	3,000	--	--
3903	State - Canine Grant	--	--	--	--	--
3904	Fire Aid - 2%	39,790	36,812	36,810	43,435	41,435
3908	Market Value Credit Aid	94,205	20,528	17,245	17,245	--
3910	Local Government Aid	673,226	535,932	723,240	535,930	535,930
3912	Miscellaneous Aid	6,874	13,934	7,000	21,785	7,000
3916	Police Aid	67,934	76,745	76,745	77,340	77,340
TOTAL		885,083	696,027	864,040	701,340	661,705

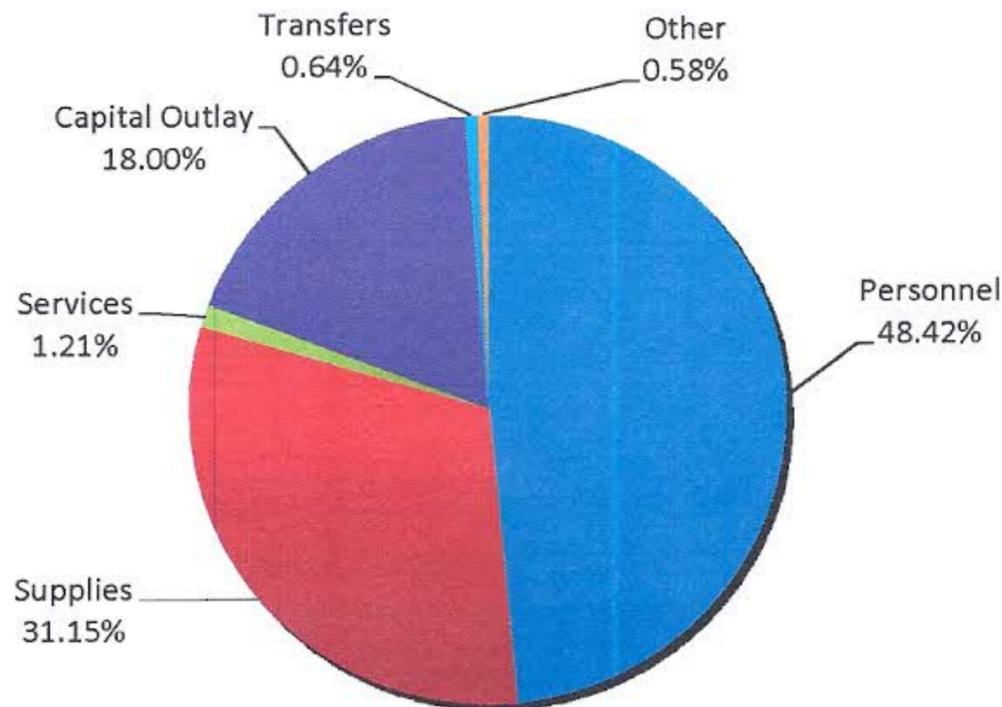
**GENERAL FUND
REVENUE DETAIL**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
4005	CHARGES FOR SERVICES					
3400	Accident Reports	0	99	--	10	--
3404	Assessment Searches	100	100	70	10	40
3406	Township Fire Service Contracts	117,604	120,270	130,680	130,680	134,820
3410	Charges for Current Services	26	32	25	80	50
3412	Copies	52	38	50	75	50
3416	Dog Pound	245	700	450	800	500
3420	Election Filing Fee	--	8	--	--	--
3428	AFSS Lease Revenue	65,000	65,000	65,000	65,000	65,000
3431	Community Room Rental	416	412	350	350	350
3434	Other/Splash Park Rentals	18,812	26,350	25,000	26,400	26,400
3435	Splash Park Miscellaneous	1,929	3,240	3,000	1,950	2,000
3440	Mark Park Rental	1,460	1,675	1,600	2,640	2,500
3442	Miscellaneous Police Revenue	820	560	750	750	750
3443	Blacktop Repair Reimbursement	710	745	600	--	--
3444	Miscellaneous Service Revenue	180	1,275	250	--	--
3445	Sign Sale and Reimbursement	20	--	--	--	--
3446	Miscellaneous Street Revenue	1,500	1,000	1,500	--	--
3447	Compost Disposal Revenue	--	--	--	--	--
3452	Zoning and Development Fees	1,889	1,127	1,250	2,845	1,500
3454	Vacancy Notification Fees	--	325	150	250	200
3456	Police Reports	71	228	100	215	200
3457	Fire Reports	76	31	40	35	35
3462	Sale of Winter Salt and Sand	30	2,768	300	2,845	1,000
3464	Sale of Maps	--	--	--	--	--
3466	Sale of Ordinances	--	--	--	20	--
3494	Work for Other Agencies	4,900	4,900	4,900	4,900	4,900
TOTAL		215,840	230,883	236,065	239,855	240,295
4006	OTHER					
3944	Donation - Grant	30,000	34,200	--	--	--
3945	Camping Donations	2,514	2,705	2,500	1,945	2,000
3946	Contributions and Donations	981	250	250	540	250
3947	Contributions - Other Funds/CIP	--	--	128,500	95,305	278,000
3948	Payment in Lieu of Taxes - PUC	52,500	52,500	52,500	52,500	52,500
3949	Contributions - Other Funds/Liquor	--	--	--	--	--
3950	Interest Income	36,934	30,183	27,000	25,000	25,000
3951	Transfer In - Other	--	--	--	--	--
3960	Miscellaneous Income	583	1,209	--	180	--
3963	Excise Tax Rebate	--	--	--	--	--
3965	Misc. Refunds & Reimbursements	(15)	69	100	95	100
3966	Youth Services Officer - School	83,705	54,886	37,290	37,290	54,750
TOTAL OTHER		207,202	176,002	248,140	212,855	412,600
TOTAL GENERAL FUND REVENUES		3,070,865	3,011,394	3,238,390	3,066,970	3,322,580

**GENERAL GOVERNMENT
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
TOTAL PERSONNEL		401,704	392,984	377,040	370,585	377,930
	% of Total Department	62.95%	57.96%	48.95%	54.58%	48.42%
	% of Total Personal Services	23.59%	23.25%	22.31%	21.97%	21.07%
TOTAL SERVICES		192,309	228,072	228,040	268,875	243,125
	% of Total Department	30.14%	33.64%	29.61%	39.60%	31.15%
	% of Total Supplies	27.34%	26.19%	26.18%	30.17%	27.39%
TOTAL SUPPLIES		6,992	7,348	9,635	7,855	9,435
	% of Total Department	1.10%	1.08%	1.25%	1.16%	1.21%
	% of Total Services	5.67%	3.75%	4.91%	3.87%	4.72%
TOTAL CAPITAL OUTLAY		29,395	37,294	146,500	21,460	140,500
	% of Total Department	4.61%	5.50%	19.02%	3.16%	18.00%
	% of Total Capital Outlay	41.73%	12.09%	47.49%	19.28%	46.99%
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
	% of Total Department	0.78%	0.74%	0.65%	0.74%	0.64%
	% of Total Transfers	2.30%	7.53%	7.53%	5.97%	7.25%
TOTAL OTHER		2,723	7,369	4,000	5,250	4,500
	% of Total Department	0.43%	1.09%	0.52%	0.77%	0.58%
	% of Total Other	3.90%	9.47%	5.14%	7.43%	5.39%
TOTAL GENERAL GOVERNMENT		638,123	678,067	770,215	679,025	780,490
	% of General Fund	22.10%	21.12%	23.99%	22.29%	23.42%
	Cost per Capita	\$141.24	\$144.33	\$162.32	\$143.10	\$162.87

GENERAL GOVERNMENT EXPENDITURES BY TYPE



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 2011 was not an election year, no increase in salaries is slated for 2012.

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 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
- 1162** - has \$200 for the Mayor's Contingency Fund which includes amounts for flowers and acknowledgments, which was initiated by the Council in 1983.
- 1188, 1189, 1190** - Council members' attendance at League of Minnesota Cities' and Coalition of Greater Minnesota Cities' conferences and/or workshops. This has been increased gradually over the past few years for increased council training.

