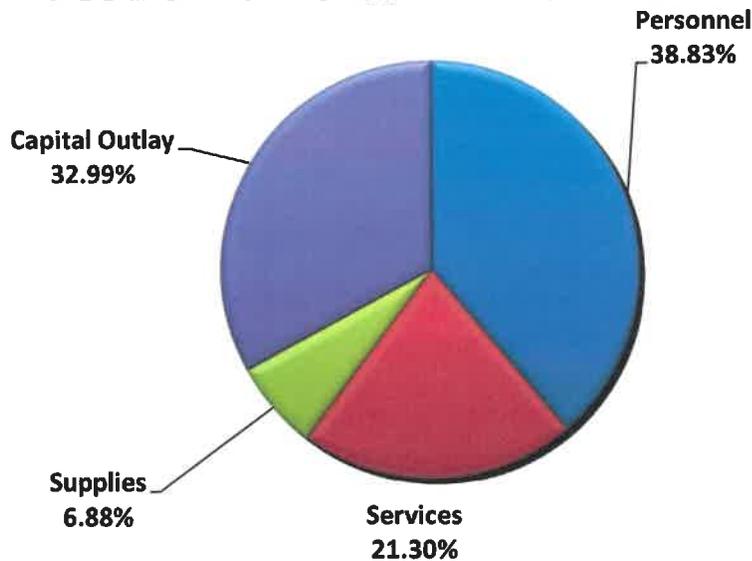


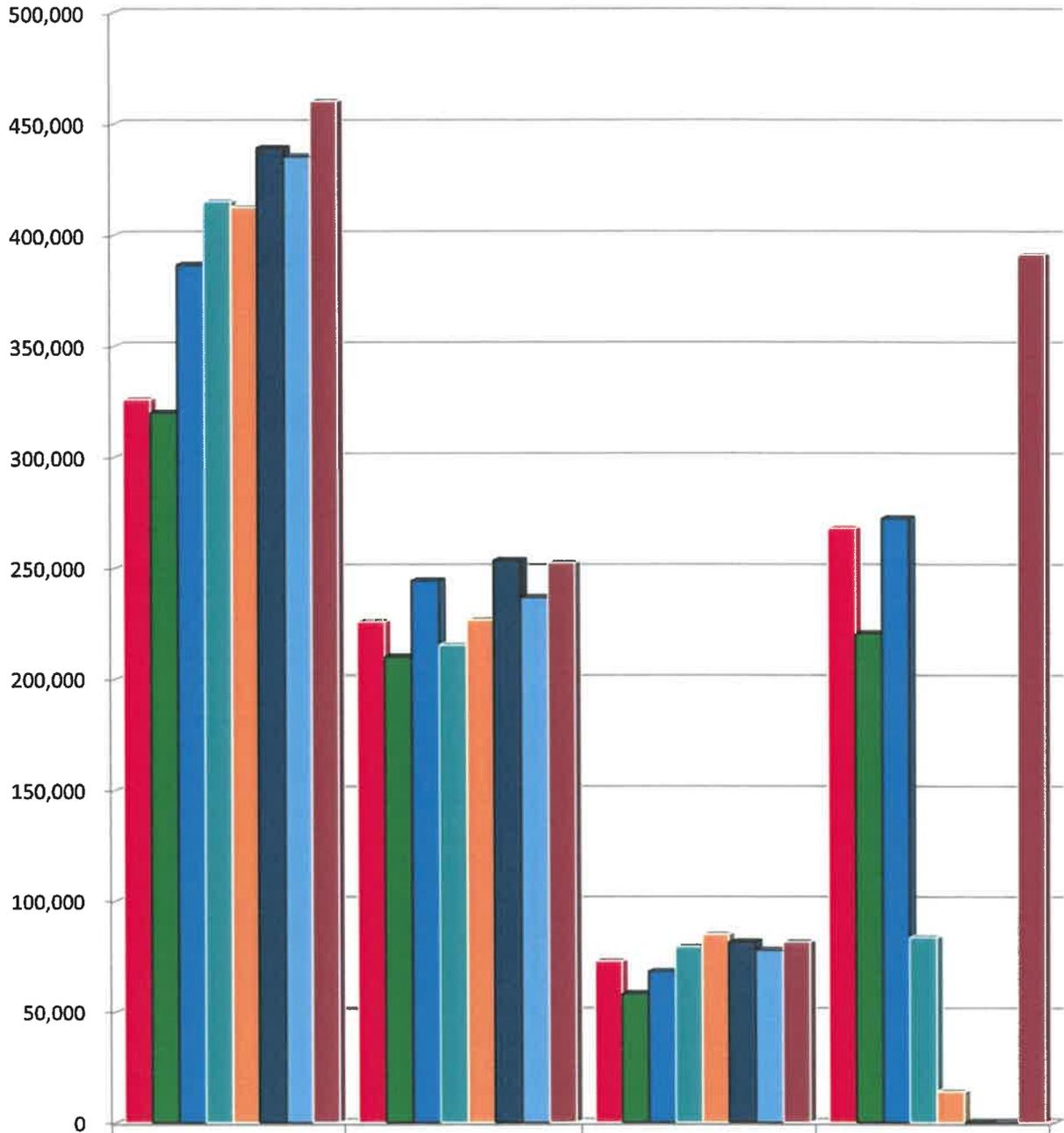
**PUBLIC WORKS
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
TOTAL PERSONNEL		415,188	412,562	439,035	435,310	460,250
	% of Total Department	52.31%	55.87%	56.72%	58.05%	38.83%
	% of Total Personal Services	17.97%	16.79%	16.97%	16.27%	16.57%
TOTAL SERVICES		215,398	226,754	253,510	236,760	252,445
	% of Total Department	27.14%	30.71%	32.75%	31.57%	21.30%
	% of Total Services	25.37%	29.01%	24.36%	24.60%	22.86%
TOTAL SUPPLIES		79,380	85,044	81,495	77,795	81,535
	% of Total Department	10.00%	11.52%	10.53%	10.37%	6.88%
	% of Total Supplies	40.84%	41.26%	38.30%	14.73%	38.89%
TOTAL CAPITAL OUTLAY		83,667	14,120	0	0	391,000
	% of Total Department	10.54%	1.91%	0.00%	0.00%	32.99%
	% of Total Capital Outlay	44.10%	7.38%	0.00%	0.00%	38.07%
TOTAL TRANSFERS		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Transfers	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL OTHER		0	0	0	0	0
	% of Total Department	0.00%	0.00%	0.00%	0.00%	0.00%
	% of Total Other	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL PUBLIC WORKS DIVISION		793,633	738,480	774,040	749,865	1,185,230
	% of General Fund	21.55%	19.84%	17.54%	16.10%	22.74%
	Cost per Capita	\$175.66	\$157.19	\$163.13	\$158.03	\$247.34

