

CITY OF SOUTH ST PAUL  
2008 BUDGET

**PRINCIPAL CITY OFFICIALS**

OFFICE	OFFICIAL	TERM EXPIRATION
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**ELECTED OFFICIALS**

Mayor	Beth A. Baumann	January 1, 2009
Councilmember	Micky R. Gutzmann	January 1, 2011
Councilmember	Lori L. Hansen	January 1, 2009
Councilmember	Christopher J. Lehmann	January 1, 2009
Councilmember	Daniel J. Niederkorn	January 1, 2009
Councilmember	Marilyn I. Rothecker	January 1, 2011
Councilmember	Thomas Q. Seaberg	January 1, 2011

**APPOINTED**

City Administrator	Stephen P. King	
Finance Director	Joshua A. Feldman	
Assistant Finance Director	Jason C. Schirmacher	
City Attorney	Korine L. Land	
City Engineer	John M. Sachi	
Police Chief	Michael J. Messerich	
City Clerk	Christy M. Wilcox	
Library Director	Jane A. Kroschel	
Airport Manager	Glenn C. Burke	

CITY OF SOUTH ST PAUL  
2008 BUDGET

**TAX SUPPORTED FUNDS**

Spending and Taxes

	BUDGET 2007	BUDGET 2008	BUDGET CHANGE 07 TO 08	
			\$	%
<b><u>TAXES</u></b>				
General Fund	\$4,825,420	\$5,309,273	\$483,853	10.0272%
Library	626,067	623,107	(2,960)	-0.4728%
Debt Service	664,049	720,198	56,149	8.4556%
Total	<u>6,115,536</u>	<u>6,652,578</u>	<u>537,042</u>	8.7816%
<b><u>SPENDING</u></b>				
General Fund	\$10,514,994	\$11,156,611	\$641,617	6.1019%
Library	639,067	635,307	(3,760)	-0.5884%
Debt Service	664,049	720,198	56,149	8.4556%
Total	<u>11,818,110</u>	<u>12,512,116</u>	<u>694,006</u>	5.8724%

CITY OF SOUTH ST PAUL  
2008 BUDGET

**SUMMARY**

**TAX SUPPORTED FUNDS**

	GENERAL FUND	LIBRARY	DEBT SERVICE	TOTAL 2008	TOTAL 2007	BUDGET CHANGE 07 TO 08	
						\$	%
<b>REVENUES</b>							
Property Tax Levy							
Property Taxes	\$4,909,273	\$623,107	\$720,198	<b>\$6,252,578</b>	\$5,693,536	\$559,042	9.82%
Market Value Homestead Credit	400,000	0	0	<b>400,000</b>	422,000	(22,000)	-5.21%
Subtotal Property Tax Levy	<u>5,309,273</u>	<u>623,107</u>	<u>720,198</u>	<b><u>6,652,578</u></b>	6,115,536	537,042	8.78%
Local Government Aid (LGA)	2,043,465	0	0	<b>2,043,465</b>	2,019,642	23,823	1.18%
Fees	1,452,280	6,500	0	<b>1,458,780</b>	1,407,840	50,940	3.62%
Intergovernmental	856,642	0	0	<b>856,642</b>	874,216	(17,574)	-2.01%
Charges For Services	883,917	4,200	0	<b>888,117</b>	843,876	44,241	5.24%
Miscellaneous	330,827	1,500	0	<b>332,327</b>	352,000	(19,673)	-5.59%
Transfers In	280,207	0	0	<b>280,207</b>	205,000	75,207	36.69%
<b>Total Revenues</b>	<b><u><u>\$11,156,611</u></u></b>	<b><u><u>\$635,307</u></u></b>	<b><u><u>\$720,198</u></u></b>	<b><u><u>\$12,512,116</u></u></b>	<b><u><u>\$11,818,110</u></u></b>	<b><u><u>\$694,006</u></u></b>	<b>5.87%</b>
<b>APPROPRIATIONS</b>							
General Government	\$2,064,810	\$0	\$0	<b>\$2,064,810</b>	\$1,831,116	\$233,694	12.76%
Public Safety	5,858,325	0	0	<b>5,858,325</b>	5,395,967	462,358	8.57%
Public Works	1,765,636	0	0	<b>1,765,636</b>	1,724,339	41,297	2.39%
Leisure Activities	1,074,380	635,307	0	<b>1,709,687</b>	1,708,635	1,052	0.06%
Contingency	133,469	0	0	<b>133,469</b>	313,910	(180,441)	-57.48%
Debt Service	0	0	720,198	<b>720,198</b>	664,049	56,149	8.46%
Transfers Out	259,991	0	0	<b>259,991</b>	180,094	79,897	44.36%
<b>Total Appropriations</b>	<b><u><u>\$11,156,611</u></u></b>	<b><u><u>\$635,307</u></u></b>	<b><u><u>\$720,198</u></u></b>	<b><u><u>\$12,512,116</u></u></b>	<b><u><u>\$11,818,110</u></u></b>	<b><u><u>\$694,006</u></u></b>	<b>5.87%</b>

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
**2008 BUDGET**

**GENERAL FUND**

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The two primary sources of General Fund revenue are property taxes and Local Government Aid. Services provided by the General Fund include Mayor and Council, Administration, Attorney, Finance, Police, Engineering and Parks and Recreation.

City of South St. Paul Mission Statement

South St. Paul is dedicated to enriching the quality of life by providing our community with exceptional services that are delivered in a professional, courteous and friendly manner.

CITY OF SOUTH ST PAUL  
2008 BUDGET

**GENERAL FUND SUMMARY**

**REVENUES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	BUDGET 2007	REVISED 2007	BUDGET 2008	BUDGET CHANGE 07 REVISED TO 08	
							\$	%
<b><u>PROPERTY TAXES</u></b>								
31010	Current and Delinquent (*1)	\$3,066,032	\$3,377,735	\$3,453,552	\$3,453,552	<b>\$3,979,273</b>	\$525,721	15.2%
31040	Fiscal Disparities (*1)	990,012	949,435	947,868	947,868	<b>930,000</b>	(\$17,868)	-1.9%
31030	Mobile Home Tax/Other	4,575	4,858	0	0	<b>0</b>	0	0.0%
	<i>Total Property Taxes</i>	<u>4,060,619</u>	<u>4,332,028</u>	<u>4,401,420</u>	<u>4,401,420</u>	<b>4,909,273</b>	<u>507,853</u>	11.5%
<b><u>FEES</u></b>								
31810	Franchise Fee - Xcel	723,491	749,039	834,000	834,000	<b>815,000</b>	(19,000)	-2.3%
	License, Permit & Plan Fees	537,347	476,124	477,840	477,840	<b>534,780</b>	56,940	11.9%
35101	Fines & Forfeits	95,612	107,892	90,000	90,000	<b>102,500</b>	12,500	13.9%
	<i>Total Fees</i>	<u>1,356,450</u>	<u>1,333,055</u>	<u>1,401,840</u>	<u>1,401,840</u>	<b>1,452,280</b>	<u>50,440</u>	3.6%
<b><u>INTERGOVERNMENTAL</u></b>								
33160	Federal	6,000	0	0	0	<b>0</b>	0	0.0%
	State -							
33401	Local Government Aid (LGA) (*2)	1,718,103	2,199,803	2,019,642	2,019,642	<b>2,043,465</b>	23,823	1.2%
33405	Market Value Homestead Credit (*1)	519,350	466,618	424,000	424,000	<b>400,000</b>	(24,000)	-5.7%
33418	MSA	138,549	138,871	141,000	141,000	<b>140,000</b>	(1,000)	-0.7%
33419	MnDot	35,911	35,911	36,000	36,000	<b>36,000</b>	0	0.0%
33424	Police Aids	450,652	344,248	462,000	462,000	<b>442,503</b>	(19,497)	-4.2%
33423	Fire Aids	198,660	290,694	95,000	205,000	<b>95,000</b>	(110,000)	-53.7%
33416	Police Training	8,812	9,044	8,812	8,812	<b>9,600</b>	788	8.9%
33422	Other State Grants & Aids	15,414	15,414	15,414	15,414	<b>16,414</b>	1,000	6.5%
	County -							
33621	Recycling Grant	18,000	17,900	18,000	18,000	<b>18,000</b>	0	0.0%
31701	Gravel Tax	4,838	4,244	4,200	4,200	<b>4,200</b>	0	0.0%
33611	Road Maintenance	28,190	28,059	28,000	28,000	<b>28,000</b>	0	0.0%
33612	Traffic Signal	393	404	1,000	1,000	<b>500</b>	(500)	-50.0%
33620	Other	0	10,993	0	0	<b>0</b>	0	0.0%
	Local -							
33634	School District - Police Services	29,280	32,492	33,800	33,800	<b>35,000</b>	1,200	3.6%
33635	School District - Senior Center	11,964	13,660	14,490	14,490	<b>14,925</b>	435	3.0%
33640	H.R.A. Share of Costs (Comm.Affairs)	16,500	16,500	16,500	16,500	<b>16,500</b>	0	0.0%
33640	Other	0	0	0	0	<b>0</b>	0	0.0%
	<i>Total Intergovernmental</i>	<u>3,200,616</u>	<u>3,624,855</u>	<u>3,317,858</u>	<u>3,427,858</u>	<b>3,300,107</b>	<u>(127,751)</u>	-3.7%
<b><u>CHARGES FOR SERVICES</u></b>								
34000	2% Admin. Fee - Other Funds	106,000	106,000	100,900	106,000	<b>105,000</b>	(1,000)	-0.9%
34110	Recorder's Fee	27,962	44,470	40,000	40,000	<b>40,000</b>	0	0.0%

CITY OF SOUTH ST PAUL  
2008 BUDGET

**GENERAL FUND SUMMARY**

**REVENUES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	BUDGET 2007	REVISED 2007	BUDGET 2008	BUDGET CHANGE 07 REVISED TO 08	
							\$	%
34111	Engineering Project Fees	156,049	144,067	175,000	175,000	<b>200,000</b>	25,000	14.3%
347xx	Parks & Recreation	175,530	166,996	195,200	195,200	<b>198,900</b>	3,700	1.9%
36221	Service Center Rent - Transfer	50,000	50,000	50,000	50,000	<b>50,000</b>	0	0.0%
34102	Rents - HRA	25,000	25,000	25,000	25,000	<b>40,000</b>	15,000	60.0%
34101	Rents - Other	4,188	7,907	12,176	12,176	<b>19,200</b>	7,024	57.7%
34205	Ambulance Transport	86,099	82,694	0	80,000	<b>0</b>	(80,000)	-100.0%
34206	Public Safety	4,876	2,856	6,000	6,000	<b>8,000</b>	2,000	33.3%
34303	Public Works - Streets	5,028	2,814	5,000	5,000	<b>5,000</b>	0	0.0%
34500	Antenna and Other Charges	78,651	115,548	125,000	107,349	<b>112,717</b>	5,368	5.0%
34510	Barge Terminal Fee	101,800	86,602	88,700	88,700	<b>88,700</b>	0	0.0%
34xxx	Other	20,150	14,335	15,900	15,900	<b>16,400</b>	500	3.1%
	<i>Total Charges for Service</i>	<u>841,333</u>	<u>849,289</u>	<u>838,876</u>	<u>906,325</u>	<b><u>883,917</u></b>	<u>(22,408)</u>	<u>-2.5%</u>
	<b><u>MISCELLANEOUS</u></b>							
36210	Interest on Investments	230,107	82,711	230,000	185,000	<b>185,000</b>	0	0.0%
	Other	162,045	109,834	120,000	119,339	<b>145,827</b>	26,488	22.2%
	<i>Total Miscellaneous</i>	<u>392,152</u>	<u>192,545</u>	<u>350,000</u>	<u>304,339</u>	<b><u>330,827</u></b>	<u>26,488</u>	<u>8.7%</u>
	<b><u>TRANSFERS IN</u></b>							
39200	Transfers In Storm Water Fee	55,000	55,000	55,000	55,000	<b>55,000</b>	0	0.0%
39200	Transfers In Water/Sewer (originally to (	0	0	150,000	150,000	<b>150,000</b>	0	0.0%
39203	Trans. In (TIF 75% of Planning)	62,200	66,600	0	0	<b>0</b>	0	0.0%
	Transfers In (Library/Other)	0	0	0	0	<b>75,207</b>	75,207	0.0%
	<i>Total Transfers In</i>	<u>117,200</u>	<u>121,600</u>	<u>205,000</u>	<u>205,000</u>	<b><u>280,207</u></b>	<u>75,207</u>	<u>36.7%</u>
	<b>Total Revenues</b>	<u><b>\$9,968,370</b></u>	<u><b>\$10,453,372</b></u>	<u><b>\$10,514,994</b></u>	<u><b>\$10,646,782</b></u>	<u><b>\$11,156,611</b></u>	<u><b>\$509,829</b></u>	<u><b>4.8%</b></u>

(\*1) MVHC and fiscal disparities are part of the City's certified levy. Part of the levy is paid by the county from property tax receipts, with the balance paid by the state via MVHC reimbursement. MVHC is a state credit that is already figured in as a portion of our certified levy.

(\*2) Local Government Aid distributions are occasionally changed even after official certification August 1 (i.e. LGA reductions passed in 2003).

CITY OF SOUTH ST PAUL  
2008 BUDGET

**GENERAL FUND SUMMARY**

**EXPENDITURES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	BUDGET 2007	REVISED 2007	BUDGET 2008	BUDGET CHANGE 07 REVISED TO 08	
							\$	%
<b><u>GENERAL GOVERNMENT</u></b>								
1100	Mayor & Council	\$97,696	96,978	<b>106,476</b>	104,321	<b>107,241</b>	\$2,920	2.80%
1200	Computer Operations	140,622	124,386	<b>118,564</b>	125,733	<b>123,225</b>	(\$2,508)	-1.99%
1320	City Administrator	231,441	257,727	<b>276,929</b>	267,710	<b>284,688</b>	\$16,978	6.34%
1321	Community Affairs Liaison	66,399	78,419	<b>69,211</b>	76,042	<b>80,094</b>	\$4,052	5.33%
1330	City Planner	84,123	79,009	<b>84,097</b>	88,958	<b>95,510</b>	\$6,552	7.37%
1410	City Clerk	114,027	130,335	<b>127,295</b>	127,272	<b>144,204</b>	\$16,932	13.30%
1520	Finance	267,959	301,492	<b>321,602</b>	304,212	<b>367,418</b>	\$63,206	20.78%
1610	City Attorney	221,782	254,627	<b>246,500</b>	246,500	<b>246,500</b>	\$0	0.00%
1940	City Hall	210,942	180,979	<b>181,760</b>	186,597	<b>217,213</b>	\$30,616	16.41%
1970	Recycling	51,956	51,345	<b>57,091</b>	57,091	<b>57,222</b>	\$131	0.23%
2401	Code Enforcement	180,870	225,405	<b>241,591</b>	247,653	<b>341,495</b>	\$93,842	37.89%
	<i>Total General Government</i>	1,667,817	1,780,702	<b>1,831,116</b>	1,832,089	<b>2,064,810</b>	232,719	12.70%
<b><u>PUBLIC SAFETY</u></b>								
1965	Animal Control	32,952	28,961	<b>32,038</b>	26,624	<b>34,926</b>	8,302	31.18%
2100	Police Protection	2,941,686	3,140,583	<b>3,374,591</b>	3,393,533	<b>3,695,178</b>	301,645	8.89%
2200	Fire Department	1,957,390	2,021,913	<b>1,989,338</b>	2,085,627	<b>2,128,221</b>	42,594	2.04%
2201	Consolidation: Fire Department	21,687	41,447	<b>0</b>	22,870	<b>0</b>	(22,870)	-100.00%
	<i>Total Public Safety</i>	4,953,715	5,232,904	<b>5,395,967</b>	5,528,654	<b>5,858,325</b>	329,671	5.96%
<b><u>PUBLIC WORKS</u></b>								
3115	Engineering	419,697	424,615	<b>450,749</b>	449,810	<b>462,560</b>	12,750	2.83%
3120	Public Works	1,197,153	1,200,951	<b>1,273,590</b>	1,257,034	<b>1,303,076</b>	46,042	3.66%
	<i>Total Eng./Public Works</i>	1,616,850	1,625,566	<b>1,724,339</b>	1,706,844	<b>1,765,636</b>	58,792	3.44%
<b><u>PARKS AND RECREATION</u></b>								
5201	Parks Administration	321,302	370,695	<b>358,698</b>	360,304	<b>365,234</b>	4,930	1.37%
5207	Splash Pool	66,389	69,050	<b>61,857</b>	64,782	<b>75,297</b>	10,516	16.23%
5208	Northview Pool	56,589	56,479	<b>56,793</b>	56,470	<b>65,937</b>	9,467	16.77%
5209	Recreation Programs	114,521	120,173	<b>122,735</b>	127,162	<b>122,312</b>	(4,850)	-3.81%
5214	Parks Maintenance	403,390	425,639	<b>469,485</b>	438,064	<b>445,600</b>	7,536	1.72%
	<i>Total Parks &amp; Recreation</i>	962,191	1,042,036	<b>1,069,568</b>	1,046,781	<b>1,074,380</b>	27,599	2.64%