SUPPLIES

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	16,957	16,677	17,965	17,965	17,965
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	1,302	1,272	1,375	1,375	1,375
TOTAL PERSONNEL		18,259	17,949	19,340	19,340	19,340
1101	Community Promotion	--	--	125	300	125
1102	Printing and Publishing	126	148	125	150	150
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	95	50	--	50
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	9,130	8,634	9,000	8,765	9,000
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	111	80	200	100	200
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	274	399	500	500	500
1189	Conferences, Schools, & Training	611	434	1,000	1,000	1,000
1190	Lodging, Meals and Per Diem	737	343	700	700	700
TOTAL SERVICES		10,989	10,133	11,700	11,515	11,725
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	14	66	40	--	40
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		14	66	40	0	40
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MAYOR/CITY COUNCIL		29,262	28,148	31,080	30,855	31,105

BUDGET NOTES

PERSONNEL

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

SERVICES

- 1102 - costs of publications including the publication of ordinances. An amount is also included for the semi-annual printing and distribution of the City newsletter. Although this budget was reduced to save money, there is a small amount remaining that would go towards paying for one publication a year.
- 1120 - stamps and allocation of phone service costs based on number of personnel and estimated usage of the phone lines. There has been a slight decrease due to deleting two phone lines and signing up for favorable programs offered by the provider.
- 1143 - expert legal consultation if needed.
- 1154 - repairs of office equipment in this department.
- 1158 - memberships and subscriptions to government professional organizations.
- 1160 - directories and other reference books.
- 1162 - an amount for small miscellaneous charges. The amount in 2011 and 2012 Adopted is for training materials and costs for council/staff training.
- 1186 - recording of notary certification for the office staff and county charges for parcel listing.
- 1188, 1189, and 1190 - covers the cost of training meetings and conferences. The amounts in 2009 and 2010 reflect a reduction by eliminating one of the CGMC conferences. The increase in 2011 and 2012 is to add a week-long training for the City Clerk. This is for the second and third year of a three year MCFOA clerk certification program.

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 2011 Adopted has \$12,000 for a new multi-purpose copier. The replacement was not necessary in 2011, but is being proposed again for 2012A.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	142,499	125,958	127,350	127,350	127,930
	Part-time & Seasonal Salaries	316	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	39,381	40,525	41,445	41,500	48,900
TOTAL PERSONNEL		182,196	166,483	168,795	168,850	176,830
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	428	708	1,000	750	1,000
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,955	1,874	2,400	2,100	2,200
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	23	200	50	150
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	131	150	100	150
1158	Membership and Subscriptions	180	220	225	250	250
1160	Books and Reference Material	178	178	180	180	180
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	2,000	--	2,000
1186	Taxes and Licenses	140	140	140	200	140
1188	Travel - Mileage, Parking	629	546	800	650	700
1189	Conferences, Schools, & Training	385	700	1,000	750	1,000
1190	Lodging, Meals and Per Diem	254	947	900	900	900
TOTAL SERVICES		4,149	5,467	8,995	5,930	8,670
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	605	543	580	580	580
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,150	582	1,200	750	1,000
1345	Printed Forms and Supplies	--	--	50	--	50
1358	Office Supplies	35	85	100	400	100
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	50	--	50
TOTAL SUPPLIES		1,790	1,210	1,980	1,730	1,780
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	12,000	--	12,000
TOTAL CAPITAL OUTLAY		0	0	12,000	0	12,000
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 ADMINISTRATION		188,135	173,160	191,770	176,510	199,280

BUDGET NOTES

The 2010A reflects the costs for the primary and general elections. The 2011A has amounts for a possible referendum or special election and for maintenance payments on the ballot machine. Since there were no special elections in 2011 the revised budget only has amounts for the annual maintenance payments. The 2012 Adopted budgets for the primary and general elections.

PERSONNEL

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

SERVICES

1143 - payments to election judges of \$10 per hour for and head election judges of \$10.50 per hour for their training and service.

1154 - has an amount for repairs and specialized programming of the ballot machine if required This has been increased from previous years, due to the need for two ballot machines required by HAVA.

1162 - ballots and other charges by the county.

1188 - mileage to Milaca and Elk River for training workshops and pick-up and return of the ballots.

1189 - payment for training costs.

SUPPLIES

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	3,102	1,500	5	3,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	175	184	200	200	200
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	50	--	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	83	567	200	--	650
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		258	3,853	1,950	205	4,400
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	265	200	--	500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	265	200	0	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 ELECTIONS		258	4,118	2,150	205	4,900

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 and the continuing service cost increases from the counties.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	17,258	18,292	18,500	17,500	18,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		17,258	18,292	18,500	17,500	18,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ASSESSING		17,258	18,292	18,500	17,500	18,000

BUDGET NOTES

PERSONNEL

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

SERVICES

- 1102** - represents the cost of printing the annual financial statement and budget summary as required by law.
- 1120** - stamps, plus 33% of the telephone lines, 33% of the fax line, and long distance toll charges.
- 1143** - this represents the cost of the annual audit. A portion of the cost of the audit is allocated to each of the Enterprise Funds, the fire department since a portion of that department's cost is allocated to the townships, and other major funds that share in audit time and expense.
- 1154** - repairs to computers or other equipment used in this department. The finance software agreement specifies a contract amount for maintenance and updates.
- 1158** - the Government Finance Officers Association dues and other subscriptions.
- 1160** - books and reference material, is for finance related reference books.
- 1162** - the safe deposit box.
- 1188, 1189, and 1190** - for training courses or seminars and associated travel costs.

SUPPLIES

- 1320** - uniform cost for the finance clerk.
- 1340** - the cost of forms needed for the department such as vouchers, purchase orders, time cards, tax forms, checks, computer paper, as well as other supplies.
- 1358** - pens, calculator ribbons and other miscellaneous supplies. The increase in 2011 and 2012 is due to an printer ink usage.

CAPITAL OUTLAY

- 1510** - The 2011 and 2012 Adopted is for possible additional software or any required hardware upgrade.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	92,023	90,446	82,895	63,230	62,370
	Part-time & Seasonal Salaries	--	7,226	--	19,665	20,895
	Overtime Salaries	--	81	--	--	--
	Fringe Benefits	32,325	33,361	31,435	31,435	30,740
TOTAL PERSONNEL		124,348	131,114	114,330	114,330	114,005
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	1,523	1,860	2,400	2,100	2,200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,434	2,026	2,350	2,000	2,100
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	13,020	14,878	15,325	11,210	11,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,397	4,394	4,500	4,500	4,600
1158	Membership and Subscriptions	155	160	160	160	170
1160	Books and Reference Material	51	134	50	55	55
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	40	50	50	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	101	111	125	100	125
1189	Conferences, Schools, & Training	--	25	150	--	150
1190	Lodging, Meals and Per Diem	--	40	50	--	50
TOTAL SERVICES		20,681	23,668	25,160	20,175	21,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	367	418	415	415	415
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,968	2,785	2,200	1,750	2,200
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	13	18	50	400	400
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		2,348	3,221	2,665	2,565	3,015
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	2,500	--	2,500
TOTAL CAPITAL OUTLAY		0	0	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		147,377	158,003	144,655	137,070	140,520

BUDGET NOTES

The Dove, Fretland & VanValkenburg law firm provides legal services for the City of Princeton. This firm was selected through a Request for Proposal (RFP) process done in 1997 and again in 2005. Both the Civil and Criminal Legal departments are combined in this one department. The budget contains the base contract plus additional expenses for special project requirements and out-of-pocket cost reimbursements. The amounts have increased beginning in 2008 based on a request by the law firm to cover additional costs incurred from an increasing workload.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	58,180	59,783	61,000	60,000	61,000
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		58,180	59,783	61,000	60,000	61,000
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		58,180	59,783	61,000	60,000	61,000

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 - DSL internet access.

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

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

SUPPLIES

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

CAPITAL OUTLAY

1510 - purchase of equipment. The amounts in the 2011 and 2012 Adopted budgets are for purchase and installation of a projector and laptop computer for presentations. We have been able to borrow this equipment from the fire department, but as the use of this type of equipment increases, additional equipment at City Hall would be helpful.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	439	634	625	580	600
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	1,063	828	1,100	1,000	1,100
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,246	1,736	1,500	1,500	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		2,748	3,198	3,225	3,080	3,200
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	--	--	3,000	--	3,000
TOTAL CAPITAL OUTLAY		0	0	3,000	0	3,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL TECHNOLOGY DEPT.		2,748	3,198	6,625	3,280	6,600

BUDGET NOTES

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

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

SERVICES

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

1143 - costs of the contract with Metro West. The Metro West contract payments are based on permit fees. Upon final inspection of each permit, the City pays Metro West 30% of the building permit fees. On projects valued at over \$1,000,000; the city pays only 20% of the permit fees to Metro West. As such, any increase or decrease in contract payments is directly related to the number and amount of building permits. The amounts in this account have increased in the 2011 and 2012 budgets to reflect increases in primarily commercial building activity.

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

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

SUPPLIES

1340 - supplies for the department.

