

**GENERAL FUND
EXPENDITURE SUMMARY**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	TOTAL PERSONNEL	2,310,587	2,456,922	2,587,145	2,674,975	2,778,125
	% of Total Expenditures	62.75%	66.02%	58.62%	57.43%	53.31%
	TOTAL SERVICES	848,909	781,602	1,040,870	962,615	1,104,480
	% of Total Expenditures	23.05%	21.00%	23.59%	20.67%	21.19%
	TOTAL SUPPLIES	194,380	206,107	212,780	528,305	209,670
	% of Total Expenditures	5.28%	5.54%	4.82%	11.34%	4.02%
	TOTAL CAPITAL OUTLAY	189,727	191,206	486,500	397,500	1,027,000
	% of Total Expenditures	5.15%	5.14%	11.02%	8.53%	19.71%
	TOTAL TRANSFERS	40,478	58,630	38,500	56,950	43,785
	% of Total Expenditures	1.10%	1.58%	0.87%	1.22%	0.84%
	TOTAL OTHER	98,270	27,238	47,435	37,385	48,100
	% of Total Expenditures	2.67%	0.73%	1.07%	0.80%	0.92%
	TOTAL GENERAL FUND	3,682,351	3,721,705	4,413,230	4,657,730	5,211,160
	Cost per Capita	\$783.81	\$787.33	\$933.62	\$985.35	\$1,102.42

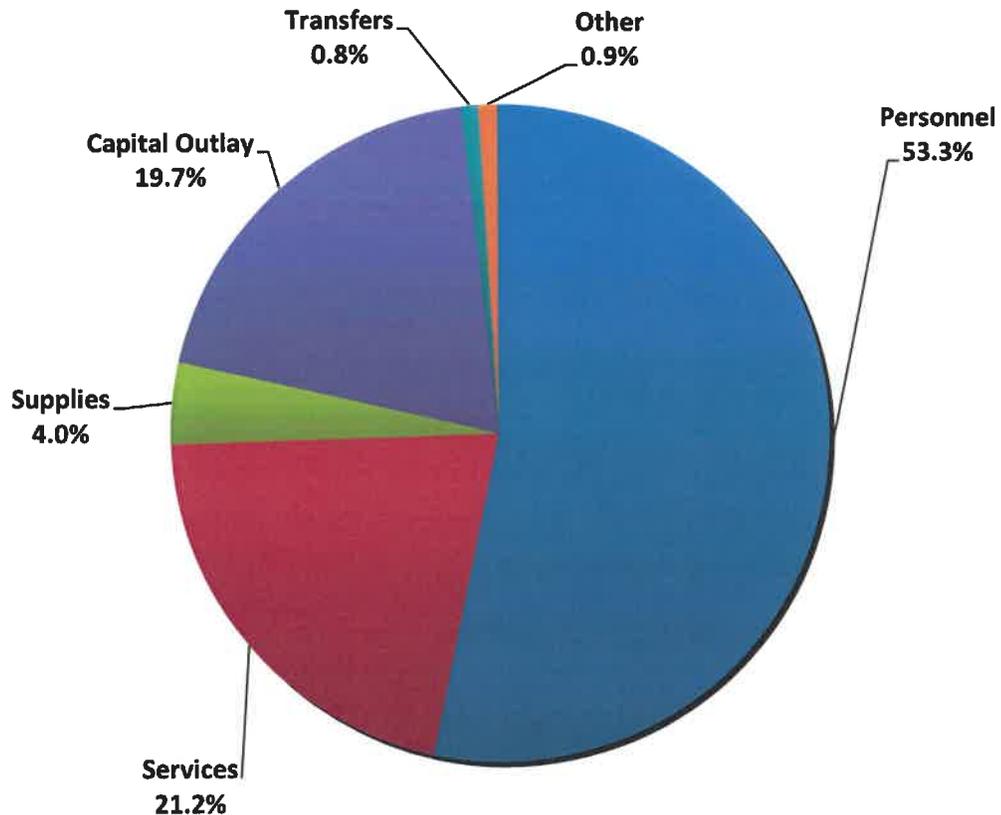
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	1,489,100	1,643,923	1,746,465	1,831,940	1,871,220
	Part-time & Seasonal Salaries	152,008	161,489	152,910	139,875	148,295
	Overtime Salaries	65,164	46,725	39,565	41,540	48,100
	Fringe Benefits	604,315	604,785	648,205	661,620	710,510
TOTAL PERSONNEL		2,310,587	2,456,922	2,587,145	2,674,975	2,778,125
1101	Community Promotion	214	2,181	7,500	6,800	7,500
1102	Printing and Publishing	3,756	4,604	7,600	6,625	8,100
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	19,343	18,895	21,375	20,550	21,675
1134	Radio and Pager Charges	1,606	1,101	3,000	1,300	3,000
1136	Utilities	100,071	90,511	108,000	85,675	103,950
1140	Contracted Labor	119,925	156,646	172,750	153,100	168,750
1141	Legal Services	59,397	64,302	67,500	66,500	70,055
1142	Engineering Services	5,866	4,075	8,200	8,150	8,000
1143	Other Expert and Professional	120,718	100,947	137,650	117,700	165,550
1150	Insurance and Bonds	171,583	169,932	195,800	198,350	210,900
1152	Tire Purchases and Repairs	2,782	1,821	2,400	2,200	2,400
1154	Maintenance and Repair	152,729	114,334	138,390	141,150	147,950
1158	Membership and Subscriptions	17,173	15,720	19,450	23,100	32,550
1159	Safety Program Dues & Exp.	10,467	11,312	13,000	12,000	13,000
1160	Building Rent	0	0	6,000	6,000	6,000
1160	Books and Reference Material	0	0	150	50	100
1161	Data Processing/Office Equip R&M	18,189	16,789	19,500	19,500	19,500
1162	Other Charges	6,109	(22,297)	31,525	32,665	36,025
1172	Rents and Leases	0	0	3,075	3,025	3,050
1185	Annexation Tax Requirement	15,068	6,974	25,000	25,000	25,000
1186	Taxes and Licenses	21,215	16,690	20,380	12,225	19,850
1187	Building Permit Fee Reserve	0	0	10,000	0	10,000
1188	Travel - Mileage, Parking	1,350	3,096	2,825	1,775	2,475
1189	Conferences, Schools, & Training	(1,561)	642	15,450	17,325	15,200
1190	Lodging, Meals and Per Diem	2,909	3,327	4,350	1,850	3,900
TOTAL SERVICES		848,909	781,602	1,040,870	962,615	1,104,480
1306	Auto Operating Fluids	675	436	950	650	800
1320	Uniforms	16,117	12,461	18,720	15,185	16,925
1324	Diesel Fuel	27,347	28,691	26,650	25,100	26,650
1338	Gasoline	43,022	38,540	44,125	34,915	41,420
1340	General Supplies	95,562	103,575	76,860	428,205	76,235
1342	Canine Unit Costs & Supplies	0	0	0	0	0
1343	Chemical Sterilant & Supplies	1,671	429	1,950	250	1,950
1345	Printed Forms and Supplies	159	193	675	525	640
1358	Office Supplies	1,540	1,133	2,500	1,875	2,550
1360	Safety Program Supplies	4,072	3,637	7,350	5,750	7,500
1382	Small Tools and Equipment	4,179	16,537	12,650	10,550	14,650
1385	Streetscape Maintenance	36	475	350	300	350
1410	Service & Supplies Inflation	0	0	20,000	5,000	20,000
TOTAL SUPPLIES		194,380	206,107	212,780	528,305	209,670