CITY OF SOUTH ST PAUL  
2008 BUDGET

**GENERAL FUND SUMMARY**

**EXPENDITURES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	BUDGET 2007	REVISED 2007	BUDGET 2008	BUDGET CHANGE 07 REVISED TO 08	
							\$	%
40485	<b>CONTINGENCY</b>	0	0	<b>313,910</b>	177,398	<b>133,469</b>	(43,929)	-24.76%
	<b><u>TRANSFERS OUT</u></b>							
40719	CIP Fund	0	170,000	<b>0</b>	0	<b>0</b>	0	0.00%
40719	City Hall Fund	0	1,400,000	<b>0</b>	0	<b>0</b>	0	0.00%
40719	Equipment (Technology) Fund	55,200	49,575	<b>67,094</b>	67,094	<b>59,991</b>	(7,103)	-10.59%
40719	Year end to cash flow fund	0	0	<b>0</b>	0	<b>0</b>	0	0.00%
40720	Wakota Arena (cover deficit)	0	0	<b>113,000</b>	113,000	<b>200,000</b>	87,000	76.99%
40720	Library (Bring Fund Balance to Zero)	1,220	0	<b>0</b>	0	<b>0</b>	0	0.00%
	<i>Total Transfers Out</i>	<u>56,420</u>	<u>1,619,575</u>	<u><b>180,094</b></u>	<u>180,094</u>	<u><b>259,991</b></u>	<u>79,897</u>	<u>44.36%</u>
	<b>Total Expenditures</b>	<u><u>\$9,256,993</u></u>	<u><u>\$11,300,783</u></u>	<u><u>\$10,514,994</u></u>	<u><u>\$10,471,860</u></u>	<u><u><b>\$11,156,611</b></u></u>	<u><u>\$684,749</u></u>	<u>6.54%</u>
	Addition/(Decrease) to Fund Balance	<u><u>\$711,377</u></u>	<u><u>(\$847,411)</u></u>	<u><u>\$0</u></u>	<u><u>\$174,922</u></u>	<u><u><b>\$0</b></u></u>	<u><u>(\$174,920)</u></u>	

**2008 BUDGET**

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Dept. Code 1100

**Mayor and Council**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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Set policy direction for City to respond to community needs.  
 Approve goals and objectives for City Staff direction.

**2007 ACCOMPLISHMENTS**

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**2008 OBJECTIVES**

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	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Mayor	1.00	1.00	1.00	1.00	1.00
Councilmembers	6.00	6.00	6.00	6.00	6.00
Technicians					
Line Staff					
Clerical/support					
<b>Total Staffing</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>WORK LOAD DATA</b>					
Council Meetings	24	24	24	24	24
Worksessions	28	28	28	28	28
SMFD Board of Directors Meetings	7	22	26	26	12
HRA Board Meeting	12	12	12	12	12

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>MAYOR AND COUNCIL</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1100</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	49,800	49,800	49,800	16,600	49,800	<b>49,800</b>	-	0.00%
40120	Employers Cont. for Pensions	5,073	5,706	6,053	1,798	5,392	<b>5,409</b>	17	0.32%
40150	Workers Comp Ins. Premium	218	208	227	114	227	<b>238</b>	11	5.00%
40200	Office Supplies	487	219	500	225	500	<b>500</b>	-	0.00%
40220	Repair & Maintenance Supplies	-	91	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	-	-	50	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.00%
40300	Professional Services	-	95	500	306	306	<b>500</b>	194	63.40%
40320	Postage and Telephone	-	-	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	3,943	1,965	6,500	609	6,500	<b>6,500</b>	-	0.00%
40340	Advertising	1,750	1,451	1,850	1,750	1,750	<b>1,850</b>	100	5.71%
40360	Property & Liability Insurance	14,677	15,087	15,746	7,873	15,746	<b>16,533</b>	787	5.00%
40430	Miscellaneous	2,999	2,978	3,000	153	2,100	<b>3,000</b>	900	42.86%
40433	Dues & Subscriptions	18,749	19,378	22,000	6,511	22,000	<b>22,660</b>	660	3.00%
40486	Mayor's Contingency Expense	-	-	250	-	-	<b>250</b>	250	100.00%
40580	Other Equipment	-	-	-	-	-	-	-	0.00%
Total		97,696	96,978	106,476	35,939	104,321	<b>107,241</b>	2,920	2.80%

SUMMARY BY CATEGORY
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Personal Services	55,091	55,714	56,080	18,512	55,419	<b>55,447</b>	28	0.05%
Materials & Supplies	487	310	550	225	500	<b>500</b>	-	0.00%
Services & Other Charges	42,118	40,954	49,846	17,202	48,402	<b>51,293</b>	2,891	5.97%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	97,696	96,978	106,476	35,939	104,321	<b>107,241</b>	2,920	2.80%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>MAYOR AND COUNCIL</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1100</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Mayor	Baumann, Beth A	100	1/2/2001	10,200	10,200	0	0.00%
Councilmember	Hansen, Lori L	100	1/2/2001	6,600	6,600	0	0.00%
Councilmember	Lehmann, Christopher J	100	2/18/2003	6,600	6,600	0	0.00%
Councilmember	Nieder Korn, Daniel J	100	8/16/1999	6,600	6,600	0	0.00%
Councilmember	Seaberg, Thomas Q	100	4/16/1987	6,600	6,600	0	0.00%
Councilmember	Rothecker, Marilyn	100	1/2/2007	6,600	6,600	0	0.00%
Councilmember	Gutzmann, Micky	100	1/2/2007	6,600	6,600	0	0.00%
				<u>49,800</u>	<u>49,800</u>	<u>0</u>	<u>0.00%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	49,800	49,800	0	0.00%
Employer contribution for pension	40120	5,392	5,409	16	0.31%
Employer contribution for insurance	40130	0	0	0	0.00%
		<u>55,192</u>	<u>55,209</u>	<u>16</u>	<u>0.03%</u>

FRINGE BENEFITS	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Baumann, Beth A	1,290	0	0	0	0
Hansen, Lori L	835	0	0	0	0
Lehmann, Christopher J	835	0	0	0	0
Nieder Korn, Daniel J	505	0	0	0	0
Seaberg, Thomas Q	934	0	0	0	0
Rothecker, Marilyn	505	0	0	0	0
Gutzmann, Micky	505	0	0	0	0
		<u>5,409</u>	<u>0</u>	<u>0</u>	<u>0</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>MAYOR/COUNCIL</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1100</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40101 Salaries of Regular Employees			
40120 Employers Cont. for Pensions			
40150 Workers Comp Ins. Premium			
40200 Office Supplies	General Office Supplies	\$500	\$500
40230 Books, Materials & Periodicals		\$50	\$0
40240 Minor Equipment & Furnishings	Re-cover Council Chairs & other misc	\$0	\$0
40300 Professional Services		\$500	\$500
40320 Postage and Telephone			
40330 Conferences, Training, Travel	Various Conferences	\$6,500	\$6,500
40340 Advertising		\$1,850	\$1,850
40360 Property & Liability Insurance		\$15,746	\$16,533
40430 Miscellaneous	Kaposia Days, Various other misc.	\$3,000	\$3,000
40433 Dues & Subscriptions	Mn Mayors Assoc; Natl League of Cities; League of MN Cities; River Hts Chamber, AMM	\$22,000	\$22,660
40486 Mayor's Contingency Expense	Funding unexpected expenses	\$250	\$250
40580 Other Equipment			

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>MAYOR/COUNCIL</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1100</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
NLC Conference (either March or December)		2 @ 2000	\$4,000
LMC Annual Conference		3 @ 700	\$2,100
Various lunches, training, etc.			\$400

**2008 BUDGET**

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Dept. Code 1200

**Computer Operations**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Program modifications for general PC software
- <> Assists departments and management in selection of new/replacement software
- <> Maintenance of City's mid-range computer system
- <> Maintenance of City's server system
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <>
- <>
- <>
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- <>
- <>

**2008 OBJECTIVES**

- <>
- <>
- <>
- <>

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians	0.25	0.25	0.25	0.25	0.25
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**WORK LOAD DATA**

- Mainframe system backup done daily
- Update of mainframe Land Use data as received from County
- Hardware and software purchase/maintenance coordination
- Computer/Server Support and Updating
- Website maintenance

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>COMPUTER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1200</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	42,445	61,616	71,993	23,569	78,112	<b>83,424</b>	5,312	6.80%
40102	Full-Time Employees Overtime	-	202	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	5,383	8,065	10,008	2,912	10,858	<b>11,511</b>	653	6.01%
40130	Employer Paid Insurance	5,874	7,697	10,873	3,508	10,873	<b>10,540</b>	(333)	-3.06%
40200	Office Supplies	288	39	-	94	200	<b>100</b>	(100)	-50.00%
40210	Operating Supplies	3,330	4,101	5,250	2,063	5,250	<b>5,250</b>	-	0.00%
40220	Repair & Maintenance Supplies	2,220	507	3,000	815	3,000	<b>2,000</b>	(1,000)	-33.33%
40240	Minor Equipment & Furnishings	2,587	2,420	4,000	40	4,000	<b>2,300</b>	(1,700)	-42.50%
40320	Postage and Telephone	110	-	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	1,260	2,823	3,000	-	3,000	<b>3,000</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	77,125	35,554	10,440	1,497	10,440	<b>5,100</b>	(5,340)	-51.15%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
40430	Miscellaneous	-	2	-	11	-	-	-	0.00%
40571	Computer Hardware	-	1,360	-	-	-	-	-	0.00%
	Total	140,622	124,386	118,564	34,509	125,733	<b>123,225</b>	(2,508)	-1.99%

SUMMARY BY CATEGORY
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Personal Services	53,702	77,580	92,874	29,989	99,843	<b>105,475</b>	5,632	5.64%
Materials & Supplies	8,425	7,067	12,250	3,012	12,450	<b>9,650</b>	(2,800)	-22.49%
Services & Other Charges	78,495	38,377	13,440	1,497	13,440	<b>8,100</b>	(5,340)	-39.73%
Capital Outlay	-	1,362	-	11	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	140,622	124,386	118,564	34,509	125,733	<b>123,225</b>	(2,508)	-1.99%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>COMPUTER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1200</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Info.Technology Administrator	Owen, Darin L	100	4/5/2006	66,308	71,266	4,959	7.48%
Maintenance Support	Elg, Jon	25	5/1/1997	11,804	12,158	354	3.00%
				<u>78,112</u>	<u>83,424</u>	<u>5,312</u>	<u>6.80%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	78,112	83,424	5,312	6.80%
Employer contribution for pension	40120	10,858	11,804	947	8.72%
Employer contribution for insurance	40130	10,873	10,546	(327)	-3.00%
		<u>99,842</u>	<u>105,775</u>	<u>5,933</u>	<u>5.94%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Owen, Darin L	10,084	7,704	329	388	8,421
Elg, Jon	1,720	1,926	102	97	2,125
	<u>11,804</u>	<u>9,630</u>	<u>431</u>	<u>486</u>	<u>10,546</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>COMPUTER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1200</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 BUDGET CURRENT	2008 BUDGET REQUEST
40101 Salaries of Regular Employees			
40102 Full-Time Employees Overtime			
40120 Employers Cont. for Pensions			
40130 Employer Paid Insurance			
40200 Office Supplies			\$100
40210 Operating Supplies		\$5,250	\$5,250
40220 Repair & Maintenance Supplies		\$3,000	\$2,000
40240 Minor Equipment & Furnishings	new office furniture- delayed for 2008	\$4,000	\$2,300
40320 Postage and Telephone			
40330 Conferences, Training, Travel		\$3,000	\$3,000
40400 Repairs & Maint. (Contractual)	Data Core Complaint hosting \$50/mo, Office of enterprise tech \$270/mo, Webhosting \$105/mo; Finance system moved to Finance Department.	\$10,440	\$5,100
40439 Ins Claims within Deductible			

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>COMPUTER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1200</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
TBD	Optional Training: New Office suite Training Active Directory Training Exchange adadvanced		\$3,000

**CITY OF SOUTH ST. PAUL  
2008 BUDGET  
Technology Inventory**

<b>PC's</b>	Year Acquired	Replacement Cost	Life Expectancy	Depreciation	Projected Replacement
Booking Room	2004	\$1,200.00	4	\$300.00	2008
Captain of Police - Dan V.	2006	\$2,000.00	3	\$666.67	2009
Chief of Police - Mike M.	2006	\$2,000.00	3	\$666.67	2009
Investigator	2006	\$1,500.00	4	\$375.00	2010
Investigator	2003	\$1,500.00	5	\$300.00	2008
Investigator	2003	\$1,500.00	5	\$300.00	2008
Investigator	2007	\$1,500.00	5	\$300.00	2012
Investigator MEDIA	2003	\$2,000.00	4	\$500.00	2007
Patrol Corral #1	2003	\$1,500.00	5	\$300.00	2008
Patrol Corral #2	2003	\$1,500.00	5	\$300.00	2008
Patrol Corral #3	2003	\$1,500.00	5	\$300.00	2008
Patrol Corral #4	2003	\$1,500.00	5	\$300.00	2008
Patrol Corral #5	2003	\$1,500.00	5	\$300.00	2008
Patrol Corral #6	2003	\$1,500.00	5	\$300.00	2008
Police Clerk #1	2003	\$1,500.00	5	\$300.00	2008
Police Clerk #2	2006	\$1,500.00	4	\$375.00	2010
Police Clerk #3	2006	\$1,200.00	4	\$300.00	2010
Jean Welle	2005	\$1,200.00	4	\$300.00	2009
Sergant Messerich	2007	\$1,200.00	4	\$300.00	2011
Sergant Greengo	2007	\$1,200.00	4	\$300.00	2011
Sergant Hughes	2007	\$1,200.00	4	\$300.00	2011
Corp Sawyer	2007	\$1,200.00	4	\$300.00	2011
City Administrator - Steve King	2004	\$1,500.00	4	\$375.00	2008
Adm. Asst. - Shelly Anderson	2003	\$1,500.00	4	\$375.00	2007
Volunteer Coordinator - Deb Griffith	2003	\$1,500.00	4	\$375.00	2007
IT Admin	2005	\$2,100.00	3	\$700.00	2008
CFO- Josh F	2006	\$1,500.00	4	\$375.00	2010
Asst. Finance Director - Jason S	2006	\$1,500.00	4	\$375.00	2010
Admin Support Extra					
Fin Sect Pat Hogan	2004	\$1,500.00	4	\$375.00	2008
City Clrk Sect Shirley B	2004	\$1,500.00	4	\$375.00	2008
Fin Sect Mary Sperl	2004	\$1,500.00	4	\$375.00	2008
City Clerk - Christy Wilcox	2004	\$1,500.00	4	\$375.00	2008
Engineer - John Sachi	2004	\$1,500.00	4	\$375.00	2008
Asst. Engineer - Jenna Fabish	2005	\$1,200.00	4	\$300.00	2009
Eng Sect Linda Nelson	2003	\$1,500.00	5	\$300.00	2008
Tech. Don Roberts	2004	\$2,200.00	4	\$550.00	2008
Tech. Mark Hodel	2003	\$2,200.00	4	\$550.00	2007
Inspect Sect Joan H	2004	\$1,500.00	4	\$375.00	2008
Building Mngr Deb K	2005	\$1,200.00	4	\$300.00	2009

