

**RESOLUTION NO. 12-15-15-02  
CITY OF SCANDIA, MINNESOTA**

**RESOLUTION ADOPTING 2016 BUDGET AND  
CERTIFYING PROPERTY TAX LEVY PAYABLE IN 2016 AND  
ADOPTING 2016 THROUGH 2020 CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, the City of Scandia has prepared a budget for the fiscal year commencing January 1, 2016, and

**WHEREAS**, the budget requires money to be raised from property taxes on taxable property in the City of Scandia;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCANDIA, WASHINGTON COUNTY, MINNESOTA**, that the 2016 Budget as provided in "Exhibit A" is hereby approved, and that the following sums of money shall be certified to the County Auditor of Washington County to be raised by property tax payable in 2016:

<b>General Purpose</b>	<b>2015 Property Tax Levy</b>
General Fund	\$1,502,939
Debt Service Funds	\$148,582
Capital Improvement Fund	\$606,350
EDA	\$-0-
Total Property Tax Levy	\$2,257,874

**FURTHER, BE IT RESOLVED**, that the 2016 through 2020 Capital Improvement Plan (CIP) as presented in the 2016 budget is hereby approved, and that the document made part of this resolution as "Exhibit B" shall replace Appendix F of the Comprehensive Plan adopted March 17, 2009 and subsequently amended, in its entirety.

Adopted by the Scandia City Council this 15th day of December, 2015.

\_\_\_\_\_  
Randall Simonson, Mayor

ATTEST:

\_\_\_\_\_  
Neil Soltis, Administrator/ Clerk



**City of Scandia  
2016 Budget**

*Proposed after Public Hearing*

December 15, 2015

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## BUDGET OVERVIEW

### Budget Process and Timeline

This document contains a draft budget for the period of January 1 through December 31, 2016 for the City of Scandia. The budget is preliminary and has been prepared for discussion by the Scandia City Council at their budget workshops. Year to date (YTD) data is, unless otherwise stated, as of June 30, 2016.

The timeline for developing the 2016 City budget is shown below. While the final budget will not be adopted until December, the City is required to certify its proposed maximum property tax levy to the county auditor not later than September 30, 2015. The city may continue to refine the budget, but after that date the levy cannot be increased. Notices to property owners will be based on the maximum levy.

The schedule for review of the 2016 budget is as follows:

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#### City of Scandia 2016 Budget Calendar

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<b>Dates</b>	<b>Action</b>
April-July	Capital Improvement Committee works on 2016-2020 CIP
June/ July	Staff prepares draft budget
Tuesday, August 11	Capital Improvement Committee Presents Recommendations/City Council budget workshop (regular work session/special meeting)
Wednesday, August 19	City Council budget workshop (special meeting)
Wednesday, September 2	City Council budget workshop (regular work session)
Tuesday, September 15	Council meeting to adopt proposed budget by resolution and certify proposed levy to county auditor; set date for public meeting on levy and budget
Wednesday, September 30	Last date to certify proposed (maximum) tax levy to county auditor (assumes legislation passes moving EDA from Sept 15 to Sept 30)
October 1 (approximate)	Include information on proposed budget in City newsletter
Wednesday, October 7	City Council budget workshop (regular work session)
Tuesday, October 27	City Council budget workshop (special meeting, optional)
Wednesday, November 4	Planning Commission hearing on Capital Improvement Program (CIP)

November	Washington County mails property tax statements
Wednesday, December 2	Public meeting on budget and tax levy <i>(combine with December 2 work session or set a special meeting at another time)</i>
Tuesday, December 15	Budget hearing/ adopt final property tax levy and budget <i>(last regular Council meeting of 2015)</i>
Monday, December 28	Last date to certify final tax levy to county auditor
January, 2016	Publish summary budget in legal newspaper

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### Budget Format

The draft 2016 budget is divided into the following fund and departmental budgets:

Fund Type	2016 Budget Funds
<b>General Fund</b>	<b>General Fund (101)</b> <i>Departments within General Fund:</i> <ul style="list-style-type: none"> <li>• <i>Administration &amp; Finance (41000)</i></li> <li>• <i>City Council (41110)</i></li> <li>• <i>Elections (41410)</i></li> <li>• <i>Planning &amp; Building (41910)</i></li> <li>• <i>Police (42000)</i></li> <li>• <i>Fire (42200)</i></li> <li>• <i>Public Works (43000)</i></li> <li>• <i>Parks (45000)</i></li> <li>• <i>Community Center (45180)</i></li> </ul>
<b>Debt Service Funds</b>	<b>2007 Blacktop Project (307)</b>
	<b>2010 Equipment Certificate (311)</b>
	<b>2011 Equipment Certificate (312)</b>
	<b>2013 Equipment Certificate (313)</b>
	<b>2015 Equipment Certificate (315)</b>
<b>Capital Funds</b>	<b>Capital Improvement Fund (401)</b>
	<b>Parks Capital Improvement Fund (404)</b>
	<b>Equipment Replacement Fund (405)</b>
	<b>Local Road Improvement Fund (408)</b>

<b>Fund Type</b>	<b>2016 Budget Funds</b>
<b>Enterprise Funds</b>	<b>201 Sewer Project Fund (602)</b>
	<b>Uptown Sewer Fund (612)</b>
<b>Special Fund</b>	<b>EDA Fund</b>

The major expenditure categories in the budget are:

Personnel Services (100)	Costs related to employees including wages, salaries, retirement contributions and all other benefits.
Materials and Supplies (200)	All of the “things” that the city purchases, such as office supplies, parts, fuel, sand & gravel, etc.
Contractual Services and Charges (300-400)	All types of services and functions performed by or provided by those other than employees.
Capital Outlay (500)	Projects, equipment or furnishings with a useful life of three years or longer and cost greater than \$500. (Capital outlay items with a life of five years or longer and cost \$10,000 or greater would also be listed in the CIP.)
Debt Service (600)	Principal and interest payments on short- or long-term debt.
Transfers (700)	Transfers from one fund to another.

## **Revenue Budget Assumptions**

### ***Property Taxes***

Property taxes are the city’s largest revenue source, representing 87% of revenues to the General Fund. Some years, Minnesota cities over 2,500 in population have been subject to property tax levy limits established by the state legislature. For 2016, there are no levy limits in place.

The following table shows the total tax levy of the City of Scandia in recent years with the percentage increases from the previous year. The 2016 preliminary maximum levy, which is what would be required to fund the draft budget presented by staff, is shown for illustration only. It may change based on decisions the City Council makes about the budget. The draft budget assumes a 1.91% levy increase in 2016.

### Property Tax Levy History

Year	Total Levy	Increase
2007	\$1,533,930	3.40%
2008	\$1,703,589	11.06%
2009	\$1,860,893	9.23%
2010	\$1,918,647	3.10%
2011	\$2,013,651	4.95%
2012	\$2,055,174	2.06%
2013	\$2,171,074	5.64%
2014	\$2,171,074	0%
2015	\$2,217,509	2.14%
2016	\$2,257,871	1.82%

How changes in the city budget and levy will impact individual property tax payers is a complex question. The amount of the tax levy is only one of many factors. Preliminary data from Washington County indicates that the city's tax capacity may decrease by 3% for the pay 2016 tax year. The city will have more information available after the Truth in Taxation statements are mailed in November and before the final budget and levy is adopted.

#### ***Other Revenues***

The following assumptions were made about other revenue sources for 2016:

- Other taxes (gravel tax revenue)—consistent with projections in the EIS for Zavoral Mine Project.
- License and permits—similar to revenue in 2015.
- Intergovernmental revenues—the only revenues assumed in the General Fund is the recycling grant and homestead market exclusion credit in the Administration Department and the Fire Relief Aid from the State and other state grants for the Fire Department. (Scandia receives no Local Government Aid (LGA).)
- Charges for services—similar to revenue in 2015
- Fines and forfeitures— similar to revenue in 2015
- Interest— similar to revenue in 2015

In November 2012 the Council approved an update to the Fund Balance Policy that if the unassigned fund balance in the General Fund rises above 50% at the end of the fiscal year, the amount above 50% would be applied to the following year's operating budget or transferred to a capital improvement fund. Per the December 31, 2014 audit report, the unassigned, unrestricted fund balance was \$1,571,307, which is equal to about 75% of the general fund expenses included in the draft 2016 budget. Therefore, staff is proposing that \$315,000 be transferred from the General Fund to the Local Road Improvement Fund.

## **Expense Budget Assumptions**

### ***Wages and Benefits***

The draft budget assumes that step increase will be given when an employee is eligible. A 2% COLA (cost of living adjustment) is included.

As provided by Ordinance No. 132, no adjustment to City Council pay will occur on January 1, 2016. The Council pay may be adjusted again on January 1, 2017, following the next election.

New rates obtained from Health Partners for the non-reps and the union insurance for the represented public works employees have been included in the budget. Because the city's health insurance plan for non-reps is a high-deductible plan (to keep premium costs down) the City has been contributing to Health Savings Accounts (HSAs) for eligible employees. The draft budget assumes continuing city contributions to the HSAs at the same level as in the last 5 years for these employees. However, the City contribution will not continue for unionized employees since their new plan is not a high deductible plan.

### ***Other Expenses***

The draft expense budgets include the following assumptions for costs in 2016 compared to 2015:

- PERA & FICA—same in 2016 as 2015
- Insurance (Property & Auto, Liability)—+ 10%, Actual costs will be available in December for the policy year beginning January 1. Treasurer estimates Workers Compensation to decrease due to a lower payroll.
- Utilities—assumes 3% increase, except for fire and public works since the ambulance has left the building.
- Fuel—varies by department and past budgeting to actual numbers. Fire Department to decrease, Public Works to remain the same, and Parks and Rec to increase.

## Capital Projects

The following projects in the draft Capital Improvement Plan (CIP) update are included in the draft 2016 budget. Detailed descriptions are included in the CIP and/or the department budget narratives.

Proj #	CIP Project Name	Cost	Funding
F-022	SCBA Compressor Replacement	\$17,000	Equipment Replacement Fund
F-023	12 SCBA & 30 Masks	\$98,000	Equipment Replacement Fund
PR-001	Picnic Shelter at Lilleskogen and Wetland Restoration	\$27,000	Funds to come from grant revenue or donations not yet secured for picnic shelter. Wetland funded by general fund.
PR-008	Bleachers and Concrete at Wane Erickson Lighted Ballfield	\$7,500	Funds to come sign revenue for ballfield
PW-002	Street Maintenance Program	\$1,580,000	(\$330,000) General Fund, Public Works Budget (43000) and \$1,250,000 Local Road Improvement Fund
PW-010	2002 Sterling Dump Truck w/Plow Replacement	\$200,000	Debt Service
PW-029	Log House Landing Boat Ramp	\$40,000	Capital Improvement Fund/Grants and Donations (50/50)

In addition to the projects in the CIP these other capital expenditures are included in the draft 2016 budget. (These projects do not meet the \$10,000 threshold for inclusion in the CIP.)

Budget	Description	Cost
Administration & Finance	Office Equipment (570)	\$2,000
City Council	Office Equipment (570)	\$8,000
Fire Department	Office Equipment (570)	\$2,000
Fire Department	Furniture and Fixtures (580)	\$6,600
Public Works	Furniture and Fixtures	\$500

**Overview, General Fund**

The draft 2016 General Fund expense budgets total \$2,101,629, up 5.75% from the 2015 budget. Departmental budgets with increases include City Council (34.07%, new audio equipment for the council chambers), Elections (2016 will have an election unlike 2015), Planning and Zoning (34.18%, reallocation of staff time, no change in operations), Public Works (15.20%, increase in transfer to Local Road Improvement Fund, Workers Comp costs and shifting more costs to public works from sewers; budget would increase only 1% if no increase in transfer to LRIF), and Community Center (1.98%, inflationary costs) Departmental budgets with decreases are Administration and Finance (10.18%, decrease in lease prices and materials and supplies, transfer of personnel costs to Planning and Zoning), Police (3.96%, adjust for new deputy), Fire (14.20%, no transfer to Equipment Replacement Fund, some reductions to be closer to 2014 actuals), Parks (2.19%, no year round staff position). More information on these changes is included in the department worksheets and narratives.

The pie chart to the right shows revenues to the General Fund, which are largely from property taxes (87%) and Licenses and Permits (5%) with the remainder from other sources.

