

*Administration & Finance (41000)*

This budget includes personnel expenses for the Administrator, Treasurer, Deputy Clerk and Office Assistant, as well as the budgets for a large variety of contractual services such as assessing, auditing, legal, animal control and recycling services.

The draft budget shows a 0.48% decrease from the 2010 budget, with few changes.

The proposed \$2,500 capital expenditure would provide for a replacement of the network server computer and software. We plan to replace our computers every 4 to 5 years; the server is the critical component in the office network.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
ADMINISTRATION & FINANCE (41000)

EXPENSE BUDGET

Account	Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	07/31/10 Year-to-Date Expdtrs	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>										
101	Regular Wages & Salaries	116,862	129,147	129,582	135,058	75,837	135,058	136,400	0.99%	
121	PERA Coord. Employer Contribution	7,712	8,395	8,813	9,548	5,361	9,548	9,889	3.57%	
122	FICA Employer Contribution	9,439	8,142	8,070	8,457	4,734	8,457	8,457		
126	MEDICARE Employer Contribution		1,707	1,887	1,978	1,107	1,978	1,978		
131	Health Insurance Employer Contribution	6,091	7,504	8,522	9,684	5,649	9,684	11,369	17.40%	
134	Life Insurance Employer Paid	646	623	614	625	304	604	604	-3.39%	
135	Disability Insurance Employer Paid	439	544	562	613	354	613	613	-0.03%	
151	Workers Comp Insurance Premium	1,237	697	933	958	933	933	970	1.29%	
<b>Total Personal Services</b>		<b>142,425</b>	<b>156,758</b>	<b>158,982</b>	<b>166,921</b>	<b>94,279</b>	<b>166,875</b>	<b>170,280</b>	<b>2.01%</b>	
<b>Materials &amp; Supplies</b>										
200	Office Supplies	8,279	2,282	2,485	4,000	1,105	2,500	3,000	-25.00%	
203	Printed Forms & Papers		1,180	1,183	1,500	726	1,500	1,500		
210	Operating Supplies		285	367	250	337	400	400	60.00%	
<b>Total Materials &amp; Supplies</b>		<b>8,279</b>	<b>3,747</b>	<b>4,034</b>	<b>5,750</b>	<b>2,167</b>	<b>4,400</b>	<b>4,900</b>	<b>-14.78%</b>	
<b>Contractual Services</b>										
300	Assessor	25,556	27,384	28,292	28,000	11,658	28,000	28,500	1.79%	
301	Auditing & Accounting	15,818	23,395	21,960	25,500	22,000	22,000	22,500	-11.76%	
304	Legal Services	50,802	32,401	23,910	35,100	19,886	35,100	36,000	2.56%	
308	Other Professional Services	5,769	625	1,435	1,600		1,600	1,600		
309	Software Support & Maintenance	4,528	2,816	2,488	3,221	1,328	3,050	3,129	-2.86%	
313	Committee & Commission Reimburs	260	180	360	480		480	480		
314	Animal Control	2,429	1,695	1,245	1,900	900	1,500	1,600	-15.79%	
316	Conference & Seminars		540	533	750	40		750		
317	Employee Training	4,021	105	280	750		500	750		
319	Other Services	174	354	1,118	800	737	900	1,000	25.00%	
321	Telephone	4,081	3,371	3,169	3,000	1,554	3,000	2,620	-12.67%	
322	Postage		2,356	2,299	2,750	1,586	2,750	2,750		
323	Gopher Bounty	4,116								#DIV/0!
331	Travel Expenses	778	1,514	1,701	1,500	478	1,500	1,500		
351	Legal Notices Publishing	8,904	1,714	1,790	2,500	1,204	1,800	1,800	-28.00%	
361	Liability/Property Insurance	6,018	5,981	5,541	5,708	4,819	4,819	5,210	-8.72%	
413	Office Equipment Rental	5,599	4,860	5,832	7,000	3,295	6,000	6,000	-14.29%	
430	Recycling	29,624	29,260	29,266	30,000	17,425	30,500	30,500	1.67%	
433	Dues & Subscriptions	4,365	4,962	5,007	5,050	544	5,050	5,231	3.58%	
434	Youth Service Bureau	5,250	5,407	5,500	5,500	5,500	5,500	5,500		
435	Cable TV Franchise Agreement	4,800	4,944	5,242	5,600	1,567	5,600	6,000	7.14%	
438	Misc Contractual		2,685	4,077	4,800	347	4,800	4,800		
439	Refunds Issued	2,500	5,877	2,500	2,500		2,500	2,500		
<b>Total Contractual Services</b>		<b>185,391</b>	<b>162,428</b>	<b>153,546</b>	<b>174,009</b>	<b>94,866</b>	<b>166,949</b>	<b>170,719</b>	<b>-1.89%</b>	
<b>Capital Outlays</b>										
560	Furniture & Fixtures	43	639		900	516	900		-100.00%	
570	Office Equipment	3,940	1,852	150	2,500	1,995	2,000	2,500		
<b>Total Capital Outlays</b>		<b>3,983</b>	<b>2,491</b>	<b>150</b>	<b>3,400</b>	<b>2,511</b>	<b>2,900</b>	<b>2,500</b>	<b>-26.47%</b>	
<b>Total Administration &amp; Finance (41000)</b>		<b>340,079</b>	<b>325,424</b>	<b>316,712</b>	<b>350,080</b>	<b>193,824</b>	<b>341,123</b>	<b>348,399</b>	<b>-0.48%</b>	

1. Replace computer server

12 a)  
ADMIN

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
ADMINISTRATION & FINANCE (41000)