**CITY OF SOUTH ST. PAUL  
2008 BUDGET  
Technology Inventory**

<b>PC's</b>	<b>Year Acquired</b>	<b>Replacement Cost</b>	<b>Life Expectancy</b>	<b>Depreciation</b>	<b>Projected Replacement</b>
City Planner Peter H	2005	\$1,200.00	4	\$300.00	2009
City Inspector Joe H	2005	\$1,200.00	4	\$300.00	2009
Central Garage Sect	2005	\$1,200.00	4	\$300.00	2009
Custodian Jon E	2004	\$1,500.00	4	\$375.00	2008
Program Director - Shannon Young	2004	\$1,500.00	4	\$375.00	2008
Counter Computer	2005	\$1,200.00	4	\$300.00	2009
Secretary - Sue Moen	2005	\$1,200.00	4	\$300.00	2009
Program Director - Nancy Stelzner	2004	\$1,500.00	4	\$375.00	2008
Media Coordinator - Diana Fahey	2005	\$1,200.00	4	\$300.00	2009
Director - Chris Esser	2005	\$1,200.00	4	\$300.00	2009
Manager - Rich Rakness	2005	\$1,200.00	4	\$300.00	2009
Asst. Manager	2006	\$1,200.00	4	\$300.00	2010
Airport Manager - Glen Burke	2004	\$1,500.00	4	\$375.00	2008
Airport Intern	2005	\$1,200.00	4	\$300.00	2009
Server Room Connection	2004	\$1,500.00	4	\$375.00	2008
		\$43,400.00			

<b>Total Deprec for PC's</b>	<b>\$10,950.00</b>
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<b>Servers</b>	<b>Year Acquired</b>	<b>Replacement Cost</b>	<b>Life Expectancy</b>	<b>Depreciation</b>	<b>Projected Replacement</b>
SSP2	2001	\$10,000.00	7	\$1,428.57	2008
SSP3	2001	\$10,000.00	7	\$1,428.57	2008
SSP5	2004	\$10,000.00	5	\$2,000.00	2009
Hari	2004	\$10,000.00	5	\$2,000.00	2009

<b>Total Deprec for Servers</b>	<b>\$6,857.14</b>
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<b>Network Equip</b>	<b>Year Acquired</b>	<b>Replacement Cost</b>	<b>Life Expectancy</b>	<b>Depreciation</b>	<b>Projected Replacement</b>
Pix	2007	\$4,000.00	5	\$800.00	2012
Switich	2007	\$1,500.00	5	\$300.00	2012
Router	2007	\$1,500.00	5	\$300.00	2012
				\$1,400.00	

**CITY OF SOUTH ST. PAUL  
2008 BUDGET  
Technology Inventory**

<b>PC's</b>	Year Acquired	Replacement Cost	Life Expectancy	Depreciation	Projected Replacement
<b>Network Printers</b>					
INV HP 4650 PCL -	2005	3500	5	\$700.00	2010
POL OFF POL 4300 PCL 6 -	2005	1000	5	\$200.00	2010
POL ADM - POLICE ADMINI:	2005	1000	5	\$200.00	2010
ENG HP750 - Engineering or	2001	3000	7	\$428.57	2008
ENG 4240N - Engineering on	2007	800	5	\$160.00	2012
ENG 5550N - Engineering on	2007	3000	5	\$600.00	2012
ADM 4550DN Color - Finnan	2002	2500	5	\$500.00	2007
ADM 2500 PCL - Admin Sect	2003	1000	5	\$200.00	2008
ADM RICOH Copier PCL 5 -	2002	3000	5	\$600.00	2007
FIN 4050N - Finnance on IP_	2001	1000	5	\$200.00	2006
TECH 4000 - TECH AREA or	2001	800	5	\$160.00	2006
P&R HP 4650 PCL - on IP_	2005	3500	5	\$700.00	2010
<b>Total Deprec for Printers</b>				<b>\$4,648.57</b>	
<b>Security Camera System</b>					
Dome camera	2007	\$2,700.00	5	\$540.00	2012
Extierior w/ Night Vision	2007	\$1,400.00	5	\$280.00	2012
Smoke Detector	2007	\$450.00	5	\$90.00	2012
Video Server Police	2007	\$5,000.00	5	\$1,000.00	2012
Video Server City	2007	\$5,000.00	5	\$1,000.00	2012
<b>Total Deprec for Security Camera</b>				<b>\$2,910.00</b>	
<b>Operational software</b>					
Microsoft office 2007 Suite basic upg	2006	\$6,000.00	5	\$1,200.00	2011
Microsoft office 2007 Suite Pro upgr	2007	\$4,500.00	5	\$900.00	2012
Inoculate it Antivirus	2007	\$1,125.00	1	\$1,125.00	2008
Finnance Server software	2004	\$150,000.00	5	\$30,000.00	2009
<b>Total Deprec for operatioanl software</b>				<b>\$33,225.00</b>	
<b>TOTAL TECH DEPREC</b>				<b>\$59,990.71</b>	

Dept. Code 1320

**City Administrator**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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General management of all City operations and intergovernmental relations.  
 Council staff support  
 Respond to citizen concerns.

**2007 ACCOMPLISHMENTS**

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**2008 OBJECTIVES**

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	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Technicians					
Clerical/support	1.00	1.00	1.00	1.00	1.00
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>WORK LOAD DATA</b>					
Resolutions Adopted	250	250	250	250	250
Ordinances Adopted	12	12	12	12	12

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY ADMINISTRATOR</b>		DIVISION: <b>GENERAL GOVERNMENT</b>					DEPT. CODE: <b>1320</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	141,506	161,081	151,129	61,215	159,158	<b>159,158</b>	-	0.00%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	-	-	2,625	-	2,625	<b>2,850</b>	225	8.57%
40108	Accumulated Vacation	-	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	18,002	20,326	20,865	8,453	21,311	<b>22,026</b>	715	3.36%
40130	Employer Paid Insurance	24,062	26,845	29,577	12,701	31,533	<b>34,504</b>	2,971	9.42%
40150	Workers Comp Ins. Premium	1,688	2,140	2,333	3,787	2,333	<b>2,450</b>	117	5.00%
40200	Office Supplies	2,769	1,952	2,500	1,165	2,500	<b>2,500</b>	-	0.00%
40210	Operating Supplies	177	-	500	171	200	-	(200)	-100.00%
40230	Books, Materials & Periodicals	164	107	600	-	-	<b>300</b>	300	100.00%
40240	Minor Equipment & Furnishings	2,232	64	3,000	37	2,000	<b>500</b>	(1,500)	-75.00%
40300	Professional Services	6,093	103	10,000	-	-	<b>7,000</b>	7,000	100.00%
40320	Postage and Telephone	243	354	800	1,398	800	<b>800</b>	-	0.00%
40330	Conferences, Training, Travel	5,214	19,990	25,000	4,781	20,000	<b>20,100</b>	100	0.50%
40340	Advertising	-	308	500	-	250	<b>500</b>	250	100.00%
40350	Printing and Binding	-	-	-	-	-	-	-	0.00%
40351	Reporter	22,953	21,120	18,000	8,569	18,000	<b>22,500</b>	4,500	25.00%
40430	Miscellaneous	4,633	1,714	7,500	210	5,000	<b>7,500</b>	2,500	50.00%
40433	Dues & Subscriptions	1,705	1,623	2,000	148	2,000	<b>2,000</b>	-	0.00%
Total		231,441	257,727	276,929	102,635	267,710	<b>284,688</b>	16,978	6.34%
SUMMARY BY CATEGORY									
		185,258	210,392	206,529	86,156	216,960	<b>220,988</b>	4,028	1.86%
Personal Services		5,342	2,123	6,600	1,373	4,700	<b>3,300</b>	(1,400)	-29.79%
Materials & Supplies		40,841	45,212	63,800	15,106	46,050	<b>60,400</b>	14,350	31.16%
Services & Other Charges		-	-	-	-	-	-	-	0.00%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Debt Service		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		231,441	257,727	276,929	102,635	267,710	<b>284,688</b>	16,978	6.34%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CITY ADMINISTRATOR</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1320</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Administrator	King, Stephen	100	4/7/2003	110,589	110,589	-	0.00%
Executive Secretary	Anderson, Shelly	100	5/20/2002	48,569	48,569	-	0.00%
				<u>159,158</u>	<u>159,158</u>	<u>-</u>	<u>0.00%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	159,158	159,158	-	0.00%
Employer contribution for pension	40120	21,311	22,026	714	3.35%
Employer contribution for insurance	40130	31,533	34,504	2,971	9.42%
		<u>212,002</u>	<u>215,688</u>	<u>3,685</u>	<u>1.74%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
King, Stephen	15,153	16,596	480	275	17,351
Anderson, Shelly	6,873	16,596	281	275	17,153
	<u>22,026</u>	<u>33,192</u>	<u>761</u>	<u>551</u>	<u>34,504</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CITY ADMINISTRATOR</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1320</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees 40102 Full-Time Employees Overtime 40104 Temporary Employees Regular	Provide for intern (approx. 175 hours @ \$16.25/hr)	\$2,625	\$2,850
40108 Accumulated Vacation 40120 Employers Cont. for Pensions 40130 Employer Paid Insurance 40150 Workers Comp Ins. Premium			
40200 Office Supplies 40210 Operating Supplies 40230 Books, Materials & Periodicals 40240 Minor Equipment & Furnishings 40300 Professional Services	Files, etc. Professional Services (Labor Attorney, Goal Setting Consultant)	\$2,500 \$500 \$600 \$3,000 \$10,000	\$2,500 \$0 \$300 \$500 \$7,000
40320 Postage and Telephone 40330 Conferences, Training, Travel 40340 Advertising 40350 Printing and Binding 40351 Reporter	Conferences, HR Training  Postage/Printing of Newsletter (6 issues per year): Postage & Permit Fee \$7500 Printing \$15,000	\$800 \$25,000 \$500 \$18,000	\$800 \$20,100 \$500 \$22,500
40430 Miscellaneous 40433 Dues & Subscriptions	Employee Appreciation Dinner, Staff In-House Performance Mgmt. Training, Misc. Expenses ICMA Dues, MAMA Dues, MN City/County Mgmt. Dues, Chamber Dues, Misc. Subscriptions	\$7,500 \$2,000	\$7,500 \$2,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CITY ADMINISTRATOR</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1320</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
MN City Mgrs Conference, Brainard, MN		1 @ 800	\$800
LMC Annual Conference		1 @ 800	\$800
Int'l City Mgmt Assn Conference		1 @ 1,900	\$1,900
River Hts C of C Planning Conference		1 @ 200	\$200
Misc Local Meetings & Expenses			\$1,000
Admin. Car Allowance	Per Contract		\$5,400
HR Training	8 - 12 credits per quarter		\$10,000
	<b>Total</b>		<b>\$20,100</b>

**2008 BUDGET**

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Dept. Code 1321

**Community Affairs Liaison  
2008 BUDGET  
Operational Fact Sheet**

**SERVICES PROVIDED**

- <> Coordination of Volunteer Programs
- <> Coordination of the South St. Paul Community of Promise Task Force
- <> Coordination of the South St. Paul Beautification Award Program
- <> Coordination of National Night Out 2006
- <> Continue linking with Community Organizations to develop Community Ownership in South St. Paul
- <>

**2007 ACCOMPLISHMENTS**

- <> Coordination of the Volunteer and Community Relations Programs
- <> Coordination of the South St. Paul Community of Promise/Healthy Youth Community Coalition
- <> Coordination of National Night Out 2007
- <> Coordination of the Fill the Backpack Campaign
- <> Continue linking with Community Organizations to develop Community Relations within SSP
- <> Coordination of the Beautification Award Program
- <> Continue to link for Farmers' Market and other Community Events
- <>
- <>

**2008 OBJECTIVES**

- <> Coordination of the Volunteer Programs
- <> Linkage to Community Groups for Community Events (Halloween, Farmers' Market, Movie Night)
- <> Coordination of National Night Out
- <> Coordination of the Beautification Award Program
- <>

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Line Staff	1.00	1.00	1.00	1.00	1.00
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**WORK LOAD DATA**

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1321</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	43,147	42,889	44,392	18,903	50,868	<b>53,290</b>	2,422	4.76%
40102	Full-Time Employees Overtime	998	5,128	350	-	-	-	-	0.00%
40108	Accumulated Vacation/Compen.	-	5,006	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	5,552	7,354	6,220	2,604	7,071	<b>7,541</b>	470	6.65%
40130	Employer Paid Insurance	5,245	5,806	6,343	2,168	6,304	<b>6,822</b>	518	8.22%
40150	Workers Comp Ins. Premium	2,108	1,756	1,779	890	1,779	<b>1,779</b>	-	0.00%
40200	Office Supplies	1,371	1,484	1,262	396	1,200	<b>1,300</b>	100	8.33%
40210	Operating Supplies	6,417	7,492	6,600	1,577	6,600	<b>6,800</b>	200	3.03%
40240	Minor Equipment & Furnishings	105	254	300	-	300	<b>300</b>	-	0.00%
40320	Postage and Telephone	250	93	605	-	605	<b>735</b>	130	21.49%
40330	Conferences, Training, Travel	867	790	900	-	900	<b>1,067</b>	167	18.56%
40340	Advertising	235	138	250	-	250	<b>250</b>	-	0.00%
40340	Miscellaneous	-	100	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	104	129	210	64	165	<b>210</b>	45	27.27%
	Total	66,399	78,419	69,211	26,602	76,042	<b>80,094</b>	4,052	5.33%

SUMMARY BY CATEGORY
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Personal Services	57,050	67,939	59,084	24,565	66,022	<b>69,432</b>	3,410	5.16%
Materials & Supplies	7,893	9,230	8,162	1,973	8,100	<b>8,400</b>	300	3.70%
Services & Other Charges	1,456	1,250	1,965	64	1,920	<b>2,262</b>	342	17.81%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	66,399	78,419	69,211	26,602	76,042	<b>80,094</b>	4,052	5.33%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1321</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Community Affairs Liaison	Griffith, Deborah	100	1/16/1996	50,868	53,290	2,422	4.76%
				<u>50,868</u>	<u>53,290</u>	<u>2,422</u>	<u>4.76%</u>

GENERAL LEDGER DISTRIBUTION
--------------------------------

Salaries of regular employees	40101	50,868	53,290	2,422	4.76%
Employer contribution for pension	40120	7,071	7,541	470	6.65%
Employer contribution for insurance	40130	6,304	6,822	518	8.22%
		<u>64,243</u>	<u>67,653</u>	<u>3,411</u>	<u>5.31%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Griffith, Deborah	7,541	6,551	271	-	6,822
	<u>7,541</u>	<u>6,551</u>	<u>271</u>	<u>-</u>	<u>6,822</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1321</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees 40150 Workers Comp Ins. Premium	Based on 2006 Budget and a 3% increase Includes volunteer insurance \$1500, liaison \$279	\$1,779	\$1,779
40200 Office Supplies 40210 Operating Supplies	Based on 2006 Budget and a 3% increase Supplies for the Community Affairs Liaison Department. Programs including: <b>Volunteer Recognition and thank you's:</b> <b>City Programming:</b> River Beautification Project - (200 people) Blooming Parks Program, (20 locations) Beautification Award Program (7 Awards) All City Garage Sale (150 sales) National Night Out (30-35 block parties) South St. Paul Movie Night (popcorn) SSP Idol Contest (5 categories) Adopt a Street Program (20 groups) Earth Day Clean-Up (10 groups) Sprucing up the Parks Program (4 parks) Holidaze in SSP (500 residents) Streets in Bloom Program (16 containers on Marie and Southview) Eagle Scout Projects (4 a year) <b>New Community Programs:</b> Welcome to South St. Paul Youth in Government and any new programming <b>Community Presentations</b> (6 times a year) <b>South St. Paul Community of Promise Programming (Healthy Youth)</b> Red Wagon Awards (8 awards) Read Across SSP (200 volunteers) Fill the Backpack Campaign (200 backpacks)	\$1,262 \$6,600	\$1,300 \$6,800
40240 Minor Equipment & Furnishings	none needed	\$300	\$0