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

OTHER

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

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	350	375	385	325	350
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	22,069	31,682	25,000	60,000	40,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	(1,500)	--	400	100	250
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		20,919	32,057	25,785	60,425	40,600
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	39	30	50	25	50
1345	Printed Forms and Supplies	200	--	150	235	200
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		239	30	200	260	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	2,723	7,369	4,000	5,250	4,500
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		2,723	7,369	4,000	5,250	4,500
TOTAL BUILDING INSPECT.		23,881	39,456	29,985	65,935	45,350

BUDGET NOTES

PERSONNEL

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

SERVICES

- 1102 - publication charges for public hearings of the Planning Commission, which are mostly covered by the application fees.
- 1120 - postage for hearing notices and an allocation of phone calls and service costs within this department.
- 1140 - contract with a Geographical Information Service (GIS) firm to organize and update City maps. Part of this expense is for staff training to permit staff use and upgrading of maps. This amount is offset by grant proceeds in the General Fund revenue section.
- 1141 - this is for legal zoning issues. The large amount in 2011R is due to work regarding the request for detachment request and the establishment of the Rural Taxing District.
- 1142 - engineer review of plats or developments. These costs have been reimbursed to the City by the developers beginning in late 2001. This amount has been increased over the last couple of years due to the larger number of developments. The large amount in 2010 is due to the 1000 Friends grant received for community planning consulting activities. The large amount for 2011R is for the last of the Comp plan and rezoning work. Even though every effort is made to require reimbursement from the developer, there are increasing needs for general engineering consultations for code and standards updating and general development consultation.
- 1143 - funds for paying Planning Commission members \$10 per meeting attended. This was increased to \$20 per meeting in 2007. This was changed back to \$10 on a temporary basis due to budgetary concerns. The large amount in 2011R is for consultant work on the detachment request.
- 1154 - repairs and maintenance for the mapping computer, program and printer.
- 1158 - subscriptions to planning and zoning newsletters and a planner's advisory service, which sends monthly reports on major study areas. This has been increased for allocation of CGMC dues involving the annexation work of the CGMC.
- 1160 - code books and other required information for reference.
- 1162 - small planning or zoning studies or research projects.
- 1186 - county recording fees on various items.
- 1188, 1189, and 1190 - attendance at Planning and Zoning institutes to keep updated on the latest state and national laws for the Zoning Administrator and Planning Commission members.

SUPPLIES

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

CAPITAL OUTLAY

- 1510 - 2009A is for the Growth Planning work. 2010A is for GIS Updates and a zoning ordinance and comp plan update. 2011A has \$15,000 for GIS mapping which may include additional detail for sidewalks and sewers. The amount in 2011R is for the balance of the zoning and comp update. The \$15,000 in 2012 is again for the GIS mapping which includes work for additional sewer system detail.

TRANSFERS

- 1790 - transfer to the Economic Development Authority.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	47,535	48,025	47,260	44,675	45,640
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	18,706	19,172	19,060	16,905	14,070
TOTAL PERSONNEL		66,241	67,197	66,320	61,580	59,710
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	374	396	425	650	425
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	773	821	925	700	700
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	90	2,500	200	2,000
1141	Legal Services	1,251	--	1,000	6,500	2,000
1142	Engineering Services	3,699	10,508	4,000	7,000	5,000
1143	Other Expert and Professional	2,520	5,662	2,000	12,000	3,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	405	536	425	805	450
1158	Membership and Subscriptions	--	1,365	1,500	1,215	1,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	3,000	3,000	4,000
1186	Taxes and Licenses	522	238	500	370	400
1188	Travel - Mileage, Parking	147	133	600	500	500
1189	Conferences, Schools, & Training	745	250	500	500	500
1190	Lodging, Meals and Per Diem	350	192	250	150	150
TOTAL SERVICES		10,786	20,191	17,625	33,590	21,125
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	127	131	150	150	150
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	52	287	1,000	500	500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	143	100	150	150
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		179	561	1,250	800	800
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	29,395	37,294	15,000	16,000	15,000
TOTAL CAPITAL OUTLAY		29,395	37,294	15,000	16,000	15,000
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	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PLANNING & ZONING		111,601	130,243	105,195	116,970	101,635

BUDGET NOTES

This department is for the maintenance of the Library building, and was established with the opening of the new library facility in 1994.

PERSONNEL

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

SERVICES

- 1118 - floor and carpet protection mats and for specialized cleaning, such as carpet cleaning.
- 1120 - the public pay phone costs.
- 1136 - electric and natural gas utilities for the building. The increases are for the continuing increase in utility rates.
- 1143 - security system monitoring. This is where the custodial contract payments are included.
- 1150 - the allocation of insurance premiums for the facility.
- 1154 - includes an allocation of the maintenance contract with McDowell Comfort for the HVAC system.
- 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 - 2011A includes \$6,000 for a possible replacement of a heating or A/C unit and \$32,000 for carpet replacement. 2011R has \$5,460 for carpet replacement in the community room. 2012A has \$32,000 for carpet replacement in the main library area.

Division: GENERAL GOVERNMENT
Dept. Name & No: LIBRARY BLDG. MAINTENANCE 101-4093

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	1,862	1,012	2,000	1,700	1,750
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	584	360	750	645	700
TOTAL PERSONNEL		2,446	1,372	2,750	2,345	2,450
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	2,200	1,270	1,300	1,400	1,400
1120	Telephone and Postage	832	834	820	820	820
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	12,503	15,352	15,750	16,000	16,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	10,357	11,436	12,000	10,750	11,000
1150	Insurance and Bonds	2,152	3,393	2,750	3,400	3,400
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,258	5,379	5,000	8,500	5,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	8	3	10	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		32,310	37,667	37,630	40,870	37,620
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	960	1,036	900	900	900
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		960	1,036	900	900	900
1501	Land	--	--	--	--	--
1502	Improvements	--	--	38,000	5,460	32,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	38,000	5,460	32,000
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	35,716	40,075	79,280	49,575	72,970

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, due to the resignation of the custodian and budgetary pressures, the position was left unfilled, and the city entered into a contract with Central Minnesota Custodial to complete many of the custodial duties for the Library and City Hall.

SERVICES

1118 - special cleaning including contract carpet cleaning.

1120 - costs of the City Hall pay phone.

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

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

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

1186 - solid waste costs assessed by the County.

SUPPLIES

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

CAPITAL OUTLAY

1502 - 2011A now has \$56,000 for replacement of the roof according to a new estimate. This was not done in 2011 but is being carried forward in the budget for 2012.

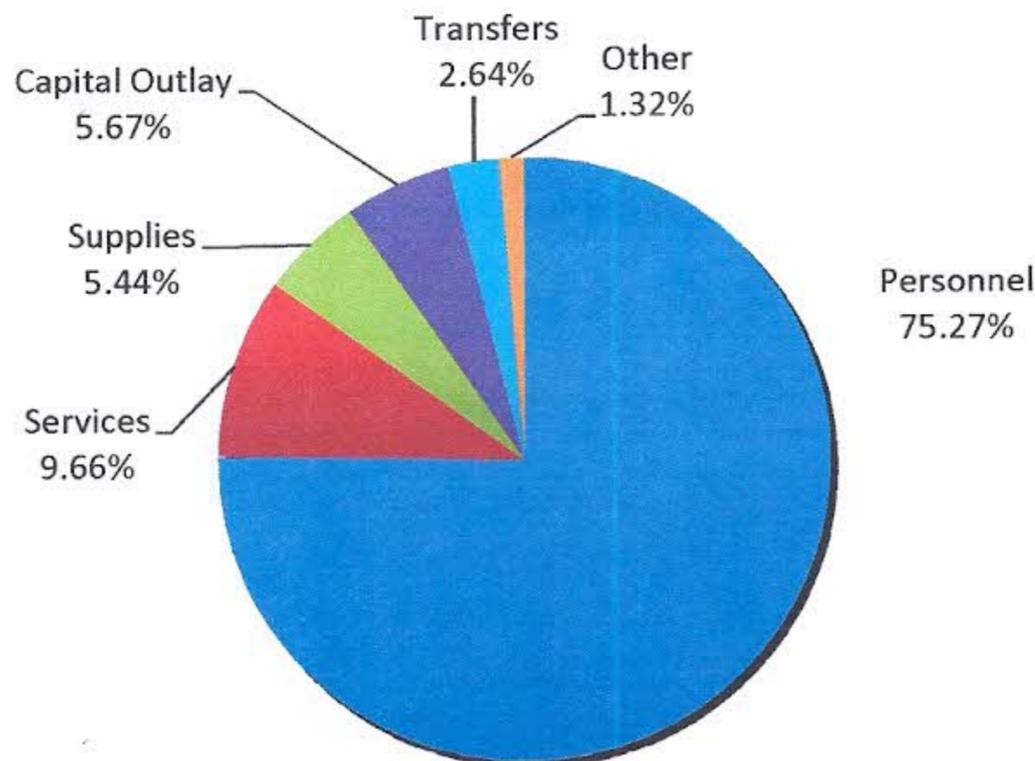
1510 - 2011A has \$20,000 for a radio upgrade that has been down scaled since the mandate to change to 800Mh may only include the emergency service departments. This was not done in 2011 and is included in 2012 Adopted.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	5,426	6,358	4,000	3,000	4,000
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	2,788	2,511	1,505	1,140	1,595
TOTAL PERSONNEL		8,214	8,869	5,505	4,140	5,595
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	617	--	400	--	--
1120	Telephone and Postage	832	713	820	820	820
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	6,043	6,960	8,000	7,700	8,000
1140	Contracted Labor	836	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	2,694	3,486	4,000	3,550	3,750
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	2,961	2,586	3,200	3,500	3,200
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	48	18	50	15	15
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		14,031	13,763	16,470	15,585	15,785
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,462	959	2,000	1,400	1,750
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,462	959	2,000	1,400	1,750
1501	Land	--	--	--	--	--
1502	Improvements	--	--	56,000	--	56,000
1510	Equipment	--	--	20,000	--	20,000
TOTAL CAPITAL OUTLAY		0	0	76,000	0	76,000
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	23,707	23,591	99,975	21,125	99,130