REVENUE BUDGET

Account	Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Budget	2010 Estimated Revenue	2011 Proposed Revenue
<b>Taxes</b>							
31000	Washington Cty. Tax Settlement	236,661	293,292	312,416	304,926	289,401	293,122
<b>Total Property Taxes</b>		<b>236,661</b>	<b>293,292</b>	<b>312,416</b>	<b>304,926</b>	<b>289,401</b>	<b>293,122</b>
<b>Licenses &amp; Permits</b>							
32180	Tobacco & Liquor Licenses	19,160	14,632	11,205	11,060	11,035	11,060
32190	Other City Permits	200	485	125		175	200
32260	Gambling Permits	115	405	70	70	310	70
<b>Total Licenses &amp; Permits</b>		<b>19,475</b>	<b>15,522</b>	<b>11,400</b>	<b>11,130</b>	<b>11,520</b>	<b>11,330</b>
<b>Intergovernmental Revenues</b>							
33401	LGA/MVHC/AG/PERA Aid	8,742	723	1,886	362	362	362
33422	Other State Grants & Aids	10,500	5,398				
33620	Recycling Grant	7,118	7,223	7,223	7,223	7,235	7,235
<b>Total Intergovernmental Aid</b>		<b>26,360</b>	<b>13,344</b>	<b>9,109</b>	<b>7,585</b>	<b>7,597</b>	<b>7,597</b>
<b>Charges for Services</b>							
34102	Legal Services		1,427	1,035	3,000	1,000	1,000
34105	Maps & Publications	27	60	16	25	25	25
34107	Assessment Search Fees	30	80	190	50	50	50
<b>Total Charges for Services</b>		<b>57</b>	<b>1,567</b>	<b>1,241</b>	<b>3,075</b>	<b>1,075</b>	<b>1,075</b>
35101	Fines & Forfeitures	9,574	15,953	12,392	10,000	19,000	15,000
36100	Special Assessments						
<b>Other Income</b>							
36210	Interest Income	3,622	3,885	12,675	2,997	11,129	11,537
36240	Insurance Refund	808	3,777	8,389	0	4,037	0
36250	Misc. Refunds	4,794	366	107	0	119	100
38050	Cable TV Franchise Rebate	5,455	5,618	5,957	5,600	6,000	6,000
<b>Total Other Income</b>		<b>14,679</b>	<b>13,646</b>	<b>27,127</b>	<b>8,597</b>	<b>21,285</b>	<b>17,637</b>
<b>Other Financing Sources</b>							
39202	Contribution from Enterprise Funds		2,239	2,500	2,496	2,496	2,638
<b>Total Other Financing Sources</b>		<b>0</b>	<b>2,239</b>	<b>2,500</b>	<b>2,496</b>	<b>2,496</b>	<b>2,638</b>
<b>Total Administration &amp; Finance Dept.</b>		<b>306,806</b>	<b>355,562</b>	<b>376,185</b>	<b>347,809</b>	<b>352,374</b>	<b>348,399</b>

12 b)

*City Council (41110)*

Due to an ordinance amendment passed in September, 2010, there will be no increase in City Council salaries for 2011 or 2012.

The contractual services budget sets aside funds for Council education such as Minnesota League of Cities conferences or seminars. This budget has been significantly increased due to the large turnover of members on the City Council.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
CITY COUNCIL (41110)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	07/31/10 Year-to-Date Expdtrs	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>									
101 Regular Wages & Salaries	15,519	15,700	16,799	16,476	8,238	16,476	16,476		1
126 MEDICARE Employer Contribution		228	244	239	119	239	239		
127 PERA Defined Employer Contribution		1,275	840	824	1,735	2,147	824		
<b>Total Personal Services</b>	<b>16,428</b>	<b>18,188</b>	<b>17,883</b>	<b>17,539</b>	<b>10,092</b>	<b>18,862</b>	<b>17,539</b>		
<b>Contractual Services</b>									
316 Conference & Seminars			1,250	1,250			2,000	60.00%	2
331 Travel Expenses	991		750	750			750		
<b>Total Contractual Services</b>	<b>991</b>		<b>2,000</b>	<b>2,000</b>			<b>2,750</b>	<b>37.50%</b>	
<b>Total City Council (41110)</b>	<b>17,419</b>	<b>18,188</b>	<b>19,883</b>	<b>19,539</b>	<b>10,092</b>	<b>18,862</b>	<b>20,289</b>	<b>3.84%</b>	

1. No Increase per Ordinance #121 repealing Ordinance No. 94
2. Minnesota League of Cities and other training/ seminars

13a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
CITY COUNCIL (41110)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<u>Taxes</u>						
31000 Washington Cty. Tax Settlement		18,199	18,445	19,539	18,544	20,289
Total Property Taxes	0	18,199	18,445	19,539	18,544	20,289
Total City Council Dept.	0	18,199	18,445	19,539	18,544	20,289

13 b)

*Elections (41410)*

2011 is not an election year. The only expense is the annual billing for the County for equipment maintenance.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
ELECTIONS (41410)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	07/31/10 Year-to-Date Expdtrs	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>									
199 Election Judge		4,091		4,400				-100.00%	1
Total Personal Services		4,091		4,400				-100.00%	
<b>Materials &amp; Supplies</b>									
200 Office Supplies	295			300				-100.00%	
203 Printed Forms & Papers		488						#DIV/0!	
210 Operating Supplies				200				-100.00%	
Total Materials & Supplies	295	488		500				-100.00%	
<b>Contractual Services</b>									
351 Legal Notices Publishing		472		500				-100.00%	
413 Office Equipment Rental		470	470	470	470	470	470		
Total Contractual Services		942	470	970	470	470	470	-51.55%	
<b>Total Elections (41410)</b>	<b>295</b>	<b>5,521</b>	<b>470</b>	<b>5,870</b>	<b>470</b>	<b>470</b>	<b>470</b>	<b>-91.99%</b>	

1. No Election in 2011

14a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
ELECTIONS (41410)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<u>Taxes</u>						
31000 Washington Cty. Tax Settlement		5,550	459	5,870	5,571	470
Total Property Taxes	0	5,550	459	5,870	5,571	470
Total Elections Dept.	0	5,653	459	5,870	5,571	470

14b)

### ***Planning & Building (41910)***

This budget includes personnel expenses for the Building Official/Code Enforcement Officer, and other related expenses for that position. Reimbursements and training for the Planning Commission are in this budget.

As in 2010, the largest impact on the 2011 budget is the cost of preparing the Zavoral Mining and Reclamation Project EIS. The major cost will be the contract with AECOM; we expect about \$125,000 from the current contract remaining to be spent in 2011, plus a proposed contract amendment recently proposed (an additional \$59,331.) Additional legal fees and planning fees from TKDA will also be charged against the project, as will a portion of staff time (primarily the city administrator.) Revenues from planning charges are expected to be \$219,331 compared to expenses totaling \$231,331. Non-reimbursable planning services include general staff time from TKDA and other general planning services, including completion of the development code update.

Because of the cost of the EIS, the Planning & Building Department budget increased by over 100% from 2009 to 2010. It will decrease by about 17% from 2010 to 2011, but will still be significantly higher than previous years due to the EIS.

The operating transfer (720) is a contribution to the Equipment Replacement Fund for future replacement of the vehicle purchased in 2008.