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1321</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40320 Postage and Telephone	Postage (1500 pieces of mail) @ \$.41 = \$585 Postage (100 flat items)@ \$1.50= \$150.00	\$605	\$735
40330 Conferences, Training, Travel	Travel to and from meetings and seminars offered in 2007 (2200 mileage @.485). This is based on past years of traveling around the county and state). (Mileage changed from 42.5 to 48.5 per mile for 2007).	\$900	\$1,067
40340 Advertising	Advertising for the All City Garage Sale or other community events.	\$250	\$250
40433 Dues & Subscriptions	Membership to the MAVA (Minnesota Association of Volunteer Administration) - \$100, Membership to the Minnesota Crime Prevention Association - \$50 Membership of the National Town Watch (National Night Out) - \$60	\$210	\$210

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1321</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
(None determined at this time)			

Dept. Code 1330

**City Planner**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Implement Comprehensive Plan/Critical Area Plan
- <> Zoning Administration
- <> City liaison with consultants, residents, business owners
- <> Work with HRA to implement Planning Objectives
- <> Planning and Zoning Liaison to the Planning Commission, City Council and HRA
- <>

**2007 ACCOMPLISHMENTS**

- <> Established Staff Review Committee for planning cases
- <> Continue Code Enforcement Program
- <> Comprehensive Plan Update
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Continue Comprehensive Plan Update process
- <> Continue meeting needs of development plan reviews and other planning applications
- <> Assist City Building Official and Code Enforcement Officer with Code Enforcement issues
- <> Work with City designated developer on Concord Exchange redevelopment
- <> Continue Stockyards redevelopment planning effort
- <>

	ACTUAL 2005	ACTUAL 2006	ESTIMATE 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>WORK LOAD DATA</b>					
Public Hearings	35	41	45	45	45
Site Plan reviews	4	1	4	4	4
Planning Comm. Mtgs.	14	14	15	15	15

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY PLANNER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1330</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	64,104	60,855	60,766	24,429	65,739	<b>70,655</b>	4,916	7.48%
40120	Employers Cont. for Pensions	8,418	7,902	8,446	3,218	9,138	<b>9,998</b>	860	9.41%
40130	Employer Paid Insurance	6,831	7,823	8,885	3,491	8,081	<b>8,407</b>	326	4.03%
40200	Office Supplies	279	251	350	149	350	<b>350</b>	-	0.00%
40210	Operating Supplies	35	-	100	-	100	<b>100</b>	-	0.00%
40230	Books, Materials & Periodicals	187	-	200	-	200	<b>200</b>	-	0.00%
40300	Professional Services	-	800	1,000	5	1,000	<b>1,000</b>	-	0.00%
40320	Postage and Telephone	643	208	1,000	41	1,000	<b>1,000</b>	-	0.00%
40330	Conferences, Training, Travel	2,205	350	1,900	32	1,900	<b>1,500</b>	(400)	-21.05%
40340	Advertising	893	600	1,000	209	1,000	<b>1,000</b>	-	0.00%
40430	Miscellaneous	100	-	100	-	100	<b>100</b>	-	0.00%
40433	Dues & Subscriptions	428	220	350	-	350	<b>1,200</b>	850	242.86%
Total		84,123	79,009	84,097	31,574	88,958	<b>95,510</b>	6,552	7.37%

SUMMARY BY CATEGORY
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Personal Services	79,353	76,580	78,097	31,138	82,958	<b>89,060</b>	6,102	7.36%
Materials & Supplies	501	251	650	149	650	<b>650</b>	-	0.00%
Services & Other Charges	4,269	2,178	5,350	287	5,350	<b>5,800</b>	450	8.41%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	84,123	79,009	84,097	31,574	88,958	<b>95,510</b>	6,552	7.37%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CITY PLANNER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1330</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Planner	Hellegers, Peter	100	10/5/2005	65,739	70,655	4,916	7.48%
				<u>65,739</u>	<u>70,655</u>	<u>4,916</u>	<u>7.48%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	65,739	70,655	4,916	7.48%
Employer contribution for pension	40120	9,138	9,998	860	9.41%
Employer contribution for insurance	40130	8,081	8,407	326	4.04%
		<u>82,958</u>	<u>89,060</u>	<u>6,103</u>	<u>7.36%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Hellegers, Peter	9,998	7,692	327	388	8,407
	<u>9,998</u>	<u>7,692</u>	<u>327</u>	<u>388</u>	<u>8,407</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CITY PLANNER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1330</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40200 Office Supplies	General office supplies for operation of office.	\$350	\$350
40210 Operating Supplies	Various operating supplies.	\$100	\$100
40230 Books, Materials & Periodicals	Subscriptions to New Urban News, other Planning related materials.	\$200	\$200
40300 Professional Services	Outside consultants for Planning or GIS services	\$1,000	\$1,000
40320 Postage and Telephone	Mailings	\$1,000	\$1,000
40433 Dues & Subscriptions	Annual APA membership dues and AICP membership and exam fee.	\$350	\$1,200

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CITY PLANNER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1330</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Monthly Sensible Lane Use Coalition Meeting	Monthly luncheon discussion on local planning "hot topics".	4 @ \$50	\$200
Misc. Local Meetings and Expenses		\$400	\$400
	City Planning mileage (miles x 48.5 cents per mile)		\$400
	American Planning training sessions.		\$500
		Total	\$1,500

**2008 BUDGET**

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Dept. Code 1410

**City Clerk**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Administer elections
- <> Process all city business and animal licenses
- <> Support & service to administrator & other departments
- <> Act as recording secretary to the City Council

**2007 ACCOMPLISHMENTS**

- <> Implement New Liquor Licensing Ordinance
- <> Coordinator in Move of City Offices to City Hall
- <> Assist in Creating New City Web Site

**2008 OBJECTIVES**

- <> Conduct 2008 Elections - General and Primary
- <> Create Handbook for Residents to be used as guide to city laws and ordinances
- <> Check all currently licensed business to ensure that they are compliance with City Code relative to licensing

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	0.79	0.79	0.79	0.79	0.79
Supervisors					
Technicians					
Line staff					
Clerical/support	0.90	0.90	0.80	0.80	1.00
<b>Total Staffing</b>	<b>1.69</b>	<b>1.69</b>	<b>1.59</b>	<b>1.59</b>	<b>1.79</b>
<b>WORK LOAD DATA</b>					
Business licenses issued	200	100	100	125	125
# of elections	0	2	0	2	0
Election judges trained	0	40	0	45	0
Number of Voters Served	0	12,000	0	12,000	0

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY CLERK</b>		DIVISION: <b>GENERAL GOVERNMENT</b>					DEPT. CODE: <b>1410</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	79,002	80,294	78,495	28,937	79,241	<b>81,302</b>	2,061	2.60%
40102	Full-Time Employees Overtime	64	130	500	-	500	<b>500</b>	-	0.00%
40104	Temporary Employees Regular	-	8,185	1,500	-	1,500	<b>9,500</b>	8,000	533.33%
40106	Independent Contractor	-	30	-	-	-	-	-	0.00%
40111	Severance	-	1,560	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	10,307	10,830	11,094	3,962	11,015	<b>11,504</b>	489	4.44%
40130	Employer Paid Insurance	13,940	13,891	16,136	4,815	16,136	<b>18,273</b>	2,137	13.24%
40140	Unemployment Comp Insurance	-	17	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	162	156	170	85	170	<b>175</b>	5	2.94%
40200	Office Supplies	3,225	2,865	3,000	472	3,000	<b>3,000</b>	-	0.00%
40210	Operating Supplies	931	2,823	3,500	1,754	3,500	<b>3,500</b>	-	0.00%
40240	Minor Equipment & Furnishings	-	395	1,000	-	1,000	<b>500</b>	(500)	-50.00%
40300	Professional Services	764	640	700	1,010	1,010	<b>5,500</b>	4,490	444.55%
40320	Postage and Telephone	712	690	1,000	204	1,000	<b>1,000</b>	-	0.00%
40330	Conferences, Training, Travel	154	737	1,000	562	1,000	<b>1,500</b>	500	50.00%
40340	Advertising	572	801	2,000	358	1,000	<b>1,000</b>	-	0.00%
40350	Printing and Binding	200	138	200	-	200	<b>200</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	-	-	2,000	-	2,000	<b>1,750</b>	(250)	-12.50%
40408	Xerox Maintenance Agreement	3,599	4,093	4,500	1,003	4,500	<b>4,500</b>	-	0.00%
40411	Other Rentals	-	1,700	-	-	-	-	-	0.00%
40430	Miscellaneous	140	165	200	(1,489)	200	<b>200</b>	-	0.00%
40433	Dues & Subscriptions	255	195	300	95	300	<b>300</b>	-	0.00%
Total		114,027	130,335	127,295	41,768	127,272	<b>144,204</b>	16,932	13.30%
SUMMARY BY CATEGORY									
Personal Services		103,475	115,093	107,895	37,799	108,562	<b>121,254</b>	12,692	11.69%
Materials & Supplies		4,156	6,083	7,500	2,226	7,500	<b>7,000</b>	(500)	-6.67%
Services & Other Charges		6,396	9,159	11,900	1,743	11,210	<b>15,950</b>	4,740	42.28%
Transfers		-	-	-	-	-	-	-	0.00%
Total		114,027	130,335	127,295	41,768	127,272	<b>144,204</b>	16,932	13.30%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CITY CLERK</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1410</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Clerk	Wilcox, Christy	79	10/3/1983	48,409	48,409	-	0.00%
Deputy City Clerk/AP Clerk	Buecksler, Shirley	60	11/6/2006	22,054	23,852	1,797	8.15%
Cashier Part-Time	Bergdahl, Kim	100	11/29/1999	8,778	9,041	263	3.00%
				79,241	81,302	2,061	2.60%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	79,241	81,302	2,061	2.60%
Employer contribution for pension	40120	11,015	11,504	490	4.45%
Employer contribution for insurance	40130	16,136	18,273	2,137	13.24%
		106,392	111,079	4,687	4.41%

FRINGE BENEFITS	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Wilcox, Christy	6,850	13,111	254	217	13,583
Buecksler, Shirley	3,375	4,320	137	233	4,690
Bergdahl, Kim	1,279	-	-	-	-
		11,504	17,431	391	18,273

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CITY CLERK</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1410</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40104 Temporary Employees Regular	Increase in salaries of temporary employees due to elections being held in 2008 and also included a hour pay rate increase of \$.25	\$1,500	\$9,500
40300 Professional Services	Municipal Code Corporation - Charges for supplements made to City Code (3 times a year at \$1,500). Also included is payment made to Dr. David Abramowics for Dog and Cat Clinic	\$1,000	\$5,500
40320 Postage and Telephone	Increase in amount of postage due to elections being held in 2008	\$700	\$1,000
40330 Conferences, Training, Travel	Increase in conferences to allow City Clerk to attend Annual Conference and Deputy City Clerk to attend the Municipal Clerks Institute Year 1	\$1,000	\$1,500
40400 Repairs & Maint. (Contractual)	No dollars need to be in budget. This was for maintenance on voting equipment which was paid for by State grants through Dakota County	\$2,000	\$1,750
40411 Other Rentals	Increase in rentals due to elections being held in 2008	\$0	\$2,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CITY CLERK</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1410</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Deputy City Clerk to attend Minnesota Municipal Clerks Institute (Year 1) to be held in July of 2008.	Opportunity to address issues in municipality regarding data practices, liquor and gambling laws, diversity in communities, etc.	\$500	\$500
Dakota County or Inver Hills to be held sometime in 2007	Classes on Excel and Word	\$500	\$500
	Total		\$1,000

**2008 BUDGET**

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Dept. Code 1520

**Finance**  
**2008 BUDGET**  
Operational Fact Sheet

**SERVICES PROVIDED**

- <> Safeguarding of City resources, planning, fiscal analyses and financial administration.
- <> Ongoing financial support services (investments, payroll, disbursements).
- <> Insurance procurement and benefits administration.
- <> Labor relations support.
- <> Financial management and information services for internal and external customers.

**2007 ACCOMPLISHMENTS**

- <> Modifications in audit process and workpaper preparation.
- <> Improvement in payroll accuracy pertaining to union contracts.
- <> Improved accounts receivable billing process to a more centralized system.
- <> Streamlining bank reconciliation process.
- <> Continue to use technology to improve efficiencies with banking.

**2008 OBJECTIVES**

- <> Update or create all policies pertaining to internal controls.
- <> Establish monthly or quarterly reconciliations for all balance sheet accounts where appropriate
- <> Improve the accounts payable process by working with all the departments to improve efficiencies.
- <> Revise the capital improvement program using the Plan-It! Software to better predict future expenditures.
- <> Modify the entire chart of accounts to be able to better track the resources of the City.

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>STAFFING</b>					
Dept. Heads	0.80	0.80	0.80	0.80	0.80
Supervisors	1.00	1.00	1.00	1.00	1.00
Professional	0.00	0.00	0.00	0.00	1.00
Clerical/support	1.00	1.00	1.30	1.30	1.30
<b>Total Staffing</b>	<b>2.80</b>	<b>2.80</b>	<b>3.10</b>	<b>3.10</b>	<b>4.10</b>
<b>WORK LOAD DATA</b>					
A/P Checks used	5464	4787	5,300	5,500	5,700
P/R Checks used	4931	5135	5,300	5,350	5,400
W-2's issued	283	292	300	310	320
1099's issued	90	100	110	120	130
Budget pages	241	243	243	245	275

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FINANCE</b>		DIVISION: <b>GENERAL GOVERNMENT</b>				DEPT. CODE: <b>1520</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	187,971	160,577	183,012	44,356	157,419	<b>195,810</b>	38,391	24.39%
40102	Full-Time Employees Overtime	0	2,658	2,500	692	1,000	<b>1,000</b>	0	0.00%
40104	Temporary Employees - Regular	0	3,766	0	0	0	<b>0</b>	0	0.00%
40108	Accumulated Vacation/Comp	0	17,378	0	2,191	2,191	<b>0</b>	(2,191)	-100.00%
40111	Severance	0	3,594	0	0	0	<b>0</b>	0	0.00%
40120	Employers Cont. for Pensions	24,414	23,870	25,788	6,508	21,881	<b>27,707</b>	5,826	26.62%
40130	Employer Paid Insurance	22,933	30,411	40,155	10,700	39,292	<b>57,814</b>	18,521	47.14%
40150	Workers Comp Ins. Premium	831	792	863	402	863	<b>906</b>	43	5.00%
40151	Workers Comp Deductible	0	0	0	100	100	<b>0</b>	(100)	-100.00%
40200	Office Supplies	6,400	5,996	8,189	3,190	8,189	<b>8,435</b>	246	3.00%
40210	Operating Supplies	479	1,565	0	681	1,000	<b>0</b>	(1,000)	-100.00%
40220	Repair & Maintenance Supplies	0	0	0	13	13	<b>0</b>	(13)	-100.00%
40230	Books, Materials & Periodicals	285	629	500	84	84	<b>750</b>	666	792.86%
40240	Minor Equipment & Furnishings	578	1,673	500	0	400	<b>2,400</b>	2,000	500.00%
40300	Professional Services	3,865	5,042	5,050	6,000	7,500	<b>8,050</b>	550	7.33%
40320	Postage and Telephone	3,584	12,384	2,635	(6)	2,635	<b>2,767</b>	132	5.01%
40330	Conferences, Training, Travel	1,409	2,160	3,060	308	1,900	<b>3,000</b>	1,100	57.89%
40340	Advertising	583	1,273	625	72	625	<b>725</b>	100	16.00%
40350	Printing and Binding	498	512	550	0	700	<b>700</b>	0	0.00%
40400	Repairs & Maint. (Contractual)	2,052	1,756	28,929	10,290	28,929	<b>30,375</b>	1,446	5.00%
40405	Other Contractual Services	2,793	3,101	3,756	9,518	19,000	<b>15,944</b>	(3,056)	-16.08%
40430	Miscellaneous	8,754	9,584	9,865	7,598	9,865	<b>10,315</b>	450	4.56%
40433	Dues & Subscriptions	530	546	625	185	625	<b>720</b>	95	15.20%
40484	Non-Recurring Cost	0	5,122	0	0	0	<b>0</b>	0	0.00%
40570	Office Equipment & Furnishings	0	7,103	5,000	0	0	<b>0</b>	0	0.00%
Total		267,959	301,492	321,602	102,882	304,212	<b>367,418</b>	63,206	20.78%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1520</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	236,149	243,046	252,318	64,849	222,647	<b>283,237</b>	60,590	27.21%
Materials & Supplies	7,742	9,863	9,189	4,068	9,786	<b>11,585</b>	1,799	18.38%
Services & Other Charges	24,068	41,480	55,095	33,965	71,779	<b>72,596</b>	817	1.14%
Capital Outlay	0	7,103	5,000	0	0	<b>0</b>	0	0.00%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.00%
Transfers	0	0	0	0	0	<b>0</b>	0	0.00%
Total	267,959	301,492	321,602	102,882	304,212	<b>367,418</b>	63,206	20.78%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1520</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Senior Clerk-Accounting	Hogan, Patricia	100	11/20/1987	47,303	48,722	1,419	3.00%
Finance Director	Feldman, Joshua	80	2/27/2007	54,053	68,107	14,054	26.00%
Assistant Finance Director	New Hire	100	6/6/2007	45,036	67,055	22,019	48.89%
Deputy City Clerk/ A/P Clerk	Buecksler, Shirley	30	11/6/2006	11,027	11,926	899	8.15%
				<u>157,419</u>	<u>195,810</u>	<u>38,391</u>	<u>24.39%</u>