**PUBLIC SAFETY
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
TOTAL PERSONNEL		934,265	957,868	975,695	976,090	1,001,685
	% of Total Department	80.83%	77.91%	76.59%	76.70%	75.27%
	% of Total Personal Services	54.87%	57.02%	57.72%	57.87%	55.85%
TOTAL SERVICES		110,429	96,822	129,120	123,755	128,570
	% of Total Department	9.55%	7.88%	10.14%	9.72%	9.66%
	% of Total Supplies	15.70%	12.94%	14.83%	13.89%	14.49%
TOTAL SUPPLIES		51,889	62,651	69,900	81,600	72,400
	% of Total Department	4.49%	5.10%	5.49%	6.41%	5.44%
	% of Total Services	42.09%	39.20%	35.63%	40.21%	36.23%
TOTAL CAPITAL OUTLAY		0	33,660	50,000	32,845	75,500
	% of Total Department	0.00%	2.74%	3.93%	2.58%	5.67%
	% of Total Capital Outlay	0.00%	16.63%	16.21%	29.51%	25.25%
TOTAL TRANSFERS		42,280	61,395	32,135	41,400	35,070
	% of Total Department	3.66%	4.99%	2.52%	3.25%	2.64%
	% of Total Transfers	19.41%	55.51%	48.38%	49.41%	50.86%
TOTAL OTHER		17,000	17,000	17,000	17,000	17,510
	% of Total Department	1.47%	1.38%	1.33%	1.34%	1.32%
	% of Total Other	24.32%	26.91%	21.84%	24.05%	20.98%
TOTAL PUBLIC SAFETY DIVISION		1,155,863	1,229,396	1,273,850	1,272,690	1,330,735
	% of General Fund	40.03%	41.47%	39.68%	41.77%	39.93%
	Cost per Capita	\$255.84	\$261.68	\$268.46	\$268.22	\$277.70

PUBLIC SAFETY EXPENDITURES BY TYPE



BUDGET NOTES

PERSONNEL

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

SERVICES

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

SUPPLIES

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

CAPITAL OUTLAY

- 1510 - 2009A has no purchases in this section due to budget issues. 2010A was for a new squad car replacement and conversion. 2011A has \$35,000 for a new squad and equipment and \$15,000 for a new copier. 2011R is for the new squad, equipment and conversion. 2012A has \$40,000 for a new squad with equipment, \$3,500 for roof repairs, \$15,000 for a copier and \$17,000 for computer server, work station and equipment upgrade.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	604,696	618,841	631,090	631,090	638,670
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	22,824	25,269	16,000	21,000	16,000
	Fringe Benefits	238,700	248,103	251,825	252,620	267,035
TOTAL PERSONNEL		866,220	892,213	898,915	904,710	921,705
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	160	226	300	200	300
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	6,164	5,571	7,000	5,500	6,500
1134	Radio and Pager Charges	479	859	800	400	800
1136	Utilities	8,193	9,531	10,500	11,000	10,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	289	314	700	300	500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	1,371	2,659	2,000	2,000	2,500
1154	Maintenance and Repair	8,918	7,667	9,000	12,500	10,000
1158	Membership and Subscriptions	775	860	900	1,450	1,500
1160	Books and Reference Material	--	--	300	--	200
1161	Data Processing/Office Equip R&M	12,049	12,561	13,500	13,500	14,000
1162	Other Charges/Building Maint.	4,952	4,406	7,500	6,200	7,000
1186	Licenses	375	105	600	910	950
1188	Travel - Mileage, Parking	130	199	300	140	200
1189	Conferences, Schools, & Training	2,282	1,260	3,000	2,000	3,000
1190	Lodging, Meals and Per Diem	152	125	600	200	600
TOTAL SERVICES		46,289	46,343	57,000	56,300	58,550
1306	Auto Operating Fluids	144	22	100	100	100
1320	Uniforms	5,429	6,324	8,400	8,400	8,400
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	22,291	27,376	29,000	33,500	30,000
1340	General Supplies	1,166	578	2,500	10,275	1,500
1345	Printed Forms and Supplies	107	183	300	200	300
1358	Office Supplies	210	686	500	1,000	1,000
1360	Police Supplies	3,435	2,151	3,500	2,250	3,500
1382	Small Tools and Equipment	16	113	150	75	150
TOTAL SUPPLIES		32,798	37,433	44,450	55,800	44,950
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	33,660	50,000	32,845	75,500
TOTAL CAPITAL OUTLAY		0	33,660	50,000	32,845	75,500
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		945,307	1,009,649	1,050,365	1,049,655	1,100,705

BUDGET NOTES

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

PERSONNEL

The 2012A includes a \$1 per hour increase for firefighting personnel. The pay structure would then be \$12 for the Chief and the Assistant Chief, \$11 for the Captains and the firefighters getting \$10 per hour for fire calls and for each training session. The Chief also receives a salary of \$3,000 for administrative work.

SERVICES

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

SUPPLIES

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

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

TRANSFERS

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

OTHER

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	58,580	57,211	65,700	61,000	69,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	8,388	7,367	10,000	9,300	9,900
TOTAL PERSONNEL		66,968	64,578	75,700	70,300	78,900
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	205	175	250	250	250
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	384	1,518	1,000	100	1,000
1134	Radio and Pager Charges	2,105	1,311	2,000	1,500	2,000
1136	Utilities	8,620	7,984	11,000	10,000	10,000
1140	Contracted Labor/Airpack & SCBA	3,705	3,316	3,000	3,000	3,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	3,028	1,562	3,500	5,800	5,000
1150	Insurance and Bonds	16,107	17,639	23,000	18,500	19,000
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	15,110	7,393	12,000	10,000	12,000
1158	Membership and Subscriptions	1,024	763	750	1,500	1,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	788	1,000	500	1,000
1162	Other Charges-Safety Bldg Study	--	--	--	35	--
1186	Licenses	54	79	100	2,000	250
1188	Travel - Mileage, Parking	--	--	200	200	200
1189	Conferences, Schools, & Training	6,686	437	6,500	10,000	9,000
1190	Lodging, Meals and Per Diem	3,294	735	4,000	500	2,000
TOTAL SERVICES		60,322	43,700	68,300	63,885	66,200
1306	Auto Operating Fluids	81	19	50	150	150
1320	Uniforms - New Recruit Costs	57	--	500	--	500
1324	Diesel Fuel	2,957	3,809	3,500	4,500	4,000
1338	Gasoline	1,143	3,425	2,500	4,750	4,000
1340	General Supplies	846	898	1,000	500	1,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	906	320	500	200	400
1360	Safety Program Supplies	1,134	1,789	3,000	1,500	3,000
1382	Small Tools and Equipment	11,967	14,898	14,000	14,000	14,000
TOTAL SUPPLIES		19,091	25,158	25,050	25,600	27,050
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	42,280	61,395	32,135	41,400	35,070
TOTAL TRANSFERS		42,280	61,395	32,135	41,400	35,070
1810	Remit Collections for Other Agencies	17,000	17,000	17,000	17,000	17,510
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		17,000	17,000	17,000	17,000	17,510
TOTAL FIRE PROTECTION		205,661	211,831	218,185	218,185	224,730

BUDGET NOTES

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

PERSONNEL

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

SUPPLIES

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

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

SERVICES

1340 - possible supply items or additional parts.