Permit revenues are expected to remain flat in 2011. There appears to be a slight upward trend, but staff advises caution in relying on an increase in building permit revenue.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
PLANNING & BUILDING (41910)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	07/31/10 Year-to-Date Expdtrs	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>									
101 Regular Wages & Salaries	27,158	65,817	70,618	67,792	26,633	68,896	70,000	3.26%	
121 PERA Coord. Employer Contribution	1,697	4,278	4,576	4,745	2,788	4,823	5,075	6.95%	
122 FICA Employer Contribution	2,078	4,160	4,203	4,203	2,469	4,272	4,340	3.26%	
126 MEDICARE Employer Contribution		875	983	983	577	999	1,015	3.26%	
131 Health Insurance Employer Contribution	1,242	4,488	4,883	5,472	3,192	5,472	6,314	15.39%	
134 Life Insurance Employer Paid	80	214	227	220	112	220	220	0.18%	
135 Disability Insurance Employer Paid	127	343	349	380	219	380	380	-0.11%	
151 Workers Comp Insurance Premium		332	247	252	247	247	257	1.94%	
<b>Total Personal Services</b>	<b>32,381</b>	<b>80,507</b>	<b>86,086</b>	<b>84,047</b>	<b>36,238</b>	<b>85,308</b>	<b>87,601</b>	<b>4.23%</b>	
<b>Materials &amp; Supplies</b>									
200 Office Supplies		432	211	500	13	200	200	-60.00%	
203 Printed Forms & Papers	931		110	250			250		
210 Operating Supplies		272	67	400	8	150	200	-50.00%	
212 Fuel		446	284	200	199	350	400	100.00%	
240 Small Tools & Minor Equipment			8	50			50		
<b>Total Materials &amp; Supplies</b>	<b>931</b>	<b>1,150</b>	<b>680</b>	<b>1,400</b>	<b>220</b>	<b>700</b>	<b>1,100</b>	<b>-21.43%</b>	
<b>Contractual Services</b>									
312 Planning Services	29,650	116,861	37,132	302,250	129,712	265,000	231,331	-23.46%	1
313 Committee & Commission Reimburs	4,950	4,950	4,950	5,200	2,600	5,200	5,200		
316 Conference & Seminars		485	615	500	20	200	500		2
317 Employee Training	615	60	715	750	185	185	500	-33.33%	
319 Other Services					196	200	200	#DIV/0!	
321 Telephone	745	1,464	1,443	1,300	704	1,300	1,476	13.53%	
331 Travel Expenses	686	450	122	100	85	100	100		
334 License/CDL					15	15		#DIV/0!	
351 Legal Notices Publishing	25,868	747		2,500		2,500	1,000	-60.00%	
361 Insurance		34	370	416	328	328	342	-17.90%	
433 Dues & Subscriptions	150	100	175	250	25	250	250		
438 Misc Contractual		1,789	817	1,000	327	750	800	-20.00%	3
439 Refunds Issued	778	1,196	4,051	1,000	769	1,000	1,000		
<b>Total Contractual Services</b>	<b>94,891</b>	<b>128,135</b>	<b>50,390</b>	<b>315,266</b>	<b>134,966</b>	<b>277,028</b>	<b>242,698</b>	<b>-23.02%</b>	
<b>Capital Outlays</b>									
560 Furniture & Fixtures		852		300	221	221		-100.00%	
570 Office Equipment		1,882						#DIV/0!	
<b>Total Capital Outlays</b>		<b>2,734</b>		<b>300</b>	<b>221</b>	<b>221</b>		<b>-100.00%</b>	
<b>Transfers</b>									
720 Operating Transfers		508	450	916	916	919	1,408	53.71%	4
<b>Total Transfers</b>		<b>508</b>	<b>450</b>	<b>916</b>	<b>916</b>	<b>919</b>	<b>1,408</b>	<b>53.71%</b>	
<b>Total Planning &amp; Building (41910)</b>	<b>128,202</b>	<b>213,034</b>	<b>137,606</b>	<b>401,929</b>	<b>172,560</b>	<b>364,176</b>	<b>332,808</b>	<b>-17.20%</b>	

Notes:

1. General Planning (TKDA), EIS Costs, etc. Assumes half of remainder of 2010 AECOM contract will extend into 2011.
2. Planning Commission education
3. State Surcharges
4. Equipment Replacement Fund

15a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

**GENERAL FUND 101  
PLANNING & BUILDING (41910)**

**REVENUE BUDGET**

Account	Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<b>Taxes</b>							
	31000 Washington Cty. Tax Settlement	0	16,650	81,848	92,079	87,391	76,852
	<b>Total Property Taxes</b>	<b>0</b>	<b>16,650</b>	<b>81,848</b>	<b>92,079</b>	<b>87,391</b>	<b>76,852</b>
<b>Licenses &amp; Permits</b>							
	32150 Utility Permits		550	450	600	600	600
	32190 Other City Permits	0				1,025	1,025
	32210 Building Permits	57,402	49,760	45,693	35,000	35,000	35,000
	<b>Total Licenses &amp; Permits</b>	<b>57,402</b>	<b>50,310</b>	<b>46,143</b>	<b>35,600</b>	<b>36,625</b>	<b>36,625</b>
<b>Intergovernmental Revenues</b>							
	33422 Other State Grants & Aids	0	310				
	33633 Met Council Planning Grant			7,500			0
	<b>Total Intergovernmental Aid</b>	<b>0</b>	<b>310</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Charges for Services</b>							
	34103 Zoning & Planning	51,272	66,661	23,202	274,250	265,000	219,331
	<b>Total Charges for Services</b>	<b>51,272</b>	<b>66,661</b>	<b>23,202</b>	<b>274,250</b>	<b>265,000</b>	<b>219,331</b>
	<b>Total Planning &amp; Building Dept.</b>	<b>108,674</b>	<b>133,931</b>	<b>158,693</b>	<b>401,929</b>	<b>389,016</b>	<b>332,808</b>

156)

***Police (42000)***

The budget reflects the cost estimate provided by Washington County. Staff has added \$500 for overtime costs in addition to the contract, which would allow hiring of off-duty officers for traffic control during the Safe Halloween event or other special events requiring additional police protection.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
POLICE (42000)

EXPENSE BUDGET

Account	Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
318	Police Contract	95,589	106,321	114,284	120,717	120,717	121,574	0.71%	1
Total Contractual Services		95,589	106,321	114,284	120,717	120,717	121,574	0.71%	
Total Police (42000)		95,589	106,321	114,284	120,717	120,717	121,574	0.71%	

1. Increase per Wash. Cty. plus \$500 for special events OT

16a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
POLICE (42000)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
Taxes						
31000 Washington Cty. Tax Settlement	84,141	99,638	108,880	120,717	114,571	121,574
Total Property Taxes	84,141	99,638	108,880	120,717	114,571	121,574
Total Police Dept.	87,972	101,477	108,880	120,717	114,571	121,574

16 b)

***Fire (42200)***

The Fire Department budget shows a 3.93% decrease from the 2010 budget. This is due to the elimination of the pass-through of State of Minnesota Fire Relief funds (which starting in 2011 will go directly to PERA) and a reduced budget for a contribution to the relief association. These items together are \$40,175 less than in 2010. If these items had not been reduced, the budget would be showing a 7.3% increase in 2011.

Training costs for 2011 show a significant increase over the 2010 budget, reflecting the additional training needed for new firefighters. Costs will be partially offset by an \$8,800 grant.