**GENERAL LEDGER  
DISTRIBUTION**

Salaries of regular employees	40101	157,419	195,810	38,391	24.39%
Employer contribution for pension	40120	21,881	27,707	5,826	26.62%
Employer contribution for insurance	40130	39,292	57,814	18,521	47.14%
		<u>218,593</u>	<u>281,331</u>	<u>62,738</u>	<u>28.70%</u>

FRINGE BENEFITS	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
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Senior Clerk-Accounting	Hogan, Patricia	6,894	7,200	257	388	7,845
Finance Director	Josh Feldman	9,637	13,277	319	220	13,816
Assistant Finance Director	New Hire	9,488	16,596	341	275	17,212
Deputy City Clerk/ A/P Clerk	Buecksler, Shirley	1,687	2,160	68	117	2,345
Retired - Finance Director	Carufel, James (exp. 10/19/2011)	0	16,596	0	0	16,596
		<u>27,707</u>	<u>55,829</u>	<u>984</u>	<u>1,001</u>	<u>57,814</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1520</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees		\$157,419	\$195,810
40102 Full-Time Employees Overtime	PR/AP Clerk overtime	\$2,500	\$1,000
40104 Temporary Employees - Regular		\$0	\$0
40120 Employers Cont. for Pensions		\$21,881	\$27,707
40130 Employer Paid Insurance		\$39,292	\$57,814
40150 Workers Comp Ins. Premium		\$863	\$906
40200 Office Supplies	3% increase	\$8,189	\$8,435
40230 Books, Materials & Periodicals	New GASB requirements (OPEB, Blue Book, etc..)	\$500	\$750
40240 Minor Equipment & Furnishings	New Check Signer and Software	\$500	\$2,400
40300 Professional Services	Audit \$8000 - new requirements, Depository Trust confirmations \$50	\$5,050	\$8,050
40320 Postage and Telephone	Increase of postage rate from \$0.39 to \$0.41	\$2,635	\$2,767
40330 Conferences, Training, Travel	Add national training	\$3,060	\$3,000
40340 Advertising	Publish CAFR and Budget	\$625	\$725
40350 Printing and Binding	Print CAFR	\$550	\$700
40400 Repairs & Maint. (Contractual)	Postage Machine - equipment maintenance \$605, meter rental \$768. Financial System - PEAK line printer maintenance \$1156, Harris Computers support \$19680, Unidata annual license \$2100, SB+ software annual license \$746, SB+ annual user license \$1050, wIntegrate license \$1075, Maximus fixed asset annual support \$795. Programming cost to upgrade payroll reporting to social security \$2400. NOTE FINANCIAL SYSTEM WAS BUDGETED IN DEPT 1200 IN PREVIOUS YEARS.	\$28,929	\$30,375
40405 Other Contractual Services	Freedom Services plan expenses - Annual fee \$1150, Monthly fee of \$150. Shred-It document destruction service \$31 every 2 weeks - \$806. OPEB Actuarial analysis for employee benefits - GASB 43 and 45 \$12,000.	\$3,756	\$15,944

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1520</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40430 Miscellaneous	Dakota Co special assessment fee \$7800, Dakota Co TNT fee \$2000, GFOA certificate of excellence \$415, Miscellaneous \$100	\$9,865	\$10,315
40433 Dues & Subscriptions	MNGFOA dues \$120, GFOA dues \$450, Notary \$100, Wells Fargo credit card annual fee \$50.	\$625	\$720
40570 Office Equipment & Furnishings	Office suite for Finance Director in 2007- \$5,000	\$5,000	\$0

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1520</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Local training, monthly meetings and mileage	Technical training and miscellaneous mileage.		\$350
Excel and Customer Service Training	Increase productivity and customer service relationships for two staff.		
MGFOA Conference - Alexandria, MN	Multiple finance issues and professional training over 3 days includes Registration \$250, Hotel \$250, Mileage \$145 per person. For Finance Director and Asst Finance Director.	\$645	\$1,290
GFOA National Training - Minneapolis, MN	Training for 6 days in government finance issues effecting local and state government includes Registration \$1300, Mileage and Parking \$60.	\$680	\$1,360
	Total	\$1,325	\$3,000

**2008 BUDGET**

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Dept. Code 1610

**Attorney**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Legal advice to Staff and City Council
- <> Criminal prosecution
- <> Prepare ordinances and resolutions
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <>
- <>
- <>
- <>
- <>
- <>

**2008 OBJECTIVES**

- <>
- <>
- <>
- <>

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	Contract	Contract	Contract	Contract	Contract
Supervisors					
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WORK LOAD DATA</b>					
Billable Civil Case Hours	800	800	800	800	800
Billable Criminal Case Hours	1,600	1,600	1,600	1,600	1,600

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ATTORNEY</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1610</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40230	Books, Materials & Periodicals	-	-	1,500	-	1,500	<b>1,500</b>	-	0.00%
40300	Professional Services	55,930	69,194	70,000	29,145	52,000	<b>52,000</b>	-	0.00%
40304	Professional Svcs Criminal	165,852	185,433	175,000	69,098	175,000	<b>175,000</b>	-	0.00%
40306	Professional Services - Retainer	-	-	-	-	18,000	<b>18,000</b>	-	0.00%
	Total	<u>221,782</u>	<u>254,627</u>	<u>246,500</u>	<u>98,243</u>	<u>246,500</u>	<b>246,500</b>	-	0.00%

<b>SUMMARY BY CATEGORY</b>
----------------------------

Personal Services	-	-	-	-	-	-	-	-	0.00%
Materials & Supplies	-	-	1,500	-	1,500	<b>1,500</b>	-	-	0.00%
Services & Other Charges	221,782	254,627	245,000	98,243	245,000	<b>245,000</b>	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	-	0.00%
Total	<u>221,782</u>	<u>254,627</u>	<u>246,500</u>	<u>98,243</u>	<u>246,500</u>	<b>246,500</b>	-	-	0.00%

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>ATTORNEY</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1610</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40230 Books, Materials & Periodicals		\$ 1,500	\$1,500
40300 Professional Services		\$ 70,000	\$52,000
40304 Professional Svcs Criminal		\$ 175,000	\$175,000
40306 Professional Services - Retainer	Change to accurate reflect charges.	\$ -	\$18,000

**2008 BUDGET**

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Dept. Code 1940

**City Hall**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Maintenance of City Hall Building, equipment and grounds
- <> Assist in maintenance of Library building and grounds
- <>
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Monitored and provided assistance in the remodeling of City Hall
- <> Implemented space needs study recommendations and security measures
- <> Learned maintenance procedures on new City Hall equipment
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Add new plantings around City Hall where needed due to remodeling project
- <>
- <>
- <>

	ACTUAL 2005	ACTUAL 2006	ESTIMATE 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors	0.25	0.25	0.25	0.25	0.25
Technicians					
Line staff	0.75	0.75	0.75	0.75	0.75
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**WORK LOAD DATA**

Cleaning, maintaining of HVAC, electrical, etc for:  
 15 restrooms, 9 office areas, 2 garages and  
 miscellaneous storage areas, public areas and  
 meeting rooms and jail area

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY HALL</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>1940</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	55,749	58,605	47,014	22,824	49,140	<b>50,201</b>	1,061	2.16%
40102	Full-Time Employees Overtime	-	862	500	-	500	<b>500</b>	-	0.00%
40104	Temporary Employees Regular	6,916	4,173	7,500	741	7,500	<b>7,500</b>	-	0.00%
40120	Employers Cont. for Pensions	7,696	8,184	7,178	3,072	6,830	<b>7,103</b>	273	4.00%
40130	Employer Paid Insurance	10,167	10,851	10,348	4,387	9,957	<b>10,555</b>	598	6.01%
40150	Workers Comp Ins. Premium	1,719	1,636	1,783	1,096	1,783	<b>1,872</b>	89	5.00%
40200	Office Supplies	-	-	250	-	250	<b>250</b>	-	0.00%
40210	Operating Supplies	5,599	2,606	5,000	951	5,000	<b>5,000</b>	-	0.00%
40220	Repair & Maintenance Supplies	5,670	2,423	4,750	4	4,750	<b>7,500</b>	2,750	57.89%
40230	Books, Materials & Periodicals	360	-	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	-	2,088	500	-	500	<b>500</b>	-	0.00%
40300	Professional Services	50	30	250	10	250	<b>250</b>	-	0.00%
40320	Postage and Telephone	13,166	20,290	23,500	4,299	23,500	<b>25,000</b>	1,500	6.38%
40360	Property & Liability Insurance	6,420	6,601	6,887	3,444	6,887	<b>7,231</b>	344	5.00%
40380	Utility Service	61,613	47,440	35,000	37,940	50,000	<b>55,000</b>	5,000	10.00%
40400	Repairs & Maint. (Contractual)	29,998	10,258	10,000	-	18,500	<b>36,500</b>	18,000	97.30%
40409	Cont. Serv/Refuse & Sanitation	1,607	2,413	1,000	215	1,000	<b>2,000</b>	1,000	100.00%
40438	Clothing Allowance	200	200	300	-	250	<b>250</b>	-	0.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
40472	Honeywell Contract Maint.	17,932	2,319	-	-	-	-	-	0.00%
40475	Honeywell Guaranteed Savings	(13,920)	-	-	-	-	-	-	0.00%
40485	Contingency (Relocation Expense)	-	-	20,000	-	-	-	-	0.00%
Total		<u>210,942</u>	<u>180,979</u>	<u>181,760</u>	<u>78,983</u>	<u>186,597</u>	<b><u>217,213</u></b>	<u>30,616</u>	16.41%
<b>SUMMARY BY CATEGORY</b>									
Personal Services		82,247	84,311	74,323	32,120	75,710	<b>77,731</b>	2,021	2.67%
Materials & Supplies		11,629	7,117	10,500	955	10,500	<b>13,250</b>	2,750	26.19%
Services & Other Charges		117,066	89,551	96,937	45,908	100,387	<b>126,231</b>	25,844	25.74%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		<u>210,942</u>	<u>180,979</u>	<u>181,760</u>	<u>78,983</u>	<u>186,597</u>	<b><u>217,213</u></b>	<u>30,616</u>	16.41%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CITY HALL</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>1940</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Custodian Building	Elg, Jon	75	10/30/1995	35,412	36,473	1,061	3.00%
Admin. Asst.-Engineering	Krier, Deb	25	1/3/2000	13,728	13,728	-	0.00%
				<u>49,140</u>	<u>50,201</u>	<u>1,061</u>	<u>2.16%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	49,140	50,201	1,061	2.16%
Employer contribution for pension	40120	6,830	7,103	273	4.00%
Employer contribution for insurance	40130	9,957	10,555	598	6.01%
		<u>65,927</u>	<u>67,859</u>	<u>1,932</u>	<u>2.93%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Elg, Jon	5,161	5,778	164	388	6,330
Krier, Deb	1,943	4,149	75	-	4,224
	<u>7,103</u>	<u>9,927</u>	<u>239</u>	<u>388</u>	<u>10,555</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CITY HALL</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>1940</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40104 Temporary Employees Regular	Part-time helper during summer months.	\$7,500	\$7,500
40220 Repair & Maintenance Supplies	Includes paint, paint supplies, plumbing supplies, HVAC repair supplies, electrical repair supplies, cleaning supplies, (not in cleaning contract), floor mats, light bulbs, trash liners, hardware supplies, etc. Plantings around City Hall                      \$1,000	\$4,750	\$7,500
40240 Minor Equipment & Furnishings	Replace other equipment as needed.	\$500	\$500
40320 Postage and Telephone	Increase based on historical data and cost of maintenance agreement for new phone system.	\$23,500	\$25,000
40380 Public Utility Service	Increase in gas & electric rates. (we will monitor and determine of energy efficient equipment off set fuel and electricity costs).	\$50,000	\$55,000
40400 Repairs & Maint. (Contractual)	Includes all contractual cleaning & other contracted cleaning, services and repairs at City Hall; i.e.,                                              \$35,000 Monitoring system for Fire Sprinkler system, elevator and evidence room                      \$1,500	\$18,500	\$36,500
40438 Clothing Allowance		\$250	\$250

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CITY HALL</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>1940</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
None noted			

Dept. Code 1970

**Recycling**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> To serve as liaison between the city, county & state agencies
- <> Manage Compost site
- <> Develop and distribute publicity on city recycling program
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Conducted 2007 Spring Clean-Up Day Event
- <> Worked with Dakota County Staff on Legislative Initiative to create a viable solution for electronic waste
- <> Worked at Dakota County Fair Booth/Education on Recycling
- <>

**2008 OBJECTIVES**

- <> Sponsor a Earth Day Celebration relative to the re-use of recycling materials
- <> Attain a level of waste reduction, reuse, and recycling that supports recycling grant
- <> Increase the amount of city products purchased for City use that are made with post-consumer recycled materials

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	0.21	0.21	0.21	0.21	0.21
Supervisors					
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>
<b>WORK LOAD DATA</b>					
Recyclable materials collected curbside	9	9	9	9	10
School presentations	9	9	9	9	9
Meet goals	yes	yes	yes	yes	yes
Clean Up day					
Appliances collected	208	220	211	197	200
Containers collected/dumped	40	45	40	40	40

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>RECYCLING</b>		DIVISION: <b>GENERAL GOVERNMENT</b>					DEPT. CODE: <b>1970</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	12,882	12,969	12,868	6,779	12,868	<b>12,868</b>	-	0.00%
40104	Temporary Employees Regular	10,942	10,493	8,000	2,521	8,000	<b>8,000</b>	-	0.00%
40120	Employers Cont. for Pensions	2,512	2,604	2,401	1,113	2,401	<b>2,433</b>	32	1.33%
40130	Employer Paid Insurance	2,751	3,030	3,472	1,531	3,472	<b>3,571</b>	99	2.85%
40200	Office Supplies	872	858	1,000	158	1,000	<b>1,000</b>	-	0.00%
40330	Conferences, Training, Travel	230	150	500	-	500	<b>500</b>	-	0.00%
40340	Advertising	-	-	-	-	-	-	-	0.00%
40350	Printing and Binding	1,040	-	3,000	589	3,000	<b>3,000</b>	-	0.00%
40405	Other Contractual Services	1,410	1,240	3,000	866	3,000	<b>3,000</b>	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	552	347	900	50	900	<b>900</b>	-	0.00%
40430	Miscellaneous	-	170	300	-	300	<b>300</b>	-	0.00%
40433	Dues & Subscriptions	420	120	150	-	150	<b>150</b>	-	0.00%
40440	Recycling Education	-	813	1,500	78	1,500	<b>1,500</b>	-	0.00%
40445	Clean Up Day	18,345	18,551	20,000	200	20,000	<b>20,000</b>	-	0.00%
Total		51,956	51,345	57,091	13,885	57,091	<b>57,222</b>	131	0.23%
SUMMARY BY CATEGORY									
	Personal Services	29,087	29,096	26,741	11,944	26,741	<b>26,872</b>	131	0.49%
	Materials & Supplies	872	858	1,000	158	1,000	<b>1,000</b>	-	0.00%
	Services & Other Charges	21,997	21,391	29,350	1,783	29,350	<b>29,350</b>	-	0.00%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
Total		51,956	51,345	57,091	13,885	57,091	<b>57,222</b>	131	0.23%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>RECYCLING</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1970</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Clerk	Wilcox, Christy	21	10/3/1983	12,868	12,868	-	0.00%
				<u>12,868</u>	<u>12,868</u>	<u>-</u>	<u>0.00%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	12,868	12,868	-	0.00%
Employer contribution for pension	40120	1,789	1,821	32	1.80%
Employer contribution for insurance	40130	3,472	3,571	99	2.85%
		<u>18,129</u>	<u>18,260</u>	<u>131</u>	<u>0.72%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Wilcox, Christy	1,821	3,485	28	58	3,571
	<u>1,821</u>	<u>3,485</u>	<u>28</u>	<u>58</u>	<u>3,571</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>RECYCLING</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1970</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40200 Office Supplies	Miscellaneous office supplies for operation of the office.	\$1,000	\$1,000
40330 Conferences, Training, Travel	Annual residential recycling conference in Bloomington and miscellaneous mileage to monthly local solid waste staff meetings and workgroup meetings	\$500	\$500
40340 Advertising	No change	\$0	\$0
40350 Printing and Binding	Charges for printing recycling information in city newsletter and postage	\$3,000	\$3,000
40405 Other Contractual Services	Contracted services to Climb Theatre for performances at schools on recycling and environmental issues and any other outside contractual services need to promote residential and business recycling.	\$3,000	\$3,000
40409 Cont. Serv/Refuse & Sanitation	Refuse and Sanitation at Compost Site	\$900	\$900
40430 Miscellaneous	No change	\$300	\$300
40433 Dues & Subscriptions	Annual membership to Recycle Association of America (RAM)	\$150	\$150
40440 Recycling Education	Items purchased for distribution to schools, city events promoting recycling issues.	\$1,500	\$1,500
40445 Clean Up Day	Costs for disposal of items brought to clean-up day	\$20,000	\$20,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>RECYCLING</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPARTMENT CODE: <b>1970</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Miscellaneous Training & Seminars	As required by grants received from Dakota County the Recycling Coordinator must attend a minimum of two recycling seminars/training	1 @ 300	\$300
Miscellaneous Mileage	Mileage to monthly recycling meetings and workshops	1 @ 200	\$200
	Total		\$500