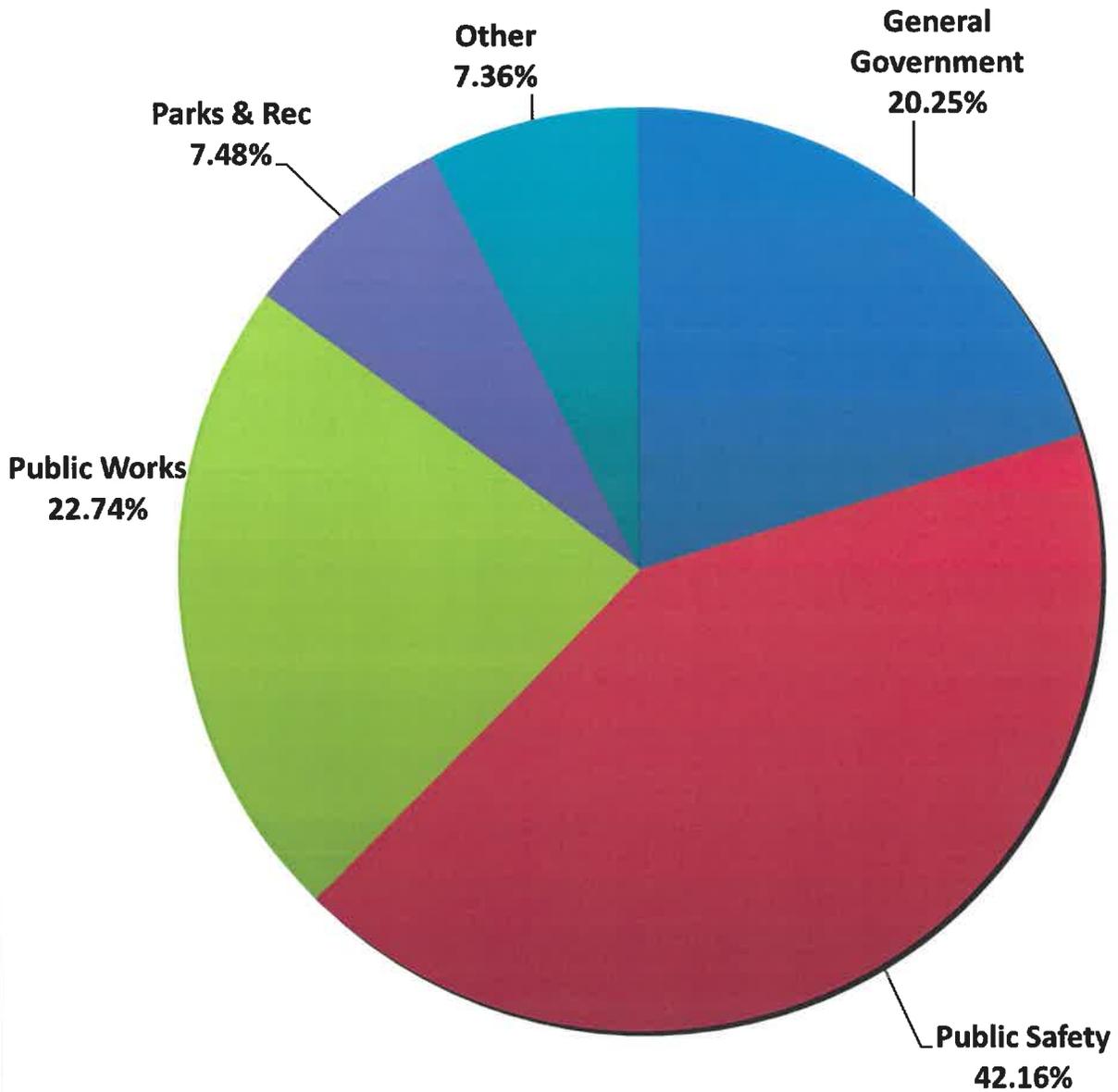
**GENERAL FUND
EXPENDITURE DETAIL**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
1501	Land	0	0	0	0	0
1502	Improvements	0	25,922	74,000	33,000	71,000
1510	Equipment	189,727	165,284	412,500	364,500	956,000
TOTAL CAPITAL OUTLAY		189,727	191,206	486,500	397,500	1,027,000
1790	Transfers Out	40,478	58,630	38,500	56,950	43,785
TOTAL TRANSFERS		40,478	58,630	38,500	56,950	43,785
1810	Remit Collections for Other Agencies	98,270	27,238	27,435	27,385	28,100
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	20,000	10,000	20,000
TOTAL OTHER		98,270	27,238	47,435	37,385	48,100
TOTAL GENERAL FUND		3,682,351	3,721,705	4,413,230	4,657,730	5,211,160

