

CODE	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	CURRENT	PROPOSED
		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
101-4002-32390	CABLE FRANCHISE FEE	(48,745)	(36,469)	(37,048)	(30,000)	(8,889)	25,000
101-4010-XXXXX	FRANCHISE FEE COLLECTION						35,000
101-4010-XXXXX	CAPITAL ONE REBATE						1,000
	TOTAL REVENUE	48,745	36,469	37,048	30,000	8,889	61,000
101-4010-10200	MAYOR AND COUNCIL-SALARIES	15,965	16,185	15,965	15,965	10,834	15,965
101-4010-10910	PERA	180	187	-	-	-	-
101-4010-10920	FICA	998	1,036	1,221	1,410	845	1,221
	TOTAL PERSONNEL	17,143	17,408	17,187	17,375	11,679	17,186
101-4010-11010	COMMUNITY PROMOTION	-	-	-	-	400	400
101-4010-11020	PRINTING AND PUBLISHING	41	-	73	100	94	100
101-4010-11200	POSTAGE	416	501	184	100	-	100
101-4010-11540	MAINTENANCE AND REPAIR	-	-	-	-	-	-
101-4010-11580	MEMBERSHIP AND SUBSCRIPTIONS	12,242	13,333	9,931	16,500	21,893	23,050
101-4010-11600	BOOKS AND REFERENCE MATERIAL	-	-	-	-	-	21,803
101-4010-11620	OTHER CHARGES	385	-	102	150	-	150
101-4010-11880	TRAVEL - MILEAGE, PARKING, ETC	530	-	-	300	-	300
101-4010-11890	CONFERENCE,SCHOOL,TRAINING FEE	495	70	175	800	-	800
101-4010-11900	LODGING, MEALS AND PER DIEM	6	-	-	600	274	274
	TOTAL SERVICES	14,114	13,904	10,465	18,550	22,661	25,174
101-4010-13400	GENERAL SUPPLIES	173	41	100	125	122	125
101-4010-13450	PRINTED FORMS AND SUPPLIES	-	-	35	-	-	-
101-4010-13500	WELLNESS PROGRAM INCENTIVES						1,000
101-4010-13580	OFFICE SUPPLIES	-	-	-	-	-	-
	TOTAL SUPPLIES	173	41	135	125	122	1,125
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
101-4010-XXXXX	FRANCHISE FEE TRANSFER OUT						33,250
	TOTAL TRANSFERS	-	-	-	-	-	33,250
	TOTAL OTHER	-	-	-	-	-	-
	TOTAL DEPARTMENT EXPENSES	31,430	31,353	27,787	36,050	34,462	76,735
	NET DEPARTMENT	17,316	5,116	9,262	(6,050)	(25,574)	(15,735)

101-4010-11580 This code includes the following memberships and subscriptions:

OnBoard Agenda Management Software	4,500
Initiative Foundation Contribution	2,870
Coalition of Greater MN Cities	9,500 <i>8295</i>
League of MN Cities	6,138
Total	<del>23,008</del> <i>21,803</i>

101-4010-11010 Promotion of the City through participation in the annual Chamber of Commerce golf tournament.

101-4010-13500 Staff participates in the NFP wellness program; using the Capital One rewards from credit card use provides a source of funds to purchase incentives for participation.