Dept. Code 2401

**Code Enforcement**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Enforce Permit and all Building Code Functions
- <> Enforce Zoning code ordinances
- <> Enforce Code Enforcement issues
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Continue to perform Erosion & Sediment Control inspections as per NPDES
- <> Coordinate with Planner on code Enforcement issues for businesses
- <> Continue to perform all building permit inspections as required
- <> Inspections performed by Building Official to ensure City Hall was completed up to code
- <>
- <>

**2008 OBJECTIVES**

- <> Increase code enforcement on businesses
- <> Continue to improve service to building contractors and citizens
- <> Continue code enforcement on residential properties
- <> Provide services for graffiti abatement
- <> Hire person to handle new rental housing program
- <> Work with City Attorney on effective code enforcement procedures and policies

	<b>ACTUAL</b> 2005	<b>ACTUAL</b> 2006	<b>ESTIMATE</b> 2007	<b>PROPOSED</b> 2008	<b>PROJECTED</b> 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	2.00	2.00	2.00	3.00	3.00
Clerical/support	1.00	1.00	1.00	1.00	1.00
<b>Total Staffing</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>
<b>WORK LOAD DATA</b>					
# of permits	763	656	920	930	930
Valuation (in millions)	22.1	26.0	24.0	26.0	26.0
Permit Fees Collected	438,000	362,000	440,000	450,000	450,000

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CODE ENFORCEMENT</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>2401</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	119,452	152,389	148,339	55,374	152,653	<b>211,453</b>	58,800	38.52%
40102	Full-Time Employees Overtime	33	154	1,000	157	1,000	<b>1,000</b>	-	0.00%
40104	Temporary Employees Regular	-	-	-	-	-	-	-	0.00%
40106	Independent Contractor	16,194	13,921	25,000	12,276	25,000	<b>25,000</b>	-	0.00%
40108	Accumulated Vacation/Compen.	-	746	-	-	-	-	-	0.00%
40111	Severance	-	510	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	15,432	20,411	20,759	7,423	21,219	<b>29,921</b>	8,702	41.01%
40130	Employer Paid Insurance	16,208	22,236	22,855	11,069	24,143	<b>40,650</b>	16,507	68.37%
40150	Workers Comp Ins. Premium	1,688	1,608	1,753	2,178	1,753	<b>1,841</b>	88	5.00%
40200	Office Supplies	1,074	1,748	3,000	101	3,000	<b>3,000</b>	-	0.00%
40210	Operating Supplies	-	10	300	10	300	<b>2,000</b>	1,700	566.67%
40230	Books, Materials & Periodicals	-	-	3,050	-	3,050	<b>300</b>	(2,750)	-90.16%
40300	Professional Service	-	398	-	-	-	-	-	0.00%
40320	Postage and Telephone	1,294	1,569	3,000	137	3,000	<b>3,500</b>	500	16.67%
40330	Conferences, Training, Travel	495	635	2,600	365	2,600	<b>2,200</b>	(400)	-15.38%
40400	Repairs and Maint. - Contractual	-	-	-	-	-	<b>10,000</b>	10,000	100.00%
40410	Central garage Rental Charge	8,900	8,927	9,585	-	9,585	<b>10,280</b>	695	7.25%
40430	Miscellaneous	-	8	-	8	-	-	-	0.00%
40433	Dues & Subscriptions	100	135	350	99	350	<b>350</b>	-	0.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
<b>Total</b>		<b>180,870</b>	<b>225,405</b>	<b>241,591</b>	<b>89,197</b>	<b>247,653</b>	<b>341,495</b>	<b>93,842</b>	<b>37.89%</b>

<b>SUMMARY BY CATEGORY</b>
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Personal Services	169,007	211,975	219,706	88,477	225,768	<b>309,865</b>	84,097	37.25%
Materials & Supplies	1,074	1,758	6,350	111	6,350	<b>5,300</b>	(1,050)	-16.54%
Services & Other Charges	10,789	11,672	15,535	609	15,535	<b>26,330</b>	10,795	69.49%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
<b>Total</b>	<b>180,870</b>	<b>225,405</b>	<b>241,591</b>	<b>89,197</b>	<b>247,653</b>	<b>341,495</b>	<b>93,842</b>	<b>37.89%</b>

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CODE ENFORCEMENT</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>2401</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Building Official	Joe Heimkes (11/01/06)	100	5/19/1982	65,169	69,921	4,752	7.29%
Code Enforcement Officer	Woog, Kim	100	8/1/2005	47,051	50,665	3,614	7.68%
Secretary-Code Enforcement	Flores, Joan	100	3/29/2005	40,433	43,539	3,106	7.68%
Rental Housing Officer		100		0	47,328	47,328	100.00%
				<u>152,653</u>	<u>211,453</u>	<u>58,800</u>	<u>38.52%</u>

**GENERAL LEDGER  
DISTRIBUTION**

Salaries of regular employees	40101	152,653	211,453	58,800	38.52%
Employer contribution for pension	40120	21,219	29,921	8,702	41.01%
Employer contribution for insurance	40130	24,143	40,650	16,507	68.37%
		<u>198,014</u>	<u>282,023</u>	<u>84,009</u>	<u>42.43%</u>

**FRINGE BENEFITS**

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE	
Heimkes, Joe	9,894	7,704	325	388	8,417	
Woog, Kim	7,169	7,704	263	388	8,355	
Flores, Joan	6,161	7,200	240	388	7,829	
Rental Housing Officer	6,697	7,704	252	388	8,345	
Retired - Expires 7/3/2016 Svien, Benny	0	7,704	-	0	7,704	
		<u>29,921</u>	<u>38,016</u>	<u>1,080</u>	<u>1,554</u>	<u>40,650</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CODE ENFORCEMENT</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>2401</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40106 Independent Contractors	Electrical Inspector - 80% of permit fees.	\$25,000	\$25,000
40210 Operating Supplies	For additional furniture for new Rental Housing Officer.	\$300	\$2,000
40320 Postage & Telephone	Mailings and cell phone usage generated by Building Official & Code Enforcement Officer. Increase due to the hiring of the Rental Housing Officer.	\$3,000	\$3,500
40400 Repairs & Maint. (Contractual)	Services provided for graffiti abatement		\$10,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CODE ENFORCEMENT</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>2401</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
State Bldg. Officials Mtgs.	Required for continued certification.	5 mtgs @ \$40/ea (2 person)	\$400
State Bldg. Officials Conference	Required for continued certification.	5 days (2 person)	\$1,800
Code Enforcement Officer	Selected training for code enforcement officer to increase effectiveness of program.	1 person	\$0
	Total		\$2,200

**2008 BUDGET**

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Dept. Code 1965

**Animal Control**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Animal patrol, apprehension and boarding
- <> Pest Control
- <> Community education and awareness
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Animal Control and Apprehension
- <> Expedient follow up on nuisance animal complaints
- <> Completed revision and updating of animal control ordinance
- <> Recruited and trained new staff
- <>
- <>

**2008 OBJECTIVES**

- <> Continue proactive patrol and enforcement of animal problems
- <> Continue training program for all line staff
- <> Continue to refine the revised animal control ordinance

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff					
Clerical/support	0.50	0.50	0.50	0.50	0.50
<b>Total Staffing</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>WORK LOAD DATA</b>					
Dogs impounded	136	136	136	136	136
Cats impounded	67	67	67	67	67
animal calls for service	690	690	690	690	690

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ANIMAL CONTROL</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>1965</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	11,445	12,420	14,286	3,803	9,445	<b>16,073</b>	6,628	70.17%
40102	Full-Time Employees Overtime	317	120	-	-	-	-	-	0.00%
40108	Accumulated Vacation	-	-	-	61	100	-	(100)	-100.00%
40120	Employers Cont. for Pensions	1,550	1,712	1,986	532	1,313	<b>2,274</b>	961	73.19%
40150	Workers Comp Ins. Premium	257	244	266	133	266	<b>279</b>	13	5.00%
40210	Operating Supplies	-	-	500	-	500	<b>500</b>	-	0.00%
40300	Professional Services	19,383	14,465	15,000	5,118	15,000	<b>15,000</b>	-	0.00%
40330	Training	-	-	-	-	-	<b>800</b>	800	100.00%
	Total	32,952	28,961	32,038	9,647	26,624	<b>34,926</b>	8,302	31.18%

<b>SUMMARY BY CATEGORY</b>
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Personal Services	13,569	14,496	16,538	4,529	11,124	<b>18,626</b>	7,502	67.44%
Materials & Supplies	-	-	500	-	500	<b>500</b>	-	0.00%
Services & Other Charges	19,383	14,465	15,000	5,118	15,000	<b>15,800</b>	800	5.33%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	32,952	28,961	32,038	9,647	26,624	<b>34,926</b>	8,302	31.18%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>ANIMAL CONTROL</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>1965</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Community Service Officer	Blaha, Steve	25	3/22/2007	5,642	8,258	2,616	46.36%
Community Service Officer	Waters, Todd	25		3,803	7,815	4,012	105.50%

9,445	16,073	6,628	70.17%
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GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	9,445	16,073	6,628	70.17%
Employer contribution for pension	40120	1,313	2,274	961	73.23%
Employer contribution for insurance	40130	-	-	-	0.00%
		10,758	18,347	7,589	70.55%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Blaha, Steve	1,168	-	-	-	-
Waters, Todd	1,106	-	-	-	-
	2,274	-	-	-	-

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>ANIMAL CONTROL</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>1965</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40101 Salaries of Regular Employees			
40102 Full-Time Employees Overtime			
40120 Employers Cont. for Pensions			
40150 Workers Comp Ins. Premium			
40210 Operating Supplies	Miscellaneous Animal Control Supplies	\$500	\$500
40300 Professional Services	Impound and disposal services.	\$15,000	\$15,000
40330 Training	Animal Control Training	\$0	\$800

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>ANIMAL CONTROL</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>1965</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Unidentified Animal Control Training	Training and Certification for Existing and new CSO's		\$800

**2008 BUDGET**

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Dept. Code 2100

**Police Protection**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Prevent and control criminal behavior
- <> Aid, assistance and protection for all citizens
- <> Resolve conflict, protect constitutional guarantees and create feeling of security in the community

**2007 ACCOMPLISHMENTS**

- <> Relocated police operations back into renovated City Hall
- <> Implemented E-forms automated field-based reporting system
- <> Full implementation of DCC accomplished
- <> Migrated public safety radio onto the Dakota County trunked 800 MHz radio system
- <> Continued partnerships with other Dak. Cty. PS agencies on Traffic Safety Programs, MAAG, Drug Task Force
- <> Began implementation of Automatic Ticket Wrtier

**2008 OBJECTIVES**

- <> Continue review and revision of general orders and police policy
- <> Continue staff development efforts to prepare to effectively deal with changing department needs
- <> Expand and build upon community outreach initiatives
- <> Encourage and maintain effective lines of communication both within and outside the police department
- <> Prepare and plan for challenges anticipated in connection with the RNC
- <> Continue participation in the planning and implementation of the CJIIN and HIPP initiatives

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	
Supervisors	7.00	7.00	7.00	7 (8)	
Line staff	17.00	18.00	18.00	18 (17)	
Clerical/support	3.50	4.00	4.00	4.00	
Community Svc Officers	1.00	1.00	1.00	1.00	
<b>Total Staffing</b>	<b>29.50</b>	<b>31.00</b>	<b>31.00</b>	<b>31.00</b>	<b>0.00</b>

**WORK LOAD DATA**

Calls for service	17,036	16,000	17,000	17,000
Part I Offenses	870	900	900	900
Part II Offenses	1,784	1,800	1,800	1,800
Felony charges	225	225	225	225
DUI	168	120	120	120
Traffic Crashes	275	275	300	300
Sel. Traffic Viol.	1,335	1,200	1,300	1,300