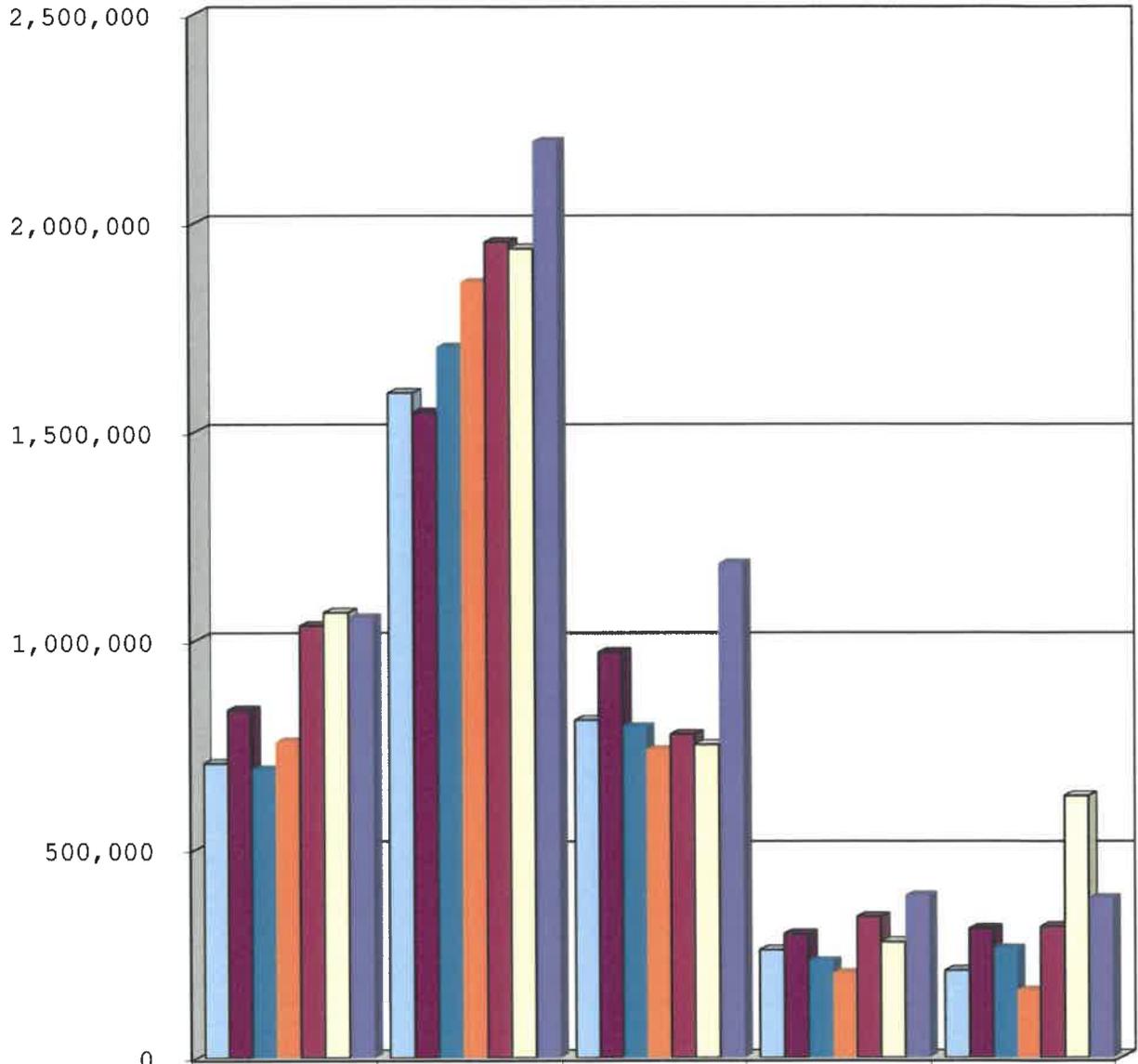
2021 PROPOSED



**2021 GENERAL FUND
TOTAL EXPENDITURES BY DIVISION**

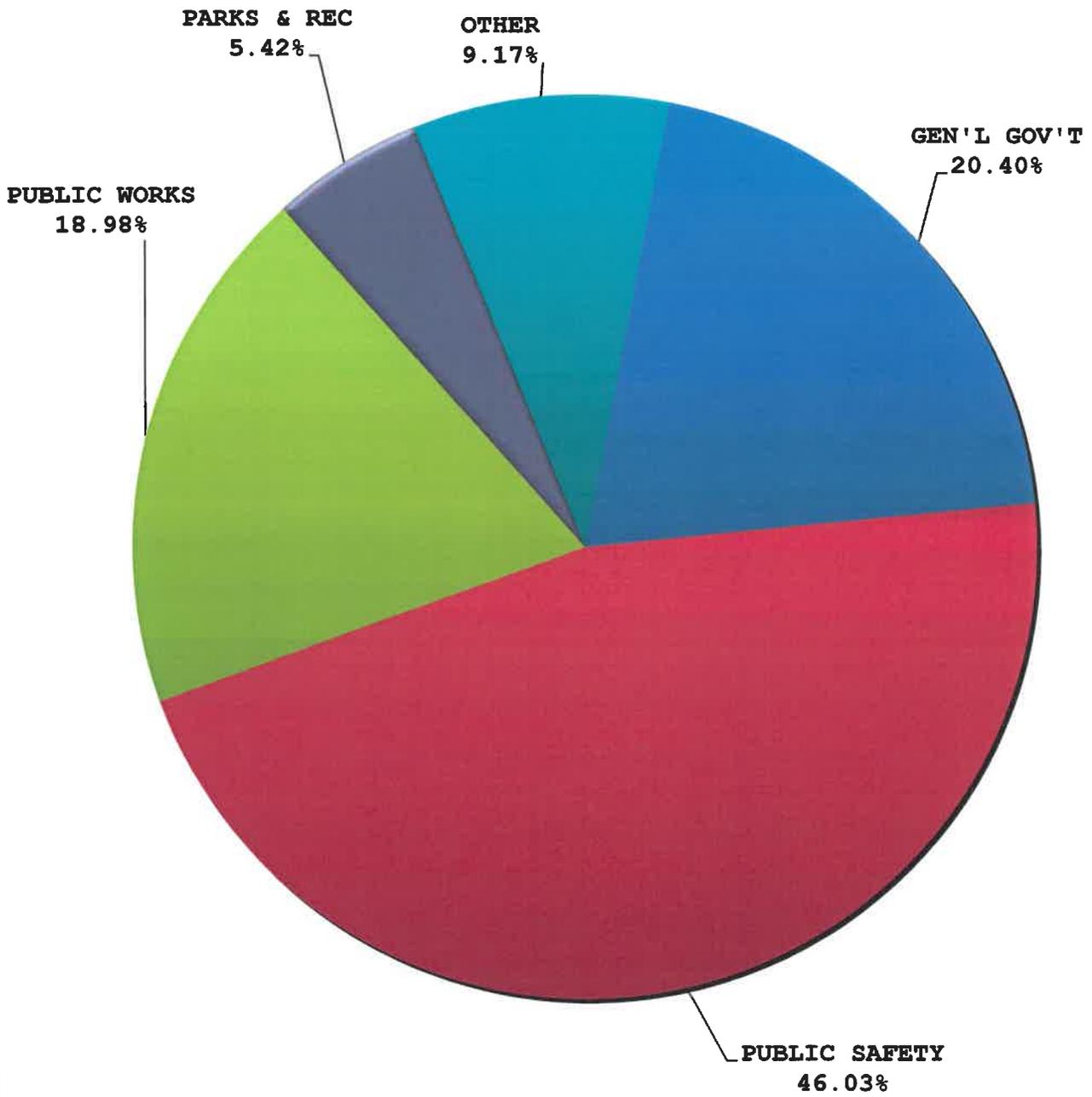


GENERAL FUND TOTAL EXPENDITURES BY DIVISION

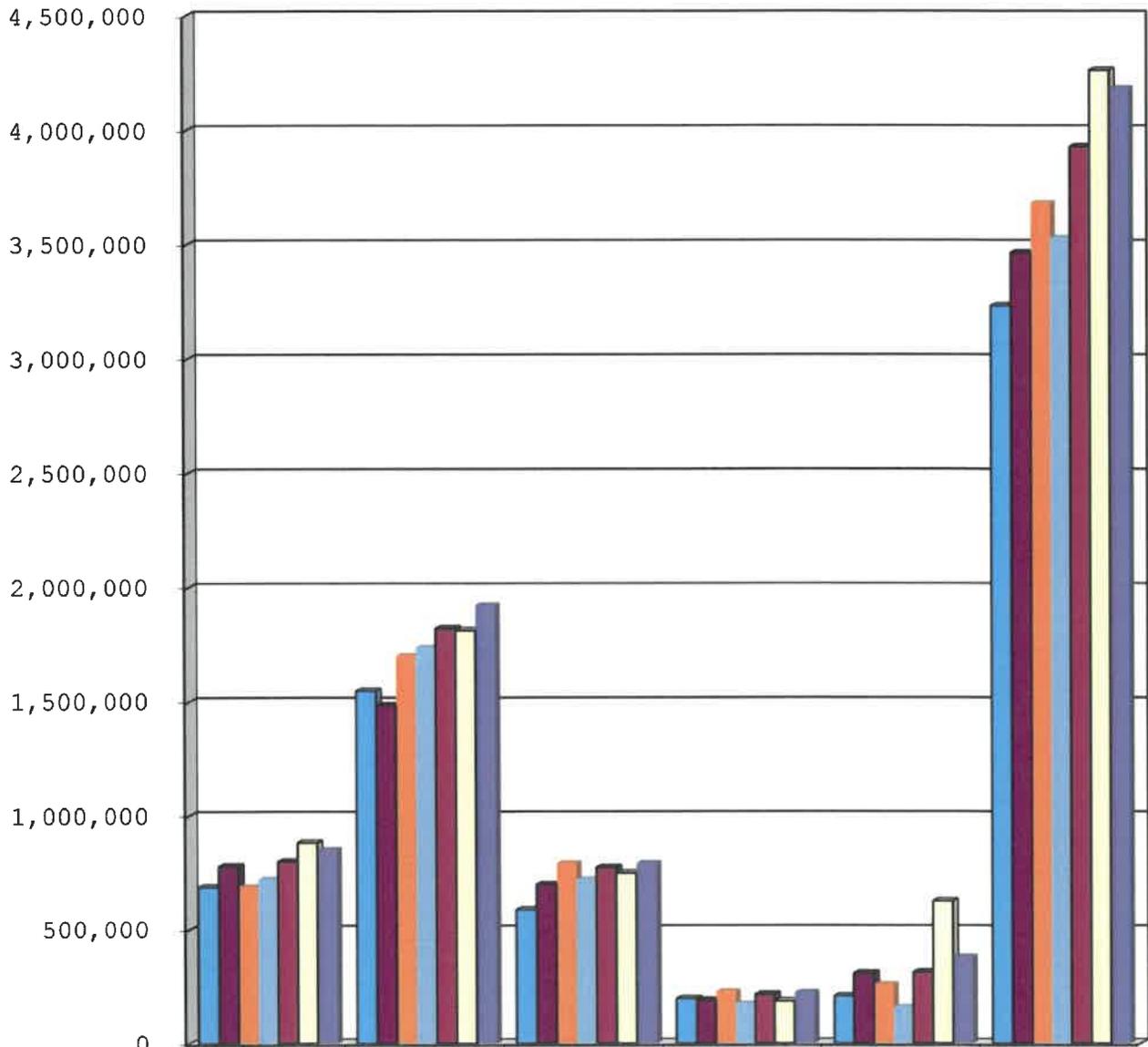


	GEN'L GOV'T	PUBLIC SAFETY	PUBLIC WORKS	PARKS & REC	OTHER
2016A	704,639	1,592,696	808,469	257,543	208,658
2017A	832,741	1,545,609	971,161	296,154	308,723
2018A	691,163	1,704,371	793,633	231,339	261,845
2019A	757,996	1,859,105	738,480	203,909	162,215
2020A	1,034,350	1,954,380	774,040	336,850	313,610
2020R	1,066,090	1,938,290	749,865	276,830	626,655
2021A	1,055,430	2,196,845	1,185,230	389,970	383,685