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	69	64	70	70	70
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	877	3,483	500	500	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		946	3,547	570	570	570
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	400	200	400
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	400	200	400
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections for Other Agenc	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL EMERGENCY MGMT.		2,023	4,624	2,050	1,850	2,050

BUDGET NOTES

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

SERVICES

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

SUPPLIES

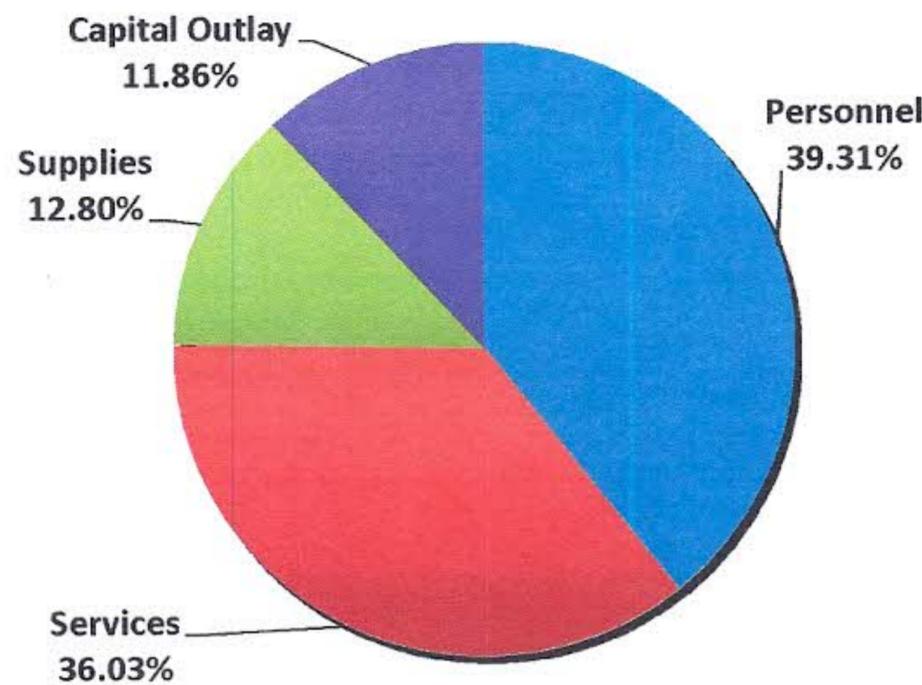
1340 - tags and receipt forms for the licensing requirement established by ordinance and live animal traps.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 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	2,872	3,232	3,250	3,000	3,250
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		2,872	3,232	3,250	3,000	3,250
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	60	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	60	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 for Other Agenc	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ANIMAL CONTROL		2,872	3,292	3,250	3,000	3,250

**PUBLIC WORKS
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
TOTAL PERSONNEL		262,177	224,773	231,640	235,025	241,860
	% of Total Department	52.23%	35.87%	38.68%	42.08%	39.31%
	% of Total Personal Services	15.40%	13.38%	13.70%	13.93%	13.48%
TOTAL SERVICES		182,994	203,398	221,500	221,465	221,665
	% of Total Department	36.46%	32.46%	36.99%	39.65%	36.03%
	% of Total Supplies	26.02%	27.18%	25.43%	24.85%	24.98%
TOTAL SUPPLIES		51,300	66,922	80,650	87,075	78,750
	% of Total Department	10.22%	10.68%	13.47%	15.59%	12.80%
	% of Total Services	41.61%	41.87%	41.11%	42.91%	39.41%
TOTAL CAPITAL OUTLAY		5,488	131,483	65,000	15,000	73,000
	% of Total Department	1.09%	20.98%	10.86%	2.69%	11.86%
	% of Total Capital Outlay	7.79%	64.95%	21.07%	13.48%	24.41%
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		501,959	626,576	598,790	558,565	615,275
	% of General Fund	17.38%	21.14%	18.65%	18.33%	18.46%
	Cost per Capita	\$111.10	\$133.37	\$126.19	\$117.72	\$128.40

PUBLIC WORKS EXPENDITURES BY TYPE



BUDGET NOTES

PERSONNEL

This department reflects the administration cost of the entire Public Works and Parks and Recreation operation. The personnel section includes two-thirds of the Public Works Director's time and an allocated portion of leave and fringe benefit costs of the director, and the Public Works Supervisor's time when devoted to administration duties. The large variance in 2009A results from the retirement of the Supervisor and the related severance payout.

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 2011A is for the replacement of the office area. This was not done in 2011 and is carried over to the 2012A budget.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	101,635	55,701	53,500	57,000	56,000
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	29,137	25,110	20,235	21,790	22,470
TOTAL PERSONNEL		130,772	80,811	73,735	78,790	78,470
1102	Printing and Publishing	58	202	300	150	200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,065	2,088	2,300	2,300	2,750
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	10,931	11,810	13,000	14,500	14,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	271	100	50	100
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	911	1,603	1,500	1,650	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges/Environmental	--	--	150	50	150
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	15	50	--	15
1188	Travel - Mileage, Parking	--	--	50	--	50
1189	Conferences, Schools, & Training	20	20	200	100	200
1190	Lodging, Meals and Per Diem	--	--	75	25	75
TOTAL SERVICES		13,985	16,009	17,725	18,825	19,540
1306	Auto Operating Fluids	--	4	--	--	--
1320	Uniforms	607	282	700	250	500
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	1,925	2,649	2,500	3,375	3,000
1340	General Supplies	365	243	400	200	300
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	52	56	150	100	100
1360	Safety Program Supplies	555	784	500	500	500
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		3,504	4,018	4,250	4,425	4,400
1501	Land	--	--	--	--	--
1502	Improvements	--	--	50,000	--	50,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	50,000	0	50,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL P.W. ADMINISTRATION		148,261	100,838	145,710	102,040	152,410

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 work is completed and charges are implemented, the revenue will go into "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	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	500	100	100
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	190	40	40
TOTAL PERSONNEL		0	0	690	140	140
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	516	--	500	--	500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	50	--	25
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		516	0	550	0	525
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	200	--	100
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	200	0	100
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STORM SEWERS		516	0	1,440	140	765

BUDGET NOTES

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

PERSONNEL

This section includes salary costs for actual time spent on street repairs, maintenance, plowing, sanding and snow hauling. In 2002 and 2003 the budget had provided for the hiring of an employee. However, budget concerns delayed that hiring. The budgets shown maintain the current staffing level for this department. However, an additional seasonal employee position is included. Fringe benefits for 2 employees are included.

SERVICES

- 1102** - advertising, publications, printing of temporary signs, etc. The larger amount in 2009A was for ads for the supervisor position.
- 1134** - radio purchases or repairs.
- 1136** - utilities are for the expenses of the new Public Works Garage addition.
- 1140** - contract for sealcoating. There was a slight reduction in 2009 due to anticipated needs. The 2009A and 2010A amounts represent a decrease to help with the LGA cuts. This decrease is budgeted to continue into 2012.
- 1154** - maintenance and repair for the majority of the vehicles and equipment in the department. This has been significantly increased for usage, inflation and aging of the equipment.
- 1162** - for costs incurred in repairing Street openings made by citizens and for the return of digging deposit balances.
- 1172** - rental of any equipment used on any streets. The amount has been established for rental of a truck and operator to assist in hauling snow to help compensate for the reduced personnel.
- 1186** - the state requirement of bi-annual licenses for city vehicles and for the solid waste assessments on parking lots.