Change revenue codes to 4020

Division: GENERAL GOVERNMENT  
 Departement Name: ADMINISTRATION

CODE	DESCRIPTION	ACTUAL 12/31/2019	ACTUAL 12/31/2020	ACTUAL 12/31/2021	ADOPTED 1/31/2022	CURRENT 12/31/2022	PROPOSED 1/1/2023
101-4002-32380	CIGARETTE LICENSES	(1,100)	(1,200)	(1,300)	(1,000)	(500)	500
101-4002-32420	MISC. PERMITS AND LICENSES	(220)	(215)	(766)	(750)	(440)	650
101-4002-32460	CLUB LIQUOR LICENSE	(700)	-	(1,184)	-	(100)	100
101-4002-32500	LIQUOR ON-SALE LICENSE	(17,775)	(12,842)	(26,500)	(15,000)	(3,667)	15,000
101-4002-32520	NON-INTOXICATING OFF-SALE	(300)	(500)	(200)	(400)	(400)	400
101-4002-32540	NON-INTOXICATING ON-SALE	(300)	(200)	-	-	-	-
101-4002-32550	SET-UP LICENSE	-	-	-	-	-	-
101-4002-32560	REFUSE HAULERS LICENSE	(600)	(625)	7,650	(1,250)	(9,150)	1,250
101-4002-32570	RECYCLING FACILITY LICENSE	-	-	-	-	-	-
101-4002-32580	PEDDLERS LICENSE	(800)	(900)	(850)	(800)	(150)	400
101-4005-34100	CHARGES FOR CURRENT SERVICES	(3)	(8)	(9)	(20)	(29)	30
101-4005-34540	VACANCY NOTIFICATION FEE	(25)	(25)	(25)	(25)	-	-
	<b>TOTAL REVENUE</b>	<b>21,823</b>	<b>16,515</b>	<b>23,184</b>	<b>19,245</b>	<b>14,436</b>	<b>18,330</b>
101-4020-10100	ADMINISTRATION - REG. HRS.	147,943	166,701	152,854	191,879	127,290	190,973
101-4020-10110	ADMINISTRATION - VACATION	9,957	16,131	25,232	-	5,132	-
101-4020-10120	ADMINISTRATION - SICK PAY	3,214	3,089	2,668	-	2,400	-
101-4020-10130	ADMINISTRATION - HOLIDAY	3,517	4,298	3,862	-	2,562	-
101-4020-10200	PART-TIME OFFICE CLERICAL	-	-	-	-	-	-
101-4020-10300	OVERTIME	-	-	-	-	-	-
101-4020-10910	ADMINISTRATION - PERA	12,823	13,716	11,891	14,391	10,497	14,323
101-4020-10920	ADMINISTRATION - FICA	12,172	13,163	13,735	14,679	9,856	14,610
101-4020-10930	ADMINISTRATION - MEDICAL INS.	35,448	34,741	34,114	41,144	30,857	45,363
101-4020-10940	ADMINISTRATION - LIFE INS.	307	320	328	340	255	340
	<b>TOTAL PERSONNEL</b>	<b>225,381</b>	<b>252,159</b>	<b>244,683</b>	<b>262,433</b>	<b>188,849</b>	<b>265,609</b>
101-4020-11020	ADVERTISING, PRINTING & PUBLISH	766	1,128	1,036	1,500	1,295	1,500
101-4020-11200	TELEPHONE AND POSTAGE	1,297	1,411	2,177	3,000	1,721	250
101-4020-11250	CELL PHONE	-	-	-	-	-	1,150
101-4020-11400	CONTRACTED LABOR	-	-	-	-	315	-
101-4020-11410	LEGAL SERVICES / CIVIL	84	-	-	-	1,890	-
101-4020-11420	ENGINEERING	-	-	304	300	-	-
101-4020-11430	ADMIN. - EXPERT & PROFESSIONAL	-	-	-	100	250	100
101-4020-11540	MAINTENANCE AND REPAIR	59	-	39	50	-	-
101-4020-11580	MEMBERSHIP AND SUBSCRIPTION	275	104	326	1,200	4,827	1,200
101-4020-11600	BOOKS AND REFERENCE MATERIAL	-	-	-	-	-	-
101-4020-11620	OTHER CHARGES	-	-	535	1,000	187	500
101-4020-11860	TAXES AND LICENSES	-	-	-	50	68	70
101-4020-11870	RECORDING FEES	-	-	-	-	-	250
101-4020-11880	TRAVEL - MILEAGE, PARKING, ETC	1,029	630	245	500	-	-
101-4020-11890	CONFER., SCHOOL, TRAINING FEES	205	70	674	700	110	700
101-4020-11900	LODGING, MEALS, AND PER DIEM	482	75	399	500	-	500
	<b>TOTAL SERVICES</b>	<b>4,197</b>	<b>3,419</b>	<b>5,733</b>	<b>8,900</b>	<b>10,662</b>	<b>6,220</b>
101-4020-13200	UNIFORM	156	152	194	600	360	600
101-4020-13380	GASOLINE	-	-	-	-	-	-
101-4020-13400	GENERAL SUPPLIES	9,401	2,719	882	1,500	2,488	3,500
101-4020-13450	PRINTED FORMS AND SUPPLIES	-	-	668	300	-	-
101-4020-13580	OFFICE SUPPLIES	-	142	907	700	793	900
101-4020-13820	SMALL TOOLS AND SUPPLIES	-	-	-	-	-	-
	<b>TOTAL SUPPLIES</b>	<b>9,557</b>	<b>3,013</b>	<b>2,651</b>	<b>3,100</b>	<b>3,641</b>	<b>5,000</b>
101-4020-15020	COPIER	-	-	-	-	-	-
101-4020-15100	ADMINISTRATION - MACH & EQUIP	13,343	(49)	-	2,800	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>13,343</b>	<b>(49)</b>	<b>-</b>	<b>2,800</b>	<b>-</b>	<b>-</b>
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL OTHER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPARTMENT EXPENSES</b>	<b>252,478</b>	<b>258,542</b>	<b>253,067</b>	<b>277,233</b>	<b>203,152</b>	<b>276,829</b>
	<b>NET DEPARTMENT</b>	<b>(230,655)</b>	<b>(242,027)</b>	<b>(229,883)</b>	<b>(257,988)</b>	<b>(188,716)</b>	<b>(258,499)</b>

101-4005-34100 These are fees collected for notary services.

Change revenue codes to 4020

Division: GENERAL GOVERNMENT  
Department Name: ADMINISTRATION

- 101-4020-11200 Expenses will be split to acknowledge cost of city issued cell phones. Landline costs, currently split between Administration, Finance and Planning/Zoning/EDA will not longer be allocated and will be budgeted in the City Hall budget. The remaining expense for this line item will be postage.
- 101-4020-11410 Expenses will be journaled back to the Attorney budget under "Other Charges".
- 101-4020-11580 Year-end 2021 adjustment to this line item per the audit preparation.
- 101-4020-11870 This is a new line item to more accurately reflect and track recording fees related to the recording of annexation orders, development agreements or other documents related to real property.
- 101-4020-13400 2022 expenses included a laptop for the Administrator. 2023 cost increases reflect a laptop for the Clerk. The laptop will replace the existing laptop and desktop computer which need upgrading.
- 101-4020-13450 Printed forms and supplies will be discontinued and will be combined with Advertising, Printing and Publishing.