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>POLICE PROTECTION</b>			DIVISION: <b>PUBLIC SAFETY</b>				DEPT. CODE: <b>2100</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	1,751,958	1,821,946	1,801,518	693,394	1,846,662	<b>1,970,133</b>	123,471	6.69%
40102	Full-Time Employees Overtime	67,241	78,991	75,000	16,979	75,000	<b>80,250</b>	5,250	7.00%
40104	Temporary Employees Regular	1,694	265	1,000	-	1,000	-	(1,000)	-100.00%
40106	Independent Contractor	1,235	2,469	3,000	1,053	3,500	<b>4,000</b>	500	14.29%
40108	Accumulated Vacation	32,712	42,047	50,000	61	50,000	<b>52,000</b>	2,000	4.00%
40111	Severance	-	1,300	10,000	-	-	<b>80,000</b>	80,000	100.00%
40120	Employers Cont. for Pensions	191,102	221,254	245,527	90,984	232,025	<b>275,890</b>	43,865	18.91%
40122	Annual Amortization of Deficit	106,261	106,261	106,261	-	106,261	<b>106,261</b>	-	0.00%
40130	Employer Paid Insurance	245,996	263,505	305,898	107,488	305,898	<b>303,350</b>	(2,548)	-0.83%
40150	Workers Comp Ins. Premium	50,321	48,779	55,220	27,857	55,220	<b>57,981</b>	2,761	5.00%
40151	Workers Comp Deductible	5,602	7,480	3,500	3,082	7,000	<b>7,000</b>	-	0.00%
40200	Office Supplies	6,405	8,521	5,900	1,076	5,900	<b>5,900</b>	-	0.00%
40210	Operating Supplies	21,828	22,634	26,650	8,336	26,650	<b>30,201</b>	3,551	13.32%
40220	Repair & Maintenance Supplies	1,671	199	2,300	530	2,300	<b>2,495</b>	195	8.48%
40230	Books, Materials & Periodicals	-	157	750	-	750	<b>750</b>	-	0.00%
40240	Minor Equipment & Furnishings	1,058	407	2,300	-	2,300	<b>500</b>	(1,800)	-78.26%
40300	Professional Services	576	2,531	3,500	-	3,500	<b>4,700</b>	1,200	34.29%
40305	Dispatch Services	125,907	161,909	263,638	112,559	263,638	<b>273,231</b>	9,593	3.64%
40320	Postage and Telephone	45,752	46,249	48,020	9,310	40,000	<b>43,920</b>	3,920	9.80%
40330	Conferences, Training, Travel	15,829	13,426	25,705	5,899	25,705	<b>23,005</b>	(2,700)	-10.50%
40340	Advertising	767	2,013	1,800	-	1,800	<b>1,800</b>	-	0.00%
40350	Printing and Binding	-	272	300	-	300	<b>300</b>	-	0.00%
40360	Property & Liability Insurance	37,240	38,288	39,948	19,974	39,948	<b>41,945</b>	1,997	5.00%
40380	Utility Service	502	557	600	209	600	<b>600</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	6,986	2,734	19,075	13,886	19,075	<b>34,570</b>	15,495	81.23%
40405	Other Contractual Services	30,878	33,236	57,054	15,210	57,054	<b>56,157</b>	(897)	-1.57%
40410	Central Garage Rental Charge	159,273	164,847	173,090	-	173,090	<b>183,101</b>	10,011	5.78%
40430	Miscellaneous	6,511	9,708	10,505	5,561	10,505	<b>12,536</b>	2,031	19.33%
40433	Dues & Subscriptions	1,840	2,660	1,880	1,140	1,200	<b>1,950</b>	750	62.50%
40438	Clothing Allowance	17,417	21,489	19,652	8,246	19,652	<b>20,652</b>	1,000	5.09%
40439	Ins Claims within Deductible	1,800	14,449	3,000	4,853	5,000	<b>3,000</b>	(2,000)	-40.00%
40580	Other Equipment	5,324	-	12,000	-	12,000	<b>17,000</b>	5,000	41.67%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>POLICE PROTECTION</b>		DIVISION: <b>PUBLIC SAFETY</b>					DEPT. CODE: <b>2100</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
	Total	2,941,686	3,140,583	3,374,591	1,147,687	3,393,533	<b>3,695,178</b>	301,645	8.89%
SUMMARY BY CATEGORY									
	Personal Services	2,454,122	2,594,297	2,656,924	940,898	2,682,566	<b>2,936,865</b>	254,299	9.48%
	Materials & Supplies	30,962	31,918	37,900	9,942	37,900	<b>39,846</b>	1,946	5.13%
	Services & Other Charges	451,278	514,368	667,767	196,847	661,067	<b>701,467</b>	40,400	6.11%
	Capital Outlay	5,324	-	12,000	-	12,000	<b>17,000</b>	5,000	41.67%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	2,941,686	3,140,583	3,374,591	1,147,687	3,393,533	<b>3,695,178</b>	301,645	8.89%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>2100</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	07 REVISED TO 08 % CHANGE
Police Clerk	Vacant	50	8/7/2007	5,877	17,059	11,182	190.27%
Police Clerk	Eckl, Marla (1/2 time)	50	7/22/1998	21,382	22,027	645	3.02%
Police Clerk	Johnson, Linda	50	1/19/2005	17,961	19,384	1,423	7.92%
Police Clerk		50			16,681	16,681	100.00%
Community Service Officer	Waters, Todd	25	5/22/2007	5,642	8,258	2,616	46.36%
Community Service Officer	Blaha, Steven	25	3/31/2006	3,803	7,815	4,012	105.50%
Clerical Staff Coordinator	Welle, Jean A	100	8/18/2005	41,460	45,847	4,387	10.58%
Senior Clerk Police	Cobenais, Barbara	100	1/9/1995	45,947	47,325	1,377	3.00%
Patrol Officer	Abrahamson, Edward	100	11/19/2001	62,870	64,756	1,886	3.00%
Patrol Officer	Bishop, Julie	100	8/21/2000	63,045	64,931	1,886	2.99%
Patrol Officer	Brom Jr., Dennis	100	3/7/2000	62,870	64,756	1,886	3.00%
Patrol Officer	Diaz, Thomas	100	8/21/2000	62,870	64,756	1,886	3.00%
Patrol Officer	Mincke, Donald	100	6/25/1984	64,701	66,642	1,941	3.00%
Patrol Officer	Ploeckelmann, Steven	100	9/12/1983	64,701	66,642	1,941	3.00%
Patrol Officer	Rasmussen, Robert	100	4/10/1993	63,480	65,384	1,904	3.00%
Patrol Officer	Reyes-Rambaum, Leah	100	8/5/1997	62,870	65,384	2,515	4.00%
Patrol Officer	Roehlen, Richard	100	4/2/1984	64,701	66,642	1,941	3.00%
Patrol Officer	Running, Mike	100	10/13/2003	61,038	62,870	1,831	3.00%
Patrol Officer	Schmitz, Chad	100	1/1/2002	62,870	64,756	1,886	3.00%
Patrol Officer	Schwab, Richard S	100	3/20/2006	61,038	62,870	1,831	3.00%
Patrol Officer	Smith, Michael	100	3/11/1993	63,480	65,384	1,904	3.00%
Patrol Officer	Townsend, David	100	8/22/2006	51,883	56,583	4,700	9.06%
Patrol Officer	Lawrence, Todd	100	7/9/2007	24,415	55,010	30,595	125.31%
Patrol Officer	Wicke, Brian	100	9/15/1999	62,870	64,756	1,886	3.00%
Patrol Officer/Investigations	Slifko, Cory	100	9/15/1999	63,045	64,931	1,886	2.99%
Corporal	Sawyer, Mark	100	10/31/1989	67,936	69,974	2,038	3.00%
Corporal/Investigator	Sneitzer, John	100	6/26/1978	68,758	70,815	2,058	2.99%
Sergeant	Greengo, David	100	3/7/1995	73,637	76,173	2,536	3.44%
Sergeant	Hughes, Daivd	100	8/15/1993	73,637	76,173	2,536	3.44%
Sergeant	Messerich, William	100	2/26/1994	73,637	76,173	2,536	3.44%
Police Invest & School Patrol	Gravem, Steven	100	3/23/1990	64,265	66,188	1,923	2.99%
Sergeant/Investigator	Oeffling, Phillip	100	3/7/1995	73,637	76,173	2,536	3.44%
Police Chief	Messerich, Michael	100	11/7/1977	91,905	91,905	(0)	0.00%
Police Captain	Vujovich, Daniel	100	2/1/1979	82,546	82,546	(0)	0.00%
All Positions	Step Increases					0	0.00%
Add 5th Sergeant Position				11,890	12,571	680	5.72%
				1,846,662	1,970,133	123,472	6.69%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>2100</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	07 REVISED TO 08 % CHANGE
	GENERAL LEDGER DISTRIBUTION						
	Salaries of regular employees		40101	1,846,662	1,970,133	123,472	6.69%
	Employer contribution for pension		40120	232,025	275,890	43,865	18.91%
	Employer contribution for insurance		40130	305,898	303,350	(2,548)	-0.83%
				2,384,585	2,549,373	164,789	6.91%

**BENEFIT INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>		DIVISION: <b>PUBLIC SAFETY</b>			DEPT. CODE: <b>2100</b>	
<b>POSITION</b>	<b>FRINGE BENEFITS NAME</b>	<b>PENSION</b>	<b>HEALTH INSURANCE</b>	<b>LIFE &amp; DISABILITY</b>	<b>DENTAL INSURANCE</b>	<b>TOTAL INSURANCE</b>
Police Clerk	Mally Ann Anderson (1/2 Time)	2,414	0	0	0	0
Police Clerk	Eckl, Marla (1/2 time)	3,117	0	0	0	0
Police Clerk	Johnson, Linda (1/2 Time)	2,743	0	0	0	0
Police Clerk	Vacant (1/2 Time)	2,360	0	0	0	0
Community Service Officer	Waters, Todd	1,168	0	0	0	0
Community Service Officer	Steve Blaha	1,106	0	0	0	0
Secretary-Police	Welle, Jean A	6,487	7,584	248	388	8,220
Senior Clerk Police	Cobenais, Barbara	6,696	7,584	252	388	8,225
Patrol Officer	Abrahamson, Edward	9,292	7,584	308	0	7,892
Patrol Officer	Bishop, Julie	9,318	7,704	309	347	8,359
Patrol Officer	Brom Jr., Dennis	9,292	7,584	308	347	8,239
Patrol Officer	Diaz, Thomas	9,292	7,704	308	347	8,359
Patrol Officer	Mincke, Donald	8,597	7,584	314	347	8,245
Patrol Officer	Ploeckelmann, Steven	8,597	7,704	314	347	8,365
Patrol Officer	Rasmussen, Robert	9,383	7,584	310	347	8,241
Patrol Officer	Reyes-Rambaum, Leah	9,383	7,584	310	347	8,241
Patrol Officer	Roehlen, Richard	8,597	7,584	314	347	8,245
Patrol Officer	Running, Mike	9,022	7,584	302	347	8,233
Patrol Officer	Schmitz, Chad	9,292	7,584	308	347	8,239
Patrol Officer	Schwab, Richard S	9,022	7,584	302	347	8,233
Patrol Officer	Smith, Michael	9,383	7,704	310	347	8,361
Patrol Officer	Townsend, David	8,120	7,704	282	347	8,333
Patrol Officer	Lawrence, Todd	7,894	7,584	277	0	7,861
Patrol Officer	Wicke, Brian	9,292	7,704	308	347	8,359
Patrol Officer/Investigations	Slifko, Cory	9,318	7,704	309	347	8,359
Corporal	Sawyer, Mark	10,041	7,584	325	347	8,256
Corporal/Investigator	Sneitzer, John	9,135	7,584	327	347	8,258
Sergeant	Greengo, David	10,931	7,704	345	347	8,395
Sergeant	Hughes, Daivd	10,931	7,704	345	347	8,395
Sergeant	Messerich, William	10,931	7,584	345	347	8,275
Police Invest & School Patrol	Gravem, Steven	9,498	7,704	313	347	8,363
Sergeant/Investigator	Oeffling, Phillip	10,931	7,704	345	347	8,395
Police Chief	Messerich, Michael	11,856	12,876	420	275	13,571
Police Captain	Vujovich, Daniel	10,648	16,596	390	0	16,986
All Positions	Step Increases	0	0	0	0	0

**BENEFIT INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>2100</b>
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POSITION	FRINGE BENEFITS NAME	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Add 5th Sergeant Position		1,804	0			
Retired	Davis, Larry (exp. 09/20/11)	0	7,584	0	0	7,584
Retired	Bjorkman, Donald (exp. 06/15/15)	0	7,584	0	0	7,584
Retired	Ernst, Mike (exp. 11/01/12) (Reimbursed by State Grant)	0	7,584	0	0	7,584
Retired	Kreager, Thomas (exp. 05/01/19) (Reimbursed by State Grant)	0	7,704	0	0	7,704
Retired	Mohrland, Gregory (exp. 07/30/12)	0	7,584	0	0	7,584
Retired	Shank, Eugene (exp. 02/07/08)	0	787	0	0	787
Retired	Snaza, Lawrence (exp. 06/21/24) (Reimbursed by State Grant)	0	7,584	0	0	7,584
Retired	Vujovich, David (exp. 07/15/10)	0	7,584	0	0	7,584
Retired	Yamka, Stanley (exp. 03/30/09)	0	7,584	0	0	7,584
Retired	Hect-Kressly, Patricia (exp. 05/01/32)	0	7,704	0	0	7,704
	State Grant Reimbursement (Approximately 50%)	0	(11,436)	0	0	(11,436)
		<u>275,890</u>	<u>285,823</u>	<u>8,845</u>	<u>8,682</u>	<u>303,350</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees			
40102 Full-Time Employees Overtime	Increase Of \$5,250	\$75,000	\$80,250
40104 Temporary Employees Regular	Decrease Of \$1,000	\$1,000	\$0
40106 Independent Contractor	Increase Of \$1,000	\$3,000	\$4,000
40108 Accumulated Vacation	Increase of \$2,000 - LELS cash out of vacation & personal time at yr end.	\$50,000	\$52,000
40111 Severance	Increase Of \$70,000	\$10,000	\$80,000
40120 Employers Cont. for Pensions			
40122 Annual Amortization of Deficit			
40130 Employer Paid Insurance			
40150 Workers Comp Ins. Premium			
40151 Workers Comp Deductible			
40200 Office Supplies	No Change \$2,000 - Misc. supplies, stationary, forms & printing, business cards, etc. \$3,900 - Paper, thermal paper, cartridges, computer disks, fax cartridges, toner toner drums, file folders, etc.	\$5,900	\$5,900

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40210 Operating Supplies	Increase Of \$3,551 \$1,200 - First Aid/Bio-Hazard Supplies/PPE \$300 - Fire Extinguisher \$2,077 - Less Lethal Supplies (Chem & Taser) \$4,500 - Car Wash/Detail/De-Con \$1,400 - Batteries \$2,800 - Investigative Supplies/Expenses \$3,200 - Photo Processing, Film, Photo Cards \$1,000 - Audio & Video Tapes, Media Cards \$3,200 - Emergency Equipment \$1,500 - Gun Range Rental \$6,224 - Ammunition (Duty, Training, MAAG, Simunition) \$1,000 - Misc. - Meals, Beverages, Specialized Supplies, for Major/ Lengthy Incidents \$1,300 - Replace Minor Equipment & Supplies As Needed \$500 - K-9 (Food, Vet, Supplies)	\$26,650	\$30,201
40220 Repair & Maintenance Supplies	Increase of \$195 \$1,770 - Repair, Maintain, Calibrate Electronic & Other Emergency, Law Enforcement & Office Equipment \$625 - Rug Rental \$100 - General Cleaning Supplies	\$2,300	\$2,495
40230 Books, Materials & Periodicals	No Change \$250 - Statute Books \$500 - Cross Reference Phone/Address Books	\$750	\$750
40240 Minor Equipment & Furnishings	\$500 - Small Tools For Squad Supply	\$2,300	\$500

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40300 Professional Services	\$3,000 - Tests, Testing \$800 - Medical \$900 - Psychological	\$3,500	\$4,700
40305 Dispatch Services	Increase Of \$9,593 \$273,231 - DCC Regular Operating Budget	\$263,638	\$273,231
40320 Postage and Telephone	Decrease of \$4,100 \$3,000 - Telephone/Computer & Radio Lines \$2,520 - CJDN Connect Charge \$10,000 - Cellular & Pager \$1,700 - Postage \$4,800 - Language Line \$6,850 - Sprint Charges (MDC Aircards) \$14,450 - CJIIN Shared Cost Support \$600 - Pictometry (PD Share)	\$48,020	\$43,920
40330 Conferences, Training, Travel		\$25,705	\$23,005
40340 Advertising	No Change Advertising For Open Positions/Public Notices	\$1,800	\$1,800
40350 Printing and Binding	No Change Forms/Flyers/Manuals Not Able To Be Done In-House	\$300	\$300
40360 Property & Liability Insurance			
40380 Utility Service	No Change	\$600	\$600

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40400 Repairs & Maint. (Contractual)	Increase of \$15,495 \$17,100 - 800 MHz Subscription Fees (45 radios @ \$380 each) \$2,000 - MDC Maintenance & Repair laptops \$5,000 - Mobile, Portable, Base Radio Repair \$3,000 - Squad Repair \$3,250 - Emergency Preparedness Siren Maintenance & Repair \$220 - Transcription Module Maintenance \$4,000 - Towing	\$19,075	\$34,570
40405 Other Contractual Services	Decrease of \$897 \$31,015 - LoGIS RMS (Records) \$13,043 - LoGIS Police Mobiles \$5,934 - LoGIS Systems Development Fee \$3,750 - Copy Machine Lease \$1,475 - Copy Machine Maintenance \$0 - Alarm Monitoring \$300 - APS Access \$650 - Golf Car Rental (2@\$200 wknd)	\$57,054	\$56,157
40410 Central garage Rental Charge	Increase Of 5% - Preliminary - \$8,655	\$173,090	\$181,745

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40430 Miscellaneous	Increase of \$3,031 \$1,000 - Badges, Retirement Plaques, Awards, Service Pins, Etc. \$3,000 - Dakota County MAAG Support \$4,086 - DC Domestic Preparedness Committee Support \$1,200 - PPE (Pandemic Supplie) \$750 - National Night Out \$800 - Community Policing Initiatives \$700 - Police Reserve Appreciation \$500 - Police Chaplain Program Support \$500 - Buy Fund	\$10,505	\$12,536
40433 Dues & Subscriptions	Increase Of \$70 \$540 - POST officers licenses (6 @ \$90.) \$75 - DC Chiefs Assn \$300 - IACP \$150 - MCPA \$200 - MOCIC \$75 - MPPOA (Non-LELS) \$35 - MnCPOA \$60 - FBINNA \$60 - Tri-County Investigators \$50 - Sex Crime Investigators Assn \$30 - MnACO \$25 - ATOM \$80 - Police K-9 Assn \$50 - Mn/SCIA \$75 - PLEAA \$45 - Sam's Club \$100 - Other Memberships	\$1,880	\$1,950