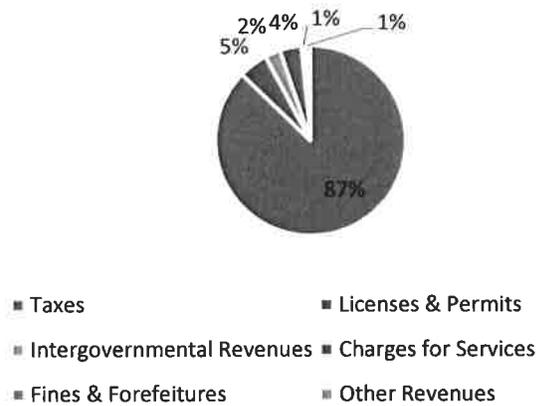
The second pie chart, to the right, shows proposed General Fund expenses by type. Forty-nine percent of the budget would go for Contractual Services, with Personnel Services being the next highest category (32%).

**Overview, Other Funds**

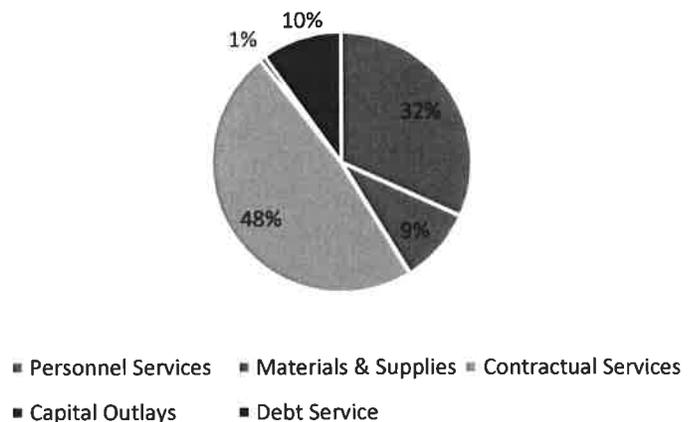
**Debt Service Funds**—The total debt service budget will be significantly lower (down 34%) in 2016 than in 2015 mainly due to the prepayment of the 2007

Road Bond and the fund balance use to pay off the 2010 Equipment Certificate. The property tax levy for debt service is based on principal and interest payments plus the statutory 5% coverage, less any assessments and interest revenue. An updated Debt Management Analysis prepared by

**2016 Draft Budget  
General Fund Revenue by Type**



**2016 Draft Budget  
General Fund Expenses by Type**



Northland Securities is included with the budget details of the Debt Service Funds. There is one new planned expenditures from the Debt Service Fund in 2016, the Fire Tanker Replacement. If the Council borrows for the Dump Truck with Plow replacement in 2016, the first payment would be in 2017, when another equipment certificate will have been paid off.

**Capital Funds**— The draft budget currently proposes \$30,000 of the tax levy as revenue to the Capital Improvements Fund (401.) There no is one planned expenditure, PW-029, Log House Landing Boat Ramp (\$40,000) for 2016.

The budget for the Parks Capital Improvements Fund (404) includes three expenditure in 2016. PR-001 includes a Picnic Shelter at Lilleskogen (\$25,000) if funds are donated and wetland restoration at the park (\$2,000). PR-008 includes replacing the bleachers and concrete slabs (\$7,500) at the Wayne Erickson Ballfield. The draft budget estimates two park dedication fees from subdivisions, which would be applied toward the interfund loan from the Capital Improvement Fund in 2015 for the parking lot at Lilleskogen.

No new revenues are proposed in 2016 for the Equipment Replacement Fund, other than the sale of equipment. The planned expenditures from the Equipment Replacement Fund in 2016 include the replacement for Fire Department SCBA and Masks (\$98,000, F-023) and the SCBA Air Compressor replacement (\$17,000, F-022). The CIC is recommending only projects below \$100,000 be funded from the Equipment Replacement Fund and anything higher would be financed through equipment certificates (borrowing). Expenditures also include the replacement of the Dump Truck with Plow (\$200,000 PW-010) but would be funded by borrowing in 2016 and payments to begin in 2017 in the Debt Service Fund.

The Local Road Improvement Fund is proposed to receive a \$315,000 transfer from excess fund balance over 50% of General Fund operating expenses, \$20,000 in special assessments reassigned from the 2007 Road Bond, and \$581,142 in new tax levy. One expenditure is planned in 2016-Reconstruction of 236<sup>th</sup>, 237<sup>th</sup> and Novak Ave and portions of Oldfield Ave. No special assessments are proposed.

The table on the following page shows the fund balances expected in the three capital funds at the end of 2015, and the proposed 2016 expenses and revenues (including interest.)

Fund		12/31/2015 Projected	2016 Expense	2016 Revenue	12/31/2016 Projected
401	Capital Improvements	\$322,000	\$40,000	\$50,700	\$332,700
404	Parks Capital Improvements	\$13,325*	\$40,500	\$35,720	\$8,545*
406	Equipment Replacement	\$450,000	\$115,000	\$5,000	\$340,000
408	Local Road Improvement	\$470,000	\$1,250,000	\$949,366	\$169,366
	Total	\$1,255,325	\$1,409,000	\$1,040,786	\$887,111

\*Reserved for Wayne Erickson ballfield (sign revenue) plus interest

**Enterprise Funds**—Fund 602 is one of the city’s enterprise funds, for the operation of the “201” community sewer system that serves approximately 100 homes on Big Marine Lake. Fund 612 is an enterprise fund created in 2013 to segregate the revenues and expenses for operation of the Uptown Sewer System from the General Fund budget.

**201 System (602):**

No rate increase is proposed for 2016 as there is still a healthy fund balance anticipated (~\$65,000) by the end of 2015. The Public Works Director is budgeted to spend 12.5% of his time on the 201 System in addition to 10.5% for one maintenance worker and 5% for another. These percentages have been reduced to reflect time spent by staff since taking over maintenance tasks from a contractor. Software costs associated with utility billing have been budgeted within the sewer funds as opposed to the general fund as have Workers Compensation costs. Training costs remain given the turnover in staff.

**Uptown System (612):**

No rate increase is proposed; revenues and expenses are projected to be similar. The Public Works Director is budgeted to spend about 4% of his time on the Uptown System in addition to 2.5% for one maintenance worker and 2% for another. These percentages have been reduced to reflect time spent by staff since taking over maintenance tasks from a contractor. Workers Compensation costs are now attributed to the account based upon wages. Training costs remain due to employee turnover.

***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. To account for the significant amount of time spent on Planning and Zoning and the increase in reviews and code enforcement for the Administrator since the building official position was contracted out, 20% of the Administrator's wages are now shown in the Planning and Zoning Department (41910).

This draft budget shows a 10.18% decrease from 2015 to 2016. We continue to lower our material and supplies expenses with less paper and supplies needed since going electronic. Contractual Services also decrease due to the new assessor agreement and copier lease.

Revenues to this budget include license fees, the recycling grant and charges for services. Revenues from fines and forfeitures offset a portion of legal services (prosecution) costs. Revenue from the cable TV franchise offsets the expense item (437) which is transferred to the Forest Lake Cable Commission (net cost = \$0.), however new revenue will come back to the City from the Cable Commission with Scandia taking over the accounting functions. Additionally, the Joint Powers Agreement only requires 88% of the franchise fees to be remitted to the cable commission. The Council may want discuss keeping 12%.

2016 Draft Budget

GENERAL FUND 101  
ADMINISTRATION & FINANCE (41000) REVENUE

Account	Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>										
31000	Washington Cty. Tax Settlement	290,397	293,723	314,672	297,119	313,263	171,181	313,263	265,004	
<b>Total Property Taxes</b>		<b>290,397</b>	<b>293,723</b>	<b>314,672</b>	<b>297,119</b>	<b>313,263</b>	<b>171,181</b>	<b>313,263</b>	<b>265,004</b>	
<b>Licenses &amp; Permits</b>										
32180	Tobacco & Liquor Licenses	11,060	10,988	10,938	11,038	11,500	1,700	11,000	11,000	
32190	Other City Permits	200	689	425	950	400	300	400	500	
32260	Gambling Permits	70	45	160	45	80	45	45	45	
<b>Total Licenses &amp; Permits</b>		<b>11,330</b>	<b>11,722</b>	<b>11,523</b>	<b>12,033</b>	<b>11,980</b>	<b>2,045</b>	<b>11,445</b>	<b>11,545</b>	
<b>Intergovernmental Revenues</b>										
33401	LGA/MVHC/AG/PERA Aid	362	9,202	9,241	9,894	724		9,000	9,000	
33422	Other State Grants & Aids									
33620	Recycling Grant	7,235	7,235	7,980	7,024	8,000		8,000	8,000	
<b>Total Intergovernmental Aid</b>		<b>7,597</b>	<b>16,437</b>	<b>17,221</b>	<b>16,918</b>	<b>8,724</b>		<b>17,000</b>	<b>17,000</b>	
<b>Charges for Services</b>										
34102	Legal Services	1,000	823	17,031	1,740	1,500		1,500	1,500	
34105	Maps & Publications	25								
34107	Assessment Search Fees	50	250	210	170	200	95	200	200	
34110	Escrow Reimbursement	2,725	8,955	9,295						
34304	Reimbursement for Services			1,100			360		3,600	
<b>Total Charges for Services</b>		<b>3,800</b>	<b>10,028</b>	<b>27,636</b>	<b>1,910</b>	<b>1,700</b>	<b>455</b>	<b>1,700</b>	<b>5,300</b>	
35101	Fines & Forfeitures	15,000	17,818	11,534	13,468	12,000	5,912	12,000	12,000	
<b>Other Income</b>										
36210	Interest Income	11,537	7,023	5,396	4,947	4,500	4,833	4,500	4,500	
36240	Insurance Dividend	0	12,900	8,770	5,883					
36250	Misc. Refunds	100	3,643	597	1,981	500	156	500	500	
38050	Cable TV Franchise Rebate	6,000	7,223	9,602	9,568	9,000	4,326	9,000	9,000	
<b>Total Other Income</b>		<b>17,637</b>	<b>30,789</b>	<b>24,365</b>	<b>22,379</b>	<b>14,000</b>	<b>9,315</b>	<b>14,000</b>	<b>14,000</b>	
<b>Other Financing Sources</b>										
39202	Contribution from Enterprise Funds	2,638	2,528	1,720						
<b>Total Other Financing Sources</b>		<b>2,638</b>	<b>2,528</b>	<b>1,720</b>		<b>0</b>				
<b>Total Administration &amp; Finance Dept.</b>		<b>348,399</b>	<b>383,045</b>	<b>408,671</b>	<b>363,827</b>	<b>361,667</b>	<b>188,908</b>	<b>369,408</b>	<b>324,849</b>	

Notes:

**2016 Draft Budget**

**GENERAL FUND 101  
ADMINISTRATION & FINANCE (41000) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	148,995	130,484	131,608	144,743	66,745	136,925	132,053		
121	PERA Coord. Employer Contribution	10,338	9,435	9,589	10,494	5,006	10,269	9,904		
122	FICA Employer Contribution	9,027	10,497	6,632	8,974	3,275	8,489	8,187		
126	MEDICARE Employer Contribution	2,111	1,858	1,932	2,099	983	1,985	1,915		
131	Health Insurance Employer Contribution	13,991	13,827	10,024	12,691	6,999	12,691	7,606		
134	Life Insurance Employer Paid	569	643	517	576	270	576	576		
135	Disability Insurance Employer Paid	712	424	369	442	201	442	701		
151	Workers Comp Insurance Premium	1,389	1,316	1,110	1,101	1,137	1,137	1,074		
<b>Total Personnel Services</b>		<b>187,132</b>	<b>168,484</b>	<b>161,781</b>	<b>181,120</b>	<b>84,616</b>	<b>172,515</b>	<b>162,017</b>	<b>-10.55%</b>	
<b>Materials &amp; Supplies</b>										
200	Office Supplies	2,741	1,533	791	1,750	316	1,000	1,000		
203	Printed Forms & Papers	2,468	2,089	1,662	2,100	453	1,750	1,750		
210	Operating Supplies	809	121	412	750	333	500	500		
<b>Total Materials &amp; Supplies</b>		<b>6,018</b>	<b>3,743</b>	<b>2,865</b>	<b>4,600</b>	<b>1,102</b>	<b>3,250</b>	<b>3,250</b>	<b>-29.35%</b>	
<b>Contractual Services</b>										
300	Assessor	27,426	27,051	26,729	28,500	9,945	27,615	23,500		
301	Auditing & Accounting	21,450	22,500	16,300	16,875	16,875	16,875	17,450		
304	Legal Services	67,624	40,926	30,815	36,000	15,388	36,000	36,000		
308	Other Professional Services	8,910	425	120	1,000	750	1,000	1,000		
309	Software Support & Maintenance	3,850	3,694	3,739	4,635	1,995	4,635	4,617		
313	Committee & Commission Reimburs		240	220	240	60	240	240		
314	Animal Control	1,210	1,440	1,762	1,500	630	1,500	1,750		
316	Conference & Seminars		549	365	1,200		500	1,000		
317	Employee Training	100	65	359	300		300	500		
319	Other Services	1,211	860	880	1,000	127	1,000	1,000		
321	Telephone	2,315	2,833	2,517	2,580	1,107	2,340	2,410		
322	Postage	3,478	2,163	1,883	2,350	506	2,000	2,250		
331	Travel Expenses	1,504	706	1,304	1,600	379	1,500	1,500		
351	Legal Notices Publishing	1,465	1,545	1,216	1,600	908	1,600	1,500		
361	Liability/Property Insurance	4,874	3,426	3,176	3,236	2,700	3,200	3,520		
365	Insurance Claims	500								
413	Office Equipment Rental	6,694	6,255	5,235	5,712	2,487	5,000	4,560		
430	Recycling	28,113	28,602	27,846	29,500	13,923	28,500	28,500		
433	Dues & Subscriptions	4,621	4,874	5,011	5,319	771	5,250	5,350		
434	Youth Service Bureau	5,500	5,500	5,500	5,500	5,500	5,500	5,500		
437	Cable TV Franchise Agreement	7,929	8,897	8,710	9,000	4,326	9,000	9,000		
438	Misc Contractual	4,269	4,603	4,234	13,800	1,010	17,600	3,935		
439	Refunds Issued	2,525	2,500	2,500	2,500		2,500	2,500		
490	Donations	1,000								
<b>Total Contractual Services</b>		<b>206,568</b>	<b>170,216</b>	<b>150,421</b>	<b>173,947</b>	<b>79,387</b>	<b>173,655</b>	<b>157,582</b>	<b>-9.41%</b>	
<b>Capital Outlays</b>										
560	Furniture & Fixtures									
570	Office Equipment	1,946	5,287	1,326	2,000	920	2,000	2,000		
<b>Total Capital Outlays</b>		<b>1,946</b>	<b>5,287</b>	<b>1,326</b>	<b>2,000</b>	<b>920</b>	<b>2,000</b>	<b>2,000</b>		
<b>Total Administration &amp; Finance (41000)</b>		<b>401,664</b>	<b>347,730</b>	<b>316,393</b>	<b>361,667</b>	<b>166,025</b>	<b>351,420</b>	<b>324,849</b>	<b>-10.18%</b>	

Notes:

***City Council (41110)***

In 2016, there will not be an increase in City Council compensation, the major expense in this budget. The Council will have an opportunity to increase the salaries following the next regular election in 2016.

The contractual services budget sets aside funds for Council education such as Minnesota League of Cities conferences or seminars.

There is one Capital Outlay proposed in this budget, \$8,000 for audio equipment in the Council Chambers. We have heard from a number of residents that they have difficulty hearing the Council discussion from the chairs in the audience. Staff obtained a quote from EMI for a simple wired system.

**2016 Draft Budget**

**GENERAL FUND 101  
CITY COUNCIL (41110) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	20,289	18,807	19,873	18,984	20,121	10,995	20,121	26,976	
Total Property Taxes	20,289	18,807	19,873	18,984	20,121	10,995	20,121	26,976	
Total City Council Dept.	20,289	18,807	19,873	18,984	20,121	10,995	20,121	26,976	

**2016 Draft Budget**

**GENERAL FUND 101  
CITY COUNCIL (41110) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	16,476	16,270	16,682	16,476	4,119	16,476	16,476		
121	PERA Coord. Employer Contribution									
122	FICA Employer Contribution									
126	MEDICARE Employer Contribution	239	239	240	239	59	239	239		
127	PERA Defined Employer Contribution	824	824	824	906	206	906	906		
151	Workers Comp Insurance Premium					59	59	55		
<b>Total Personnel Services</b>		<b>17,539</b>	<b>17,333</b>	<b>17,746</b>	<b>17,621</b>	<b>4,443</b>	<b>17,680</b>	<b>17,676</b>	<b>0.31%</b>	
<b>Contractual Services</b>										
316	Conference & Seminars	299	218	325	1,000	315	1,000	1,000		
331	Travel Expenses	111	250	335	300	185	185	300		
<b>Total Contractual Services</b>		<b>410</b>	<b>468</b>	<b>660</b>	<b>1,300</b>	<b>500</b>	<b>1,185</b>	<b>1,300</b>		
<b>Capital Outlays</b>										
560	Furniture & Fixtures				1,200	1,148	1,148			
570	Office Equipment							8,000		
<b>Total Capital Outlays</b>					<b>1,200</b>	<b>1,148</b>	<b>1,148</b>	<b>8,000</b>		
<b>Total City Council (41110)</b>		<b>17,949</b>	<b>17,801</b>	<b>18,406</b>	<b>20,121</b>	<b>6,091</b>	<b>20,013</b>	<b>26,976</b>	<b>34.07%</b>	

Notes: 1. Audio Improvements for Chamber

1

***Elections (41410)***

With an election in 2016, expenses are budgeted similar to those incurred during the 2014 elections with the exception of an increase in the equipment fees from Washington County.

**2016 Draft Budget**

**GENERAL FUND 101  
ELECTIONS (41410) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	470	5,202	475	6,110	470	257	470	6,150	
<b>Total Property Taxes</b>	470	5,202	475	6,110	470	257	470	6,150	
<b>Total Elections Dept.</b>	470	5,202	475	6,110	470	257	470	6,150	

**2016 Draft Budget**

**GENERAL FUND 101  
ELECTIONS (41410) EXPENSE**

Account Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>									
199 Election Judge	4,930		4,668				5,000		
<b>Total Personnel Services</b>	4,930		4,668				5,000	%	
<b>Materials &amp; Supplies</b>									
200 Office Supplies	34		37				50		
210 Operating Supplies	416		466				500		
<b>Total Materials &amp; Supplies</b>	450		503				550		
<b>Contractual Services</b>									
351 Legal Notices Publishing	185		186						
413 Office Equipment Rental	470	470	470	470	300	300	600		
<b>Total Contractual Services</b>	655	470	656	470	300	300	600	27.66%	
<b>Total Elections (41410)</b>	6,035	470	5,827	470	300	300	6,150	1208.51%	

Notes:

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

Overall, operations in this area are expected to be similar to previous years. However, staff time devoted to planning and zoning activities, including code enforcement is now allocated to this department rather than being absorbed elsewhere. This provides a more transparent view of the costs associated with planning and zoning activities. For 2016, 20% of the Administrator's time (wages and taxes) is budgeted in this department.

Revenues from permits and applications are proposed similar to recent years.

**2016 Draft Budget**

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

Account	Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>										
31000	Washington Cty. Tax Settlement	76,852	37,773	19,007	12,546	3,450	1,885	3,450	14,206	
<b>Total Property Taxes</b>		<b>76,852</b>	<b>37,773</b>	<b>19,007</b>	<b>12,546</b>	<b>3,450</b>	<b>1,885</b>	<b>3,450</b>	<b>14,206</b>	
<b>Licenses &amp; Permits</b>										
32150	Utility Permits	600	300							
32190	Other City Permits	1,025	1,750	1,325	1,500	1,500		0	0	
32210	Building Permits	35,000	40,135	84,984	76,571	65,000	54,611	75,000	75,000	
<b>Total Licenses &amp; Permits</b>		<b>36,625</b>	<b>42,185</b>	<b>86,309</b>	<b>78,071</b>	<b>66,500</b>	<b>54,611</b>	<b>75,000</b>	<b>75,000</b>	
<b>Intergovernmental Revenues</b>										
33422	Other State Grants & Aids									
33633	Met Council Planning Grant	0		0						
<b>Total Intergovernmental Aid</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Charges for Services</b>										
34103	Zoning & Planning	219,331	28,719	60,926	13,503	1,750	3,750	7,000	7,000	
34110	Escrow Reimbursement		142,587	78,535	143,956	0	0	0	0	
<b>Total Charges for Services</b>		<b>219,331</b>	<b>171,306</b>	<b>139,461</b>	<b>157,459</b>	<b>1,750</b>	<b>3,750</b>	<b>7,000</b>	<b>7,000</b>	
<b>Total Planning &amp; Building Dept.</b>		<b>332,808</b>	<b>251,264</b>	<b>244,777</b>	<b>248,076</b>	<b>71,700</b>	<b>60,246</b>	<b>85,450</b>	<b>96,206</b>	

Notes

**2016 Draft Budget**

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

Account Description	2012 Actual Expdtrs	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>									
101 Regular Wages & Salaries							16,072		
121 PERA Coord. Employer Contribution							1,205		
122 FICA Employer Contribution							996		
126 MEDICARE Employer Contribution							233		
131 Health Insurance Employer Contribution									
134 Life Insurance Employer Paid									
135 Disability Insurance Employer Paid									
151 Workers Comp Insurance Premium	666								
<b>Total Personnel Services</b>	<b>666</b>						<b>18,506</b>	<b>#DIV/0!</b>	1
<b>Materials &amp; Supplies</b>									
200 Office Supplies									
203 Printed Forms & Papers									
210 Operating Supplies									
212 Fuel									
<b>Total Materials &amp; Supplies</b>								<b>#DIV/0!</b>	
<b>Contractual Services</b>									
311 Permit Fees (Contract Inspections)	17,929	43,421	42,800	44,000	11,438	43,000	44,000		
312 Planning Services	262,588	78,041	18,167	15,000	10,551	18,000	18,000		
313 Committee & Commission Reimburs	5,200	4,950	5,200	5,200	2,600	5,200	5,200		
316 Conference & Seminars		100	105	1,000	210	500	500		
317 Employee Training									
319 Other Services		73,708	330	1,500	23	1,500	1,000		
321 Telephone	995	360							
331 Travel Expenses									
351 Legal Notices Publishing									
361 Liability/Property Insurance	282	107							
433 Dues & Subscriptions									
438 Misc Contractual	4,790	3,437	2,855	4,000	387	3,500	4,000		
439 Refunds Issued	2,750	1	1,609	1,000	2,100	5,000	5,000		
<b>Total Contractual Services</b>	<b>294,534</b>	<b>204,125</b>	<b>71,066</b>	<b>71,700</b>	<b>27,309</b>	<b>76,700</b>	<b>77,700</b>		
<b>Transfers</b>									
710 Residual Equity Transfers									
720 Operating Transfers	1,002								
<b>Total Transfers</b>	<b>1,002</b>								
<b>Total Planning &amp; Building (41910)</b>	<b>296,202</b>	<b>204,125</b>	<b>71,066</b>	<b>71,700</b>	<b>27,309</b>	<b>76,700</b>	<b>96,206</b>	<b>34.18%</b>	

Notes: 1. Accounts for 20% of Admin time on P&Z issues

***Police (42000)***

The city has received a 2016 cost estimate from Washington County of \$115, 887 for police services. Details are included with the budget worksheets. This represents approximately a 3.96% decrease from 2015 budget numbers but an increase of 4.58% over estimated actual expenses.

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.

Staff has also added \$310 for Scandia's share of the "Code Red" emergency notification system.

**2016 Draft Budget**

**GENERAL FUND 101  
POLICE (42000) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	121,574	117,671	118,830	123,830	120,989	66,119	120,989	116,197	
Total Property Taxes	121,574	117,671	118,830	123,830	120,989	66,119	120,989	116,197	
<b>Other Income</b>									
36230 Donations	1,700		0						
Total Other Income	1,700	0	0	0	0	0	0	0	
<b>Total Police Dept.</b>	<b>123,274</b>	<b>117,671</b>	<b>118,830</b>	<b>123,830</b>	<b>120,989</b>	<b>66,119</b>	<b>120,989</b>	<b>116,197</b>	

**2016 Draft Budget**

**GENERAL FUND 101  
POLICE (42000) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Proposed Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Materials &amp; Supplies</b>										
	240 Small Tools & Minor Equipment									
<b>Total Materials &amp; Supplies</b>		0	0		0					#DIV/0!
<b>Contractual Services</b>										
	308 Other Professional Services									
	318 Police Contract	116,863	116,384	120,804	120,679		110,795	115,887		
	319 Other Services	309	0	309	310	309	309	310		
<b>Total Contractual Services</b>		117,172	116,384	121,113	120,989	309	111,104	116,197	-3.96%	
<b>Total Police (42000)</b>		117,172	116,384	121,113	120,989	309	111,104	116,197	-3.96%	

Notes:

### ***Fire (42200)***

The Fire Department budget shows a decrease of 14% in 2016. Although it appears the overall budget is almost \$18,000 less than 2014 actual expenses, \$42,938 can be accounted for by the elimination of the transfer to the Equipment Replacement Fund, hence all other categories are increased compared to 2014.