CODE	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	CURRENT	PROPOSED
		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
101-4005-34200	ELECTION FILING FEE	-	(14)	-	(45)	(10)	-
	TOTAL REVENUE	-	14	-	45	-	-
101-4040-10100	ELECTIONS REG. HRS.	-	-	-	-	-	-
101-4040-10200	ELECTION PART TIME	-	1,893	-	2,700	1,002	-
101-4040-10300	ELECTIONS - OVERTIME	-	-	-	-	-	-
101-4040-10910	ELECTIONS - PERA	-	-	-	-	-	-
101-4040-10920	ELECTIONS - FICA	-	-	-	-	-	-
101-4040-10930	ELECTION - MEDICAL INSURANCE	-	-	-	-	-	-
	TOTAL PERSONNEL	-	1,893	-	2,700	1,002	-
101-4040-11020	PRINTING AND PUBLISHING	-	-	-	-	37	-
101-4040-11400	CONTRACTUAL LABOR	-	-	-	-	-	-
101-4040-11430	EXPERT & PROFESSIONAL - JUDGES	-	-	-	-	-	-
101-4040-11540	REPAIRS AND MAINTENANCE	-	671	-	900	-	500
101-4040-11610	DATA PROCESS/OFFICE EQUIP R&M	-	-	-	2,560	-	-
101-4040-11620	ELECTION - OTHER CHARGES	-	138	-	-	-	-
101-4040-11880	ELECTION - TRAVEL	-	189	-	300	151	-
101-4040-11890	ELECTION - TRAINING	-	-	-	-	-	-
	TOTAL SERVICES	-	999	-	3,760	187	500
101-4040-13400	GENERAL SUPPLIES	671	315	-	200	172	-
101-4040-13450	SUPPLIES	-	-	-	-	-	-
	TOTAL SUPPLIES	671	315	-	200	172	-
101-4040-15100	MACHINERY AND EQUIPMENT	-	-	-	11,000	1,280	-
	TOTAL CAPITAL OUTLAY	-	-	-	11,000	1,280	-
	TOTAL TRANSFERS						
	TOTAL OTHER						
	TOTAL DEPARTMENT EXPENSES	671	3,206	-	17,660	2,641	500
	NET DEPARTMENT	(671)	(3,192)	-	(17,615)	(2,641)	(500)

101-4040-11540 2023 is a non-election year barring the need for a special election. There will likely be a need to do some minor maintenance on the equipment which we will be billed for.

CODE	DESCRIPTION	ACTUAL	ACTUAL	REVISED	ADOPTED	CURRENT	PROPOSED
		12/31/2013	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
TOTAL REVENUE		-	-	-	-	-	-
TOTAL PERSONNEL		-	-	-	-	-	-
101-4053-11020	ADVERTISING, PRINTING & PUBLISH	-	-	(19,174)	150	-	-
101-4053-11430	OTHER EXPERT AND PROFESSIONAL	17,038	19,174	40,154	21,000	1,619	22,000
TOTAL SERVICES		17,038	19,174	20,980	21,150	1,619	22,000
TOTAL SUPPLIES		-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL TRANSFERS		-	-	-	-	-	-
TOTAL OTHER		-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSES		17,038	19,174	20,980	21,150	1,619	22,000
NET DEPARTMENT		(17,038)	(19,174)	(20,980)	(21,150)	(1,619)	(22,000)

101-4053-11430 Mille Lacs and Sherburne Counties provide annual assessment services to the city. Mille Lacs County will bill us in 2023 for services rendered in 2022, so there is an annual journal entry audit adjustment to place the expense in the year that it occurred. The 2023 expense reflects a three (3) percent increase over 2022.