2021 GENERAL FUND OPERATING EXPENDITURES BY DIVISION

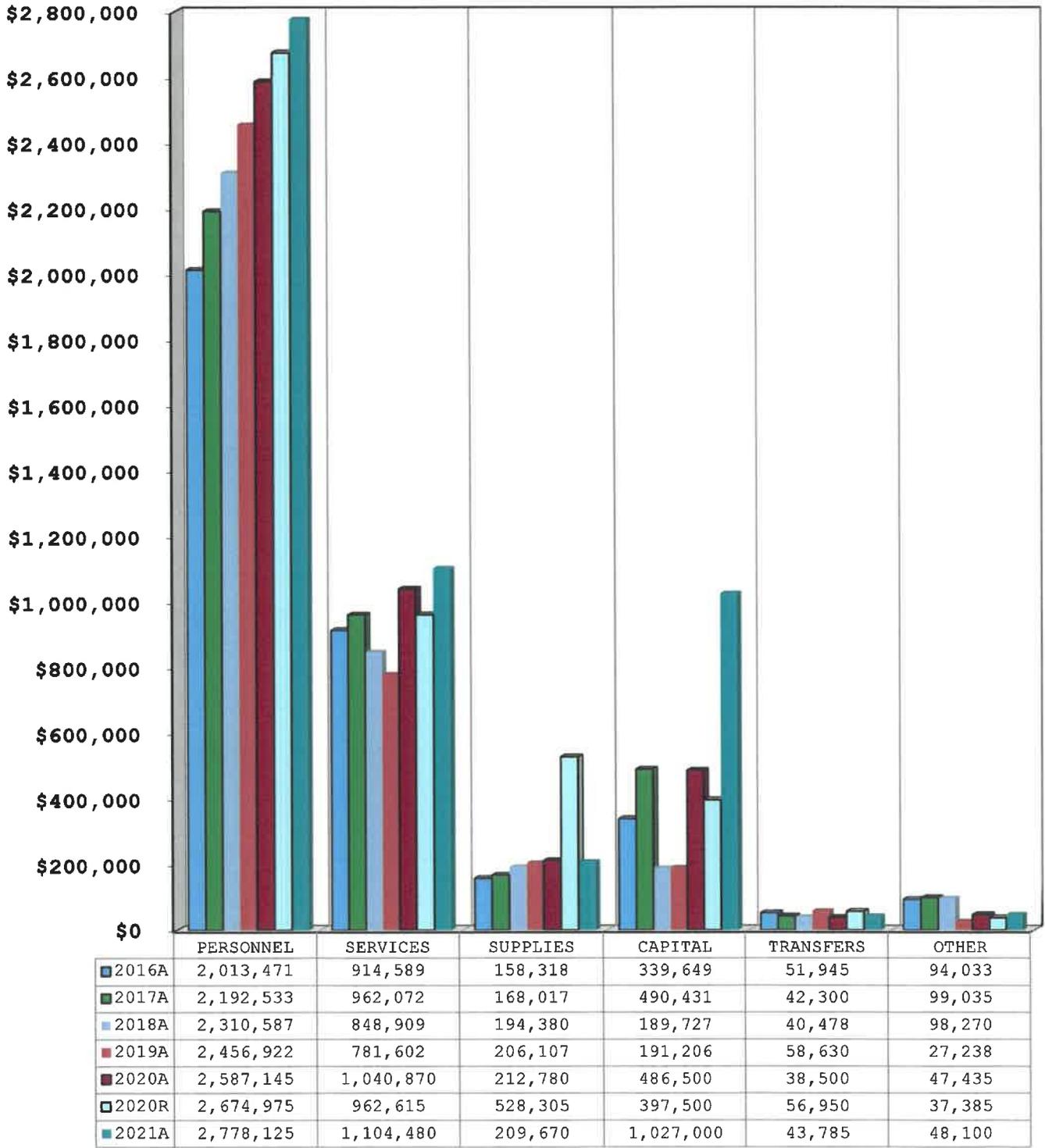


GENERAL FUND OPERATING EXPENDITURES BY DIVISION



	GEN'L GOV'T	PUBLIC SAFETY	PUBLIC WORKS	PARKS & REC	OTHER	TOTAL
2016A	688,181	1,549,551	588,088	197,878	208,658	3,232,356
2017A	779,658	1,485,794	698,888	190,894	308,723	3,463,957
2018A	691,163	1,704,371	793,633	231,339	261,845	3,682,351
2019A	724,395	1,741,542	724,360	177,987	162,215	3,530,499
2020A	800,750	1,821,980	774,040	216,350	313,610	3,926,730
2020R	883,490	1,813,890	749,865	186,330	626,655	4,260,230
2021A	853,430	1,925,845	794,230	226,970	383,685	4,184,160

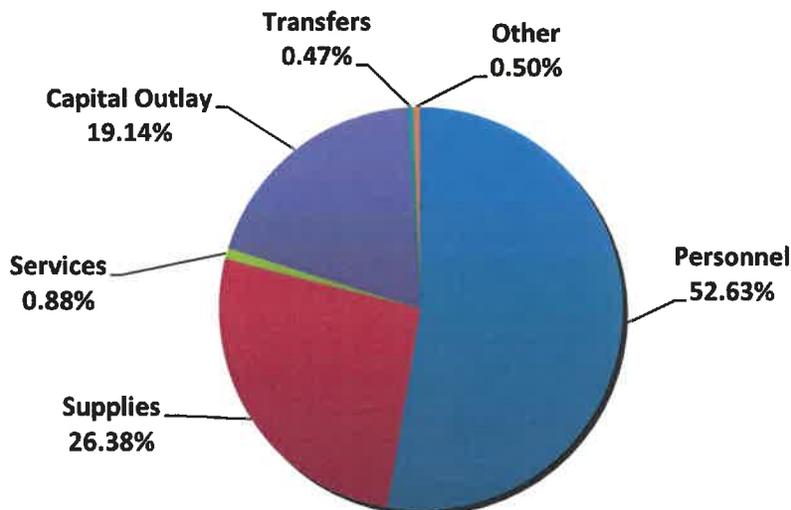
GENERAL FUND TOTAL EXPENDITURES BY TYPE



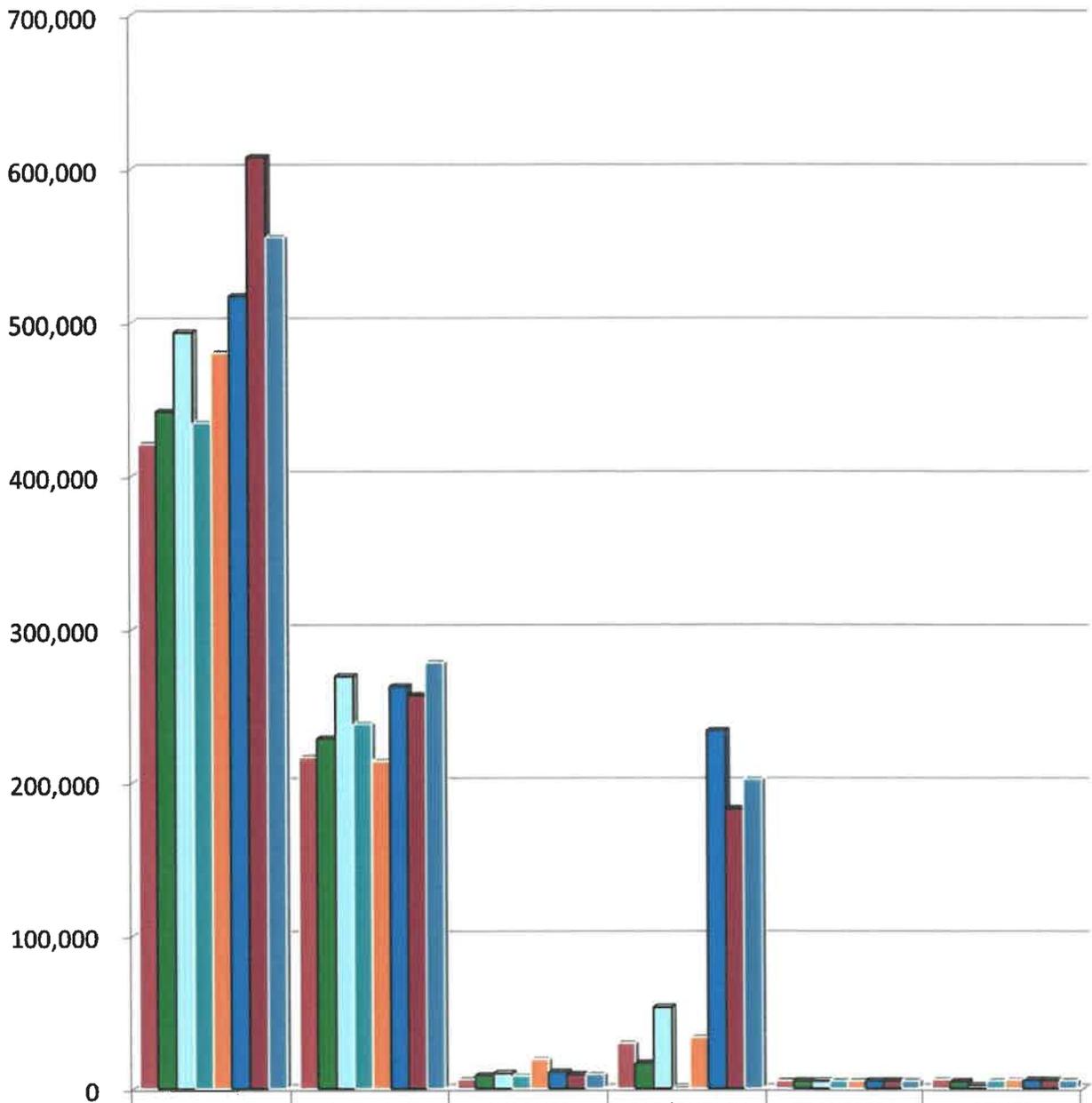
**GENERAL GOVERNMENT
DIVISION SUMMARY AND CHART**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
TOTAL PERSONNEL		434,598	480,388	517,075	607,475	555,455
	% of Total Department	62.88%	63.38%	49.99%	56.98%	52.63%
	% of Total Personal Services	18.81%	18.57%	19.99%	22.71%	19.99%
TOTAL SERVICES		238,227	213,943	262,560	256,790	278,385
	% of Total Department	34.47%	28.22%	25.38%	24.09%	26.38%
	% of Total Services	28.06%	20.55%	25.23%	26.68%	25.21%
TOTAL SUPPLIES		8,224	19,366	10,865	9,025	9,340
	% of Total Department	1.19%	2.55%	1.05%	0.85%	0.88%
	% of Total Supplies	4.23%	9.10%	5.11%	1.71%	4.45%
TOTAL CAPITAL OUTLAY		0	33,601	233,600	182,600	202,000
	% of Total Department	0.00%	4.43%	22.58%	17.13%	19.14%
	% of Total Capital Outlay	0.00%	6.91%	48.02%	45.94%	19.67%
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
	% of Total Department	0.72%	0.66%	0.48%	0.47%	0.47%
	% of Total Transfers	12.35%	12.99%	12.99%	8.78%	11.42%
TOTAL OTHER		5,114	5,698	5,250	5,200	5,250
	% of Total Department	0.74%	0.75%	0.51%	0.49%	0.50%
	% of Total Other	5.20%	12.01%	11.07%	13.91%	10.91%
TOTAL GENERAL GOVERNMENT		691,163	757,996	1,034,350	1,066,090	1,055,430
	% of General Fund	18.77%	17.18%	23.44%	22.89%	20.25%
	Cost per Capita	\$152.98	\$161.34	\$217.99	\$224.68	\$220.25