Materials and Supplies are mostly decreased or remained the same with the exception of Medical Supplies. Since Lakeview is no longer stationed in the fire hall and sharing supplies, some expenses have been returned to above 2011 actual expenses (the last year prior to Lakeview moving into the fire hall).

Contractual Services decreases by 6.42% mainly due to the decrease in Medical Training. EMT training only occurs every other year (typically in odd years) so that accounts for the \$6,000 decrease.

The Capital Outlays includes new printers/copiers and possible office equipment.

Revenues to this budget include the fire contract with May Township which is \$33,215. Grant funding (\$5,000) is proposed for training (DNR Grant). Revenue for the retirement premium is a pass through so the amount is the same on the revenue and expense side.

2016 Draft Budget

GENERAL FUND 101  
FIRE DEPT (42200) REVENUE

Account	Description	2010 Actual Revenue	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes
<b>Taxes</b>											
31000	Washington Cty. Tax Settlement	305,529	299,229	256,253	290,083	239,150	212,358	116,042	212,358	170,098	
<b>Total Property Taxes</b>		<b>305,529</b>	<b>299,229</b>	<b>256,253</b>	<b>290,083</b>	<b>239,150</b>	<b>212,358</b>	<b>116,042</b>	<b>212,358</b>	<b>170,098</b>	
<b>Intergovernmental Revenues</b>											
33401	LGAMVHC/AG/PERA Aid	0									
33420	Fire Relief from Ins. Prem.	25,088	0	21,986	24,720	24,368	22,646		22,646	22,646	
33422	Other State Grants & Aids	2,000		2,481	3,000	1,640	2,000	2,500	2,500	2,000	
33611	Town Road Allotment										
33620	Recycling Grant										
33621	County Election Aid										
33630	Local Govts Grants & Aids										
33633	Met Council Planning Grant										
33640	Other Grants	8,013	8,800	1,395	8,892					5,000	
<b>Total Intergovernmental Aid</b>		<b>35,101</b>	<b>8,800</b>	<b>25,862</b>	<b>36,612</b>	<b>26,008</b>	<b>24,646</b>	<b>2,500</b>	<b>25,146</b>	<b>29,646</b>	
<b>Charges for Services</b>											
34202	Fire Protection Services	30,876	32,574	33,551	34,558	35,594	34,511	32,248	32,248	33,215	
<b>Total Charges for Services</b>		<b>30,876</b>	<b>32,574</b>	<b>33,551</b>	<b>34,558</b>	<b>35,594</b>	<b>34,511</b>	<b>32,248</b>	<b>32,248</b>	<b>33,215</b>	
<b>Other Income</b>											
36230	Donations	5,426	2,583	2,000		5,458		0	0	0	
<b>Total Other Income</b>		<b>5,426</b>	<b>2,583</b>	<b>2,000</b>	<b>0</b>	<b>5,458</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Fire Dept.</b>		<b>376,932</b>	<b>343,186</b>	<b>317,665</b>	<b>361,253</b>	<b>306,210</b>	<b>271,515</b>	<b>150,790</b>	<b>269,752</b>	<b>232,959</b>	

**2016 Draft Budget**

**GENERAL FUND 101  
FIRE DEPT (42200) EXPENSE**

Account	Description	2012 Actual Expdtrs	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	78,233	75,444	75,474	89,381	26,168	78,504	79,000		
122	FICA Employer Contribution	4,879	4,991	4,600	5,542	1,388	4,867	4,898		
126	MEDICARE Employer Contribution	1,134	941	1,077	1,296	549	1,138	1,146		
141	Unemployment Compensation	-31			100					
151	Workers Comp Insurance Premium	4,157	4,289	6,554	6,614	7,223	6,902	6,517		
<b>Total Personnel Services</b>		<b>88,372</b>	<b>85,665</b>	<b>87,705</b>	<b>102,932</b>	<b>35,328</b>	<b>91,412</b>	<b>91,561</b>	<b>-11.05%</b>	
<b>Materials &amp; Supplies</b>										
200	Office Supplies	337	124	258	500	151	500	350		
203	Printed Forms & Papers	144	110		500	691	750	200		
209	Medical Supplies	550	518	1,252	1,250	1,192	2,000	2,000		
210	Operating Supplies	7,515	14,174	6,341	10,000	4,489	8,500	9,000		
211	Cleaning Supplies		79	176	500		200	1,300		
212	Fuel	4,468	3,412	3,310	5,250	1,034	4,500	4,500		
217	Turnout Gear & Uniforms	6,509	6,893	5,703	12,500		7,000	7,500		
221	Equipment Parts	3,366	935	2,440	5,000		3,000	4,000		
222	Tires				500		500			
223	Building Repair & Supplies	4,377	1,117	1,747	4,500	611	4,500	3,500		
240	Small Tools & Minor Equipment	5,426	1,910	6,134	10,000	20	7,500	7,500		
<b>Total Materials &amp; Supplies</b>		<b>32,692</b>	<b>29,272</b>	<b>27,361</b>	<b>50,500</b>	<b>8,188</b>	<b>38,950</b>	<b>39,850</b>	<b>-21.09%</b>	
<b>Contractual Services</b>										
305	Medical Services	1,545	1,630	636	2,000		2,000	2,000		
306	Personnel Testing & Recruitment	2,565	886	815	2,500	1,506	2,500	2,500		
309	Software Support & Maintenance	10,380	10,904	9,848	11,330	3,272	10,000	11,000		
310	Medical Training	1,238	14,383	3,098	11,200	3,708	11,200	6,000		
316	Conference & Seminars				600		600	250		
317	Employee Training	3,961	1,795	2,280	8,000	1,020	8,000	8,000		
319	Other Services	124	256	633	750		750	700		
321	Telephone	1,816	1,786	984	1,400	393	1,000	1,050		
322	Postage				50		50	50		
324	State of MN-Fire Relief	21,986	24,720	24,368	22,646		22,646	22,646		
325	City Match-Fire Relief	18,258	19,200	18,259						
331	Travel Expenses	1,700	1,950	1,772	3,000	1,014	3,000	3,000		
334	Licenses & Permits	22	21	21	25	21	21	25		
340	Advertising			46	100		100	100		
361	Liability/Property Insurance	11,420	9,189	9,854	9,802	7,926	8,750	9,802		
381	Utilities	7,908	8,890	11,615	13,390	4,728	11,900	12,000		
384	Refuse Disposal	810	863	860	824	346	860	875		
385	Sewer Pumping & Maintenance	994	1,947	1,366	2,575	225	2,000	2,000		
401	Bldg Maintenance	808	3,699	2,244	2,000	126	2,000	3,500		
404	Machinery & Equipment Repair	12,128	4,817	6,132	10,000	14,304	16,000	10,000		
407	Well Repair & Maintenance	90	90		200		200	100		
433	Dues & Subscriptions	888	1,190	1,157	1,200	190	1,200	1,200		
438	Misc Contractual	630	630	630	750		750	750		
440	Events	726	1,324	1,440	1,500		1,500	1,500		
<b>Total Contractual Services</b>		<b>99,997</b>	<b>110,885</b>	<b>98,058</b>	<b>105,841</b>	<b>38,779</b>	<b>107,027</b>	<b>99,048</b>	<b>-6.42%</b>	
<b>Capital Outlays</b>										
540	Heavy Machinery Capital									
550	Motor Vehicles Capital									
560	Furniture & Fixtures	1,965	2,600		1,000	200	1,000	1,000		
570	Office Equipment	7,016	2,933	2,076	2,000		2,000	1,500		
<b>Total Capital Outlays</b>		<b>8,981</b>	<b>5,533</b>	<b>2,076</b>	<b>3,000</b>	<b>200</b>	<b>3,000</b>	<b>2,500</b>	<b>-16.67%</b>	
<b>Transfers</b>										
720	Operating Transfers	43,108	45,485	42,938	9,241	9,241	9,241			
<b>Total Transfers</b>		<b>43,108</b>	<b>45,485</b>	<b>42,938</b>	<b>9,241</b>	<b>9,241</b>	<b>9,241</b>		<b>-100.00%</b>	
<b>Total Fire Dept. (42200)</b>		<b>273,150</b>	<b>276,840</b>	<b>258,138</b>	<b>271,515</b>	<b>91,736</b>	<b>249,630</b>	<b>232,959</b>	<b>-14.20%</b>	

Notes:

***Public Works (43000)***

This budget includes personnel expenses for the Public Works Director, three full-time Maintenance Workers and temporary employees for snow removal.

Personnel Services are showing an increase because more of the maintenance workers time has been shifted to the public works budget from sewers. The shift mirrors the actual allocation from 2014 and the first half of 2015, rather than the prior estimate. Worker's Comp premiums have gone up significantly with the addition of a new employee last year and a general increase in rates.

All other areas of operation are expected to change very little in 2016 compared to 2015.

The draft 2016 budget includes a transfer of \$315,000 to the Local Road Improvement Fund. This is the amount estimated to be above 50% of General Fund expenditures. This is a significant increase from previous years and explains most the overall increase of 12% in this department. If the transfer had not been increased actual change from 2015 would have been an increase of less than 1%.

Revenues to this budget are primarily property taxes, plus gravel tax revenues.

**2016 Draft Budget**

**GENERAL FUND 101  
PUBLIC WORKS (43000) REVENUE**

Account	Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>										
31000	Washington Cty. Tax Settlement	649,808	788,033	884,428	858,452	813,453	444,507	813,453	820,377	
31701	Gravel Taxes	14,665	8,900	14,414	17,249	21,802		37,500	21,802	
31800	Other Taxes									
<b>Total Property Taxes</b>		<b>664,473</b>	<b>796,933</b>	<b>898,842</b>	<b>875,701</b>	<b>835,255</b>	<b>444,507</b>	<b>850,953</b>	<b>842,179</b>	
<b>Licenses &amp; Permits</b>										
32150	Utility Permits	150	750	750	600	750	900	750	750	
32190	Other City Permits			1425		1,000	3,300	3,300	4,000	
<b>Total Licenses &amp; Permits</b>		<b>150</b>	<b>750</b>	<b>2,175</b>	<b>600</b>	<b>1,750</b>	<b>4,200</b>	<b>4,050</b>	<b>4,750</b>	
<b>Charges for Services</b>										
34106	Engineering Services	3,595	834	1,473	6,669	500		500	500	
34109	Water Usage	255	494		196	300		300	300	
34110	Escrow Reimbursement			4,260						
34301	Damage Repairs	988	2,504		736					
34303	Dust Control	3,248	3,190	1,812	1,765	1,350		1,700	1,700	
34304	Reimbursement for Services				90		0	0		
34305	Other Street Service	0	585					2,500	2,500	
<b>Total Charges for Services</b>		<b>8,087</b>	<b>7,607</b>	<b>7,545</b>	<b>9,456</b>	<b>2,150</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	
<b>Other Income</b>										
36250	Misc. Refunds	259	3,817	3,410	1,480		0	0	0	
<b>Total Other Income</b>		<b>259</b>	<b>3,817</b>	<b>3,410</b>	<b>1,480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Financing Sources</b>										
39202	Contribution from Enterprise Func	1,149	2,041	5,322			0	0	0	
<b>Total Other Financing Sources</b>		<b>1,149</b>	<b>2,041</b>	<b>5,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Public Works Dept.</b>		<b>674,117</b>	<b>811,148</b>	<b>917,294</b>	<b>887,237</b>	<b>839,155</b>	<b>448,707</b>	<b>857,503</b>	<b>849,429</b>	