Revenues to this budget include the fire contract with May Township (third year of a 3-year contract.)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
FIRE DEPT (42200)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>								
101 Regular Wages & Salaries	68,332	73,436	89,332	96,885	96,885	98,000	1.15%	
122 FICA Employer Contribution	4,606	5,006	4,792	6,007	6,007	6,076	1.15%	
126 MEDICARE Employer Contribution		601	1,121	1,405	1,405	1,421	1.15%	
141 UEC Insurance					70	100	#DIV/0!	1
151 Workers Comp Insurance Premium	2,892	2,620	2,847	3,020	2,847	2,961	-1.96%	
<b>Total Personal Services</b>	<b>75,829</b>	<b>81,662</b>	<b>98,092</b>	<b>107,317</b>	<b>107,214</b>	<b>108,558</b>	<b>1.16%</b>	
<b>Materials &amp; Supplies</b>								
200 Office Supplies	2,477	285	636	600	600	800	33.33%	
203 Printed Forms & Papers		158		175	600	250	42.86%	
209 Medical Supplies		867			3,500	4,000	#DIV/0!	
210 Operating Supplies	48,533	34,880	32,626	30,000	7,000	13,000	-56.67%	
212 Fuel	2,566	3,585	2,727	3,000	3,000	3,000		
221 Equipment Parts					8,000	6,000	#DIV/0!	
222 Tires						500		
223 Building Repair & Supplies	10,159	5,440	108	5,000	2,000	5,000		
240 Small Tools & Minor Equipment					14,000	4,000	#DIV/0!	
<b>Total Materials &amp; Supplies</b>	<b>63,734</b>	<b>45,215</b>	<b>36,096</b>	<b>38,775</b>	<b>38,700</b>	<b>36,550</b>	<b>-5.74%</b>	
<b>Contractual Services</b>								
305 Medical Services	1,625	861	1,750	3,000	3,000	3,000		
309 Software Support & Maintenance		337	7,169	10,000	10,000	14,000	40.00%	
310 Medical Training	3,480	2,923	3,955	7,000	7,000	7,000		
317 Employee Training	2,293	3,592	2,008	4,000	4,000	12,800	220.00%	
321 Telephone	3,119	3,737	2,399	2,700	1,626	2,000	-25.93%	
324 State of MN-Fire Relief	29,533	25,103	20,832	20,832	23,832		-100.00%	2
325 City Match-Fire Relief	48,873	50,000	55,000	75,000	75,000	58,657	-21.79%	3
331 Travel Expenses		2,195	2,239	3,000	3,000	3,500	16.67%	
334 License/CDL		91	46	100	100	75	-25.00%	
361 Insurance	8,552	10,808	11,060	11,392	10,372	12,032	5.62%	
381 Utilities	8,322	7,844	9,290	10,300	10,300	10,578	2.70%	
384 Refuse Disposal		353	224	325	210	300	-7.69%	
385 Sewer Pumping & Maintenance	1,315	1,402	718	1,000	1,000	1,500	50.00%	
401 Bldg Maintenance	2,931	4,729	4,687	3,500	3,500	3,000	-14.29%	
404 Machinery & Equipment Repair	6,925	4,101	11,709	10,000	1,371	10,000		
407 Well Repair & Maintenance		27,289	638				#DIV/0!	
433 Dues & Subscriptions	935	780	1,098	950	950	950		
438 Misc Contractual					150	1,000	#DIV/0!	
<b>Total Contractual Services</b>	<b>117,903</b>	<b>146,144</b>	<b>134,823</b>	<b>163,099</b>	<b>155,411</b>	<b>140,392</b>	<b>-13.92%</b>	
<b>Capital Outlays</b>								
530 Capital Improvements other than Bldgs		6,321						
540 Heavy Machinery Capital					5,254	3,000	#DIV/0!	4
550 Motor Vehicles Capital			10,803				#DIV/0!	
560 Furniture & Fixtures			75				#DIV/0!	
570 Office Equipment			1,118		1,047	2,000	#DIV/0!	
<b>Total Capital Outlays</b>		<b>6,321</b>	<b>11,995</b>		<b>6,301</b>	<b>5,000</b>	<b>#DIV/0!</b>	
<b>Debt Service</b>								
601 Long Term Debt Principal	21,140	20,590						
<b>Total Debt Service</b>	<b>21,140</b>	<b>20,590</b>					<b>#DIV/0!</b>	
<b>Transfers</b>								
720 Operating Transfers		23,711	23,571	48,042	48,042	52,686	9.67%	5
<b>Total Transfers</b>		<b>23,711</b>	<b>23,571</b>	<b>48,042</b>	<b>48,042</b>	<b>52,686</b>	<b>9.67%</b>	
<b>Total Fire Dept. (42200)</b>	<b>278,605</b>	<b>323,643</b>	<b>304,578</b>	<b>357,233</b>	<b>355,668</b>	<b>343,186</b>	<b>-3.93%</b>	

1. Unemployment Comp. Spence
2. Pass-through of state fire aid will go directly to PERA starting 2011
3. Council to determine 2010 contribution; 2011 SVFRP Estimate
4. 2010 budget amendment approved Res. # 06-15-10-01
5. Transfer to Equipment Replacement Fund

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2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
FIRE DEPT (42200)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<b>Taxes</b>						
31000 Washington Cty. Tax Settlement	198,567	243,950	268,769	305,525	289,970	300,312
<b>Total Property Taxes</b>	<b>198,567</b>	<b>243,950</b>	<b>268,769</b>	<b>305,525</b>	<b>289,970</b>	<b>300,312</b>
<b>Intergovernmental Revenues</b>						
33401 LGA/MVHC/AG/PERA Aid	7,041			0		
33420 Fire Relief from Ins. Prem.	29,533	25,103	20,832	20,832	23,832	0
33422 Other State Grants & Aids		4,504		0		
33640 Other Grants	353	2,000	3,600		2,000	8,800
<b>Total Intergovernmental Aid</b>	<b>36,927</b>	<b>31,607</b>	<b>24,432</b>	<b>20,832</b>	<b>25,832</b>	<b>8,800</b>
<b>Charges for Services</b>						
34202 Fire Protection Services	21,516	22,162	29,266	30,876	30,876	32,574
34301 Damage Repairs		612		0		
<b>Total Charges for Services</b>	<b>21,516</b>	<b>22,774</b>	<b>29,266</b>	<b>30,876</b>	<b>30,876</b>	<b>32,574</b>
<b>Other Income</b>						
36210 Interest Income	1,078					
36230 Donations	5,490	400			4,881	1,500
36240 Insurance Refund	1,148	26,177	360	0		
36250 Misc. Refunds	1,299	1,989		0		
<b>Total Other Income</b>	<b>9,014</b>	<b>28,566</b>	<b>360</b>	<b>0</b>	<b>4,881</b>	<b>1,500</b>
<b>Other Financing Sources</b>						
39200 Interfund Operating Transfer	28,700					
<b>Total Other Financing Sources</b>	<b>28,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fire Dept.</b>	<b>294,725</b>	<b>326,897</b>	<b>322,827</b>	<b>357,233</b>	<b>351,559</b>	<b>343,186</b>

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### *Public Works (43000)*

This budget includes personnel expenses for two Full-time Maintenance Workers and temporary employees for winter street maintenance (snow plowing.) Engineering services are budgeted in this department, some of which are expected to be reimbursed when related to development review and monitoring and some of which are to design and supervise contractual road maintenance projects.

This budget is one of three budgets affected by the addition of a part-time (.7 FTE) maintenance worker position (the draft position description is included here, see page 18c). The proposed position is shared among 3 departments: Public Works (.25 FTE), Community Center (.25 FTE) and Parks (.2 FTE.) The estimated pay is \$14.00 per hour, plus PERA, FICA and Medicare contributions.