GENERAL GOVERNMENT EXPENDITURES BY TYPE



GENERAL GOVERNMENT EXPENDITURES BY TYPE



	PERSONNEL	SERVICES	SUPPLIES	CAP/OUTLAY	TRANSFERS	OTHER
2015 ACTUAL	420,617	216,514	6,173	29,754	5,000	5,837
2016 ACTUAL	441,754	228,376	8,556	16,458	5,000	4,495
2017 ACTUAL	493,385	269,325	9,955	53,083	5,000	1,993
2018 ACTUAL	434,598	238,227	8,224	0	5,000	5,114
2019 ACTUAL	480,388	213,943	19,366	33,601	5,000	5,698
2020 ADOPTED	517,075	262,560	10,865	233,600	5,000	5,250
2020 REVISED	607,475	256,790	9,025	182,600	5,000	5,200
2021 ADOPTED	555,455	278,385	9,340	202,000	5,000	5,250

**GENERAL GOVERNMENT
DIVISION DETAIL SUMMARY**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	300,495	338,985	364,030	450,275	388,395
	Part-time & Seasonal Salaries	18,985	16,057	18,965	18,965	16,965
	Overtime Salaries	0	0	0	0	0
	Fringe Benefits	- 115,118	125,346	134,080	138,235	150,095
TOTAL PERSONNEL		434,598	480,388	517,075	607,475	555,455
1101	Community Promotion	131	2,038	5,100	5,100	5,100
1102	Printing and Publishing	1,873	1,892	2,550	3,210	3,250
1118	Cleaning and Waste Removal	0	0	0	0	0
1120	Telephone and Postage	6,084	5,969	6,600	7,100	6,800
1134	Radio and Pager Charges	0	0	0	0	0
1136	Utilities	21,111	17,444	22,300	19,675	21,200
1140	Contracted Labor	0	0	3,000	3,000	3,000
1141	Legal Services	59,397	64,302	67,500	66,500	70,055
1142	Engineering Services	5,310	3,798	6,000	7,750	6,000
1143	Other Expert and Professional	76,930	71,741	94,350	95,900	99,650
1150	Insurance and Bonds	2,243	2,428	2,800	2,850	2,900
1152	Tire Purchases and Repairs	0	0	0	0	0
1154	Maintenance and Repair	47,118	26,734	24,700	25,250	23,825
1158	Membership and Subscriptions	13,634	12,727	14,800	14,750	24,650
1160	Books and Reference Material	0	0	150	50	100
1161	Data Processing/Office Equip R&M	0	0	0	0	0
1162	Other Charges	132	385	4,750	2,100	4,750
1186	Taxes and Licenses	1,871	704	1,060	1,405	1,055
1188	Travel - Mileage, Parking	1,054	1,885	2,350	1,450	2,000
1189	Conferences, Schools, & Training	495	1,060	2,550	350	2,150
1190	Lodging, Meals and Per Diem	844	836	2,000	350	1,900
TOTAL SERVICES		238,227	213,943	262,560	256,790	278,385
1306	Auto Operating Fluids	0	0	0	0	0
1320	Uniforms	765	312	1,465	450	500
1324	Diesel Fuel	0	0	0	0	0
1338	Gasoline	0	0	0	0	0
1340	General Supplies	7,116	18,900	8,625	8,175	8,100
1345	Printed Forms and Supplies	0	0	175	25	140
1358	Office Supplies	343	154	600	375	600
1360	Safety Program Supplies	0	0	0	0	0
1382	Small Tools and Equipment	0	0	0	0	0
TOTAL SUPPLIES		8,224	19,366	10,865	9,025	9,340
1501	Land	0	0	0	0	0
1502	Improvements	0	0	41,000	0	41,000
1510	Equipment	0	33,601	192,600	182,600	161,000
TOTAL CAPITAL OUTLAY		0	33,601	233,600	182,600	202,000
1790	Transfers Out	5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
1810	Remit Collections/Other Agencies	5,114	5,698	5,250	5,200	5,250
1820	Refunds and Reimbursements	0	0	0	0	0
1999	Unallocated Contingency	0	0	0	0	0
TOTAL OTHER		5,114	5,698	5,250	5,200	5,250
TOTAL GENERAL GOVERNMENT		691,163	757,996	1,034,350	1,066,090	1,055,430

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**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
MAYOR AND COUNCIL						
	Personnel	17,186	17,143	17,375	17,375	17,375
	Services	12,344	14,114	15,650	14,360	16,050
	Supplies	48	173	150	75	150
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL MAYOR AND COUNCIL		29,578	31,430	33,175	31,810	33,575
ADMINISTRATION						
	Personnel	217,185	225,380	241,000	240,975	255,995
	Services	3,400	4,198	7,925	5,875	8,025
	Supplies	1,184	9,557	1,480	900	1,090
	Capital Outlay	0	13,343	15,000	5,000	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ADMINISTRATION		221,769	252,478	265,405	252,750	265,110
ELECTIONS						
	Personnel	2,317	0	3,000	3,000	1,000
	Services	1,013	0	1,075	1,250	450
	Supplies	430	671	500	450	200
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL ELECTIONS		3,760	671	4,575	4,700	1,650
ASSESSING						
	Personnel	0	0	0	0	0
	Services	16,573	17,681	17,000	17,500	18,500
	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 ASSESSING		16,573	17,681	17,000	17,500	18,500
FINANCE						
	Personnel	160,502	167,026	174,920	265,295	187,175
	Services	18,835	18,535	20,675	20,600	21,275
	Supplies	1,713	3,554	2,885	2,250	2,450
	Capital Outlay	0	0	3,000	3,000	25,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL FINANCE		181,050	189,115	201,480	291,145	235,900

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
LEGAL						
	Personnel	0	0	0	0	0
	Services	59,397	63,700	64,000	65,250	66,555
	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 LEGAL		59,397	63,700	64,000	65,250	66,555
TECHNOLOGY DEPARTMENT						
	Personnel	0	0	0	0	0
	Services	4,044	2,088	3,450	6,925	16,000
	Supplies	1,505	293	500	2,225	500
	Capital Outlay	0	0	3,000	3,000	0
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL TECHNOLOGY		5,549	2,381	6,950	12,150	16,500
BUILDING INSPECTION						
	Personnel	0	0	0	0	0
	Services	32,699	26,089	45,475	46,350	45,475
	Supplies	0	0	250	0	200
	Capital Outlay	0	0	0	0	0
	Transfers	0	0	0	0	0
	Other	5,114	5,698	5,250	5,200	5,250
TOTAL BUILDING INSPECTION		37,813	31,787	50,975	51,550	50,925
PLANNING AND ZONING						
	Personnel	29,634	66,590	73,315	73,310	85,945
	Services	14,493	15,616	29,750	25,825	30,350
	Supplies	1,429	3,172	2,700	1,350	2,550
	Capital Outlay	0	20,258	171,600	171,600	136,000
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	0	0	0	0	0
TOTAL PLANNING & ZONING		50,556	110,636	282,365	277,085	259,845