PUBLIC WORKS EXPENDITURES BY TYPE



PUBLIC WORKS EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAPITAL/EXP
■ 2015 ACTUAL	326,023	225,919	72,811	267,902
■ 2016 ACTUAL	319,943	210,014	58,131	220,381
■ 2017 ACTUAL	386,525	244,285	68,078	272,273
■ 2018 ACTUAL	415,188	215,398	79,380	83,667
■ 2019 ACTUAL	412,562	226,754	85,044	14,120
■ 2020 ADOPTED	439,035	253,510	81,495	0
■ 2020 REVISED	435,310	236,760	77,795	0
■ 2021 ADOPTED	460,250	252,445	81,535	391,000

**PUBLIC WORKS
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	276,896	282,314	298,800	298,190	313,555
	Part-time & Seasonal Salaries	18,886	16,488	17,645	10,810	11,365
	Overtime Salaries	5,399	7,323	7,865	8,190	8,610
	Fringe Benefits	114,007	106,437	114,725	118,120	126,720
TOTAL PERSONNEL		415,188	412,562	439,035	435,310	460,250
1102	Printing and Publishing	539	600	450	240	450
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	2,484	2,601	2,650	2,700	2,700
1134	Radio and Pager Charges	1,295	0	1,000	600	1,000
1136	Utilities	18,699	18,104	20,400	19,000	19,700
1140	Contracted Labor	119,925	156,646	160,750	147,600	160,750
1141	Legal Services	0	0	0	0	0
1142	Engineering Services	556	277	2,200	400	2,000
1143	Other Expert and Professional	11,590	2,012	3,050	1,750	2,650
1150	Insurance and Bonds	0	0	0	0	0
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	57,571	45,915	58,440	60,200	58,375
1158	Membership and Subscriptions	0	0	0	0	0
1160	Books and Reference Material	0	0	0	0	0
1162	Other Charges	0	0	150	0	150
1172	Rents and Leases	0	0	3,075	3,025	3,050
1186	Taxes and Licenses	2,035	382	370	620	545
1188	Travel - Mileage, Parking	0	0	75	25	75
1189	Conferences, Schools, & Training	704	217	850	550	950
1190	Lodging, Meals and Per Diem	0	0	50	50	50
TOTAL SERVICES		215,398	226,754	253,510	236,760	252,445
1306	Auto Operating Fluids	548	410	650	500	500
1320	Uniforms	1,253	1,544	1,435	1,435	1,525
1324	Diesel Fuel	22,844	25,246	22,050	21,500	22,050
1338	Gasoline	7,865	7,217	8,050	7,150	7,950
1340	General Supplies	44,712	49,141	46,660	44,560	46,560
1343	Chemical Sterilant and Supplies	750	0	750	250	750
1345	Printed Forms and Supplies	0	0	0	0	0
1358	Office Supplies	287	113	200	450	350
1360	Safety Program Supplies	683	425	850	1,250	1,000
1382	Small Tools and Equipment	402	473	500	400	500
1385	Streetscape Maintenance	36	475	350	300	350
TOTAL SUPPLIES		79,380	85,044	81,495	77,795	81,535
1501	Land	0	0	0	0	0
1502	Improvements	0	0	0	0	0
1510	Equipment	83,667	14,120	0	0	391,000
TOTAL CAPITAL OUTLAY		83,667	14,120	0	0	391,000
1790	Transfers Out	0	0	0	0	0
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	0	0	0	0	0
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0
TOTAL PUBLIC WORKS DIVISION		793,633	738,480	774,040	749,865	1,185,230

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
<u>PUBLIC WORKS ADMINISTRATION</u>						
	Personnel	123,463	125,610	134,695	135,030	142,990
	Services	17,640	18,662	19,720	18,140	19,790
	Supplies	3,821	4,936	4,265	4,765	4,475
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL PUBLIC WORKS ADMIN.		144,924	149,208	158,680	157,935	167,255
<u>STORM SEWERS</u>						
	Personnel	1,499	0	1,500	1,505	1,595
	Services	436	366	525	275	525
	Supplies	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STORM SEWERS		1,935	366	2,025	1,780	2,120
<u>STREETS</u>						
	Personnel	279,991	280,353	293,865	289,970	306,385
	Services	177,816	196,340	212,400	196,065	212,100
	Supplies	61,350	67,353	63,370	61,220	63,300
	Capital Outlay	83,667	14,120	0	0	391,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREETS		602,824	558,166	569,635	547,255	972,785
<u>TRAFFIC SIGNS/SIGNALS</u>						
	Personnel	1,912	0	1,500	1,505	1,595
	Services	6,570	6,224	7,900	6,850	7,150
	Supplies	4,260	2,430	4,000	2,500	4,000
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SIGNS/SIGNALS		12,742	8,654	13,400	10,855	12,745
<u>FLIGHT SERVICE MAINTENANCE</u>						
	Personnel	0	150	300	310	320
	Services	4,932	4,266	6,400	9,000	6,200
	Supplies	264	164	550	250	450
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		5,196	4,580	7,250	9,560	6,970