In the past, the city had a .6 FTE position in the Public Works department that was similar to this proposed position. It was eliminated in 2009 after a retirement, in favor of using temporary seasonal help. Staff has found that the position is needed year-round, and can replace some of the seasonal staffing and contractual services in the current budget. The total cost of the position is estimated at approximately \$25,100. After taking into account the cost of the 2010 seasonal position (\$8,200) and savings that can be realized by reducing contractual janitorial services at the Community Center (\$6,000), the net cost of the new position will be about \$10,900 across all three budgets.

Even with the addition of this .25 FTE position, the 2011 personal services budget in this department is approximately the same as in 2010, reflecting the retirement of an employee at a significantly higher rate of pay in mid-2010.

The draft budget for contractual road maintenance work (405) (crack sealing, seal coating, patching, striping, etc.) is shown at \$300,000, an increase of \$50,000 from the 2010 budget. More investment in road maintenance is needed based on the 2008 Pavement Management Study. Maintenance staff and the City Engineer will recommend specific projects in 2011.

The operating transfer (720) is the contribution to the Equipment Replacement Fund, greater than the 2010 budget, reflecting upcoming replacements of a mower, pick-up and two plow trucks.

Revenues to this budget are primarily property taxes, and reimbursement for some engineering fees related to development.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
PUBLIC WORKS (43000)

EXPENSE BUDGET

Account	Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>									
101	Regular Wages & Salaries	95,298	115,841	97,380	94,744	86,531	92,477	-2.39%	
102	OT Reg. Wages	6,940	5,007	2,580	4,688	4,500	3,072	-34.47%	
104	Temp Employee Wages	3,457		6,323	4,378	4,000	2,000	-54.31%	
105	OT Temp Employee Wages			814				#DIV/0!	
121	PERA Coord. Employer Contribution	6,414	7,532	6,371	6,899	6,057	6,927	0.42%	
122	FICA Employer Contribution	7,701	7,209	5,816	6,654	5,365	5,924	-10.97%	
126	MEDICARE Employer Contribution		1,522	1,391	1,556	1,255	1,385	-10.97%	
131	Health Insurance Employer Contribution	11,397	19,537	20,496	17,942	19,026	29,257	63.06%	
134	Life Insurance Employer Paid	562	633	456	439	359	439		
135	Disability Insurance Employer Paid	658	1,087	1,171	1,326	1,326	1,226	-7.51%	
141	UEC Insurance							#DIV/0!	
151	Workers Comp Insurance Premium	13,602	10,325	7,162	7,310	7,162	7,448	1.89%	
<b>Total Personal Services</b>		<b>146,028</b>	<b>168,691</b>	<b>149,960</b>	<b>145,935</b>	<b>135,581</b>	<b>150,157</b>	<b>0.13%</b>	
<b>Materials &amp; Supplies</b>									
200	Office Supplies						200	#DIV/0!	
210	Operating Supplies	18,595	7,562	6,992	15,650	6,000	6,000	-61.66%	
212	Fuel	16,747	13,100	11,388	16,871	12,000	12,600	-25.32%	
221	Equipment Parts						5,000	#DIV/0!	
222	Tires	105	2,628	1,969	1,000	615	2,000	100.00%	
223	Building Repair & Supplies		278	121	250	607	600	140.00%	
224	Road Maintenance Supplies	15,548	360	1,402	3,000	4,000	8,000	166.67%	
228	Gravel & Sand	31,664	36,718	28,364	32,000	32,000	32,000		
240	Small Tools & Minor Equipment						3,500	#DIV/0!	
<b>Total Materials &amp; Supplies</b>		<b>82,658</b>	<b>60,646</b>	<b>50,236</b>	<b>68,771</b>	<b>55,222</b>	<b>69,900</b>	<b>1.64%</b>	
<b>Contractual Services</b>									
303	Engineering Services	116,560	61,168	20,910	57,500	55,000	55,000	-4.35%	
305	Medical Services	149	214	633	150	600	250	66.67%	
317	Employee Training	75	750	650	500	500	500		
319	Other Services		212	239	200	281	200		
321	Telephone	2,893	2,518	2,422	2,400	2,400	2,400		
334	License/CDL	82	62	116	112	112	125	11.61%	
361	Insurance	8,552	11,707	8,569	8,827	9,288	10,376	17.55%	
365	Insurance Claims					500	500	#DIV/0!	
381	Utilities	6,405	5,801	7,562	10,326	10,326	10,605	2.70%	
384	Refuse Disposal		224	516	650	500	500	-23.08%	
385	Sewer		1,097	478	900	900	900		
387	Street Light Utilities	8,111	6,776	8,457	9,000	9,000	9,000		
401	Bldg Maintenance		5,309			1,334	1,500	#DIV/0!	
404	Machinery & Equipment Repair	8,898	10,764	7,832	10,000	10,000	10,000		
405	Contractual Road Maint. & Repairs	150,011	36,987	89,176	250,000	250,000	300,000	20.00%	
438	Misc Contractual	14,634			500			-100.00%	
<b>Total Contractual Services</b>		<b>316,370</b>	<b>143,587</b>	<b>147,561</b>	<b>351,065</b>	<b>350,741</b>	<b>401,855</b>	<b>14.47%</b>	
<b>Capital Outlays</b>									
540	Heavy Machinery Capital	20,023	20,023	9,332				#DIV/0!	
550	Motor Vehicles Capital							#DIV/0!	
560	Furniture & Fixtures							#DIV/0!	
570	Office Equipment							#DIV/0!	
<b>Total Capital Outlays</b>		<b>20,023</b>	<b>20,023</b>	<b>9,332</b>				<b>-100.00%</b>	
<b>Transfers</b>									
720	Operating Transfers		14,426	14,780	28,598	28,598	52,151	82.36%	
<b>Total Transfers</b>			<b>14,426</b>	<b>14,780</b>	<b>28,598</b>	<b>28,598</b>	<b>52,151</b>	<b>82.36%</b>	
<b>Total Public Works (43000)</b>		<b>565,080</b>	<b>407,373</b>	<b>371,870</b>	<b>594,369</b>	<b>570,142</b>	<b>674,063</b>	<b>13.41%</b>	