CODE	DESCRIPTION	ACTUAL 12/31/2019	ACTUAL 12/31/2020	ACTUAL 12/31/2021	ADOPTED 1/31/2022	CURRENT 12/31/2022	PROPOSED 1/1/2023
101-4005-34040	ASSESSMENT SEARCHES	-	(40)	(60)	(40)	-25	40
	<b>TOTAL REVENUE</b>	-	40	60	40	25	40
101-4054-10100	FINANCE - REGULAR HOURS	104,721	111,089	202,129	108,154	34,722	73,837
101-4054-10110	FINANCE - VACATION	14,887	20,388	11,848	-	7,934	
101-4054-10120	FINANCE - SICK PAY	1,339	4,998	1,464	-	843	
101-4054-10130	FINANCE - HOLIDAY	2,717	3,164	2,963	-	1,040	
101-4054-10200	FINANCE PART-TIME	-	-	-	6,000	4,268	5,000
101-4054-10300	OVERTIME	-	-	-	-	-	
101-4054-10910	FINANCE - PERA	9,292	10,791	9,970	8,112	2,951	5,538
101-4054-10920	FINANCE - FICA	8,397	9,973	15,135	8,274	3,661	5,649
101-4054-10930	FINANCE - MEDICAL INSURANCE	25,402	28,185	27,777	20,381	7,594	23,777
101-4054-10940	FINANCE - LIFE INSURANCE	269	291	311	315	106	285
	<b>TOTAL PERSONNEL</b>	167,025	188,879	271,594	151,236	63,118	114,086
101-4054-11020	ADVERTISING, PRINTING & PUBLISH	636	-	-	1,200	2,895	1,500
101-4054-11200	TELEPHONE AND POSTAGE	1,795	1,086	2,375	4,000	2,249	1,200
101-4054-11250	CELL PHONE	-	-	-	-	-	1,050
101-4054-11400	CONTRACTED LABOR	-	-	-	-	42,300	66,500
101-4054-11430	OTHER EXPERT AND PROFESSIONAL	10,400	13,000	11,571	12,500	20,963	15,000
101-4054-11540	MAINTENANCE AND REPAIR	5,030	5,030	5,030	5,300	2,613	3,500
101-4054-11550	ANNUAL SOFTWARE MAINTENANCE FEE	-	-	-	-	-	15,900
101-4054-11580	MEMBERSHIP AND SUBSCRIPTIONS	210	340	240	600	5,497	600
101-4054-11600	BOOKS AND REFERENCE MATERIAL	-	-	-	-	-	-
101-4054-11620	OTHER CHARGES	-	-	(55)	55	-	-
101-4054-11880	TRAVEL - MILEAGE, PARKING, ETC	118	-	-	300	-	300
101-4054-11890	CONFER., SCHOOL, TRAINING FEES	210	-	-	1,000	85	750
101-4054-11900	LODGING, MEALS AND PER DIEM	136	-	-	700	-	500
	<b>TOTAL SERVICES</b>	18,535	19,456	19,161	25,655	76,602	106,800
101-4054-13200	UNIFORMS	-	-	-	-	-	-
101-4054-13400	GENERAL SUPPLIES	3,554	2,071	2,234	2,250	346	4,600
101-4054-13450	PRINTED FORMS AND SUPPLIES	-	-	680	50	79	-
101-4054-13580	OFFICE SUPPLIES	-	43	249	300	628	300
	<b>TOTAL SUPPLIES</b>	3,554	2,114	3,163	2,600	1,053	4,900
101-4054-15100	MACHINERY AND EQUIPMENT	-	-	1,312	60,000	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	-	-	1,312	60,000	-	-
	<b>TOTAL TRANSFERS</b>	-	-	-	-	-	-
	<b>TOTAL OTHER</b>	-	-	-	-	-	-
	<b>TOTAL DEPARTMENT EXPENSES</b>	189,115	210,449	295,230	239,491	140,773	225,786
	<b>NET DEPARTMENT</b>	(189,115)	(210,409)	(295,170)	(239,451)	(140,748)	(225,746)

101-4054-10100 Personnel hours account for 50 percent of one accountant and 75 percent of the second accountant. The remaining salary for these two positions will be accounted for in the Liquor Fund. As of March 2022, the Finance Director position has been vacant.

101-4054-11020 Additional 2022 costs are for the advertisement of the Finance Director position with Zip Recruiter and Indeed.

101-4054-11200 As with the Administration budget, cell phone expenses will be tracked separately. Landline expenses will accrue to the City Hall budget. Postage will be the remaining expense in this line item.

101-4054-11400 Contracted labor expenses include the following:

Abdo, monthly financial advice	30,000
Abdo, audit preparation	35,000
Van Iwaerden, actuarial services	1,500
<b>Total</b>	<b>66,500</b>

101-4054-11430 Expert and professional services, this is the prorated cost for the audit. The 2022 expenses need to be further pro-rated and journaled to the Airport, Liquor, and Wastewater funds, so this amount will change.

- 101-4054-11580 2022 expenses include two software maintenance payments to Civic Systems. They may be better coded to the capital expense. The 2023 software maintenance expense will absorb these costs going forward.
- 101-4054-11340 2023 expenses include a laptop and two (2) monitors for the yet to be filled Accountant position. It is hoped to start a candidate after the start of the new year.
- 101-4054-13450 Printed forms and supplies will be discontinued and will be combined with Advertising, Printing and Publishing.
- 101-4054-13580 2022 expenses included a large supply of envelopes which will be used over several years, reducing expenses in the future.

CODE	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	CURRENT	PROPOSED
		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
TOTAL REVENUE		-	-	-	-	-	-
TOTAL PERSONNEL		-	-	-	-	-	-
101-4060-11410	LEGAL SERVICES / CIVIL	19,268	21,602	20,363	23,760	16,075	23,760
101-4060-11420	LEGAL SERVICES / CRIMINAL	40,225	44,265	46,730	48,240	32,529	48,240
101-4060-11430	OTHER EXPERT AND PROFESSIONAL	4,207	-	3,596	-	-	-
101-4060-11620	OTHER CHARGES	-	-	-	12,000	-	12,000
TOTAL SERVICES		63,700	65,866	70,689	84,000	48,604	84,000
TOTAL SUPPLIES		-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-
TOTAL TRANSFERS		-	-	-	-	-	-
TOTAL OTHERS		-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSES		63,700	65,866	70,689	84,000	48,604	84,000
NET DEPARTMENT		(63,700)	(65,866)	(70,689)	(84,000)	(48,604)	(84,000)

Legal services are provided by the firm of Toven & Associates. Damien Toven, Principle, has been the City Attorney since his employment with the firm Dove, Fretland & VanValkenburg. That firm was selected via Request for Proposal in 1997 and again in 2005 and 2015. A two-year agreement was executed with Toven & Associates which will hold expenses for 2022 and 2023. The budget contains the base contract plus additional expenses for special projects, land sales, development issues and out-of-pocket reimbursements. Appeals for criminal or civil issues are not included in the base contract and will result in additional, not budgeted expenses.