**PUBLIC WORKS
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
COMPOST SITE						
	Personnel	3,383	3,559	3,150	3,130	3,285
	Services	6,500	333	3,250	3,150	3,250
	Supplies	0	0	50	0	50
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL COMPOST SITE		9,883	3,892	6,450	6,280	6,585
STREET CLEANING						
	Personnel	4,692	2,146	2,850	2,880	3,040
	Services	488	327	1,500	1,700	1,500
	Supplies	6,922	7,848	6,500	6,500	6,500
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL STREET CLEANING		12,102	10,321	10,850	11,080	11,040
MOSQUITO/WEED CONTROL						
	Personnel	248	744	950	760	805
	Services	500	86	665	380	680
	Supplies	2,712	2,313	2,700	2,500	2,700
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MOSQUITO/WEED CONTROL		3,460	3,143	4,315	3,640	4,185
SHADE TREE						
	Personnel	0	0	225	220	235
	Services	516	150	1,150	1,200	1,250
	Supplies	51	0	60	60	60
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL SHADE TREE		567	150	1,435	1,480	1,545
TOTAL DIVISION						
	Personnel	415,188	412,562	439,035	435,310	460,250
	Services	215,398	226,754	253,510	236,760	252,445
	Supplies	79,380	85,044	81,495	77,795	81,535
	Capital Outlay	83,667	14,120	0	0	391,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL DIVISION		793,633	738,480	774,040	749,865	1,185,230

BUDGET NOTES

PERSONNEL

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

SERVICES

- 1102 - legal ads, notices and publications.
- 1120 - telephone and internet service for the shop and the cellular phone used by the director.
- 1136 - electric and natural gas used at the Public Works garage.
- 1142 - engineering fees for questions or very minor project reviews.
- 1143 - other expert and professional including custodial contracted service.
- 1154 - maintenance and repair of the Director's pickup and for the shop and office area. Also included, is the allocated cost of a maintenance agreement for the HVAC and any related expenses.
- 1162 - expenses of environmentally proper disposal (tires, light tubes, oil, etc.).
- 1186 - the pickup license and solid waste assessment.
- 1188 - mileage for training if department vehicle is unavailable or not appropriate.
- 1189 - amount for possible college courses according to the policy for employees and other training.
- 1190 - meals if training is out of town.

SUPPLIES

- 1320 - uniform expense for the director.
- 1338 - gasoline for the pickup trucks.
- 1340 - general cleaning supplies, rags, detergents, etc. for the shop.
- 1358 - office supplies such as paper, printer ink and pens.
- 1360 - department personnel participation in the Hazardous Materials Response activity and for costs associated with employee safety. This includes training and equipment.

CAPITAL OUTLAY

Capital Outlay has no budgeted amounts..

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	89,332	93,612	97,800	97,600	102,630
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	34,131	31,998	36,895	37,430	40,360
TOTAL PERSONNEL		123,463	125,610	134,695	135,030	142,990
1102	Printing and Publishing	422	50	250	50	250
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	2,484	2,601	2,650	2,700	2,700
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	11,600	11,425	12,000	12,000	12,000
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	1,000	--	1,000
1143	Other Expert and Professional	1,875	2,012	2,000	1,750	2,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	1,124	2,554	1,500	1,550	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges/Environmental	--	--	100	--	100
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	16	--	20	40	40
1188	Travel - Mileage, Parking	--	--	50	--	50
1189	Conferences, Schools, & Training	119	20	150	50	150
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		17,640	18,662	19,720	18,140	19,790
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	308	468	415	415	425
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	2,516	2,387	2,700	2,500	2,600
1340	General Supplies	294	1,543	500	400	500
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	287	113	200	450	350
1360	Safety Program Supplies	416	425	450	1,000	600
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		3,821	4,936	4,265	4,765	4,475
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL P.W. ADMINISTRATION		144,924	149,208	158,680	157,935	167,255

BUDGET NOTES

This department is used to maintain the City's storm sewer system by cleaning the inlet grates, repairing old lines, and installing new minor systems. With continued development, more and more stress is being put on the storm water system both in terms of size and condition. Work has been done to evaluate and start a storm water utility. Once the legal, engineering and administrative work is complete and fees are implemented, the revenue will go into the "Surface Water Management Fund" (Fund 601). At this point, the planning and engineering work has been completed, but no final decision has been made to implement the utility charge and billing system by the Council.

PERSONNEL

The personnel section is for time actually spent maintaining the system.

SERVICES

1154 - repair work on the system or for street or sidewalk restoration after repairs or installation.

1186 - State required storm water permit.