1. Equipment Replacement Fund

18a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
PUBLIC WORKS (43000)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<u>Taxes</u>						
31000 Washington Cty. Tax Settlement	566,061	549,152	508,536	561,557	539,754	655,914
31701 Gravel Taxes	15,603	4,175	17,034	7,000	12,252	10,000
<b>Total Property Taxes</b>	<b>581,664</b>	<b>553,327</b>	<b>525,570</b>	<b>568,557</b>	<b>552,006</b>	<b>665,914</b>
<u>Intergovernmental Revenues</u>						
33401 LGA/MVHC/AG/PERA Aid	20,111	10,163	0	0	0	
<b>Total Intergovernmental Aid</b>	<b>20,111</b>	<b>10,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Charges for Services</u>						
34106 Engineering Services	68,711	26,767	3,432	20,000	2,993	3,000
34301 Damage Repairs	8,707		0		71	0
34303 Dust Control	5,439	6,860	6,123	4,511	4,020	4,000
34305 Other Street Service		200	0		507	0
<b>Total Charges for Services</b>	<b>82,857</b>	<b>33,827</b>	<b>9,555</b>	<b>24,511</b>	<b>7,591</b>	<b>7,000</b>
<u>Other Income</u>						
36250 Misc. Refunds	76	3,401		0	3,991	0
<b>Total Other Income</b>	<b>10,373</b>	<b>3,401</b>	<b>0</b>	<b>0</b>	<b>3,991</b>	<b>0</b>
<u>Other Financing Sources</u>						
39202 Contribution from Enterprise Funds		1,100	1,100	1,301	1,149	1,149
<b>Total Other Financing Sources</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>1,301</b>	<b>1,149</b>	<b>1,149</b>
<b>Total Public Works Dept.</b>	<b>695,505</b>	<b>601,817</b>	<b>536,226</b>	<b>594,369</b>	<b>564,737</b>	<b>674,063</b>

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City of Scandia, Minnesota

**POSITION DESCRIPTION**

**TITLE:** MAINTENANCE WORKER, PART-TIME

**STATUS:** Part-time (averaging 24 hours/week), regular position.  
Normal working hours, per personnel policy  
Subject to emergency call-out or off-hour work assignments  
FLSA Non-Exempt

**REPORTS TO:** Building Official/ Maintenance Supervisor  
City Administrator  
City Council

**PRIMARY OBJECTIVE:** Perform a wide variety of semi-skilled tasks involved in the maintenance and operation of city facilities and infrastructure.

**ESSENTIAL FUNCTIONS:**

1. Maintain grounds of city facilities including Community Center, Public Works/Fire Hall, Annex, parks, ball fields and boat landings. Duties include cutting, trimming and fertilizing, tree and shrub planting and maintenance, brush and trash removal, and similar tasks.
2. Perform janitorial work at Community Center and other city buildings, including cleaning of office, shop, restroom and kitchen areas, floor cleaning, dusting, trash and recycling removal, window cleaning, monitoring and maintaining supplies of consumable products and supplies. Set up and take down furnishings and equipment for events and meetings.
3. Perform building and equipment maintenance at the Community Center and other city buildings, including kitchen equipment maintenance, minor plumbing and electrical repairs, painting, decorating and trash removal. Install, maintain and remove street light and Community Center decorations.
4. Remove snow from city parking lots, city sidewalks and other locations as assigned. Plow snow, and sand and de-ice roads, as needed during snow storms or emergency situations.
5. Assist with road maintenance including mowing, road sign replacement, trash and dead animal removal, inspection and removal of any road hazard such as fallen trees, limbs or brush. Assist with road patching or other maintenance tasks not requiring operation of heavy equipment or commercial vehicles as assigned.
6. Perform mechanical maintenance of equipment including mower and lawn and landscaping equipment.
7. Perform and document routine inspections of city facilities for safety and

18 C)

- maintenance needs.
8. Read utility meters.
  9. Determine and perform preventative maintenance and safety checks on all equipment used.
  10. Attend safety meetings and other training as required.
  11. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of and skill in operation of equipment.
2. Knowledge of park and landscape maintenance practices.
3. Ability to make minor repairs and adjustments to equipment.
4. Building maintenance skills.
5. Mechanical aptitude.
6. Ability to do some lifting, bending, climbing, reaching, overhead pushing and pulling.
7. Agility to perform job responsibilities in climatic extremes
8. Ability to work overtime or be on call as necessary and assigned.

**EXAMPLES OF PERFORMANCE CRITERIA:**

1. Maintenance workers perform as a team to accomplish objectives.
2. Facilities and equipment are maintained in a neat, clean and orderly manner at all times.
3. Equipment and labor are utilized appropriately, effectively and safely.
4. Communicates with elected officials, staff and citizens in a polite and courteous manner.
5. Keeps supervisor informed of all significant matters he/she must know to perform his/her responsibilities effectively.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent education.
2. Experience in landscape and building maintenance work involving the operation of a variety of equipment.
3. Valid driver's license and good driving record.

**SUPERVISION OF OTHERS: None**

18d)

*Uptown Water and Sewer (43210)*

This budget includes expense for operation of the sewage treatment system that serves a number of users in the Village area. It also includes costs for maintaining the well that serves the Community Center, Elim Church and Gammelgarden.

As a result of a request for a new connection to the system in late 2009, and concerns that arose for system maintenance, a staff report was prepared to evaluate the status of the system. A meeting was subsequently held with system users. There was agreement that the city should prepare a Wastewater System Master Plan in 2011. (The preliminary scope of the study is included on page 19c.)The projected \$15,000 cost is included in the draft budget.

Revenues are charges to users of the sewer system and water customers. The revenue forecast assumes that the City will absorb 25% of the cost, and bill the remainder to the users. User fees are expected to be significantly greater than (almost 5 times) the charges billed in 2010.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101

UPTOWN SEWER & WATER (43210)

EXPENSE BUDGET

Account	Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<u>Contractual Services</u>									
303	Engineering Services						15,000	#DIV/0!	1
361	Insurance		12		140	55	217	54.74%	
381	Utilities	125	212	180	186	144	175	-5.91%	
385	Sewer Pumping & Maintenance	2,520	2,550	2,700	5,000	4,000	7,500	50.00%	2
401	Bldg Maintenance		12,954	500				#DIV/0!	
407	Well Repair & Maintenance		1,756	1,450	150		150		
438	Misc Contractual		1,200	22,500	5,000	5,000		-100.00%	3
<b>Total Contractual Services</b>		<b>2,645</b>	<b>18,685</b>	<b>27,330</b>	<b>10,476</b>	<b>9,199</b>	<b>23,042</b>	<b>119.95%</b>	
<b>Total Uptown Sewer &amp; Water (43210)</b>		<b>39,945</b>	<b>18,685</b>	<b>27,330</b>	<b>10,476</b>	<b>9,199</b>	<b>23,042</b>	<b>119.95%</b>	

1. Wastewater System Master Plan
2. Increase Pumping & Other Maintenance
3. 2010 expenses yet to be incurred for well abandonments, effluent testing

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2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
UPTOWN SEWER AND WATER (43210)

REVENUE BUDGET

Account Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<u>Taxes</u>						
31000 Washington Cty. Tax Settlement	35,668	1,492	21,739	8,144	7,729	1,211
Total Property Taxes	35,668	1,492	21,739	8,144	7,729	1,211
<u>Charges for Services</u>						
34109 Water Usage	283	1,652	315	332	332	332
34401 Sewer User Fees & Hook Up	2,476	1,945	1,455	2,000	4,419	21,499
Total Charges for Services	2,759	3,597	1,770	2,332	4,751	21,831
Total Uptown Sewer & Water Dept.	38,427	5,090	23,509	10,476	12,480	23,042

(19 b)

*City of Scandia  
Uptown Wastewater System Master Plan  
Proposed Scope of Work*

*Draft, July 2010*

*Evaluation of Existing Conditions*

- Assess the current condition, performance, and capacity of the system
- Identify current users of the system, their wastewater characteristics, impact on the system, and potential for expansion or upgrade among current users
- Make recommendations for operation and maintenance to improve and preserve the system's condition and to extend the life of the current system
- Review the wastewater budget and make recommendations regarding the development of a wastewater enterprise fund and appropriate user rates

*Recommendations for Future Needs*

- Forecast future costs of maintenance and repairs to properly manage the system
- Make recommendations for controlling or prohibiting undesirable discharges to the system and recommend implementation strategies including ordinance language
- Prepare a description, cost estimate, and time table for future replacement of the system to meet future needs, including evaluation of the City-owned drainfield expansion site
- Estimate the potential for growth potential in the service area, including evaluating the feasibility of expanding system capacity
- Assess the impact of likely regulatory changes on the system, with cost impacts.