2016 Draft Budget

GENERAL FUND 101  
PUBLIC WORKS (43000) EXPENSE

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	128,475	149,773	173,709	181,375	83,277	180,727	194,213		
102	OT Reg. Wages	3,254	4,634	4,123	7,874	1,228	4,290	6,850		
104	Temp Employee Wages	5,220	7,561	3,537	2,613	156	1,500	3,988		
121	PERA Coord. Employer Contribution	9,581	11,195	12,896	13,637	5,967	13,876	15,080		
122	FICA Employer Contribution	8,163	9,513	12,181	11,658	3,628	11,298	12,713		
126	MEDICARE Employer Contribution	1,928	2,247	2,521	2,727	1,190	2,683	2,973		
131	Health Insurance Employer Contribution	33,900	38,128	40,380	45,842	24,165	45,842	42,190		
134	Life Insurance Employer Paid	483	632	920	946	304	946	950		
135	Disability Insurance Employer Paid	985	1,028	1,145	1,829	618	1,829	1,829		
141	Unemployment Compensation	2,767								
151	Workers Comp Insurance Premium	8,824	12,060	12,846	11,758	18,886	18,886	17,450		
<b>Total Personnel Services</b>		<b>203,580</b>	<b>236,771</b>	<b>264,258</b>	<b>280,259</b>	<b>139,419</b>	<b>281,877</b>	<b>298,236</b>	<b>6.41%</b>	
<b>Materials &amp; Supplies</b>										
200	Office Supplies	203	318	262	300	85	300	300		
210	Operating Supplies	8,399	9,185	10,482	11,000	9,599	11,000	11,000		
212	Fuel	17,967	24,665	28,728	28,000	6,177	28,000	28,000		
221	Equipment Parts	7,211	5,256	7,993	7,500	204	7,500	7,500		
222	Tires	1,078	837	1,516	1,000		1,000	2,000		
223	Building Repair & Supplies	3,119	851	1,784	1,000	330	1,000	1,700		
224	Road Maintenance Supplies	41,495	24,478	22,648	25,000	7,016	25,000	25,000		
228	Gravel & Sand	14,361	26,804	23,642	5,000	7	5,000	5,000		
229	Salt	10,496	41,565	36,431	43,000	7,996	30,000	43,000		
240	Small Tools & Minor Equipment	10,022	4,331	3,859	7,500	183	7,500	7,500		
<b>Total Materials &amp; Supplies</b>		<b>114,351</b>	<b>138,290</b>	<b>137,345</b>	<b>129,300</b>	<b>31,597</b>	<b>116,300</b>	<b>131,000</b>	<b>1.31%</b>	
<b>Contractual Services</b>										
302	Surveying		750							
303	Engineering Services	21,550	23,085	46,126	32,500	14,384	32,500	32,500		
305	Medical Services	870	196	1,832	500	325	500	1,000		
317	Employee Training	280	2,600	715	1,250	185	1,250	500		
319	Other Services	3,860	4,074	2,779	4,000	2,588	4,000	4,000		
321	Telephone	2,999	3,408	3,180	3,240	943	3,240	3,000		
331	Travel Expenses	61	279	150	750	20	750	500		
334	Licenses & Permits	90	33	235	150		150	250		
361	Liability/Property Insurance	10,087	11,498	12,544	12,742	10,545	11,178	12,750		
365	Insurance Claims									
381	Utilities	5,620	8,513	6,222	9,031	3,223	8,000	8,500		
384	Refuse Disposal	1,027	916	1,148	1,150	326	1,150	1,150		
385	Sewer	662	1,333	1,109	2,500	225	2,500	1,500		
387	Street Light Utilities	8,143	7,892	7,440	8,373	3,059	8,373	7,893		
401	Bldg Maintenance	1,028	2,696	3,409	2,000	1,724	2,000	2,500		
403	Improvements other than Bldg	497								
404	Machinery & Equipment Repair	4,565	6,208	3,315	5,000	1,926	5,000	5,000		
405	Contractual Road Maint. & Repairs	256,048	264,981	299,825	330,000	7,220	330,000	330,000		
433	Dues & Subscriptions		127	218	150		150	150		
438	Misc Contractual	1,004	9,426	5,387	5,000	3,463	5,000	5,000		
439	Refunds Issued							3,500		
<b>Total Contractual Services</b>		<b>318,391</b>	<b>354,535</b>	<b>395,634</b>	<b>418,336</b>	<b>50,156</b>	<b>415,741</b>	<b>419,693</b>	<b>0.32%</b>	
<b>Capital Outlays</b>										
530	Capital Improvements other than Bldgs	11,237								
540	Heavy Machinery Capital	45,053	13,168							
550	Motor Vehicles Capital		49,790							
560	Furniture & Fixtures	1,694	522	1,314	500		500	500		
570	Office Equipment	1,771								
<b>Total Capital Outlays</b>		<b>59,755</b>	<b>63,480</b>	<b>1,314</b>	<b>500</b>		<b>500</b>	<b>500</b>		
<b>Transfers</b>										
720	Operating Transfers	35,890	54,415	257,062	210,759	210,759	210,759	347,724		
<b>Total Transfers</b>		<b>35,890</b>	<b>54,415</b>	<b>257,062</b>	<b>210,759</b>	<b>210,759</b>	<b>210,759</b>	<b>347,724</b>	<b>64.99%</b>	
<b>Total Public Works (43000)</b>		<b>731,967</b>	<b>847,491</b>	<b>1,055,613</b>	<b>1,039,155</b>	<b>431,931</b>	<b>1,025,177</b>	<b>1,197,153</b>	<b>15.20%</b>	

Notes:

***Parks (45000)***

This budget includes personnel expenses for the part-time Office Assistant's time devoted to recreation activities. The budget also includes seasonal employees for the grounds and building summer maintenance worker, ice rink maintenance worker, warming house and summer recreation programs. Hours budgeted for these positions are the same as 2015. Rink attendant wages have been increased to the new minimum wage of \$9.00 however the City could choose to pay the youth wage if applicable.

The Materials and Supplies category is increased due to the increase in fuel costs and equipment parts.

The Events budget (440) remains the same for Vinterfest and Taco Daze.

Revenues to this budget are generally property taxes, with some revenue from participant fees and facilities rentals.

**2016 Draft Budget**

**GENERAL FUND 101  
PARKS & RECREATION (45000) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	43,894	43,195	45,574	48,601	52,244	28,548	52,244	48,879	
<b>Total Property Taxes</b>	<b>43,894</b>	<b>43,195</b>	<b>45,574</b>	<b>48,601</b>	<b>52,244</b>	<b>28,548</b>	<b>52,244</b>	<b>48,879</b>	
<b>Intergovernmental Revenues</b>									
33640 Other Grants	4,973								
<b>Total Intergovernmental Aid</b>	<b>4,973</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Charges for Services</b>									
34301 Damage Repairs				863		0	0		
34750 Facilities Rental	616	268	607	2,757	500	320	500	500	
34760 Cleaning Fees									
34780 Park Dedication Fees									
34790 Recreation Programs	11,407	9,911	8,551	13,108	9,500	6,774	11,500	11,500	
<b>Total Charges for Services</b>	<b>12,023</b>	<b>10,179</b>	<b>9,158</b>	<b>16,728</b>	<b>10,000</b>	<b>7,094</b>	<b>12,000</b>	<b>12,000</b>	
<b>Other Income</b>									
36230 Donations	1,100		0	10,410		2,132	2,132		
36250 Misc. Refunds						1,799	1,799		
<b>Total Other Income</b>	<b>1,100</b>	<b>0</b>	<b>0</b>	<b>10,410</b>	<b>0</b>	<b>3,931</b>	<b>3,931</b>	<b>0</b>	
<b>Total Parks &amp; Recreation Dept.</b>	<b>61,990</b>	<b>53,374</b>	<b>54,732</b>	<b>75,739</b>	<b>62,244</b>	<b>39,573</b>	<b>68,175</b>	<b>60,879</b>	

**2016 Draft Budget**

**GENERAL FUND 101  
PARKS & RECREATION (45000) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	3,149	3,339	5,271	18,947	2,223	5,376	5,501		
104	Temp Employee Wages	14,387	13,715	11,264	6,080	5,771	11,490	14,279		
121	PERA Coord. Employer Contribution	365	242	363	1,408	167	403	399		
122	FICA Employer Contribution	1,041	1,019	1,211	1,525	189	1,046	1,226		
126	MEDICARE Employer Contribution	275	247	232	357	120	245	287		
141	Unemployment Compensation	868	740	3,637		1,710	2,500	2,500		
151	Workers Comp Insurance Premium	1,058	567	882	867	1,051	1,051	1,047		
<b>Total Personnel Services</b>		<b>21,143</b>	<b>19,869</b>	<b>22,859</b>	<b>29,183</b>	<b>11,231</b>	<b>22,110</b>	<b>25,239</b>	<b>-13.52%</b>	
<b>Materials &amp; Supplies</b>										
200	Office Supplies	30	21	17	50		50	30		
203	Printed Forms & Papers	387	367	384	400	319	400	400		
210	Operating Supplies	2,155	709	1,368	1,000	148	1,000	1,000		
212	Fuel	231	1,220	1,305	1,281	248	1,400	1,425		
221	Equipment Parts	117	818	1,539	500	33	500	750		
223	Building Repair & Supplies	283	397	1,112	1,000		1,000	1,000		
240	Small Tools & Minor Equipment	284	385	413	400		400	500		
<b>Total Materials &amp; Supplies</b>		<b>3,487</b>	<b>3,917</b>	<b>6,138</b>	<b>4,631</b>	<b>748</b>	<b>4,750</b>	<b>5,105</b>	<b>10.24%</b>	
<b>Contractual Services</b>										
312	Planning Services			1,200	1,200	540	1,200	1,200		
313	Committee & Commission Reimburs	1,560	1,100	1,200	1,200	540	1,200	1,200		
319	Other Services	5,572	4,611	8,951	5,500	1,366	9,000	9,000		
322	Postage	164	170	214	215	191	215	225		
340	Advertising	450	1,704	553	1,075	191	825	825		
353	Sales Tax	18	490	8	50		50	50		
361	Liability/Property Insurance	4,742	6,018	6,837	6,991	5,302	5,302	5,835		
381	Utilities	3,284	4,362	3,992	5,150	1,784	5,150	5,150		
384	Refuse Disposal	3,034	2,427	2,346	3,000	921	2,500	2,750		
385	Sewer Pumping and Maintenance	333	2,004	1,433	2,000	475	2,000	1,750		
401	Bldg Maintenance		743	2,142	500	343	500	750		
403	Improvements other than Bldg									
404	Machinery & Equipment Repair	306	502	1,193	500	61	500	500		
406	Grounds Care			808						
438	Misc Contractual	536	815	313	750	57	750	1,000		
439	Refunds Issued	285	563	267	500		500	500		
440	Events	731	178	549	1,000	1,451	1,500	1,000		
<b>Total Contractual Services</b>		<b>21,015</b>	<b>25,687</b>	<b>30,804</b>	<b>28,431</b>	<b>12,682</b>	<b>29,992</b>	<b>30,535</b>	<b>7.40%</b>	
<b>Capital Outlays</b>										
530	Capital Improvements other than Bldgs	2,400	9,912							
<b>Total Capital Outlays</b>		<b>2,400</b>	<b>9,912</b>							
<b>Transfers</b>										
720	Operating Transfers									
<b>Total Transfers</b>										
<b>Total Park &amp; Recreation (45000)</b>		<b>48,045</b>	<b>59,385</b>	<b>59,802</b>	<b>62,244</b>	<b>24,661</b>	<b>56,852</b>	<b>60,879</b>	<b>-2.19%</b>	

Notes:

***Community Center (45180)***

This budget represents the costs for maintaining the Community Center Building and the “Annex”, and contractual services and part-time staffing for cleaning and monitoring events. A small increase in operating supplies is projected based upon 2014 actual expenses.