**GENERAL GOVERNMENT
DIVISION SUMMARY BY DEPARTMENT**

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
<u>LIBRARY BLDG. MAINTENANCE</u>						
	Personnel	3,750	1,602	2,670	2,685	2,840
	Services	59,051	35,595	41,150	33,150	38,500
	Supplies	825	975	1,200	425	1,000
	Capital Outlay	0	0	16,000	0	16,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL LIBRARY BLDG. MAINT.		63,626	38,172	61,020	36,260	58,340
<u>CITY HALL BUILDING</u>						
	Personnel	4,024	2,647	4,795	4,835	5,125
	Services	16,378	16,327	16,410	19,705	17,205
	Supplies	1,090	971	1,200	1,350	1,200
	Capital Outlay	0	0	25,000	0	25,000
	Transfers	0	0	0	0	0
	Other	0	0	0	0	0
TOTAL CITY HALL BUILDING		21,492	19,945	47,405	25,890	48,530
<u>TOTAL DIVISION</u>						
	Personnel	434,598	480,388	517,075	607,475	555,455
	Services	238,227	213,943	262,560	256,790	278,385
	Supplies	8,224	19,366	10,865	9,025	9,340
	Capital Outlay	0	33,601	233,600	182,600	202,000
	Transfers	5,000	5,000	5,000	5,000	5,000
	Other	5,114	5,698	5,250	5,200	5,250
TOTAL DIVISION		691,163	757,996	1,034,350	1,066,090	1,055,430

BUDGET NOTES

PERSONNEL

Council salaries are at the annual rate of \$3,605 for the Mayor and \$3,090 for Council members for all years presented. The last increase was approved in 1998 effective for 1999. The budgets presented also include an increase approved in 2004 that provides \$40 for each special meeting, up to a maximum of 10 meetings per year. By state statute increases in council salaries can only become effective in the year after an election for council. Since 2020 was an election year and no action was taken to change the rates, the current rates will continue through 2021 and 2022. The rates can then be adjusted prior to the 2022 election to take effect in 2023.

SERVICES

- 1101** - an allocation for the Council to participate in publications or activities promoting the organization or community.
- 1102** - an allocation for certificates of appreciation to various boards' members.
- 1120** - amount in beginning in 2019 is for data pack for Mayor's laptop and associated monthly charges. This is also where special mailings requested by the Council would be budgeted. There are no mailings budgeted for either year.
- 1158** - membership to the League of Minnesota Cities (LMC) and the Coalition of Greater Minnesota Cities (CGMC) and the Mayors Association. Some of the CGMC dues are allocated to Community Development for annexation issues and to the Sanitary Sewer Fund for pollution issues. There are slight increases budgeted for dues increases from LMC and CGMC.
- 1162** - has money for the Mayor's Contingency Fund which includes amounts for flowers and service acknowledgments, which was initiated by the Council in 1983. The increase in 2019A was for a new supply of recognition plaques and tickets to the Chamber of Commerce Distinguished Service Award banquet.
- 1188, 1189, 1190** - Council members' attendance at League of Minnesota Cities' and Coalition of Greater Minnesota Cities' conferences and/or workshops. The increase in 2019A was for lodging for the Mayor for a meeting in Washington DC.

SUPPLIES

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	15,965	15,965	15,965	15,965	15,965
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	1,221	1,178	1,410	1,410	1,410
TOTAL PERSONNEL		17,186	17,143	17,375	17,375	17,375
1101	Community Promotion	--	--	100	100	100
1102	Printing and Publishing	61	41	100	60	100
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	416	500	500	500
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	12,081	12,242	13,100	13,500	13,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	74	385	150	100	150
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	530	300	--	300
1189	Conferences, Schools, & Training	--	495	800	100	800
1190	Lodging, Meals and Per Diem	128	5	600	--	600
TOTAL SERVICES		12,344	14,114	15,650	14,360	16,050
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	48	173	150	75	150
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		48	173	150	75	150
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL MAYOR/CITY COUNCIL		29,578	31,430	33,175	31,810	33,575

BUDGET NOTES

PERSONNEL

This department includes the City Administrator, the City Clerk and 1/3 of the Community Development Technician (to account for the receptionist duties of this position). They coordinate the activities of all the departments and consultants. Eight percent (8%) of the administrator's salary is allocated to the liquor fund as an estimate of the amount of time this person devotes to liquor administration duties. The budget document has the Community Development Assistant (changed in 2020 to Community Development Technician) costs equally allocated between this department, the planning and zoning department and the EDA Fund. The agreed upon COLA and market increase of 4.0% for 2021 is shown in the individual department budgets and not in the unallocated department (4930) budget as is the case in some years when labor negotiations are not completed.

SERVICES

- 1102 - publication costs including the publication of ordinances. An amount is also included for the semi-annual printing and distribution of the City newsletter. Although this budget has been reduced to save money, there is a small amount remaining that would go towards paying for limited publications a couple of times a year with inserts in the utility billings. This has not been done in the last several years, with the City relying on social media communication methods.
- 1120 - stamps and allocation of phone service costs based on number of personnel and estimated usage of the phone lines.
- 1141 - expert legal consultation if needed.
- 1143 - other expert assistance if needed.
- 1154 - repairs of office equipment in this department.
- 1158 - memberships and subscriptions to government professional organizations.
- 1160 - directories and other reference books.
- 1162 - an amount for small miscellaneous charges. The increase in 2020 is for the establishment of an employee recognition program proposed to be introduced.
- 1186 - recording of notary certification for the office staff and county charges for parcel listing.
- 1188, 1189, and 1190 - covers the cost of training meetings and conferences. This was reduced in 2017A due to the administrator's retirement, but was restored to previous levels beginning in 2018 while not much occurred in 2020 due to Covid19 it is budgeted to increase for 2021 with the hope the virus is more contained.

SUPPLIES

- 1320 - the uniform costs of 1/3 of the Community Development Assistant.
- 1340 - supplies and small office tools and equipment.
- 1345 - license and application forms.
- 1358 - office supplies for the personnel in this department.
- 1382 - amounts for office equipment and tools.

CAPITAL OUTLAY

The amount in 2019 is for replacement of the copier that was beyond the maintenance agreement time period for purchase of tablets or small laptops and the Passageways OnBoard program for Council members and staff to use electronic agendas and documents for meetings. The amount in 2020A is for computer upgrades and conference room furnishings. 2021 does not have an amount requested for capital items.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	154,317	164,631	176,450	176,450	186,465
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	62,868	60,749	64,550	64,525	69,530
TOTAL PERSONNEL		217,185	225,380	241,000	240,975	255,995
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	213	766	550	1,250	1,250
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,639	1,298	1,600	1,550	1,600
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	84	500	250	500
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	400	250	400
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	34	59	75	50	75
1158	Membership and Subscriptions	375	275	400	100	300
1160	Books and Reference Material	--	--	100	50	100
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	58	--	2,000	1,000	2,000
1186	Taxes and Licenses	--	--	50	25	50
1188	Travel - Mileage, Parking	442	1,029	1,000	1,000	1,000
1189	Conferences, Schools, & Training	170	205	750	100	350
1190	Lodging, Meals and Per Diem	469	482	500	250	400
TOTAL SERVICES		3,400	4,198	7,925	5,875	8,025
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	270	156	580	225	200
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	733	9,401	700	500	700
1345	Printed Forms and Supplies	--	--	50	25	40
1358	Office Supplies	181	--	150	150	150
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,184	9,557	1,480	900	1,090
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	13,343	15,000	5,000	0
TOTAL CAPITAL OUTLAY		0	13,343	15,000	5,000	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 ADMINISTRATION		221,769	252,478	265,405	252,750	265,110

BUDGET NOTES

2018A has amounts for primary and general elections. Since there were no special elections in 2019, the 2019A has an amount for ballot machine maintenance only. Since 2020 is a presidential election year there are increased amounts for a primary and general election. Since there are no elections scheduled in 2021, 2021A has an amount for a special election or referendum if required and ballot machine maintenance.

PERSONNEL

Although the City Clerk devotes substantial time to elections, the wage payments are recorded in the Administration department and overtime is usually taken as comp time. Beginning in 2016 the payments to election judges are in the personnel section rather than as contract labor per the recommendation of the League of MN Cities.

SERVICES

1120 - publication of sample ballot.

1154 - has an amount for repairs and specialized programming of the ballot machine if required.

1162 - ballots and other charges by the county.

1188 - mileage to Milaca for training workshops and pick-up and return of the ballots. 2016 marked the first year that all voting in Sherburne County was done by mailed ballots reducing the mileage amounts.