*Parks (45000)*

This budget includes personnel expenses for the part-time Recreation Supervisor and for seasonal employees for the ice rink and summer recreation programs. It assumes approximately the same type and number of programs in 2011 as in 2010.

A seasonal position for grounds maintenance implemented in 2009 has been deleted, and the costs for .2 FTE of the proposed new part-time maintenance position have been added (see the Public Works Budget for more details.)

The budget assumes that the city will NOT operate the Family Gym program in 2011; the Scandia PTO is taking responsibility (reducing the expense in item 319, Other Services.) Events include Vinterfest and Taco Daze/Dodgeball (440, Events). Some event costs are offset by revenue.

The proposed capital outlay is \$2,500 for construction of signs at two parks (Hay Lake and the Lighted Ball Field.) A third sign is budgeted for Wind in the Pines, from the Parks Capital Improvement Fund.)

The operating transfer is a contribution to the Equipment Replacement Fund for eventual replacement of the Zamboni (CIP Project #IR-002.)

Revenues to this budget are generally property taxes, with some revenue from participant fees and facilities rentals (primarily ice time.) The Parks Committee intends to seek some donation funds for the signs but no amount is budgeted at this time.

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
PARKS & RECREATION (45000)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>								
101 Regular Wages & Salaries	2,737	1,514	1,819	3,060	3,060	10,280	235.95%	
104 Temp Employee Wages	9,162	11,330	17,632	16,679	16,679	8,258	-50.49%	
121 PERA Coord. Employer Contribution	119	98	120	214	214	745	247.95%	
122 FICA Employer Contribution	835	778	1,005	1,156	1,156	1,082	-6.44%	
126 MEDICARE Employer Contribution		119	249	286	286	269	-6.08%	
151 Workers Comp Insurance Premium	445	640	576	588	576	599	1.88%	
<b>Total Personal Services</b>	<b>13,298</b>	<b>14,480</b>	<b>21,402</b>	<b>21,983</b>	<b>21,971</b>	<b>21,233</b>	<b>-3.42%</b>	
<b>Materials &amp; Supplies</b>								
200 Office Supplies				50	50	50		
203 Printed Forms & Papers		406	309	450	409	450		
210 Operating Supplies	1,760	863	2,371	2,000	1,000	2,000		
212 Fuel		212	222	150	150	158	5.00%	
223 Building Repair & Supplies	832	113		500	500	500		
240 Small Tools & Minor Equipment								
<b>Total Materials &amp; Supplies</b>	<b>2,592</b>	<b>1,594</b>	<b>2,902</b>	<b>3,150</b>	<b>2,109</b>	<b>3,158</b>	<b>0.24%</b>	
<b>Contractual Services</b>								
303 Engineering Services	1,497							
312 Planning Services	6,151					4,000		1
313 Committee & Commission Reimburs	1,460	1,860	2,040	2,160	2,160	2,160		
319 Other Services	2,362	1,544	2,654	4,180	4,180	3,100	-25.84%	2
321 Telephone	816							
322 Postage					145	200		
340 Advertising		244		50			-100.00%	
353 Sales Tax			311	50	50	50		
361 Insurance	4,751	4,682	2,519	2,831	5,254	1,735	-38.71%	
381 Utilities	3,724	3,595	4,133	4,447	4,447	4,567	2.70%	
384 Refuse Disposal	2,464	3,250	3,652	3,550	2,800	3,200	-9.86%	
401 Bldg Maintenance			8,610		80	500		
403 Improvements other than Bldg				500	500		-100.00%	
404 Machinery & Equipment Repair		837	1,301	1,000	1,000	1,000		
406 Grounds Care	133	173						
438 Misc Contractual			700					
439 Refunds Issued	2,183	713	872	300	500	500	66.67%	
440 Events	1,042	440	685	2,500	2,500	2,000	-20.00%	3
<b>Total Contractual Services</b>	<b>26,583</b>	<b>17,338</b>	<b>27,477</b>	<b>21,568</b>	<b>23,616</b>	<b>23,012</b>	<b>6.70%</b>	
<b>Capital Outlays</b>								
530 Capital Improvements other than Bldgs			7,500			2,500		4
<b>Total Capital Outlays</b>			<b>7,500</b>			<b>2,500</b>		
<b>Transfers</b>								
720 Operating Transfers		1,355	1,199	2,444	2,444	3,755	53.64%	
<b>Total Transfers</b>		<b>1,355</b>	<b>1,199</b>	<b>2,444</b>	<b>2,444</b>	<b>3,755</b>	<b>53.64%</b>	
<b>Total Park &amp; Recreation (45000)</b>	<b>42,473</b>	<b>34,768</b>	<b>60,479</b>	<b>49,145</b>	<b>50,140</b>	<b>53,657</b>	<b>9.18%</b>	

1. SHIP Grant- trail Planning
2. Eliminate Open Gym Program-- will be operated by PTO
3. Vinterfest (\$1000) Dodgeball/Taco Daze (\$1000)
4. Park Signs for Hay Lake, Lighted Ballfield  
(sign for Wind in the Pines in Parks Capital Fund)

20a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
PARKS & RECREATION (45000)

REVENUE BUDGET

Account	Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue	Notes:
<b>Taxes</b>								
31000	Washington Cty. Tax Settlement	46,444	36,818	52,318	43,669	41,446	44,307	
<b>Total Property Taxes</b>		<b>46,444</b>	<b>36,818</b>	<b>52,318</b>	<b>43,669</b>	<b>41,446</b>	<b>44,307</b>	
<b>Intergovernmental Revenues</b>								
33640	Other Grants					1,000	4,000	1
<b>Total Intergovernmental Aid</b>				0	0	1,000	4,000	
<b>Charges for Services</b>								
34750	Facilities Rental	700	3,565	2,249	1,200	395	350	
34790	Recreation Programs	11,184	6,537	8,116	4,075	5,837	5,000	
<b>Total Charges for Services</b>		<b>11,884</b>	<b>10,252</b>	<b>10,365</b>	<b>5,275</b>	<b>6,232</b>	<b>5,350</b>	
<b>Other Income</b>								
36210	Interest Income	1,812			0			
36230	Donations	500		8,655	700	1,120	0	2
36240	Insurance Refund	638	-15					
36250	Misc. Refunds	71		5,506				
<b>Total Other Income</b>		<b>3,021</b>	<b>-15</b>	<b>14,161</b>	<b>700</b>	<b>1,120</b>	<b>0</b>	
<b>Total Parks &amp; Recreation Dept.</b>		<b>61,348</b>	<b>47,055</b>	<b>76,844</b>	<b>49,644</b>	<b>49,798</b>	<b>53,657</b>	

1. SHIP Grant- for trail planning
2. Open Gym Program eliminated- will be run by PTO in 2011

20 b)

*Community Center (45180)*

This budget representing the costs for maintaining the Community Center Building and the “Annex,” and part-time staffing for cleaning and monitoring events.