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

2016 Draft Budget

GENERAL FUND 101  
COMMUNITY CENTER (45180) REVENUE

Account	Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes
<b>Taxes</b>										
31000	Washington Cty. Tax Settlement	49,425	40,834	31,782	28,918	28,470	15,557	28,470	30,261	
<b>Total Property Taxes</b>		<b>49,425</b>	<b>40,834</b>	<b>31,782</b>	<b>28,918</b>	<b>28,470</b>	<b>15,557</b>	<b>28,470</b>	<b>30,261</b>	
<b>Charges for Services</b>										
34740	Coffee Sales	15	10	10	0	10	0	0	0	
34750	Facilities Rental	8,265	9,750	12,240	10,656	11,000	5,605	9,000	10,000	
34760	Cleaning Fees			200						
<b>Total Charges for Services</b>		<b>8,280</b>	<b>9,760</b>	<b>12,450</b>	<b>10,656</b>	<b>11,010</b>	<b>5,605</b>	<b>9,000</b>	<b>10,000</b>	
<b>Other Income</b>										
36230	Donations	0		0	6,100		135	135		
36250	Misc. Refunds			300						
<b>Total Other Income</b>		<b>0</b>	<b>0</b>	<b>300</b>	<b>6,100</b>	<b>0</b>	<b>135</b>	<b>135</b>	<b>0</b>	
<b>Total Community Center Dept.</b>		<b>60,060</b>	<b>50,594</b>	<b>44,532</b>	<b>45,674</b>	<b>39,480</b>	<b>21,297</b>	<b>37,605</b>	<b>40,261</b>	

**2016 Draft Budget**

**GENERAL FUND 101  
COMMUNITY CENTER (45180) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Exepnses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>										
101	Regular Wages & Salaries	600	960	360	720	120	720	720		
122	FICA Employer Contribution				45		45	45		
126	MEDICARE Employer Contribution	9	14	5	10	2	10	10		
151	Workers Comp Insurance Premium	469	32	34	36	18	18	11		
<b>Total Personnel Services</b>		<b>1,078</b>	<b>1,006</b>	<b>399</b>	<b>811</b>	<b>140</b>	<b>793</b>	<b>786</b>	<b>-3.13%</b>	
<b>Materials &amp; Supplies</b>										
210	Operating Supplies	3,951	3,020	4,511	4,000	1,205	4,000	4,500		
223	Building Repair & Supplies	867	802	803	1,000	256	1,000	1,000		
<b>Total Materials &amp; Supplies</b>		<b>4,818</b>	<b>3,822</b>	<b>5,314</b>	<b>5,000</b>	<b>1,461</b>	<b>5,000</b>	<b>5,500</b>	<b>10.00%</b>	
<b>Contractual Services</b>										
334	Licenses & Permits	841	678	684	930	175	930	930		
361	Liability/Property Insurance	1,365	2,284	2,874	2,908	2,496	2,550	2,805		
381	Utilities	9,594	10,403	12,576	13,390	4,782	13,000	13,390		
384	Refuse Disposal	1,669	1,538	1,505	1,600	641	1,600	1,600		
385	Sewer Pumping & Maintenance	2,218	3,904	2,769	2,250	873	2,250	2,250		
401	Bldg Maintenance	8,258	10,305	11,617	10,090	3,419	10,090	10,500		
404	Machinery & Equipment Repair	1,479	710	158	1,000		1,000	1,000		
406	Grounds Care	1,915			500		500	500		
407	Well Repair & Maintenance	5,579	90		500		500	500		
438	Misc Contractual		1084	4543	500		500	500		
439	Refunds Issued					200				
<b>Total Contractual Services</b>		<b>32,918</b>	<b>31,980</b>	<b>36,726</b>	<b>33,668</b>	<b>12,586</b>	<b>32,920</b>	<b>33,975</b>	<b>0.91%</b>	
<b>Capital Outlays</b>										
520	Capital Improvements to Bldgs									
530	Capital Improvements other than Bldg	3,724								
<b>Total Capital Outlays</b>		<b>3,724</b>								<b>#DIV/0!</b>
<b>Total Community Center (45180)</b>		<b>42,538</b>	<b>36,808</b>	<b>42,439</b>	<b>39,480</b>	<b>14,187</b>	<b>38,713</b>	<b>40,261</b>	<b>1.98%</b>	

Notes:

## DEBT SERVICE FUNDS BUDGETS

Expense and revenue budgets were prepared for the four debt service funds, with the 2007 road bond being paid off early in December 2015. The fund balance in the 2007 Road Bond account has been applied to the Local Road Improvement Fund for 2016.

Also of note, a levy will not be required in 2016 to make the final payment on the 2010 Equipment Certificate. Since the payment is due in February, fund balance within the fund will be used as we wouldn't have tax levy funds until July anyways. A small excess fund balance is anticipated and applied toward the 2015 Fire Tanker Equipment Certificate.

The property tax levy for debt service is based on principal and interest payments plus the statutory 5% coverage, less any assessments and interest revenue.

The first payment on the Fire Tanker Replacement Equipment Certificate is in 2016.

An updated Debt Management Analysis prepared by Northland Securities is included with the budget details of the Debt Service Funds. It still includes the 2007 Road Bond, although it is anticipated that will be paid off in December 2015 with fund balance so it has not been budgeted for in 2016.

The draft budget assumes a 34% decrease in debt service expenditures in 2016 mainly due to the 2007 Road Bond being paid off in December 2015 and not needing to levy for the final payment on the 2010 Equipment Certificate.

**2016 Draft Budget**

**DEBT SERVICE FUNDS REVENUE BUDGETS**

**2010 FIRE RESCUE TRUCK EQUIPMENT CERTIFICATES (FUND 311)**

Account Description	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>								
31000 Washington Cty. Tax Settlement	83,942	48,543	45,368	44,049	22,025	44,049		
<b>Total Property Taxes</b>	<b>83,942</b>	<b>48,543</b>	<b>45,368</b>	<b>44,049</b>	<b>22,025</b>	<b>44,049</b>	<b>0</b>	
<b>Other Income</b>								
36210 Interest Income	171	132	129	135		135		
<b>Total Other Income</b>	<b>171</b>	<b>132</b>	<b>129</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>0</b>	
<b>Other Financing Sources</b>								
39200 Interfund Operating Transfer							43,010	
39300 Bond Proceeds							43,010	
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>43,010</b>	
<b>Total Equipment Certificates</b>	<b>84,113</b>	<b>48,675</b>	<b>45,497</b>	<b>44,184</b>	<b>22,025</b>	<b>44,184</b>	<b>43,010</b>	

**2011 DUMP TRUCK EQUIPMENT CERTIFICATES (FUND 312)**

Account Description	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>								
31000 Washington Cty. Tax Settlement		37,620	34,951	33,916	16,963	33,916	32,734	
<b>Total Property Taxes</b>		<b>37,620</b>	<b>34,951</b>	<b>33,916</b>	<b>16,963</b>	<b>33,916</b>	<b>32,734</b>	
<b>Other Income</b>								
36210 Interest Income			14	10		10	10	
<b>Total Other Income</b>		<b>0</b>	<b>14</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>10</b>	
<b>Total Equipment Certificates</b>		<b>37,620</b>	<b>34,965</b>	<b>33,926</b>	<b>16,963</b>	<b>33,926</b>	<b>32,744</b>	

**2013 FIRE TRUCK/DUMP TRUCK EQUIPMENT CERTIFICATE (FUND 313)**

Account Description	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>								
31000 Washington Cty. Tax Settlement			69,783	69,321	34,661	69,321	69,092	
<b>Total Property Taxes</b>			<b>69,783</b>	<b>69,321</b>	<b>34,661</b>	<b>69,321</b>	<b>69,092</b>	
<b>Other Income</b>								
36210 Interest Income						0		
<b>Total Other Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Fire Truck/Dump Truck Equipment Certificates</b>			<b>69,783</b>	<b>69,321</b>	<b>34,661</b>	<b>69,321</b>	<b>69,092</b>	

**2015 FIRE TANKER EQUIPMENT CERTIFICATE (FUND 315)**

Account Description	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>								
31000 Washington Cty. Tax Settlement			0	0	0	0	46,756	
<b>Total Property Taxes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>46,756</b>	
<b>Other Income</b>								
36100 Special Assessments							0	
36210 Interest Income							0	
<b>Total Other Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Financing Sources</b>								

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**DEBT SERVICE FUNDS EXPENSE BUDGETS**

**2010 FIRE RESCUE TRUCK EQUIPMENT CERTIFICATE (FUND 311)**

Account Description	2012 Actual Expdtr	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Debt Service</b>									
601 Long Term Debt Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000		
611 Long Term Debt Interest	12,533	4,440	3,330	2,080	1,370	2,080	710		
Statutory 5% Coverage Requirement				2,104					
<b>Total Debt Service</b>	<b>52,533</b>	<b>44,440</b>	<b>43,330</b>	<b>44,184</b>	<b>41,370</b>	<b>42,080</b>	<b>40,710</b>	<b>-6.05%</b>	
<b>Contractual Services</b>									
620 Fiscal Agent Fees									
<b>Total Contractual Services</b>									
<b>Transfers</b>									
720 Operating Transfers							2300		
<b>Total Transfers</b>							<b>2300</b>		
<b>Total Equipment Certificates (311)</b>	<b>52,533</b>	<b>44,440</b>	<b>43,330</b>	<b>44,184</b>	<b>41,370</b>	<b>42,080</b>	<b>43,010</b>	<b>-2.66%</b>	

**2011 DUMP TRUCK EQUIPMENT CERTIFICATE (FUND 312)**

Account Description	2012 Actual Expdtr	2013 Actual Expenses	2014 Actual Expenses	2015 Proposed Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Debt Service</b>									
601 Long Term Debt Principal	30,000	30,000	30,000	30,000		30,000	30,000		
611 Long Term Debt Interest	5,025	4,200	3,300	2,310	1,155	2,310	1,185		
Statutory 5% Coverage Requirement	1,751			1,616			1,559		
<b>Total Debt Service</b>	<b>36,776</b>	<b>34,200</b>	<b>33,300</b>	<b>33,926</b>	<b>1,155</b>	<b>32,310</b>	<b>32,744</b>	<b>-3.48%</b>	
<b>Contractual Services</b>									
620 Fiscal Agent Fees									
<b>Total Contractual Services</b>									
<b>Transfers</b>									
710 Residual Equity Transfers									
720 Operating Transfers									
<b>Total Transfers</b>									
<b>Total Equipment Certificates (312)</b>	<b>36,776</b>	<b>34,200</b>	<b>33,300</b>	<b>33,926</b>	<b>1,155</b>	<b>32,310</b>	<b>32,744</b>	<b>-3.48%</b>	

**FIRE TRUCK/DUMP TRUCK (FUND 313)**

Account Description	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Debt Service</b>								
304 Legal Services	14,675							
601 Long Term Debt Principal		55,000	55,000	55,000	55,000	55,000		
611 Long Term Debt Interest	5,580	11,460	11,020	5,620	11,020	10,388		
Statutory 5% Coverage Requirement			3,301	3,301	3,301	3,269		
<b>Total Debt Service</b>	<b>20,255</b>	<b>66,460</b>	<b>69,321</b>	<b>60,620</b>	<b>69,321</b>	<b>68,657</b>	<b>-0.96%</b>	
<b>Contractual Services</b>								
620 Fiscal Agent Fees		930		435	435	435		
<b>Total Contractual Services</b>		<b>930</b>		<b>435</b>	<b>435</b>	<b>435</b>		
<b>Transfers</b>								
710 Residual Equity Transfers								
720 Operating Transfers								
<b>Total Transfers</b>								
<b>Total Fire Truck/Dump Truck (313)</b>	<b>20,255</b>	<b>67,390</b>	<b>69,321</b>	<b>61,055</b>	<b>69,756</b>	<b>69,092</b>	<b>-0.33%</b>	

**FIRE TANKER (FUND 315)**

Account Description	6/30/2015 Year-to Date Expdts	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Debt Service</b>				
304 Legal Services	2,000	2,000		

## CAPITAL IMPROVEMENT FUND BUDGET

There is one planned expenditure in the Capital Improvement Fund in 2016. The Log House Landing Boat Ramp Project (PW-029, \$40,000). It is anticipated this project would be a 50/50 cost share with the Carnelian Marine St Croix Watershed District and the City would receive donated planks from the DNR. Formal, written agreements have not yet been approved.

The proposed revenue to this fund is \$30,000 from the property tax levy, plus a small amount of interest.

The fund balance at the end of 2015 is projected to be around \$322,000. The fund balance at the end of 2016 would be about \$332,700.

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**CAPITAL IMPROVEMENTS (FUND 401) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	38,500	107,611	91,291	94,400	30,000	15,000	30,000	30,000	
<b>Total Property Taxes</b>	<b>38,500</b>	<b>107,611</b>	<b>91,291</b>	<b>94,400</b>	<b>30,000</b>	<b>15,000</b>	<b>30,000</b>	<b>30,000</b>	
<b>Intergovernmental Revenues</b>									
33401 LGA									
33640 Other Grants					300,000			20,000	1
<b>Total Intergovernmental Aid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	
<b>Other Income</b>									
36210 Interest Income	1,353	906	701	699	700		700	700	
<b>Total Other Income</b>	<b>1,353</b>	<b>906</b>	<b>701</b>	<b>699</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>700</b>	
<b>Other Financing Sources</b>									
39200 Interfund Operating Transfer									
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Capital Improvements Fund 403</b>	<b>39,853</b>	<b>108,517</b>	<b>91,992</b>	<b>95,099</b>	<b>330,700</b>	<b>15,000</b>	<b>30,700</b>	<b>50,700</b>	

Notes: 1. Cost Share with Car Mar for LHL Ramp

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**CAPITAL IMPROVEMENTS (FUND 401) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Contractual Services</b>										
	308 Other Professional Services									
	312 Planning Services									
<b>Total Contractual Services</b>										
<b>Capital Outlays</b>										
	510 Capital Outlay-Land									
	512 Easement Acquisition									
	520 Capital Improvements to Bldgs		25,760	14,455						
	530 Capital Improvements other than Bldgs		15,856	12,710	412,000		8,987	40,000		1
	540 Heavy Machinery Capital									
	550 Motor Vehicles Capital									
<b>Total Capital Outlays</b>			41,616	27,165	412,000		8,987	40,000		
<b>Transfers</b>										
	720 Operating Transfers	99,601								
<b>Total Transfers</b>		99,601								
<b>Total Capital Improvements (401)</b>		99,601	41,616	27,165	412,000		8,987	40,000		

Notes: 1. Log House Landing Boat Ramp

## **PARK CAPITAL IMPROVEMENT FUND BUDGET**

There are two projects planned for Park Capital Improvements in 2016. The picnic shelter (\$25,000) at Lilleskogen would be completed if donations are received to cover the cost. New bleachers and concrete pads at the Wayne Erickson Lighted Ballfield (\$7,500) would be funded from ball park sign ad revenue. An additional project may be more butterfly gardens and would be funded with donations.