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		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
TOTAL REVENUE		-	-	-	-	-	-
101-4080-10100	TECHNOLOGY - REGULAR HOURS	-	-	-	58,282	37,715	62,629
101-4080-10110	TECHNOLOGY - VACATION	-	-	-	-	392	-
101-4080-10120	TECHNOLOGY - SICK PAY	-	-	-	-	-	-
101-4080-10130	TECHNOLOGY- HOLIDAY	-	-	-	-	-	-
101-4080-10200	TECHNOLOGY PART-TIME	-	-	-	-	-	-
101-4080-10300	OVERTIME	-	-	-	-	-	-
101-4080-10910	TECHNOLOGY - PERA	-	-	-	4,371	2,858	4,697
101-4080-10920	TECHNOLOGY - FICA	-	-	-	4,459	2,906	4,791
101-4080-10930	TECHNOLOGY - MEDICAL INSURANCE	-	-	-	21,244	5,955	24,398
101-4080-10940	TECHNOLOGY - LIFE INSURANCE	-	-	-	145	97	146
TOTAL PERSONNEL		-	-	-	88,501	49,924	96,661
101-4080-11200	INTERNET PHONE LINE CHARGES	-	-	-	540	277	-
101-4080-11250	CELL PHONE	-	-	-	-	-	540
101-4080-11430	EXPERT AND PROFESSIONAL	-	-	-	-	-	-
101-4080-11540	MAINTENANCE AND REPAIR	-	-	-	1,300	930	1,300
101-4080-11580	MEMBERSHIP AND SUBSCRIPTIONS	-	-	-	9,500	1,738	4,500
101-4080-11620	OTHER CHARGES	-	-	-	-	-	-
TOTAL SERVICES		-	-	-	11,340	2,944	6,340
101-4080-13400	GENERAL SUPPLIES	293	2,218	56	500	2,087	1,000
TOTAL SUPPLIES		293	2,218	56	500	2,087	1,000
101-4080-15020	IMPROVEMENTS	-	-	-	-	-	10,000
101-4080-15100	MACHINERY AND EQUIPMENT	-	-	-	-	-	38,000
TOTAL CAPITAL OUTLAY		-	-	-	-	-	48,000
TOTAL TRANSFERS		-	-	-	-	-	-
TOTAL OTHER		-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSES		293	2,218	56	100,341	54,955	152,001
NET DEPARTMENT		(293)	(2,218)	(56)	(100,341)	(54,955)	(152,001)

- 101-4080-11580 Memberships and subscriptions included the OnBoard agenda preparation software and other license subscriptions. OnBoard has been moved to the Mayor-Council budget. This will include 30 user licenses for Microsoft and other license fees as they arise.
- 101-4080-13400 2022 expenses include a laptop for the Technology Services Manager which was not anticipated when developing the 2022 budget. 2023 expenses should be for parts and equipment to perform network and other repairs.
- 101-4080-15020 Improvement costs for 2023 include a new website. Hosting costs will be included in 2023, but will be future expenses.
- 101-4080-15100 Capital expenses for 2023 includes replacing the phone system city-wide and a new firewall for City Hall.

CODE	DESCRIPTION	ACTUAL 12/31/2019	ACTUAL 12/31/2020	ACTUAL 12/31/2021	ADOPTED 1/31/2022	CURRENT 12/31/2022	PROPOSED 1/1/2023
101-4002-32340	BUILDING PERMITS	(79,830)	(60,154)	(98,732)	(65,000)	(88,703)	65,000
101-4002-32350	PLAN CHECK FEES	(43,260)	(31,874)	(40,609)	(30,000)	(31,544)	30,000
101-4002-32360	BUILDING PERMIT SURCHARGE	(5,901)	(2,526)	(6,772)	(3,000)	(3,687)	3,000
101-4002-32600	PLUMBING PERMIT	(2,113)	(1,630)	(1,800)	(1,500)	(1,810)	1,500
101-4002-32620	PLUMBING PERMIT SURCHARGE	(25)	(21)	(19)	(25)	(20)	25
	<b>TOTAL REVENUE</b>	<b>131,130</b>	<b>96,205</b>	<b>147,932</b>	<b>99,525</b>	<b>125,764</b>	<b>99,525</b>
	Fringe Benefits						
	<b>TOTAL PERSONNEL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
101-4091-11020	PRINTING AND PUBLISHING	-	-	-	-	-	-
101-4091-11200	TELEPHONE AND POSTAGE	231	295	-	50	47	50
101-4091-11430	OTHER EXPERT AND PROFESSIONAL	25,858	40,664	28,310	45,000	19,280	45,000
101-4091-11580	MEMBERSHIP AND SUBSCRIPTIONS	-	-	-	-	-	-
101-4091-11600	BOOKS AND REFERENCE MATERIALS	-	-	-	-	-	-
101-4091-11620	OTHER CHARGES	-	-	-	-	-	-
	<b>TOTAL SERVICES</b>	<b>26,089</b>	<b>40,959</b>	<b>28,310</b>	<b>45,050</b>	<b>19,327</b>	<b>45,050</b>
101-4091-13400	GENERAL SUPPLIES	-	-	-	100	-	-
101-4091-13450	PRINTED FORMS AND SUPPLIES	-	-	-	100	-	-
101-4091-13580	OFFICE SUPPLIES	-	-	8	-	9	-
	<b>TOTAL SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>200</b>	<b>9</b>	<b>-</b>
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
101-4091-18100	REMIT COLLECTIONS/OTHER AGENCY	5,698	2,352	5,949	5,300	2,661	5,300
101-4091-18200	REFUNDS/REIMBURSEMENTS	-	-	-	-	-	-
	<b>TOTAL OTHER</b>	<b>5,698</b>	<b>2,352</b>	<b>5,949</b>	<b>5,300</b>	<b>2,661</b>	<b>5,300</b>
	<b>TOTAL DEPARTMENT EXPENSES</b>	<b>31,787</b>	<b>43,311</b>	<b>34,266</b>	<b>50,550</b>	<b>21,998</b>	<b>50,350</b>
	<b>NET DEPARTMENT</b>	<b>99,343</b>	<b>52,895</b>	<b>113,666</b>	<b>48,975</b>	<b>103,766</b>	<b>49,175</b>