SUPPLIES

1340 - supplies needed to make small local improvements in areas that have water problems. This is continued to allow for purchase and installation as feasible.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	1,281	--	1,095	1,090	1,145
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	218	--	405	415	450
TOTAL PERSONNEL		1,499	0	1,500	1,505	1,595
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	436	366	500	275	500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	25	--	25
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		436	366	525	275	525
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STORM SEWERS		1,935	366	2,025	1,780	2,120

BUDGET NOTES

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

PERSONNEL

This section includes salary costs for actual time spent on street repairs, maintenance, plowing, sanding and snow hauling. With the completion of the Wastewater Treatment Plant expansion, one full time employee was dedicated to operating the plant. Beginning late in 2013 this was increased to a second full time employee to handle the workload increase. This staffing had been done by a combination of part time and full-time employees from the department. The increase in the Sewer staffing allows for the other employees to devote more time in this and other departments. This is the primary reason for the increase in personnel costs starting in 2014. Benefits for 3 employees are included. This amount increased in 2017 with the retirement of an individual on medical leave and the hiring of a replacement. The increase in 2019A is to allow for additional resources devoted to plowing and clearing snow and the change in 2020 is reflective of the actual personnel usage and 2021 shows a change for the COLA, market adjustment and anticipated usage.

SERVICES

1102 - advertising, publications, printing of temporary signs, etc.

1134 - radio purchases or repairs.

1136 - utilities are for the expenses of the new Public Works Garage addition.

1140 - contract for sealcoating. Beginning with the 2010 budget there was a decrease to help with the LGA cuts. This decrease was continued into 2012 and 2013. Beginning in 2014, the budget has been increased to bring the program back to a 5-year cycle. The reduction in 2018A resulted from favorable materials price.

1154 - maintenance and repair for the majority of the vehicles and equipment in the department. This has been significantly increased in the past and increased again in 2020 and 2021 for usage, inflation and aging of the equipment.

1162 - for costs incurred in repairing Street openings made by citizens and for the return of digging deposit balances.

1172 - rental of any equipment used on any streets.

1186 - the state requirement of vehicle bi-annual licenses and for the solid waste assessments on parking lots.

SUPPLIES

1306 - fluids for the vehicles such as oil, hydraulic fluid and anti-freeze.

1320 - uniform allowances for the four employees with this as the home department.

1324 & 1338 - fuel for the vehicles and equipment. This is increased for usage and inflation.

1340 - general supplies such as sand and salt for winter roads, blacktop for patching, etc. This is increased for usage and inflation with another increase in 2020 for continued increases in usage.

1343 - the purchase of chemical sterilants.

1360 - items for employee and citizen safety.

1385 - established in 1999 for equipment and materials needed to maintain and repair the beautification structures and fixtures.

CAPITAL OUTLAY

1510 - 2018A are primarily amounts for a pickup and a Kubota tractor. 2019A has funds to continue the signage reflectivity upgrade program. 2021 has funds for a new road grader.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	181,025	186,823	195,575	195,180	205,240
	Part-time & Seasonal Salaries	16,128	13,182	14,995	8,190	8,610
	Overtime Salaries	5,399	7,022	7,665	8,190	8,610
	Fringe Benefits	77,439	73,326	75,630	78,410	83,925
TOTAL PERSONNEL		279,991	280,353	293,865	289,970	306,385
1102	Printing and Publishing	117	550	200	190	200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	1,295	--	1,000	600	1,000
1136	Utilities	1,231	712	1,400	500	1,200
1140	Contracted Labor/Sealcoat	113,125	156,646	160,000	146,850	160,000
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	277	1,200	400	1,000
1143	Other Expert and Professional	9,715	--	250	--	200
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	50,314	37,806	48,000	47,000	48,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other /Road Opening Repairs	--	--	50	--	50
1172	Rents and Leases	--	--	75	25	50
1186	Taxes and Licenses	2,019	302	225	500	400
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	47	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		177,816	196,340	212,400	196,065	212,100
1306	Auto Operating Fluids	548	410	650	500	500
1320	Uniforms	945	1,076	1,020	1,020	1,100
1324	Diesel Fuel	17,221	21,113	17,500	17,000	17,500
1338	Gasoline	5,085	4,695	5,200	4,500	5,200
1340	General Supplies	36,096	39,111	37,000	37,000	37,000
1343	Chemical Sterilant and Supplies	750	--	750	250	750
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	267	--	400	250	400
1382	Small Tools and Equipment	402	473	500	400	500
1385	Streetscape Maintenance	36	475	350	300	350
TOTAL SUPPLIES		61,350	67,353	63,370	61,220	63,300
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	83,667	14,120	--	--	391,000
TOTAL CAPITAL OUTLAY		83,667	14,120	0	0	391,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STREETS		602,824	558,166	569,635	547,255	972,785