In order to keep dedicated funds (Vinterfest Donations [such as those for Lilleskogen or the Ice Rink] and Sign Revenue at Wayne Erickson Ballfield) from being spent in the General Fund, they are now part of the Park Capital Improvement Fund. A small amount of revenue is expected to be received from Park Dedication Fees in 2016 and an additional \$2,700 in sign rental fees for the ballfield. The projected fund balance at the end of 2015 is \$13,325 and at the end of 2016 would be \$8,545 as new park dedication fees would be used to pay back the interfund loan to the Capital Improvement Fund. This fund balance is mostly reserved for the Wayne Erickson Ballfield, as it is sign rental revenue, and must be segregated for the field per the City's agreement with the Scandia Marine Lions and Men's Softball Association.

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**PARK CAPITAL IMPROVEMENTS (FUND 404) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement									
31701 Gravel Taxes									
31800 Other Taxes									
<b>Total Property Taxes</b>	<b>0</b>		<b>0</b>					<b>0</b>	
<b>Intergovernmental Revenues</b>									
33640 Other Grants	0		0	0	30,000		30,000	0	
<b>Total Intergovernmental Aid</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	
<b>Charges for Services</b>									
34730 Ballfield Ad Revenue						2250		2700	2
34780 Park Dedication Fees	3,000			3,000	6,000	6,000	6,000	6,000	3
<b>Total Charges for Services</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>6,000</b>	<b>8,250</b>	<b>6,000</b>	<b>8,700</b>	
<b>Other Income</b>									
36210 Interest Income	88	44	28	12	20		20	20	
36230 Donations	1,000		0					25,000	4
36240 Insurance Refund									
36250 Misc. Refunds									
38050 Cable TV Franchise Rebate									
<b>Total Other Income</b>	<b>1,088</b>	<b>44</b>	<b>28</b>	<b>12</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>25,020</b>	
<b>Total Park Capital Improvements Fund 404</b>	<b>4,088</b>	<b>44</b>	<b>28</b>	<b>3,012</b>	<b>36,020</b>	<b>8,250</b>	<b>36,020</b>	<b>33,720</b>	

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**PARK CAPITAL IMPROVEMENTS (FUND 404) EXPENSE**

Account Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expense	2015 Adopted Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16
<b>Contractual Services</b>								
302 Surveying		1,450						
303 Engineering Services					4,251	9,000		
312 Planning Services								
<b>Total Contractual Services</b>		1,450			4,251	9,000		#DIV/0!
<b>Capital Outlays</b>								
530 Capital Improvements other than Bldgs	3,575		9,929	36,000	831	42,000	32,500	
<b>Total Capital Outlays</b>	3,575		9,929	36,000	831	42,000	32,500	227.32%
<b>Transfers</b>								
710 Residual Equity Transfers							6,000	
720 Operating Transfers							6,000	
<b>Total Transfers</b>							6,000	
<b>Total Dept. Fund 404</b>	<b>3,575</b>	<b>1,450</b>	<b>9,929</b>	<b>36,000</b>	<b>5,082</b>	<b>51,000</b>	<b>38,500</b>	<b>287.75%</b>

Notes: 1. Picnic Shelter at Lilleskogen  
Bleachers at Wayne Erickson  
2. Transfer to CIF to repay loan

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## EQUIPMENT REPLACEMENT FUND BUDGETS

The planned expenditures from the Equipment Replacement Fund in 2016 include the replacement for Fire Department SCBA and Masks (\$98,000, F-023) and the SCBA Air Compressor replacement (\$17,000, F-022). The CIC is recommending only projects below \$100,000 be funded from the Equipment Replacement Fund and anything higher would be financed through equipment certificates (borrowing). Expenditures also include the replacement of the Dump Truck with Plow (\$200,000 PW-010) but would be funded by borrowing in 2016 and payments to begin in 2017 in the Debt Service Fund.

Revenues would only be a small amount of interest. No new revenues are proposed for 2016 since the new policy of borrowing for equipment above \$100,000 would still allow the fund to cash flow for the next ten years, assuming the \$20,000 annual contribution returns in 2017.

The fund balance at the end of 2015 is projected to be about \$450,000. The fund balance at the end of 2015 would be \$340,000, assuming \$5,000 from the sale of the tanker.

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**EQUIPMENT REPLACEMENT (FUND 406) REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes
<b>Taxes</b>									
31000 Washington Cty. Tax Settlement	0	1,113	0						
<b>Total Property Taxes</b>	<b>0</b>	<b>1,113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Other Income</b>									
36210 Interest Income	1,453		659	1,313	1,000		1,000	1,000	
36250 Misc. Refunds			5905	11,400		0	0	5,000	1
36260 Sale of Equipment	1,941								
<b>Total Other Income</b>	<b>3,394</b>	<b>0</b>	<b>6,564</b>	<b>12,713</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>6,000</b>	
<b>Other Financing Sources</b>									
39101 Sale of General Fixed Assets									
39200 Interfund Operating Transfer	110,000	80,000	100,000	100,000	20,000	20,000	20,000	0	
39350 Certificate of Indebtedness	150,000								
<b>Total Other Financing Sources</b>	<b>260,000</b>	<b>80,000</b>	<b>100,000</b>	<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	
<b>Total Equipment Replacement Fund 406</b>	<b>263,394</b>	<b>81,113</b>	<b>106,564</b>	<b>112,713</b>	<b>21,000</b>	<b>20,000</b>	<b>21,000</b>	<b>6,000</b>	

1. Assumes sale of Fire Tanker.

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**EQUIPMENT REPLACEMENT (FUND 406) EXPENSE**

Account	Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Proposed Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Contractual Services</b>										
	304 Legal Services									
	<b>Total Contractual Services</b>	0	0		0					
<b>Capital Outlays</b>										
	540 Heavy Machinery Capital									
	550 Motor Vehicles Capital	93,913	344,953	190,048	230,000		215,000	200,000		1
	560 Furniture & Fixtures							115,000		2
	570 Office Equipment									
	<b>Total Capital Outlays</b>	93,913	344,953	190,048	230,000		215,000	315,000		
	<b>Total Equipment Replacement Fund (406)</b>	93,913	344,953	190,048	230,000		215,000	315,000		

- Notes: 1. Dump Truck w/plow replacement. Funds to come from Debt  
 2. SCBA, Masks, and Compressor Replacement

## LOCAL ROAD IMPROVEMENT FUND BUDGETS

Revenue for 2016 is proposed to come from a transfer of \$315,000 from the General Fund which represents the amount above 50% of general fund expenditures in the unrestricted, unassigned fund balance at the end of the year. These are one-time funds that have accumulated over the year as revenues have exceeded expenses. Staff is also proposing that \$581,142 is levied in 2016 and added to this fund. Lastly, with the prepayment of the 2007 Road Bond expected in December 2015, the City will still be collecting special assessment fees for the project for the next two years. Staff has proposed adding those funds to the Local Road Improvement Fund along with the remaining fund balance from 2015. Total 2016 revenues would be \$949,366 including some interest.

There is one proposed expense from this fund in 2016, the reconstruction of 236<sup>th</sup> St, 237<sup>th</sup> St and Novak Ave (\$900,000) as well as a portion of Oldfield Ave south of the county line (\$430,000) and would not include any special assessments. The Capital Improvement Committee has laid out a plan to reconstruct roughly \$1 million worth of roadway every other year beginning in 2016 through 2024. However, there are still many roads identified in the time period that will not be addressed with this level of funding and more can be anticipated. If the Council does not want to require special assessments, an increase in tax levy will continue to be needed in this fund.

In 2015, one time funds of \$62,057 are added to this fund which come from the Small Cities Assistance program funded in 2015 by the Legislature. At this time, this is expected to be a one year disbursement.

The fund is projected to have a balance of \$470,000 by the end of 2015 and \$69,366 by the end of 2016.

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**LOCAL ROAD IMPROVEMENT FUND (FUND 408) REVENUE BUDGET**

Account	Description	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Change '14-'15 Budget	Notes:
<b>Taxes</b>								
	31000 Washington Cty. Tax Settlement	127,704	345,000	172,500	345,000	581,142		
	31701 Gravel Taxes							
	31800 Other Taxes							
	<b>Total Property Taxes</b>	<b>127,704</b>	<b>345,000</b>	<b>172,500</b>	<b>345,000</b>	<b>581,142</b>	<b>355.07%</b>	
<b>Licenses &amp; Permits</b>								
	32150 Utility Permits							
	<b>Total Licenses &amp; Permits</b>							
<b>Intergovernmental Revenues</b>								
	33422 Other State Grants & Aids			31,029	62,057			
	33640 Other Grants				125,173			
	<b>Total Intergovernmental Aid</b>	<b>0</b>	<b>0</b>	<b>31,029</b>	<b>187,230</b>	<b>0</b>		
	36100 Special Assessments					20,000		
<b>Other Income</b>								
	36210 Interest Income	433	500		500	500		
	36230 Donations							
<b>Other Financing Sources</b>								
	39101 Sale of General Fixed Assets							
	39102 Compensation for Loss of GFA							
	39202 Contribution from Enterprise Funds							
	39203 Interfund Operating Transfer	200,000	200,000	200,000	200,000	347,724		1,2
	39300 Bond Proceeds							
	39350 Certificate of Indebtedness							
	<b>Total Other Financing Sources</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>347,724</b>		
	<b>Total Local Road Improvement Fund 408</b>	<b>328,137</b>	<b>545,500</b>	<b>403,529</b>	<b>732,730</b>	<b>949,366</b>	<b>74.04%</b>	

1. Excess unrestricted, unassigned above 50% of GF Expenses

## 2016 Draft Budget

### LOCAL ROAD IMPROVEMENT FUND (408) EXPENSE

Account Description	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 Y-T-D Exp	2015 Est. Exp	2016 Proposed Budget	Change '15'-16 Budget	Notes:
<b>Contractual Services</b>							
302 Surveying							
303 Engineering Services			56,241	106,800			
304 Legal Services							
308 Other Professional Services							
405 Contractual Road Maint. & Repairs							
<b>Total Contractual Services</b>			<b>56,241</b>	<b>106,800</b>			
<b>Capital Outlays</b>							
510 Capital Outlay-Land							
512 Easement Acquisition							
530 Capital Improvements other than Bldgs		550,000		534,000	1,250,000		
<b>Total Capital Outlays</b>	<b>0</b>	<b>550,000</b>	<b>0</b>	<b>534,000</b>	<b>1,250,000</b>		
<b>Total Capital Improvements (408)</b>	<b>0</b>	<b>550,000</b>	<b>56,241</b>	<b>640,800</b>	<b>1,250,000</b>		

1

Notes: 1. 236, 237, Novak loop, parts of Oldfield Ave

## 201 SEWER PROJECT BUDGETS

The 201 Sewer Project Fund is an enterprise fund that does not receive property tax support. User fees must pay the costs of operating the system and provide reserves for operations, major repairs and eventual replacement of system components.

A decrease is planned for 2016 due to decreasing the amount of staff time budgeted. 2015 was the first year our insurance company has allocated a Workers Comp premium to the wastewater systems so that is a new expense. Additionally, materials and supplies have been increased based on previous years data. There will be two new employees who begin their wastewater training/certifications in 2016 so the training costs remain. It is anticipated these would be reduced over time if turnover in staff is minimal. Otherwise, 2016 operations are planned to be similar to those in 2015.

No rate increase is proposed for 2016. Revenues are proposed to remain the same. Anticipated new connections that did not occur in 2015 are still proposed for 2016 and/or 2017.