101-4002-32340 Permit revenues are up in 2022 due to significant permits being pulled to repair hail damage. Large projects are anticipated for 2023, but revenues are estimated conservatively.

101-4091-11430 Expenses associated with the inspection service contract with Metro West. Metro West is paid 32% of the building permit fee once the final inspection is completed. On projects with a value of over \$1,000,000, the city pays 20% of the permit fee. Expenses increase or decrease depending on the number and amount of permits issued and when they are completed; permits can be applied for in one year but a final inspection not completed until a subsequent year.

101-4091-10810 The City collects and returns to the State 96% of the building and plumbing permit surcharges collected. The remaining 4% should be transferred into the City's general fund.

The additional revenue over expenses can be used to offset expenses for planning and zoning staff.

CODE	DESCRIPTION	ACTUAL 12/31/2019	ACTUAL 12/31/2020	ACTUAL 12/31/2021	ADOPTED 1/31/2022	CURRENT 12/31/2022	PROPOSED 1/1/2023
101-4002-32400	FENCE PERMITS	(200)	(300)	(2,997)	(250)	(300)	250
101-4005-34520	PLANNING COMMISSION FEES	(2,650)	(5,425)	(2,325)	(3,500)	(4,355)	3,500
101-4092-XXXXX	ELECTRIC REIMBURSEMENT FOR COMM SIGN						
101-4092-XXXXX	RECOVERED COSTS FOR ABATEMENTS						
	<b>TOTAL REVENUE</b>	<b>2,850</b>	<b>5,725</b>	<b>5,322</b>	<b>3,750</b>	<b>4,655</b>	<b>3,750</b>
101-4092-10100	ZONING - REGULAR HOURS	41,738	47,163	54,373	65,531	28,927	70,003
101-4092-10110	ANNUAL LEAVE	2,286	3,031	5,366	-	2,611	
101-4092-10120	PLANNING & ZONING - SICK PAY	1,598	1,664	834	-	254	
101-4092-10130	ZONING - HOLIDAY	2,185	2,566	986	-	556	
101-4092-10200	SECRETARIAL - PART TIME	-	-	-	-	3,881	
101-4092-10800	PLANNING INTERN	-	-	3,330	3,000	-	4,000
101-4092-10910	PERA - ZONING	3,562	4,194	4,552	4,915	2,393	5,250
101-4092-10920	FICA - ZONING	3,317	4,036	4,965	5,013	2,748	5,355
101-4092-10930	MEDICAL INSURANCE - ZONING	11,777	11,618	14,272	15,922	5,108	18,310
101-4092-10940	LIFE INSURANCE	126	131	136	135	80	135
	<b>TOTAL PERSONNEL</b>	<b>66,590</b>	<b>74,402</b>	<b>88,814</b>	<b>94,516</b>	<b>46,559</b>	<b>103,053</b>
101-4092-11010	COMMUNITY PROMOTION	2,038	209	3,214	2,500	57	2,000
101-4092-11020	ADVERTISING, PRINTING & PUBLISH	449	817	362	700	480	800
101-4092-11200	TELEPHONE AND POSTAGE	664	827	902	1,500	799	150
101-4092-11250	CELL PHONE	-	-	-	-	-	600
101-4092-11360	UTILITY SERVICE	238	861	1,262	1,000	1,196	1,000
101-4092-11400	CONTRACTUAL LABOR	-	-	-	-	2,500	1,000
101-4092-11410	LEGAL SERVICES	518	168	658	1,500	490	1,500
101-4092-11420	ENGINEERING	3,798	6,492	7,648	7,500	13,573	7,500
101-4092-11430	OTHER EXPERT AND PROFESSIONAL	330	480	430	1,000	1,315	1,000
101-4092-11440	GIS MAPPING SERVICES	-	-	-	-	-	3,600
101-4092-11500	INSURANCE AND BONDS	-	-	-	-	5,742	5,800
101-4092-11540	MAINTENANCE AND REPAIRS	6,307	404	1,175	1,500	63	1,000
101-4092-11580	MEMBERSHIP AND SUBSCRIPTIONS	-	269	192	950	1,780	950
101-4092-11600	BOOKS AND REFERENCE MATERIALS	-	-	-	-	-	-
101-4092-11620	OTHER CHARGES - STUDIES	-	-	-	1,000	-	-
101-4092-11860	TAXES AND LICENSES	703	1,334	652	1,000	902	500
101-4092-11870	RECORDING FEES	-	-	-	-	-	500
101-4092-11880	TRAVEL - MILEAGE, PARKING, ETC	208	21	272	300	150	300
101-4092-11890	CONFER., SCHOOL, TRAINING FEES	150	35	-	600	539	1,000
101-4092-11900	LODGING, MEALS AND PER DIEM	213	-	-	600	330	1,000
	<b>TOTAL SERVICES</b>	<b>15,617</b>	<b>11,917</b>	<b>16,767</b>	<b>21,650</b>	<b>29,916</b>	<b>30,200</b>
101-4092-13200	UNIFORM	156	152	194	-	-	-
101-4092-13400	GENERAL SUPPLIES	2,862	4,315	981	1,000	155	1,000
101-4092-13580	OFFICE SUPPLIES	154	89	92	150	61	150
	<b>TOTAL SUPPLIES</b>	<b>3,172</b>	<b>4,556</b>	<b>1,268</b>	<b>1,150</b>	<b>216</b>	<b>1,150</b>
101-4092-15020	STRUCTURES & IMPROVEMENTS	-	-	303,801	63,600	753,629	-
101-4092-15100	MACHINERY AND EQUIPMENT	20,258	(3,009)	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>20,258</b>	<b>(3,009)</b>	<b>303,801</b>	<b>63,600</b>	<b>753,629</b>	<b>-</b>
101-4092-17900	TRANSFERS OUT	5,000	5,000	40,516	-	-	-
	<b>TOTAL TRANSFERS</b>	<b>5,000</b>	<b>5,000</b>	<b>40,516</b>	<b>-</b>	<b>-</b>	<b>-</b>
101-4092-18200	REFUNDS OF APPLICATION	-	-	-	-	-	-
	<b>TOTAL OTHER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL DEPARTMENT EXPENSES</b>	<b>110,636</b>	<b>92,866</b>	<b>451,165</b>	<b>180,916</b>	<b>830,319</b>	<b>134,403</b>
	<b>NET DEPARTMENT</b>	<b>(107,786)</b>	<b>(87,141)</b>	<b>(445,843)</b>	<b>(177,166)</b>	<b>(825,664)</b>	<b>(130,653)</b>