This budget shares in the proposed new part-time Maintenance Worker position (.25 FTE.) (See the Public Works Department budget for more information.)

Building Maintenance (401) has been reduced as we propose to use the new part-time position to perform some building maintenance and janitorial services now done by a contractor. We included \$2,000 in this line item anticipating the need to replace three exterior doors.

A \$5,000 contractual expense for Grounds Care (406) is proposed to allow for re-landscaping the front of the building. Old shrubbery and mulch needs to be removed and new plantings installed. We would anticipate working with a local nursery for a professional evaluation and design, and supplementing with city labor as necessary to execute the plan.

The proposed capital expense is \$10,000 for replacement of flooring in the hall and common hallways of the building (CIP Project CC-001.) The floor is showing its wear and staff would hope to replace it with a material that would require less maintenance.

Revenues to this fund include rental fees for the Community Center and the Annex, which is leased to the Scandia Marine Lions Club.

2011 Draft Budget

For December 7, 2010  
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GENERAL FUND 101  
COMMUNITY CENTER (45180)

EXPENSE BUDGET

Account Description	2007 Actual Expenses	2008 Actual Expenses	2009 Actual Expenses	2010 Adopted Budget	2010 Estimated Expdtrs	2011 Proposed Budget	Change '10-'11 Budget	Notes:
<b>Personal Services</b>								
101 Regular Wages & Salaries	2,600	4,450	1,770	4,000	2,100	10,030	150.75%	
122 FICA Employer Contribution	130	163	65	155	130	560	261.20%	
126 MEDICARE Employer Contribution		59	26	58	30	145	150.75%	
151 Workers Comp Insurance Premium			173	177	173	180	1.65%	
<b>Total Personal Services</b>	<b>2,730</b>	<b>4,672</b>	<b>2,034</b>	<b>4,390</b>	<b>2,434</b>	<b>10,915</b>	<b>148.64%</b>	
<b>Materials &amp; Supplies</b>								
210 Operating Supplies	7,000	3,518	5,224	5,000	6,400	5,000		
223 Building Repair & Supplies	2,500	3,825	956	2,500	1,100	2,000	-20.00%	1
<b>Total Materials &amp; Supplies</b>	<b>9,500</b>	<b>7,343</b>	<b>6,179</b>	<b>7,500</b>	<b>7,500</b>	<b>7,000</b>	<b>-6.67%</b>	
<b>Contractual Services</b>								
321 Telephone	550							
334 License/CDL	1,000	910	910	660	910	910	37.88%	
361 Insurance	3,300	2,895	1,700	2,210	2,029	1,789	-19.05%	
381 Utilities	10,800	10,243	11,855	11,295	11,295	11,600	2.70%	
384 Refuse Disposal	1,500	1,498	1,402	1,392	1,400	1,400	0.57%	
385 Sewer Pumping & Maintenance	400	7,652	5,134	1,000	1,000	1,000		
401 Bldg Maintenance	14,000	13,626	13,023	14,000	14,000	9,500	-32.14%	2
404 Machinery & Equipment Repair		67	314				#DIV/0!	
406 Grounds Care	1,000	84				5,000	#DIV/0!	3
407 Well Repair & Maintenance		2,012	957			2,500	#DIV/0!	4
438 Misc Contractual		980	353		353		#DIV/0!	
439 Refunds Issued		940	1,060				#DIV/0!	
<b>Total Contractual Services</b>	<b>32,550</b>	<b>40,907</b>	<b>36,707</b>	<b>30,557</b>	<b>30,987</b>	<b>33,699</b>	<b>10.28%</b>	
<b>Capital Outlays</b>								
520 Capital Improvements to Bldgs						10,000		5
<b>Total Capital Outlays</b>						<b>10,000</b>	<b>#DIV/0!</b>	
<b>Total Community Center (45180)</b>	<b>44,780</b>	<b>52,922</b>	<b>44,920</b>	<b>42,447</b>	<b>40,921</b>	<b>61,614</b>	<b>45.16%</b>	

1. Reduce operating costs by re-examining services & suppliers (i.e. Ameripride)
2. Utilize staff for daily maintenance tasks (assumes new PT position) & \$2,000 three steel exterior doors replaced
3. Landscaping
4. Abandon well (50% match with Health Dept. Grant)
5. Flooring Replacements (CIP Project CC-001)

21a)

2011 Draft Budget

For December 7, 2010  
Public Meeting

GENERAL FUND 101  
COMMUNITY CENTER (45180)

REVENUE BUDGET

Account	Description	2007 Actual Revenue	2008 Actual Revenue	2009 Actual Revenue	2010 Adopted Revenue	2010 Estimated Revenue	2011 Proposed Revenue
<b>Taxes</b>							
31000	Washington Cty. Tax Settlement	26,179	36,785	35,242	26,422	25,077	49,889
<b>Total Property Taxes</b>		<b>26,179</b>	<b>36,785</b>	<b>35,242</b>	<b>26,422</b>	<b>25,077</b>	<b>49,889</b>
<b>Intergovernmental Revenues</b>							
33422	Other State Grants & Aids		685				1,250
<b>Total Intergovernmental Aid</b>		<b>0</b>	<b>685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250</b>
<b>Charges for Services</b>							
34301	Damage Repairs	2,770		0			
34740	Coffee Sales	30	20	25	25	25	25
34750	Facilities Rental	10,807	15,467	10,490	16,000	12,570	10,450
34760	Cleaning Fees	90	50	40	0		
<b>Total Charges for Services</b>		<b>13,697</b>	<b>15,537</b>	<b>10,555</b>	<b>16,025</b>	<b>12,595</b>	<b>10,475</b>
<b>Other Income</b>							
36210	Interest Income	852			0		0
36230	Donations	10	121			230	0
36240	Insurance Refund	510					
36250	Misc. Refunds	213	217	16			
<b>Total Other Income</b>		<b>1,585</b>	<b>338</b>	<b>16</b>	<b>0</b>	<b>230</b>	<b>0</b>
<b>Total Community Center Dept.</b>		<b>41,460</b>	<b>53,345</b>	<b>45,813</b>	<b>42,447</b>	<b>37,902</b>	<b>61,614</b>

216)