SUPPLIES

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

CAPITAL OUTLAY

- 1502** - 2011A and 2011R has \$15,000 for overhead door replacements.
- 1510** - 2010A has the amount for the loader and includes the trade-in of the current loader. 2012A has \$18,000 for a new pickup truck and \$5,000 for barricades and cones.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	97,213	96,306	99,500	102,500	104,500
	Part-time & Seasonal Salaries	135	918	2,500	2,615	2,500
	Overtime Salaries	469	1,426	4,000	2,500	3,500
	Fringe Benefits	29,044	40,155	39,520	40,545	43,720
TOTAL PERSONNEL		126,861	138,805	145,520	148,160	154,220
1102	Printing and Publishing	341	83	150	250	150
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	801	983	1,500	1,000	1,250
1136	Utilities	--	901	--	80	--
1140	Contracted Labor/Sealcoat	90,973	128,940	130,000	133,880	130,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	151	105	--	100	100
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	40,403	36,802	40,000	41,000	40,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other /Road Opening Repairs	490	654	500	--	500
1172	Rents and Leases	--	--	1,500	--	1,000
1186	Taxes and Licenses	290	224	300	30	250
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	200	--	200
1190	Lodging, Meals and Per Diem	--	--	25	--	25
TOTAL SERVICES		133,449	168,692	174,175	176,340	173,475
1306	Auto Operating Fluids	1,179	1,732	1,750	1,750	1,750
1320	Uniforms	955	1,447	1,200	1,100	1,200
1324	Diesel Fuel	12,832	16,021	20,000	22,500	20,000
1338	Gasoline	1,968	3,284	4,000	4,000	4,000
1340	General Supplies	18,267	29,729	33,500	35,500	32,000
1343	Chemical Sterilant and Supplies	744	1,442	1,000	1,500	1,500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	1,047	353	1,500	750	1,200
1382	Small Tools and Equipment	457	158	600	400	500
1385	Streetscape Maintenance	--	--	1,000	--	500
TOTAL SUPPLIES		37,449	54,166	64,550	67,500	62,650
1501	Land	--	--	--	--	--
1502	Improvements	--	--	15,000	15,000	--
1510	Equipment	--	131,483	--	--	23,000
TOTAL CAPITAL OUTLAY		0	131,483	15,000	15,000	23,000
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		297,759	493,146	399,245	407,000	413,345

BUDGET NOTES

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

PERSONNEL

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

SERVICES

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

1140 - contracting for maintenance or repair of lights.

1154 - repairing the paint striper and needed repairs to the 1st Street signal lights. The state maintains the Highway 95 lights and Sherburne County maintains the Northland Drive lights.

SUPPLIES

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

CAPITAL OUTLAY

1510 - 2009A was for a new paint striper.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	1,971	1,153	3,000	1,550	1,750
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	943	547	1,130	590	700
TOTAL PERSONNEL		2,914	1,700	4,130	2,140	2,450
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities - Signal Light Electric	9,237	9,517	11,000	12,000	12,000
1140	Contracted Labor	--	--	500	250	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	282	93	2,000	1,000	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		9,519	9,610	13,500	13,250	14,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,455	2,267	2,250	2,000	2,250
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		2,455	2,267	2,250	2,000	2,250
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	5,488	--	--	--	--
TOTAL CAPITAL OUTLAY		5,488	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		20,376	13,577	19,880	17,390	18,700

BUDGET NOTES

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

PERSONNEL

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

SERVICES

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

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

SUPPLIES

1338 - gasoline used in lawn mowers.

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

CAPITAL OUTLAY

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	608	1,147	2,000	1,500	1,500
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	246	482	750	570	600
TOTAL PERSONNEL		854	1,629	2,750	2,070	2,100
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	2,501	1,603	2,500	1,000	2,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	8,415	5,437	8,500	9,000	8,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		10,916	7,040	11,000	10,000	10,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	239	144	250	150	200
1340	General Supplies	1,415	707	1,500	750	1,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		1,654	851	1,750	900	1,200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		13,424	9,520	15,500	12,970	13,800

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 on this material offsets their cost of operation. In the near future, this department will be eliminated.

PERSONNEL

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

SERVICES

1102 - was for advertising the hours of operation.

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	151	35	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	60	29	--	--	--
TOTAL PERSONNEL		211	64	0	0	0
1102	Printing and Publishing	246	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		246	0	0	0	0
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL COMPOST SITE		457	64	0	0	0

BUDGET NOTES

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

PERSONNEL

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

SERVICES

1154 - maintenance and repairs to the street sweeper. The large amount in 2009A is for the over-haul of the sweeper engine.

SUPPLIES

1324 - diesel fuel for the sweeper.
1340 - supplies, primarily sweeper brooms and brushes.

CAPITAL OUTLAY

No expenditures were made or are anticipated.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	387	--	1,500	1,700	1,700
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	178	--	565	645	680
TOTAL PERSONNEL		565	0	2,065	2,345	2,380
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	14,148	1,034	2,000	1,750	2,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		14,148	1,034	2,000	1,750	2,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	3,037	2,141	3,500	7,250	4,000
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,073	1,717	2,000	2,500	2,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		5,110	3,858	5,500	9,750	6,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STREET CLEANING		19,823	4,892	9,565	13,845	10,380

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 a difficult service to provide in a manner acceptable to everyone. Concerns over the risks to health from spraying or reactions to the spray create additional training, work and care in the spray application.

PERSONNEL

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

SERVICES

1154 - repairs to the sprayer.

1186 - licenses necessary for the mosquito spraying employees.

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

1190 - lodging and meals at training sessions if required.

SUPPLIES

1340 - cost of the spray.

CAPITAL OUTLAY – No expenditures are expected or budgeted.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	1,237	1,000	500	750
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	527	375	190	300
TOTAL PERSONNEL		0	1,764	1,375	690	1,050
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	85	70	700	100	100
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	325	350	150	300
1190	Lodging, Meals and Per Diem	--	--	25	--	25
TOTAL SERVICES		85	395	1,125	300	475
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,128	1,762	2,000	2,400	2,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		1,128	1,762	2,000	2,400	2,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MOSQUITO/WEEDS		1,213	3,921	4,500	3,390	3,525

BUDGET NOTES

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

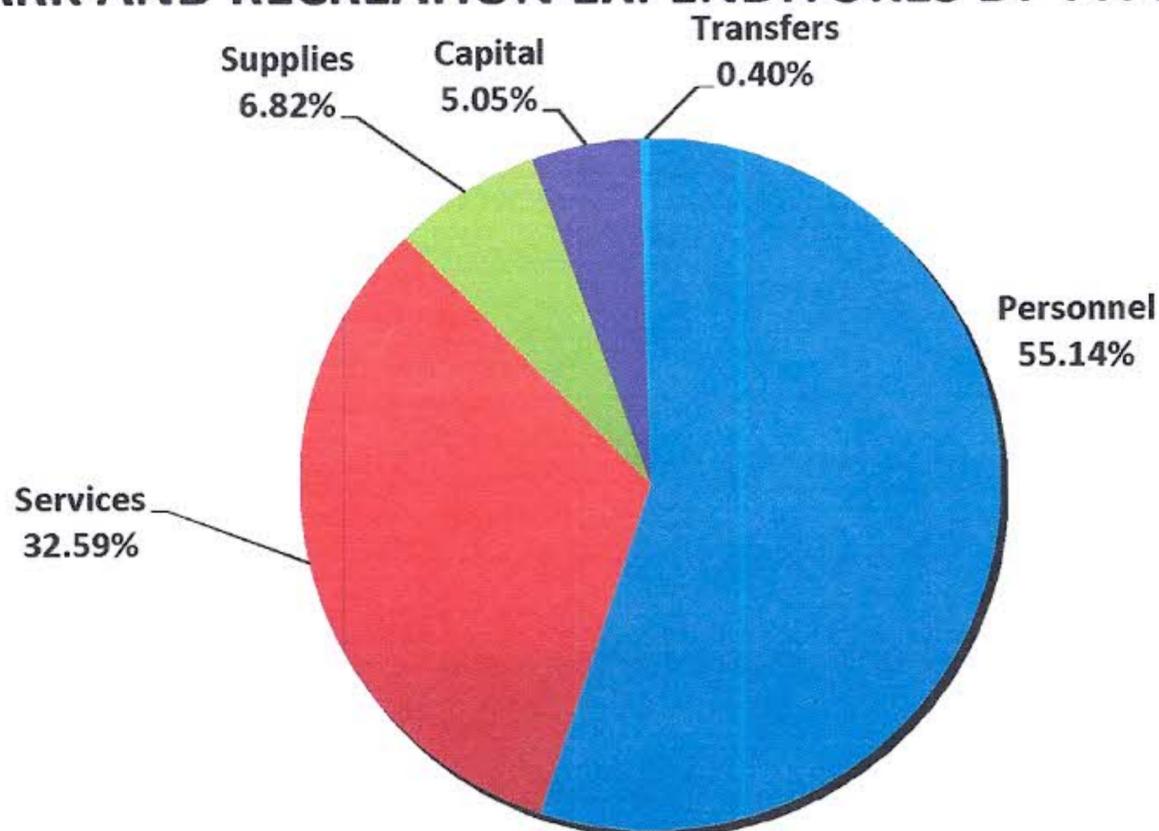
1340 - supplies for the tree trimming equipment. Currently the replacement trees are budgeted in the park department. This could change again if the activity increases due to the Ash tree vulnerability.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	1,000	500	750
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	375	190	300
TOTAL PERSONNEL		0	0	1,375	690	1,050
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor/Stump Grinding	--	573	750	750	750
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	500	200	300
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	25	--	25
1189	Conferences, Schools, & Training	130	45	100	50	50
1190	Lodging, Meals and Per Diem	--	--	50	--	25
TOTAL SERVICES		130	618	1,425	1,000	1,150
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	150	100	150
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	150	100	150
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL SHADE TREE		130	618	2,950	1,790	2,350