BUDGET NOTES

This department covers traffic signs, painting and striping. Beginning in 2002, the cost of traffic signal lights operation and maintenance was allocated to this department. Beginning in 2018, Mille Lacs County is sharing in the cost of utilities and maintenance costs.

PERSONNEL

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

SERVICES

1136 - electric charges for the 1st Street stoplights and the roundabout streetlights.

1140 - contracting for maintenance or repair of lights.

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

SUPPLIES

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	1,363	--	1,095	1,090	1,145
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	549	--	405	415	450
TOTAL PERSONNEL		1,912	0	1,500	1,505	1,595
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities - Signal Light Electric	5,868	5,967	7,000	6,500	6,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	556	--	--	--	--
1143	Other Expert and Professional	--	--	400	--	250
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	146	257	500	350	400
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		6,570	6,224	7,900	6,850	7,150
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	4,260	2,430	4,000	2,500	4,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		4,260	2,430	4,000	2,500	4,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL TRAFFIC SIGNS		12,742	8,654	13,400	10,855	12,745

BUDGET NOTES

The Flight Service Station (FSS) is owned by the City and was leased at no cost to the FAA. Once the 20-year lease with the FAA expired in December 2005, a new lease was developed that has revenue to offset the costs of this department and provides some revenue to offset earlier construction and maintenance costs. The use of the facility changed significantly in 2014. The FAA consolidated and transferred the flight service operations to a different facility and is using a small portion of the building for some of the tele-communications and switching gear. They reduced the amount of the lease and some of the terms however they are still paying for utilities. The lease is still under negotiations at the end of 2021. At this point, it is not known to what extent the maintenance costs listed here will be reduced or utility costs increased due to the change in the lease arrangements.

PERSONNEL

Personnel costs are for snowplowing, grass cutting, etc.

SERVICES

1143 - is for possible service work.

1154 - repairs to the building, building exterior, grounds and sidewalks. The increase in 2020R is due to HVAC system repairs. The amount in 2021 has been slightly reduced to reflect amounts in the previous 2 years.

SUPPLIES

1338 - gasoline for mowers and other equipment.

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	110	220	220	230
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	40	80	90	90
TOTAL PERSONNEL		0	150	300	310	320
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	400	--	200
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,932	4,266	6,000	9,000	6,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		4,932	4,266	6,400	9,000	6,200
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	264	135	150	150	150
1340	General Supplies	--	29	400	100	300
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		264	164	550	250	450
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL F.S.S. MAINTENANCE		5,196	4,580	7,250	9,560	6,970

BUDGET NOTES

This department involves the operation of a drop-off site for residents to leave their branches, leaves, grass clippings and garden refuse. There was a significant change made in 2009 with the handling of compost in the City. Sylva Corporation is a business in the industrial park that can use the compost type items and offered to provide that service to the City residents. Their revenue from this material offsets their cost of operation. In the near future, this department will be eliminated. 2015 saw a reversal in the operations at Sylva. Because of difficulties with some of the people that were dumping their compostable items in the area with the facility trucks, their decision was to no longer provide free dumping. In order to again take the material, the City was required to construct a gate and have access controlled by the City and to enter into a lease that requires the City to make lease payments to have them operate the compost site.

PERSONNEL

The personnel costs were reinstated according to the note above and estimates beginning in 2015 are included. The amounts are estimates of the expected usage.

SERVICES

1102 - for advertising the hours of operation.

1154 - repair for equipment if needed.