SUPPLIES

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	2,317	--	3,000	3,000	1,000
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		2,317	0	3,000	3,000	1,000
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	671	--	675	900	300
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	342	--	400	350	150
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		1,013	0	1,075	1,250	450
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	430	671	500	450	200
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		430	671	500	450	200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ELECTIONS		3,760	671	4,575	4,700	1,650

BUDGET NOTES

The City is billed on a per parcel basis by both the Mille Lacs and Sherburne County Assessors for assessing duties. The budgets have been increased slightly for additional parcels and potential cost increases with the counties.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	16,573	17,681	17,000	17,500	18,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		16,573	17,681	17,000	17,500	18,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL ASSESSING		16,573	17,681	17,000	17,500	18,500

BUDGET NOTES

PERSONNEL

This department consists of the Finance Director and Accountant. The cost allocation for these two positions has 67% of the Accountant costs here and 33% in liquor, while 90% of the Finance Director cost is budgeted here and the remaining 10% allocated to the liquor fund. This cost allocation is based on an approximation of time devoted to accounting procedures for the liquor store. The 2020R and 2021A budgets show the department transition costs. The Finance Director is retiring and severance pay is included in 2020R and some additional training time is included also for both 2020 and 2021.

SERVICES

- 1102** - represents the cost of printing the annual financial statement and budget summary as required by law.
- 1120** - postage, plus 20% of the telephone lines, 20% of the fax line, and long-distance toll charges.
- 1143** - this represents the partial cost of the annual audit. A portion of the cost of the audit is allocated to each of the Enterprise Funds (Airport, Sewer and Liquor); the fire department since a portion of that department's cost is allocated to the townships, and other major funds that share in audit time and expense. This cost has been fairly consistent and is projected to continue into the future based on the last three-year request for proposal.
- 1154** - repairs to computers or other equipment used in this department. The finance software agreement specifies a contract amount for maintenance and updates.
- 1158** - the Government Finance Officers Association dues and other subscriptions.
- 1160** - books and reference material, is for finance related reference books.
- 1162** - the safe deposit box.
- 1188, 1189, and 1190** - for training courses or seminars and associated travel costs. Also included are amounts to allow the Accountant to attend the MCFOA convention. This has been continued and with little activity occurring in 2020. The amount is restored in 2021 in hopes of a return of some of this training and also recognizing that the new Finance Director may want some additional training if available.

SUPPLIES

- 1320** - uniform cost for the Accountant, which was eliminated in 2019 at the Accountant's choice.
- 1340** - the cost of forms needed for the department such as vouchers, purchase orders, time cards, tax forms, checks, computer paper, printer toner, as well as other supplies.
- 1358** - pens, calculator ribbons and other miscellaneous supplies.

CAPITAL OUTLAY

- 1510** - The 2020 and 2021 budget is for possible additional software or any required hardware upgrade.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	118,315	123,665	128,675	214,930	135,050
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	42,187	43,361	46,245	50,365	52,125
TOTAL PERSONNEL		160,502	167,026	174,920	265,295	187,175
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	1,023	636	1,200	1,200	1,200
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,614	1,795	1,800	2,100	2,000
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	10,160	10,400	11,000	11,500	11,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,976	5,030	5,200	5,200	5,200
1158	Membership and Subscriptions	316	210	325	350	375
1160	Books and Reference Material	--	--	50	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	50	--	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	174	118	350	50	250
1189	Conferences, Schools, & Training	325	210	400	100	400
1190	Lodging, Meals and Per Diem	247	136	300	100	300
TOTAL SERVICES		18,835	18,535	20,675	20,600	21,275
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	378	--	435	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,190	3,554	2,250	2,150	2,250
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	145	--	200	100	200
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,713	3,554	2,885	2,250	2,450
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	3,000	3,000	25,000
TOTAL CAPITAL OUTLAY		0	0	3,000	3,000	25,000
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 FINANCE		181,050	189,115	201,480	291,145	235,900

BUDGET NOTES

The Dove, Fretland & VanValkenburg law firm provides legal services for the City of Princeton. This firm was selected through a Request for Proposal (RFP) process done in 1997 and again in 2005 and 2015. A new 3 year renewal was completed in late 2018 with some increases for years 2020 and 2021. Both the Civil and Criminal Legal departments are combined in this one department. The budget contains the base contract plus additional expenses for special project requirements, land sales, development issues and out-of-pocket cost reimbursements. Appeals are not included in the retainer and are therefore, an increase in the fees.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	59,397	63,700	64,000	65,250	66,555
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	--	--	--	--	--
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		59,397	63,700	64,000	65,250	66,555
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	--	--	--
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	0	0	0
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL LEGAL		59,397	63,700	64,000	65,250	66,555

BUDGET NOTES

This department was established in 1997 to account for costs of the City Hall computer network system. Since this network and the equipment involved are used by several departments in the sharing of information between the departments, allocation of costs to specific departments would be difficult and arbitrary.

SERVICES

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

1154 - repairs or maintenance to the equipment assigned to this department.

1158 – subscription or license fees for several of the City’s online services for meeting agendas, permits and rentals.

SUPPLIES

1340 - printer toners, imaging drums, ribbons and backup devices and other miscellaneous items.

CAPITAL OUTLAY

The amount in 2020 is for upgrade of hardware and security program improvements.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	1,663	1,797	1,700	5,250	5,250
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	2,381	291	1,750	1,250	1,250
1158	Membership and Subscriptions	--	--	--	425	9,500
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		4,044	2,088	3,450	6,925	16,000
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,505	293	500	2,225	500
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,505	293	500	2,225	500
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	3,000	3,000	--
TOTAL CAPITAL OUTLAY		0	0	3,000	3,000	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 TECHNOLOGY DEPT.		5,549	2,381	6,950	12,150	16,500

BUDGET NOTES

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

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

SERVICES

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

1143 - costs of the contract with Metro West. The Metro West contract payments are based on permit fees. Upon final inspection of each permit, the City pays Metro West 32% of the building permit fees. This percentage increased in 2014 from 30%. On projects valued at over \$1,000,000; the city pays only 20% of the permit fees to Metro West. As such, any increase or decrease in contract payments is directly related to the number and amount of building permits.

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

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

SUPPLIES

1340 - supplies for the department.

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

OTHER

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

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

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	--	--	--	--	--
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	--	--	--	--	--
TOTAL PERSONNEL		0	0	0	0	0
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	268	231	350	350	350
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	--	--	--	--	--
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	32,431	25,858	45,000	46,000	45,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	--	--	--	--	--
1158	Membership and Subscriptions	--	--	75	--	75
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	50	--	50
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		32,699	26,089	45,475	46,350	45,475
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	--	--	125	--	100
1345	Printed Forms and Supplies	--	--	125	--	100
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		0	0	250	0	200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	0	0	0
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	5,114	5,698	5,250	5,200	5,250
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		5,114	5,698	5,250	5,200	5,250
TOTAL BUILDING INSPECT.		37,813	31,787	50,975	51,550	50,925

BUDGET NOTES

PERSONNEL

The Community Development Planner, which had the job description changed in 2018 to Specialist, devotes a portion of time to zoning administration and Planning Commission matters and a portion to economic development matters. Therefore, 60% of the personnel costs of the Planner/Specialist are budgeted in this department with the balance included in the Economic Development Authority Fund (Fund 600). In recognition of increased duties, responsibilities and experience, beginning in 2021 this position has been reevaluated and is now a supervisor position and titled Community Development Manager. Also included, is one-third of the Zoning Assistant/Specialist cost. The balance of the specialist's costs is equally divided in the Administration department and the Economic Development Authority Fund. The decrease in 2018A was due to a delay in hiring the Community Development Specialist and the increase in 2020 is due to the COLA and classification change of the Zoning Specialist position which is also true in 2021 with the Manager's classification change.