**PARKS AND RECREATION
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	TOTAL PERSONNEL	104,601	104,402	105,985	104,915	109,175
	% of Total Department	47.08%	57.22%	45.50%	45.65%	55.14%
	% of Total Personal Services	6.14%	6.21%	6.27%	6.22%	6.09%
	TOTAL SERVICES	70,836	58,031	67,060	67,700	64,520
	% of Total Department	31.88%	31.81%	28.79%	29.46%	32.59%
	% of Total Supplies	10.07%	7.76%	7.70%	7.60%	7.27%
	TOTAL SUPPLIES	10,390	19,220	12,100	14,390	13,510
	% of Total Department	4.68%	10.53%	5.19%	6.26%	6.82%
	% of Total Services	8.43%	12.02%	6.17%	7.09%	6.76%
	TOTAL CAPITAL OUTLAY	35,552	0	47,000	42,000	10,000
	% of Total Department	16.00%	0.00%	20.18%	18.28%	5.05%
	% of Total Capital Outlay	50.47%	0.00%	15.24%	37.73%	3.34%
	TOTAL TRANSFERS	800	800	800	800	800
	% of Total Department	0.36%	0.44%	0.34%	0.35%	0.40%
	% of Total Transfers	0.37%	0.72%	1.20%	0.95%	1.16%
	TOTAL OTHER	0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Other	0.00%	0.00%	0.00%	0.00%	0.00%
	TOTAL OTHER DIVISION	222,179	182,453	232,945	229,805	198,005
	% of General Fund	7.69%	6.15%	7.26%	7.54%	5.94%
	Cost per Capita	\$49.18	\$38.84	\$49.09	\$48.43	\$41.32

PARK AND RECREATION EXPENDITURES BY TYPE



BUDGET NOTES

PERSONNEL

Budgetary concerns resulted in this program being eliminated for the last half of 2003 and all of 2004 and 2005. Once the certified LGA from the state was restored to the amount of the levels prior to the aid cuts in 2006, the City reinstated the budget for one skating rink. Even though LGA is again being cut, an effort is being made to keep this activity available for residents.

SERVICES

1102 - advertising of the available positions for the seasonal help.

1140 - to hire casual labor in the event a seasonal attendant is unable to work.

1154 - maintenance and repairs of the warming house.

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

SUPPLIES

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	873	205	1,500	300	500
	Part-time & Seasonal Salaries	1,080	2,013	2,000	2,000	2,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	265	250	650	275	315
TOTAL PERSONNEL		2,218	2,468	4,150	2,575	2,815
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	50	--	50
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	50	0	50
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Propane	--	--	50	25	50
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	50	25	50
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	100	50	100
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL RECREATION PROGRAMS		2,218	2,468	4,300	2,625	2,965

BUDGET NOTES

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

PERSONNEL

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

SERVICES

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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	238	192	400	400	400
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	108	86	150	150	160
TOTAL PERSONNEL		346	278	550	550	560
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		346	278	550	550	560

BUDGET NOTES

This department was initiated in 2005 to account for the activity involved with the operation of the Splash Park. There are enough financial transactions for this activity to warrant separating these expenditures from the other expenditures involved in the operations of the park in general.

PERSONNEL

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

SERVICES

1102 - is for printing or publishing of promotional material.

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

1136 - electric for the Splash Park pumps and other lights in the area along with water used in the activity.

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. The large amount in 2009A is for extensive electrical and control repairs and upgrades.

1162 - maintenance equipment rental such as air compressors.

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

SUPPLIES

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

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

CAPITAL OUTLAY

No expenditures were made or are anticipated.

Division: PARK AND RECREATION
Dept. Name & No: SPLASH PARK OPERATIONS 101-4554

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	6,821	4,754	5,000	5,000	5,500
	Part-time & Seasonal Salaries	5,654	5,273	5,750	5,650	5,750
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	3,261	2,370	2,735	2,745	3,050
TOTAL PERSONNEL		15,736	12,397	13,485	13,395	14,300
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	1,075	467	750	765	750
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	557	347	375	150	150
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	5,216	14,132	12,000	8,000	9,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert	1,905	2,986	3,100	2,835	3,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	5,810	1,286	4,000	2,500	3,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	--	69	75	70	70
1186	Taxes and Licenses	1,419	2,055	2,300	2,000	2,200
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	510	--	510	--	500
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		16,492	21,342	23,110	16,320	18,670
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	57	--	50	60	60
1340	General Supplies	3,394	4,204	3,500	3,000	3,000
1343	Chemical Sterilant & Supplies	439	1,336	800	605	800
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		3,890	5,540	4,350	3,665	3,860
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PARK MAINTENANCE		36,118	39,279	40,945	33,380	36,830

BUDGET NOTES

PERSONNEL

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

SERVICES

1102 - is for printing or publishing.

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

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

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

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

1162 - maintenance equipment rental such as air compressors.

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

SUPPLIES

1338 - gasoline for mowers and pickup trucks.

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

CAPITAL OUTLAY

1502 - 2009 is for reroofing of Mark Park buildings. 2011 Adopted is for \$7,000 for a proposed dog park fencing and \$40,000 to prep and blacktop a trail in Mark Park. 2011R has \$42,000 for the trail that was done. The dog park fencing was not done in 2011 and \$5,000 is included in 2012A.

1510 - 2009A is for a pickup truck. 2012A has \$5,000 for a leaf vacuum on a riding mower.

TRANSFERS

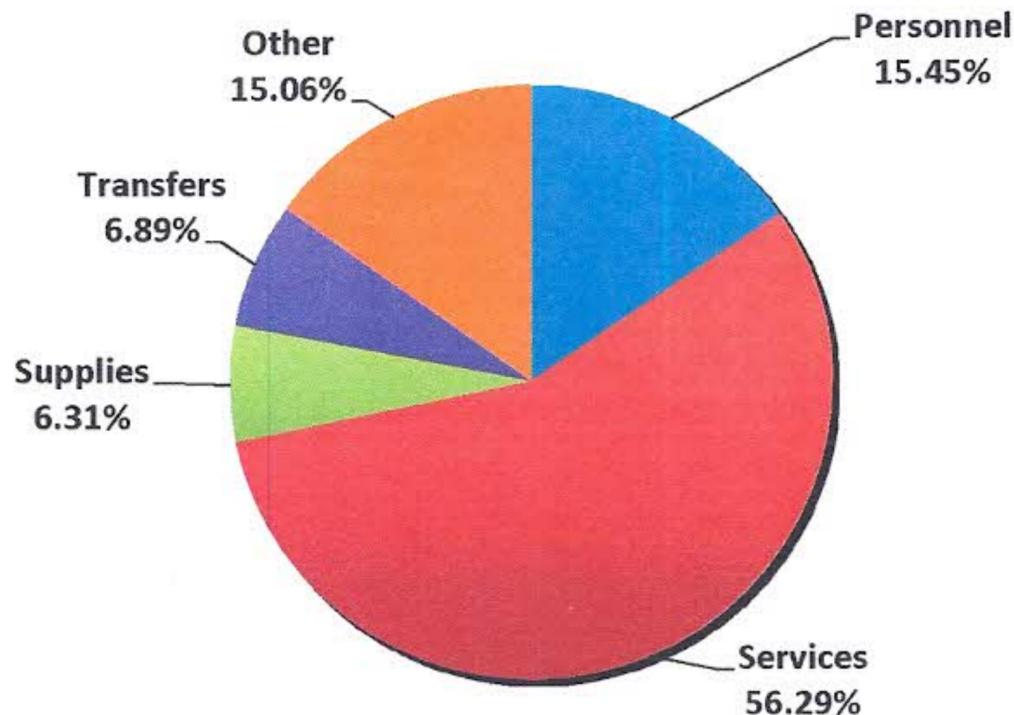
1790 -The City has transferred \$800 out of the General Fund into the Solheim Field Fund, the special revenue fund for baseball field maintenance expenses, since 1985. This transfer is in recognition of the fact that Solheim Field is the location of a popular community activity occurring on City property.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