1172 – rental payment to Sylva to grind up the material that is deposited at the facility.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	338	--	220	220	230
	Part-time & Seasonal Salaries	2,758	3,306	2,650	2,620	2,755
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	287	253	280	290	300
TOTAL PERSONNEL		3,383	3,559	3,150	3,130	3,285
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	6,500	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	333	250	150	250
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	3,000	3,000	3,000
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		6,500	333	3,250	3,150	3,250
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	50	--	50
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		0	0	50	0	50
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL COMPOST SITE		9,883	3,892	6,450	6,280	6,585

BUDGET NOTES

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

PERSONNEL

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

SERVICES

1154 - maintenance and repairs to the street sweeper.

SUPPLIES

1324 - diesel fuel for the sweeper.

1340 - supplies, primarily sweeper brooms and brushes.

CAPITAL OUTLAY – No expenditures are expected or budgeted.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	3,384	1,516	2,080	2,080	2,185
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	1,308	630	770	800	855
TOTAL PERSONNEL		4,692	2,146	2,850	2,880	3,040
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	488	327	1,500	1,700	1,500
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		488	327	1,500	1,700	1,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	5,623	4,133	4,500	4,500	4,500
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,299	3,715	2,000	2,000	2,000
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		6,922	7,848	6,500	6,500	6,500
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL STREET CLEANING		12,102	10,321	10,850	11,080	11,040

BUDGET NOTES

The City's current mosquito-spraying program, which is designed to cover the entire city, was instituted in 1985. The increasing concern of the spread of disease by mosquitoes has resulted in additional pressure for increased control measures. Although the control of mosquitoes is a service expected by most residents, it is also a difficult service to provide in a manner acceptable to everyone. Concerns over the risks to health from spraying or reactions to the spray create the need for additional training, work and care in the spray application.

PERSONNEL

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

SERVICES

1154 - repairs to the sprayer.

1186 - licenses necessary for the mosquito spraying employees.

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

1190 - lodging and meals at training sessions if required.

SUPPLIES

1340 - cost of the spray.

CAPITAL OUTLAY – No expenditures are expected or budgeted.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	173	253	550	550	580
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	301	200	--	--
	Fringe Benefits	75	190	200	210	225
TOTAL PERSONNEL		248	744	950	760	805
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	6	40	75	75
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	80	100	80	80
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	500	--	500	200	500
1190	Lodging, Meals and Per Diem	--	--	25	25	25
TOTAL SERVICES		500	86	665	380	680
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	2,712	2,313	2,700	2,500	2,700
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		2,712	2,313	2,700	2,500	2,700
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MOSQUITO/WEEDS		3,460	3,143	4,315	3,640	4,185

BUDGET NOTES

This department accounts for the activities involved in monitoring the health of trees, removal of dead, diseased or hazardous trees, and replacing the ones removed. At one time, the city contracted with an individual to check on trees in public right of ways and to respond to calls from citizens regarding their trees. The monitoring activities are now assigned to employees in the Public Works department. Although the costs in this department had been rather minimal in recent past, the emergence of the Emerald Ash Borer problem in the state has resulted in increases for new tree planting. Once the Emerald Ash Borer makes its way into the City, there will be increased costs for tree removal and replanting. Actions have been taken to start the preparation for that time by using other tree species to replace damaged or dead trees.

PERSONNEL

Salaries in this department are an allocation of employees' costs based on time worked.

SERVICES

1140 - primarily for contracting with someone for grinding of the stumps but also on occasion for hiring professional tree removal firms for the difficult or tall trees.

1154 - repairs of tree removal equipment.

1188, 1189, and 1190 - represent travel and registration expenses for seminars and workshops

SUPPLIES

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	165	160	170
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	60	60	65
TOTAL PERSONNEL		0	0	225	220	235
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor/Stump Grinding	300	--	750	750	750
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	131	--	150	100	150
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1172	Rents and Leases	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	25	25	25
1189	Conferences, Schools, & Training	85	150	200	300	300
1190	Lodging, Meals and Per Diem	--	--	25	25	25
TOTAL SERVICES		516	150	1,150	1,200	1,250
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	51	--	60	60	60
1343	Chemical Sterilant and Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
1385	Streetscape Maintenance	--	--	--	--	--
TOTAL SUPPLIES		51	0	60	60	60
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL SHADE TREE		567	150	1,435	1,480	1,545