**2016 Draft Budget**

**201 PROJECT SEWER FUND 602 REVENUE**

Account Description	2011 Actual Revenue	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
36100 Special Assessments	4,258	5,151	3,055	5,278	5,000	2,034	5,000	5,000	
<b>Other Income</b>									
36210 Interest Income	1,205	723	490	430	200		200	200	
36250 Misc. Refunds				600		0	0		
Total Other Income	1,205	723	490	1,030	200	0	200	200	
<b>Proprietary Fund Revenues</b>									
34401 Sewer Charges & Connection Fees	61,945	70,696	80,352	67,756	69,350	30,992	67,756	69,350	
37250 Sewer Connection/Reconnection Fees									
Total Proprietary Fund	61,945	70,696	80,352	67,756	69,350	30,992	67,756	69,350	
Total 201 Project Sewer Fund 602	67,407	76,570	83,897	74,064	74,550	33,026	72,956	74,550	

**2016 Draft Budget**

**201 SEWER PROJECT (FUND 602) EXPENSE**

Account Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Proposed Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>									
101 Regular Wages & Salaries		3,670	17,002	28,715	8,698	20,000	16,855		
121 PERA Coord. Employer Contribution		241	1,233	2,154	597	1,500	1,264		
122 FICA Employer Contribution		211	1,035	1,780	520	1,240	1,045		
126 MEDICARE Employer Contribution		49	242	416	122	290	244		
151 Workers Comp Insurance Premium			121		1,318	1,318	1,439		
<b>Total Personnel Services</b>		<b>4,171</b>	<b>19,633</b>	<b>33,065</b>	<b>11,255</b>	<b>24,348</b>	<b>20,848</b>	<b>-36.95%</b>	
<b>Materials &amp; Supplies</b>									
200 Office Supplies	148	62		75		75	75		
210 Operating Supplies & Equipment	900	248	1,808	250	256	500	500		
240 Small Tools & Minor Equipment	4,728		764		456	1,000	500		
<b>Total Materials &amp; Supplies</b>	<b>5,776</b>	<b>310</b>	<b>2,572</b>	<b>325</b>	<b>712</b>	<b>1,575</b>	<b>1,075</b>	<b>230.77%</b>	
<b>Contractual Services</b>									
303 Engineering Services	24,447	2641	3,065	1,000					
304 Legal Services	1,238								
308 Other Professional Services		1825	2,419		1,143	1,500	1,500		
309 Software Support & Maintenance			596	765		689	689		
311 Contractual Permit Fees			705						
317 Employee Training		956	1,341	2,100	349	2,100	2,100		
319 Other Services									
321 Telephone	1,025	2,504	1,354	1,536	671	1,500	1,545		
322 Postage			196	196		196	200		
334 License & Permits	505		1,240	1,000	705	705	705		
353 Sales Tax		412							
361 Liability/Property Insurance	1,638	1,111	952	976	726	950	1,045		
381 Utilities	1,637	1,691	2,000	1,957	785	1,750	1,803		
385 Sewer Pumping	6,444	4,919	10,851	6,500	330	6,500	6,500		
386 Operation & Maintenance	45,757	14,119	8,893	5,000	365	5,000	5,000		
404 Machinery & Equipment Repair	5,315	16,932	24,160	5,000	2,177	5,000	5,000		
414 Equipment Rental				250		250	250		
438 Misc Contractual		5,485	2,886	2,500	336	2,500	2,500		
<b>Total Contractual Services</b>	<b>88,006</b>	<b>52,595</b>	<b>60,658</b>	<b>28,780</b>	<b>7,587</b>	<b>28,640</b>	<b>28,837</b>	<b>0.20%</b>	
<b>Capital Outlays</b>									
530 Capital Improvements other than Bldgs					4,914	105,000			
550 Motor Vehicles Capital									
570 Office Equipment	2,868								
<b>Total Capital Outlays</b>	<b>2,868</b>				<b>4,914</b>	<b>105,000</b>		<b>#DIV/0!</b>	
<b>Transfers</b>									
710 Residual Equity Transfers									
720 Operating Transfers	2,825	2,972							
<b>Total Transfers</b>	<b>2,825</b>	<b>2,972</b>							
<b>Total 201 Sewer Project (602)</b>	<b>99,475</b>	<b>60,048</b>	<b>82,863</b>	<b>62,170</b>	<b>24,468</b>	<b>159,563</b>	<b>50,759</b>	<b>-18.35%</b>	

Notes:

## **UPTOWN SEWER BUDGETS**

The Uptown Sewer Project Fund is an enterprise fund that does not receive property tax support. User fees must pay the costs of operating the system and provide reserves for operations, major repairs and eventual replacement of system components.

As with the 201 system, 2015 was the first year of the workers comp premium and the staff allocation time has been reduced to mirror actual time spent over the last year and half. Other areas of the budget were decreased so the overall expense budget decreases significantly. Operating supplies are down and pumping has been reduced.

Long term debt is equal to 25% of the cost of the 2012 Improvement Project, to be paid back to the Capital Improvement Fund over 15 years.

No rate increase is proposed for 2016.

**2016 Draft Budget**

**UPTOWN SEWER FUND 612**

Account Description	2012 Actual Revenue	2013 Actual Revenue	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue	Notes:
<b>Proprietary Fund Revenues</b>								
34401 Sewer Charges & Connection Fees	9,579	18,813	17,831	19,717	4,275	18,000	18,000	
<b>Total Proprietary Fund</b>	<b>9,579</b>	<b>18,813</b>	<b>17,831</b>	<b>19,717</b>	<b>4,275</b>	<b>18,000</b>	<b>18,000</b>	
<b>Other Financing Sources</b>								
39203 Transfer from other Funds	175,178							
<b>Total Other Financing Sources</b>	<b>175,178</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Uptown Sewer Fund 612</b>	<b>184,757</b>	<b>18,813</b>	<b>17,831</b>	<b>19,717</b>	<b>4,275</b>	<b>18,000</b>	<b>18,000</b>	

**2016 Draft Budget**

**UPTOWN SEWER (FUND 612) EXPENSE**

Account Description	2012 Actual Expenses	2013 Actual Expenses	2014 Actual Expenses	2015 Proposed Budget	6/30/2015 Year-to-Date Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes:
<b>Personnel Services</b>									
101 Regular Wages & Salaries		1,647	5,001	7,551	3,088	7,000	5,407		
121 PERA Coord. Employer Contribution		106	363	566	214	525	406		
122 FICA Employer Contribution		95	304	468	184	434	335		
126 MEDICARE Employer Contribution		22	71	109	43	102	78		
151 Workers Comp Insurance Premium			40		338	401	378		
<b>Total Personnel Services</b>		<b>1,870</b>	<b>5,779</b>	<b>8,695</b>	<b>3,867</b>	<b>8,462</b>	<b>6,604</b>	<b>-24.04%</b>	
<b>Materials &amp; Supplies</b>									
200 Office Supplies	13	21		50		50	50		
203 Printed Forms & Papers									
210 Operating Supplies & Equipment		82	10	250	70	200	210		
<b>Total Materials &amp; Supplies</b>	<b>172</b>	<b>103</b>	<b>10</b>	<b>300</b>	<b>70</b>	<b>250</b>	<b>260</b>	<b>-13.33%</b>	
<b>Contractual Services</b>									
303 Engineering Services	6,373								
304 Legal Services	1,001								
308 Other Professional Services		258	199						
309 Software Support & Maintenance				85		77	77		
311 Contractual Permit Fees			200						
317 Employee Training		319	297	700	117	700	700		
319 Other Services	46								
322 Postage				10		10	10		
334 Licenses & Permits				855	200	200	200		
351 Legal Notices Publishing		56							
353 Sales Tax		81							
361 Liability/Property Insurance	46	63	270	75	170	186	205		
381 Utilities	331	1,757	1,752	1,864	673	1,800	1,854		
385 Sewer (Pumping)	184	691	1,005	2,100	630	1,500	1,500		
386 Operation & Maintenance	1,850	3,707	2,186	1,000	118	1,000	1,000		
403 Improvements other than Bldg									
404 Machinery & Equipment Repair	1,660		1,355	500		500	500		
418 Vehicle or Equipment Leasing									
420 Depreciation Expense									
438 Misc Contractual			25	500		500	500		
439 Refunds Issued									
<b>Total Contractual Services</b>	<b>11,491</b>	<b>6,932</b>	<b>7,289</b>	<b>7,689</b>	<b>1,908</b>	<b>6,473</b>	<b>6,546</b>	<b>-14.87%</b>	
<b>Capital Outlays</b>									
530 Capital Improvements other than Bldgs	129,067								
540 Heavy Machinery Capital									
550 Motor Vehicles Capital									
560 Furniture & Fixtures									
570 Office Equipment	1,412								
<b>Total Capital Outlays</b>	<b>130,479</b>								
<b>Debt Service</b>									
602 Long Term Debt Interest									
603 Long Term Debt Principal		2,667	2,640	2,640		2,640	2,640		
<b>Total Debt Service</b>		<b>2,667</b>	<b>2,640</b>	<b>2,640</b>		<b>2,640</b>	<b>2,640</b>		
<b>Transfers</b>									
720 Operating Transfers	1,744	4,070							
<b>Total Transfers</b>	<b>1,744</b>	<b>4,070</b>							
<b>Total Uptown Sewer (612)</b>	<b>143,886</b>	<b>15,642</b>	<b>15,718</b>	<b>19,323</b>	<b>5,845</b>	<b>17,825</b>	<b>16,050</b>	<b>-16.94%</b>	

Notes:

## **ECONOMIC DEVELOPMENT AUTHORITY**

The levy for the Scandia Economic Development Authority (EDA) is a special levy that is collected for the EDA's use. The City Council created the EDA in 2013 and appointed five members -2 Council representatives and 3 citizen representatives.

Since the EDA is a separate legal entity the City Treasurer pays the EDA when tax collections come in and funds are held in a separate account. Unused funds remain with the EDA as opposed to being added to the General Fund balance.

The EDA is not requesting a levy for taxes payable in 2016. The anticipated fund balance of over \$5,000 will cover proposed expenses in 2016.

**EDA REVENUE FUNDS**

Account	Description	2014 Actual Revenue	2015 Adopted Revenue	7/15/2015 Year-to-Date Revenue	2015 Estimated Revenue	2016 Proposed Revenue
<b>Taxes</b>						
	31000 Washington Cty. Tax Settlement	1,000	5,000	2,500	5,000	0
<b>Total Property Taxes</b>		<b>1,000</b>	<b>5,000</b>	<b>2,500</b>	<b>5,000</b>	<b>0</b>
<b>Intergovernmental Revenues</b>						
	33422 Other State Grants & Aids					
	33640 Other Grants					
<b>Total Intergovernmental Aid</b>		<b>0</b>				
<b>Other Income</b>						
	36210 Interest Income					
	36230 Donations					
	36240 Insurance Refund					
	36250 Misc. Refunds					
<b>Total Other Income</b>		<b>0</b>				
<b>Other Financing Sources</b>						
	39101 Sale of General Fixed Assets					
	39203 Transfer from other Funds					
	39300 Bond Proceeds					
	39350 Certificate of Indebtedness					
<b>Total Other Financing Sources</b>						
<b>Total Fund</b>		<b>1,000</b>	<b>5,000</b>	<b>2,500</b>	<b>5,000</b>	<b>0</b>

## 2016 Draft Budget

### EDA EXPENSE FUNDS 225

Account	Description	2014 Actual Expenses	2015 Adopted Budget	6/30/2015 YTD Expdts	2015 Estimated Expdtrs	2016 Proposed Budget	Change '15-'16 Budget	Notes
<b>Materials &amp; Supplies</b>								
	200 Office Supplies	240						
	203 Printed Forms & Papers							
	210 Operating Supplies & Equipment							
	<b>Total Materials &amp; Supplies</b>	<b>240</b>					<b>-100.00%</b>	
<b>Contractual Services</b>								
	302 Surveying							
	303 Engineering Services							
	304 Legal Services							
	308 Other Professional Services		5,000	345	445	500		1
	312 Planning Services							
	313 Committee & Commission Reimburs							
	316 Conference & Seminars							
	317 Employee Training							
	319 Other Services							
	322 Postage							
	331 Travel Expenses							
	433 Dues & Subscriptions							
	438 Misc Contractual							
	<b>Total Contractual Services</b>		<b>5,000</b>	<b>345</b>	<b>445</b>	<b>500</b>	<b>#DIV/0!</b>	
	<b>Total Dept. Fund</b>	<b>240</b>	<b>5,000</b>	<b>345</b>	<b>445</b>	<b>500</b>	<b>-90.00%</b>	

Notes: 1. Chamber membership and events

**EXHIBIT "B" 2016-2020 CIP**  
**See attached**