Revenues include the noted permit and application fees, the reimbursement from the school for the electric for the digital community sign (they pay 50%), and any recovered costs for abatements as a result of a code enforcement action.

101-4092-11250 Landline costs will accrue to the City Hall budget beginning in 2023. Cell phone costs for the Community Development Planner will accrue here.

101-4092-11360 Utility service includes electrical for the car charger and the digital community sign. As the car charger is old, staff will propose its removal in 2023.

Change revenue code to 4092

Division:	GENERAL GOVERNMENT
Department Name:	PLANNING & ZONING

- 101-4092-11400 2022 expenses are for abatements as a result from code enforcement actions. The property owners have reimbursed the City for these costs without needing to assess.
- 101-4092-11430 Engineering costs are over budget as a result of the agreement with Butch Drews for the acquisition of property for right of way purposes at the end of 13th Avenue North.
- 101-4092-11440 These services were previously included as a capital expense. Annual services such as this do not qualify for a capital expense.
- 101-4092-11580 Expenses here include MNAPA, APA, GPS 93:45, and in 2022 a final payment to City Grows, the online permitting software, a COVID acquisition that staff has elected to discontinue. New permitting software may be a future expense after more research and preparation has been done.
- 101-4092-11870 Recording fees are a new expense code. As they are different than taxes and licenses, this will make them easier to track.

CODE	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	CURRENT	PROPOSED
		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
101-4005-34310	COMMUNITY ROOM RENTAL	(841)	-	-	(2,000)	(240)	500
	TOTAL REVENUE	841	-	-	2,000	240	500
101-4093-10100	LIBRARY - REGULAR HOURS	1,177	620	(486)	2,081	410	
101-4093-10110	VACATION	-	-	-	-	-	
101-4093-10120	LIBRARY - SICK PAY	-	-	-	-	-	
101-4093-10130	LIBRARY - HOLIDAY	-	-	-	-	-	
101-4093-10160	CUSTODIAN	-	-	-	-	-	
101-4093-10200	LIBRARY	-	97	-	-	-	
101-4093-10300	OVERTIME	-	-	-	-	-	
101-4093-10800	TEMPORARY CUSTODIAL	-	-	-	-	-	
101-4093-10910	LIBRARY - PERA	92	54	53	156	31	
101-4093-10920	LIBRARY - FICA	88	52	51	159	27	
101-4093-10930	LIBRARY - MEDICAL INSURANCE	245	172	193	507	115	
	TOTAL PERSONNEL	1,602	994	(190)	2,903	584	-
101-4093-11180	CLEANING AND WASTE REMOVAL	-	-	-	-	-	-
101-4093-11200	TELEPHONE	1,565	1,598	1,749	1,600	1,057	1,600
101-4093-11360	UTILITY SERVICE	12,845	11,657	13,022	14,500	7,913	15,400
101-4093-11400	CONTRACTED LABOR	-	-	-	-	-	-
101-4093-11430	OTHER EXPERT & PROFESSIONAL	10,312	6,669	10,544	6,240	3,650	6,500
101-4093-11500	INSURANCE & BONDS	2,428	2,530	2,413	2,900	120,658	2,900
101-4093-11540	MAINTENANCE AND REPAIR	8,445	3,847	5,445	7,000	777	5,000
101-4093-11620	TRAVEL, MILEAGE	-	-	-	-	-	-
101-4093-11860	LICENSES AND TAXES	-	-	-	-	284	300
101-4093-11880	MILEAGE	-	-	-	-	-	-
	TOTAL SERVICES	35,595	26,301	33,173	32,240	134,337	31,700
101-4093-13400	GENERAL SUPPLIES	975	1,369	1,396	1,500	529	1,500
	TOTAL SUPPLIES	975	1,369	1,396	1,500	529	1,500
101-4093-15020	STRUCTURES AND OTHER IMPROVE	-	-	-	-	-	17,000
101-4093-15100	MACHINERY AND EQUIPMENT	-	-	-	-	-	6,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	23,000
	TOTAL TRANSFERS	-	-	-	-	-	-
	TOTAL OTHER	-	-	-	-	-	-
	TOTAL DEPARTMENT EXPENSES	38,172	28,664	34,378	36,643	135,450	56,200
	NET DEPARTMENT	(37,331)	(28,664)	(34,378)	(34,643)	(135,210)	(55,700)