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	49,551	57,395	50,000	51,000	52,000
	Part-time & Seasonal Salaries	15,329	10,082	16,000	16,500	17,000
	Overtime Salaries	226	--	--	--	--
	Fringe Benefits	21,195	21,782	21,800	20,895	22,500
TOTAL PERSONNEL		86,301	89,259	87,800	88,395	91,500
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	97	278	100	50	100
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	40,456	20,526	30,000	30,000	30,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert/Sealcoating	730	775	750	680	750
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	12,976	14,329	12,500	20,000	14,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges - Rental	--	11	150	60	150
1186	Taxes and Licenses	85	410	100	530	500
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	360	300	60	300
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		54,344	36,689	43,900	51,380	45,800
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	781	800	900	775	800
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	1,536	1,563	1,750	1,900	1,750
1340	General Supplies	4,183	11,317	5,000	8,000	7,000
1343	Chemical Sterilant & Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		6,500	13,680	7,650	10,675	9,550
1501	Land	--	--	--	--	--
1502	Improvements	22,444	--	47,000	42,000	5,000
1510	Equipment	13,108	--	--	--	5,000
TOTAL CAPITAL OUTLAY		35,552	0	47,000	42,000	10,000
1790	Transfers Out	800	800	800	800	800
TOTAL TRANSFERS		800	800	800	800	800
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PARK MAINTENANCE		183,497	140,428	187,150	193,250	157,650

**OTHER
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
TOTAL PERSONNEL		0	0	0	0	63,000
	% of Total Department	0.00%	0.00%	0.00%	0.00%	15.45%
	% of Total Personal Services	0.00%	0.00%	0.00%	0.00%	3.70%
TOTAL SERVICES		146,765	161,971	225,200	209,450	229,600
	% of Total Department	39.73%	65.34%	67.34%	68.34%	56.28%
	% of Total Supplies	20.87%	23.03%	32.02%	29.78%	32.64%
TOTAL SUPPLIES		2,711	3,700	23,900	12,015	25,750
	% of Total Department	0.73%	1.49%	7.15%	3.92%	6.31%
	% of Total Services	2.20%	3.00%	19.39%	9.75%	20.89%
TOTAL CAPITAL OUTLAY		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Capital Outlay	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL TRANSFERS		169,705	43,400	28,485	36,590	28,080
	% of Total Department	45.95%	17.51%	8.52%	11.94%	6.88%
	% of Total Transfers	77.92%	19.93%	13.08%	16.80%	12.89%
TOTAL OTHER		50,183	38,812	56,850	48,435	61,435
	% of Total Department	13.59%	15.66%	17.00%	15.80%	15.06%
	% of Total Other	71.79%	55.52%	81.32%	69.29%	87.88%
TOTAL OTHER DIVISION		369,364	247,883	334,435	306,490	407,865
	% of General Fund	12.79%	8.36%	10.42%	10.06%	12.24%
	Cost per Capita	\$81.75	\$52.76	\$70.48	\$64.59	\$85.11

OTHER EXPENDITURES BY TYPE



BUDGET NOTES

PERSONNEL 2012A represents a salary pool for wage adjustments including COLA and includes associated payroll tax increases. These increases when made will be allocated out to each department when that year's revised budget is adopted. 2011A does not have a salary pool for adjustments. Step increases have already been made to the individual departments.

SERVICES

- 1140 - for a consultant for a salary study and other compensation related work. Also included are amounts for a labor consultant for assistance with union negotiations.
- 1143 - other possible expert assistance related to personnel.
- 1150 - cost of city property, liability and workers compensation insurance for all general fund departments. Premium costs associated with sewer, liquor and airport are allocated to these funds. To minimize the premiums the City maintains deductibles at a \$10,000 per occurrence, \$20,000 annual total deductible level. A separate fund has been established to reserve for deductible payments. The premium increases are due to increased asset levels and the number and amount of claims.
- 1154 - the maintenance agreement on the City Hall copy machine and other equipment repair expenses.
- 1158 - subscriptions that are shared by departments such as the Federal Labor Standards Act subscription and the CGMC/MAMA labor committee dues.
- 1159 - initiated in 1997 for the City's dues for the MMUA Safety Program and for possible costs and expenses incurred for safety compliance including the alcohol and drug testing for CDL holders.
- 1160 - reference books for citywide use.
- 1162 - various costs, including legal expenses involved in personnel issues and lawsuits. The large amounts are primarily related to legal costs for personnel issues.
- 1185 - is for tax abatement expenditures as required.
- 1186 - solid waste assessments on City property.
- 1187 - reserve for building permit fees that have to be used for development. Revenue in excess of current development expenses is reserved here for use to offset future costs.

SUPPLIES

- 1338 - senior citizen van gasoline.
- 1340 - supplies used by several of the city departments and for the copy machine such as paper.
- 1410 - represents an inflationary pool for the various departments. Instead of projecting which items will be affected most by inflation and allocating to each department, one amount is placed here to be allocated as needed.

TRANSFERS

- 1790 - 2009A has \$14,960 cemetery, \$2,800 civic center, \$22,000 airport and \$108,945 to close out an unfunded development fund; while 2010A has \$3,400 civic center and \$40,000 airport. 2011A has \$8,120 cemetery, \$2,800 civic center and \$17,565 airport. 2011R has \$5,100 cemetery, \$3,050 civic center and \$28,440 airport. 2012A has \$5,000 cemetery, \$3,250 civic center and \$19,830 airport.

OTHER

- 1820 - was the City's annual payment on the loan from the Liquor Fund for the fire truck purchased in 2004.
- 1999 - reserve to be made available for unexpected costs.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries/Add Staff	--	--	--	--	54,500
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	8,500
TOTAL PERSONNEL		0	0	0	0	63,000
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	440	10,000	2,000	10,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	30	--	3,000	--	3,000
1150	Insurance and Bonds	93,522	91,511	115,000	115,000	120,000
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,457	1,635	2,000	2,000	2,000
1158	Membership and Subscriptions	796	153	750	700	700
1159	Safety Program Dues & Expenses	8,179	8,026	9,000	8,500	9,000
1160	Books and Reference Material	--	439	450	--	--
1162	Other Charges	22,580	34,936	30,000	35,000	30,000
1185	Annexation/Abatement Requireds	19,413	23,567	38,500	30,000	38,500
1186	Taxes and Licenses	788	1,264	1,500	1,250	1,400
1187	Building Permit Revenue Reserve	--	--	15,000	15,000	15,000
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		146,765	161,971	225,200	209,450	229,600
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline/Senior Citizen Van	981	1,416	1,400	1,815	1,750
1340	General Supplies	1,730	2,284	2,500	5,200	4,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1410	Service and Supplies Inflation	--	--	20,000	5,000	20,000
TOTAL SUPPLIES		2,711	3,700	23,900	12,015	25,750
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	169,705	43,400	28,485	36,590	28,080
TOTAL TRANSFERS		169,705	43,400	28,485	36,590	28,080
1810	Remit Collections for Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	13,393	--	--	--	--
1999	Unallocated Contingency	--	--	20,000	5,000	20,000
TOTAL OTHER		13,393	0	20,000	5,000	20,000
TOTAL UNALLOCATED		332,574	209,071	297,585	263,055	366,430

BUDGET NOTES

Dollars in this division are paid to support the Fire Relief Association.

1810 represents the payment to the Princeton Fire Department of the amount of aid received from the state. This aid represents the 2% tax on fire insurance policies written for property in the Fire Department's service area. Although the aid had been relatively consistent over the past several years, 2008 showed a significant decrease of about 21%. This results primarily from a correction statewide in the calculation of the 2% of fire insurance premiums that is used to determine the aid and a decrease in area served. There was another slight decrease in 2009 which in part is probably linked to changes in market value for insurance purposes and perhaps even less insured properties if foreclosed. However 2011 did show an increase of nearly 7% from the 2010A. 2011R also includes \$2,000 of supplemental aid for 2 qualifying retirements. 2012A is budgeted at the same level as received in 2011, less the supplemental aid.

CODE NO.	DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED	2011 REVISED	2012 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert/Stop Light Maintenance	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1159	Safety Program Dues & Expenses	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges/Road Opening Repairs	--	--	--	--	--
1185	Annexation Tax Requirements	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1187	Building Permit Revenue Reserve	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		0	0	0	0	0
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1410	Service and Supplies Inflation	--	--	--	--	--
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 for Other Agencies	36,790	38,812	36,850	43,435	41,435
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		36,790	38,812	36,850	43,435	41,435
TOTAL FIRE RELIEF		36,790	38,812	36,850	43,435	41,435