SERVICES

- 1101 - for community promotion. Beginning in 2015, the budgeted amount is available to develop and update promotion brochure, material or video.
- 1102 - publication charges for public hearings of the Planning Commission, which are mostly covered by the application fees. Also included are ordinance amendments which are not covered by application fees.
- 1120 - postage for hearing notices and an allocation of phone service and long-distance costs within this department.
- 1136 - electric costs for the electric vehicle charging station, the usage of which has increased and is the reason for the increase in 2020R and 2021A and the community sign which is split with the School.
- 1140 - the amount in 2020 and 2021 are for possible consultant work on planning or zoning matters.
- 1141 - this is for legal zoning issues.
- 1142 - engineer review of plats or development projects. Since 2001 every effort is made to require reimbursement from the developer; however, there are increasing needs for general engineering consultations for code and standards updating and subdivision ordinance update. It was determined that a smoother development results by providing one preliminary meeting with developers without charge. This process began in 2014.
- 1143 - funds for paying Planning Commission members \$10 per meeting attended and other related consulting fees.
- 1154 - repairs and maintenance for the mapping computer, program and printer. The large amount in 2017A is for installing sewer and water lines to property sold to Habitat for Humanity.
- 1158 - subscriptions to planning and zoning newsletters. The department's membership in various groups is included. This has been increased for allocation of CGMC dues for annexation work of the CGMC.
- 1162 - is for small planning or zoning studies or research projects. The budget is for possible engineer costs associated with a subdivision ordinance update.
- 1186 - county recording fees on various documents.
- 1188, 1189, and 1190 - attendance at Planning and Zoning institutes to keep updated on the latest state and national laws for the Zoning Administrator and Planning Commission members.

SUPPLIES

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

CAPITAL OUTLAY

- 1510 - The 2021 budget is per the amounts listed in that year's CIP program at the back of the year's budget document.

TRANSFERS

- 1790 - transfer to the Economic Development Authority.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	22,519	47,808	53,455	53,455	61,160
	Part-time & Seasonal Salaries	--	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	7,115	18,782	19,860	19,855	24,785
TOTAL PERSONNEL		29,634	66,590	73,315	73,310	85,945
1101	Community Promotion	131	2,038	5,000	5,000	5,000
1102	Printing and Publishing	576	449	700	700	700
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	778	664	750	1,000	750
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	361	238	400	975	1,000
1140	Contracted Labor	--	--	3,000	3,000	3,000
1141	Legal Services	--	518	3,000	1,000	3,000
1142	Engineering Services	5,310	3,798	6,000	7,750	6,000
1143	Other Expert and Professional	450	330	3,000	3,000	3,000
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	4,064	6,307	2,000	550	2,000
1158	Membership and Subscriptions	862	--	900	375	900
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	2,500	1,000	2,500
1186	Taxes and Licenses	1,865	703	1,000	1,375	1,000
1188	Travel - Mileage, Parking	96	208	300	50	300
1189	Conferences, Schools, & Training	--	150	600	50	600
1190	Lodging, Meals and Per Diem	--	213	600	--	600
TOTAL SERVICES		14,493	15,616	29,750	25,825	30,350
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	117	156	450	225	300
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,295	2,862	2,000	1,000	2,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	17	154	250	125	250
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,429	3,172	2,700	1,350	2,550
1501	Land	--	--	--	--	--
1502	Improvements	--	--	--	--	--
1510	Equipment	--	20,258	171,600	171,600	136,000
TOTAL CAPITAL OUTLAY		0	20,258	171,600	171,600	136,000
1790	Transfers Out	5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS		5,000	5,000	5,000	5,000	5,000
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL PLANNING & ZONING		50,556	110,636	282,365	277,085	259,845

BUDGET NOTES

This department was established when the facility opened in 1994 for the maintenance of the Library building, and does not include the library services which are provided by East Central Regional Library. The reductions observed in the 2020R budget is the result of periods of total and partial closure of the facility by East Central Regional Library due to safety precautions for Covid19.

PERSONNEL

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

SERVICES

- 1120 - was for the public pay phone, which has been discontinued. The budget beginning in 2018 is for 2 phone lines required for the security system monitoring.
- 1136 - electric, water and natural gas utilities for the building.
- 1143 - security system monitoring and the custodial contract costs.
- 1150 - the allocation of insurance premiums for the facility.
- 1154 - includes an allocation of the maintenance contract with McDowell Comfort for the HVAC system. 2017A has a larger amount for painting and replacement blinds in the community room, replacement a/c condenser and window sash repairs.

SUPPLIES

- 1340 - general building supplies, such as cleaners or paper products.

CAPITAL OUTLAY

- 1510 - 2020 and 2021A has amounts for a possible furnace or A/C replacement and window replacement.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	2,642	1,177	1,950	1,940	2,040
	Part-time & Seasonal Salaries	160	--	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	948	425	720	745	800
TOTAL PERSONNEL		3,750	1,602	2,670	2,685	2,840
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	1,785	1,565	1,600	1,600	1,600
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	15,838	12,845	16,000	13,000	14,500
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	10,372	10,312	10,750	6,900	10,500
1150	Insurance and Bonds	2,243	2,428	2,800	2,850	2,900
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	28,813	8,445	10,000	8,800	9,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	--	--	--	--	--
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		59,051	35,595	41,150	33,150	38,500
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	825	975	1,200	425	1,000
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		825	975	1,200	425	1,000
1501	Land	--	--	--	--	--
1502	Improvements	--	--	16,000	--	16,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	16,000	0	16,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL	LIBRARY BLDG. MAINTENANCE	63,626	38,172	61,020	36,260	58,340

BUDGET NOTES

PERSONNEL

The amounts in this section are for time the Public Works employees on building repair, yard work, painting and other maintenance. Beginning in 2009, with the resignation of the custodian and budgetary pressures, the position was left unfilled, and the city entered into a contract with Central Minnesota Custodial to complete many of the custodial duties for City Hall.

SERVICES

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

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

1154 - parts and repairs to building and building equipment. This also includes a portion of the HVAC maintenance agreement for City facilities. The increase in 2020R is for roof repair and interior repair for the leak damage.

1186 - solid waste costs assessed by the County.

SUPPLIES

1340 - general supplies such as toilet paper, hand towels, cleaning solutions, light bulbs, etc. The increased amount in 2017A was for a new phone system and an a/c compressor.

CAPITAL OUTLAY

1502 - The amounts in 2020 and 2021 are for security improvements.

CODE NO.	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	2020 REVISED	2021 ADOPTED
	Full-time Salaries	2,702	1,704	3,500	3,500	3,680
	Part-time & Seasonal Salaries	543	92	--	--	--
	Overtime Salaries	--	--	--	--	--
	Fringe Benefits	779	851	1,295	1,335	1,445
TOTAL PERSONNEL		4,024	2,647	4,795	4,835	5,125
1101	Community Promotion	--	--	--	--	--
1102	Printing and Publishing	--	--	--	--	--
1118	Cleaning and Waste Removal	--	--	--	--	--
1120	Telephone and Postage	--	--	--	--	--
1134	Radio and Pager Charges	--	--	--	--	--
1136	Utilities	4,912	4,361	5,900	5,700	5,700
1140	Contracted Labor	--	--	--	--	--
1141	Legal Services	--	--	--	--	--
1142	Engineering Services	--	--	--	--	--
1143	Other Expert and Professional	5,281	5,363	5,500	5,500	5,500
1150	Insurance and Bonds	--	--	--	--	--
1152	Tire Purchases and Repairs	--	--	--	--	--
1154	Maintenance and Repair	6,179	6,602	5,000	8,500	6,000
1158	Membership and Subscriptions	--	--	--	--	--
1160	Books and Reference Material	--	--	--	--	--
1161	Data Processing/Office Equip R&M	--	--	--	--	--
1162	Other Charges	--	--	--	--	--
1186	Taxes and Licenses	6	1	10	5	5
1188	Travel - Mileage, Parking	--	--	--	--	--
1189	Conferences, Schools, & Training	--	--	--	--	--
1190	Lodging, Meals and Per Diem	--	--	--	--	--
TOTAL SERVICES		16,378	16,327	16,410	19,705	17,205
1306	Auto Operating Fluids	--	--	--	--	--
1320	Uniforms	--	--	--	--	--
1324	Diesel Fuel	--	--	--	--	--
1338	Gasoline	--	--	--	--	--
1340	General Supplies	1,090	971	1,200	1,350	1,200
1345	Printed Forms and Supplies	--	--	--	--	--
1358	Office Supplies	--	--	--	--	--
1360	Safety Program Supplies	--	--	--	--	--
1382	Small Tools and Equipment	--	--	--	--	--
TOTAL SUPPLIES		1,090	971	1,200	1,350	1,200
1501	Land	--	--	--	--	--
1502	Improvements	--	--	25,000	--	25,000
1510	Equipment	--	--	--	--	--
TOTAL CAPITAL OUTLAY		0	0	25,000	0	25,000
1790	Transfers Out	--	--	--	--	--
TOTAL TRANSFERS		0	0	0	0	0
1810	Remit Collections/Other Agencies	--	--	--	--	--
1820	Refunds and Reimbursements	--	--	--	--	--
1999	Unallocated Contingency	--	--	--	--	--
TOTAL OTHER		0	0	0	0	0
TOTAL	LIBRARY BLDG. MAINTENANCE	21,492	19,945	47,405	25,890	48,530