101-4093-11500 This is an error; the bulk of this expense should be journaled to Other, Unallocated.

Capital expenses noted are for repair of the flat roof, painting the eiffs and potential replacement of the residential heaters/air conditioning units.

CODE	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	CURRENT	PROPOSED
		12/31/2019	12/31/2020	12/31/2021	1/31/2022	12/31/2022	1/1/2023
TOTAL REVENUE		-	-	-	-	-	-
101-4094-10100	GEN. GOV'T. BLDGS. - REG. HRS.	1,704	3,280	1,475	3,754	-	-
101-4094-10110	VACATION	-	-	-	-	-	-
101-4094-10120	SICK PAY	-	-	-	-	-	-
101-4094-10130	HOLIDAY PAY	-	-	-	-	-	-
101-4094-10160	CUSTODIAN	-	-	-	-	-	-
101-4094-10200	GEN. GOV'T. BLDGS.- PART-TIME	92	174	435	-	-	-
101-4094-10300	OVERTIME PAY	-	-	-	-	-	-
101-4094-10910	GEN. GOV'T. BLDG. - PERA	177	255	147	282	-	-
101-4094-10920	GEN. GOV'T. BLDGS. - FICA	173	248	142	287	-	-
101-4094-10930	GEN. GOV'T. BLDG.-MEDICAL INS	501	523	442	915	-	-
101-4094-10940	LIFE INSURANCE	-	-	-	-	-	-
TOTAL PERSONNEL		2,647	4,480	2,641	5,238	-	-
101-4094-11020	ADVERTISING/PUBLICATIONS	-	-	-	-	-	-
101-4094-11180	CLEANING AND WASTE REMOVAL	-	-	-	-	-	-
101-4094-11200	TELEPHONE AND POSTAGE	-	-	-	-	-	2,600
101-4094-11360	UTILITY SERVICE	4,361	4,320	4,640	6,000	3,936	6,000
101-4094-11370	COPIER LEASE	-	-	-	-	-	2,500
101-4094-11400	CONTRACTED LABOR	-	-	-	-	-	-
101-4094-11430	OTHER EXPERT & PROFESSIONAL	5,363	5,406	5,505	3,640	2,100	3,800
101-4094-11500	INSURANCE AND BONDS	-	-	-	-	1,479	1,500
101-4094-11540	MAINTENANCE AND REPAIRS	6,602	11,204	9,312	6,500	3,600	5,000
101-4094-11620	OTHER CHARGES	-	-	-	-	-	-
101-4094-11860	TAXES	1	-	-	-	-	-
101-4094-11880	MILEAGE	-	-	-	-	-	-
TOTAL SERVICES		16,327	20,930	19,457	16,140	11,115	21,400
101-4094-13200	UNIFORMS	-	-	-	-	-	-
101-4094-13400	GENERAL SUPPLIES	971	4,070	533	1,200	177	1,200
101-4094-13410	COFFEE SUPPLIES - CITY HALL	-	-	32	-	-	-
101-4094-13820	SMALL TOOLS AND EQUIPMENT	-	-	325	-	-	-
TOTAL SUPPLIES		971	4,070	890	1,200	177	1,200
101-4094-15020	STRUCTURES & IMPROVEMENTS	-	7,830	-	-	-	-
101-4094-15100	MACHINERY AND EQUIPMENT	-	-	-	-	3,340	-
TOTAL CAPITAL OUTLAY		-	7,830	-	-	3,340	-
TOTAL TRANSFERS		-	-	-	-	-	-
TOTAL OTHER		-	-	-	-	-	-
TOTAL DEPARTMENT EXPENSES		19,945	37,310	22,988	22,578	14,632	22,600
NET DEPARTMENT		(19,945)	(37,310)	(22,988)	(22,578)	(14,632)	(22,600)

101-4094-11200 Telephone will now encompass the land line expenses for City Hall as opposed to allocating them to Administration, Finance, Inspections, Planning & Zoning and Economic Development.

101-4094-11370 Copier costs are currently allocated to Other, Unallocated and will now be moved to this budget.