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40438 Clothing Allowance	Increase Of \$1,000 \$15,552 - LELS Contractual Oblig. (24 @ \$648) \$2,000 - New Employees \$1,600 - Uniform Maintenance (non-LELS Employees) \$1,200 - Uniform Maintenance (Police Reserve/Chaplains) \$300 - Cleaning/Dry Cleaning	\$19,652	\$20,652
40439 Ins Claims within Deductible	No Change	\$3,000	\$3,000
40580 Other Equipment	Increase Of \$6,600 \$12,000 - Replace 3 Squad MDC's (3 yr schedule) \$5,000 - Replace VARDA Alarm	\$12,000	\$17,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>POLICE PROTECTION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPARTMENT CODE: <b>2100</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Specialized & Mandated Training -- All Personnel	Mandated, Specialized, Developmental Training From DCTC & Other Training Sources (Includes: SOTA Conference For MAAG, Annual MAAG Training at Camp Ripley, K-9 Trials, Etc.)	All Personnel	\$6,000
LMCIT - PATROL (On-Line Training For Police)	POST Approved On-Line Training Highlighting The Most Recent & Critical Legal Developments From The Courts & The Legislature	All Sworn (26 @ \$85)	\$2,210
Dakota County Technical College IACP Conference	Emergency Driving Training International Conference Dealing With Current Law Enforcement, Management, Leadership Issues	10 @ \$200 1 (Chief)	\$2,000 \$2,000
Minnesota Chiefs of Police Spring Conference Educational Reimbursement	State and National Issues & Workshops Contractual Tuition Reimbursement For Employees Initiated Higher Education	2 (Chief/Captain) All Personnel	\$1,700 \$4,000
MCPA Leadership Academy	MN Chiefs Assn Sponsored Supervisory Trng	1 (Sgt)	\$395
Northwestern Staff & Command School (or equivalent)	Week Advanced Police Management & Leadership Development Course	1 (Supervisor)	\$3,500
FBINA Conference	Annual Conference For FBINA Graduates	1 (Captain)	\$400
CJDN State Conference	Annual State Conference On MINCIS (State) & NCIC (National) Criminal Justice Computer Systems	1 (Secretary) 1 (Clerical)	\$800
	Total		<b>\$23,005</b>

# SOUTH SAINT PAUL POLICE DEPARTMENT CHRONOLOGICAL LISTING OF PERSONNEL CHANGES

Page 4

<i>Dates</i>	<i># Officers</i>	<i>Remarks</i>
May 31, 1999 to Aug 14, 1999	23	Kinney retired May 31, 1999
Aug 15, 1999 to Sep 14, 1999	24	Wicke hired Aug 15, 1999
Sep 15, 1999 to Jan 29, 2000	25	Slifko hired Sep 15, 1999
Jan 30, 2000 to Feb 10, 2000	24	Davis retired Jan 30, 2000
Feb 11, 2000 to Mar 06, 2000	23	Jeziarski retired Feb 11, 2000
Mar 07, 2000 to Aug 21, 2000	24	Brom hired Mar 07, 2000
Aug 22, 2000	25	Diaz hired Aug 22, 2000
Aug 22, 2000 to Jan 1, 2001	26	Froemel hired Aug 22, 2000
Jan 2, 2001 to Mar 30, 2001	25	D.A.Vujovich retired Jan 2, 2001
Apr 1, 2001 to Oct 26, 2001	24	Bjorkman retired Mar 30, 2001
Oct 26, 2001 to Nov 19, 2001	23	Sanza resigned Oct 26, 2001
Nov 19, 2001 to Dec 17, 2001	24	Abrahamson hired Nov 19, 2001
Dec 17, 2001 to Jan 07, 2002	25	Santori hired Dec 17, 2001
Jan 07, 2002 to Mar 05, 2002	26	Schmitz hired Jan 07, 2002
Mar 05, 2002 to Dec 13, 2002	25	Ernst retired Mar 05, 2002
Dec 13, 2002 to Dec 16, 2002	24	Santori resigned Dec 13, 2002
Dec 16, 2002 to Oct 13, 2003	25	Hartung hired Dec 16, 2002
Oct 13, 2003 to Jul 03, 2004	26	Running hired Oct 13, 2003
Jul 03, 2004 to Apr 02, 2005	25	Kreager retired Jul 03, 2004
Apr 02, 2005 to Jun 20, 2005	24	Hartung resigned Apr 2, 2005
Jun 20, 2005 to Mar 20, 2006	25	Lawrence hired Jun 20, 2005
Mar 20, 2006 to Apr 13, 2006	26	Schwab hired Mar 20, 2006
Apr 13, 2006 to Aug 22, 2006	25	Kressly retired Apr 13, 2006
Aug 22, 2006 to present	26	Townsend hired Aug 22, 2006

## SOUTH SAINT PAUL POLICE DEPARTMENT CHRONOLOGICAL LISTING OF PERSONNEL CHANGES

<i>Dates</i>	<i># Officers</i>	<i>Remarks</i>
Jan 01, 1977 to May 14, 1977	32	
May 15, 1977 to Oct 10, 1977	31	Mazar retired May 15, 1977
Oct 11, 1977 to Nov 06, 1977	30	Milnar terminated Oct 11, 1977
Nov 07, 1977 to Feb 28, 1978	31	M. Messerich hired Nov 07, 1977
Mar 01, 1978	30	Crnobrna retired Mar 01, 1978
Mar 02, 1978 to May 30, 1978	29	Larson retired Mar 02, 1978
May 31, 1978 to June 22, 1978	28	Jensen retired May 31, 1978
June 23, 1978 to June 27, 1978	27	McAlpine retired Jun 23, 1978
Jun 28, 1978 to Aug 14, 1978	28	Sneitzer hired Jun 28, 1978
Aug 15, 1978 to Sep 01, 1978	27	Pince resigned Aug 15, 1978
Sep 02, 1978 to Sep 19, 1978	28	Bjorkman hired Sep 02, 1978
Sep 20, 1978 to Sep 23, 1978	29	Pince re-hired Sep 20, 1978
Sep 24, 1978 to Sep 30, 1978	28	Wicks retired Sep 24, 1978
Oct 01, 1978 to Dec 01, 1978	29	Milnar re-hired Oct 01, 1978
Dec 02, 1978 to Jan 31, 1979	28	Milnar resigned Dec 02, 1978
Feb 01, 1979 to Nov 26, 1979	29	D.S. Vujovich hired Feb 01, 1979
Nov 27, 1979 to Jun 18, 1991	28	Kruchowski retired Nov 27, 1979
Jun 19, 1981	27	Roth retired Jun 19, 1991
Jun 20, 1981 to Aug 08, 1981	28	Davis hired Jun 20, 1981
Aug 09, 1981 to Mar 02, 1982	29	White hired Aug 09, 1982
Mar 03, 1982 to Jun 30, 1983	28	Watson retired Mar 03, 1982
Jul 01, 1983 to Sep 11, 1983	27	Bursott retired Jul 01, 1983
Sep 12, 1983 to Feb 01, 1984	28	Ploeckelmann hired Sep 12, 1983
Feb 02, 1984	27	Traxler retired Feb 02, 1984

# SOUTH SAINT PAUL POLICE DEPARTMENT CHRONOLOGICAL LISTING OF PERSONNEL CHANGES

Page 2

<i>Dates</i>	<i># Officers</i>	<i>Remarks</i>
Feb 02, 1984	26	Roberts retired Feb 02, 1984
Feb 25, 1984 to Apr 02, 1984	25	Nielsen retired Feb 25, 1984
Apr 03, 1984 to Apr 04, 1984	26	Roehlen hired Apr 03, 1984
Apr 10, 1984 to Apr 30, 1984	27	McKenzie hired Apr 10, 1984
May 01, 1984 to May 14, 1984	26	Ott retired May 01, 1984
May 15, 1984 to June 27, 1984	25	Bonk retired May 15, 1984
Jun 28, 1984	26	Mincke hired Jun 28, 1984
Jun 28, 1984 to Jul 11, 1984	27	Ernst hired Jun 28, 1984
Jul 12, 1984 to Jan 04, 1985	28	Kreager hired Jul 12, 1984
Jan 05, 1985 to Jan 23, 1985	29	Tabor hired Jan 05, 1985
Jan 24, 1985 to Apr 04, 1985	28	DeMent retired Jan 24, 1985
Apr 05, 1985 to May 15, 1985	29	Karris hired Apr 05, 1985
May 16, 1985 to Jun 29, 1985	28	S. Vujovich retired May 16, 1985
Jun 30, 1985 to Jul 12, 1985	27	Rich died Jun 30, 1985
Jul 13, 1985 to Apr 02, 1985	28	Snaza hired Jul 13, 1985
Apr 03, 1987 to Dec 15, 1987	27	Karris resigned Apr 03, 1987
Dec 16, 1987 to Apr 10, 1988	26	Schrom retired Dec 16, 1987
Apr 11, 1988 to Jun 05, 1988	25	Nies retired Apr 11, 1988
Jun 06, 1988 to Jun 14, 1988	24	Pawlenty retired Jun 06, 1988
Jun 15, 1989 to Jun 23, 1989	23	Timmsen retired Jun 15, 1989
Jun 24, 1989 to Oct 30, 1989	24	Brotzler hired Jun 24, 1989
Oct 31, 1989 to Feb 19, 1990	25	Sawyer hired Oct 31, 1989
Feb 20, 1990 to Mar 22, 1990	24	Brotzler resigned Feb 20, 1990
Mar 23, 1990 to Aug 24, 1990	25	Gravem hired Mar 23, 1990

# SOUTH SAINT PAUL POLICE DEPARTMENT CHRONOLOGICAL LISTING OF PERSONNEL CHANGES

<i>Dates</i>	<i># Officers</i>	<i>Remarks</i>
Aug 25, 1990 to Jan 14, 1992	24	Mohrland retired Aug 25, 1990
Jan 15, 1992 to May 04, 1992	23	Wille retired Jan 15, 1992
May 05, 1992 to Oct 15, 1992	24	Lesar hired May 05, 1992
May 16, 1992 to Oct 18, 1992	23	McKenzie resigned Oct 16, 1992
Oct 19, 1992 to Jan 17, 1993	24	Unger hired Oct 19, 1992
Jan 18, 1993 to Mar 10, 1993	23	Pince retired Jan 18, 1993
Mar 11, 1993	22	Lesar resigned Mar 11, 1993
Mar 11, 1993 to Mar 15, 1993	23	Smith hired Mar 11, 1993
Mar 16, 1993 to Mar 21, 1993	24	Buckmeier hired Mar 16, 1993
Mar 22, 1993 to Apr 04, 1993	25	Kressly hired Mar 22, 1993
Apr 05, 1993 to Apr 09, 1993	24	Buckmeier resigned Apr 05, 1993
Apr 10, 1993 to Apr 30, 1993	25	Rasmussen hired Apr 10, 1993
May 01, 1993 to May 15, 1993	24	Shank retired May 01, 1993
May 16, 1993 to Aug 14, 1993	23	Unger resigned May 16, 1993
Aug 15, 1993 to Feb 24, 1994	24	Hughes hired Aug 15, 1993
Feb 24, 1994 to Feb 25, 1994	23	Tabor resigned Feb 24, 1994
Feb 26, 1994 to Sep 01, 1995	24	W. Messerich hired Feb 26, 1995
Sep 01, 1994 to Mar 06, 1995	23	Yamka retired Sep 01, 1994
Mar 06, 1995	24	Greengo hired Mar 06, 1995
Mar 06, 1995 to Aug 14, 1997	25	Oeffling hired Mar 06, 1995
Aug 15, 1997 to Jan 04, 1998	26	Reyes hired Aug 15, 1997
Jan 05, 1998 to Mar 30, 1999	25	White resigned Jan 04, 1998
Mar 31, 1999 to May 30, 1999	24	Gutzman retired Mar 31, 1999

# South St Paul Police Department Range Budget for 2008

## ***FIREARMS:***

<u>Speer Gold Dot .40 Caliber Duty Ammunition (\$325/case of 1000):</u> (One replacement) x (26 officers) x (50 rounds)=1300 rounds or 2 cases less expected inventory on hand carried over of 0 case = 2 cases	\$840
<u>American Eagle 9mm MP-5 Practice Ammunition (\$198/case of 1000):</u> (2 MAAG officers) x (2000 rounds/year)=4000 rounds or 4 cases less expected inventory on hand carried over of 2 case = 2 cases	\$396
<u>American Eagle .40 Cal. Practice Ammunition (\$233/case of 1000):</u> (2 MAAG officers) x (2000 rounds/year)=4000 rounds or 4 cases less expected inventory on hand carried over of 2 case = 2 cases	\$466
<u>American Eagle .40 Cal. Practice Ammunition (\$233/case of 1000):</u> (1 qualification) x (26 officers) x (50 rounds) = 1300 rounds or 2 cases less expected inventory on hand carried over of 1 case = 1 cases	\$233
<u>Federal Classic 12 Ga./ 00 Buck Ammunition (\$80/case of 250):</u> (1 qualification) x (26 officers) x (25 rounds) = 650 rounds (One officer to Survival School) x (100 rounds) = 100 rounds Total .00 buck rounds = 750 rounds or 3 cases less expected inventory on hand carried over of 3 cases = 0 cases	\$0
<u>Federal Classic 12 Ga./Rifled Slugs (\$95/case of 250):</u> (1 qualification) x (26 officers) x (15 rounds) = 390 One Officer to Survival School (100 rounds) = 100 Total Slugs needed = 490 rounds or 2 cases less expected inventory on hand carried over of 1 case = 1 cases	\$95
<u>Federal .223 TRU 55 grain ballistic tip Cartridges (\$355/500 round case)</u> (10 Patrol .223 Rifles) x (100 rounds/year) = 1000 rounds or 2 cases	\$710
<u>American Eagle Brand .223 Rifle Practice Cartridges (\$196/case of 500)</u> (1 qualification) x (26 officers) x (50 rounds) = 1300 rounds (2 Range Officers to Rifle Instructor School) x (1000 rounds each) = 2000 rounds (2 MAAG officers) x (1500 rounds/year) = 3000 rounds Total .223 Practice Cartridges needed = 6300 rounds or 13 cases less expected inventory on hand carried over of 6 case = 7 cases	\$1372
<u>CCI Blazer Clean-Fire .40 Caliber Frangible Practice Ammunition (\$270/case of 1000)</u> (3 qualifications) x (26 officers) x (50 rounds/qual) = 3900 rounds or 4 cases	\$1080
<u>CCI Blazer Clean-Fire 9mm Frangible Practice Ammunition (\$210/case of 1000)</u> (2 MAAG officers) x (500 rounds/year) = 1000 rounds or 1 case less expected inventory on hand carried over of 1 case = 0 cases	\$0
<u>SNC Inc. FX 9mm Marking Cartridges Simulated Ammunition (\$33.50/box of 50 rounds)</u> (2 MAAG officers) x (150 rounds/year) = 300 rounds or 6 boxes	\$402

Active Shooter Training (300 rounds) = 300 rounds or 6 boxes  
Total Simulated Ammunition = 600 rounds or 12 boxes

Misc. Targets and Cleaning supplies: \$250

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**Sub-Total\*:** \$5844  
**Tax:** \$380  
**Firearms Total\*:** \$6224

***TASERS:***

Maintenance, replacements cartridges, batteries and training aids \$200

Replacement of two X-26 Taser units (\$800/unit) \$1600

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**Sub Total:** \$1800  
**Tax:** \$117  
**Taser Total:** \$1917

***CHEMICAL WEAPONS:***

Replacement Oleoresin Capsicum containers for officers and reserve officers \$150  
10 replacement canisters @ \$15 each

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**Sub Total:** \$150  
**Tax:** \$10  
**Chemical Weapons Total:** \$160

***FACILITIES:***

Range Improvements & Repairs \$1500

Off-site Range Rentals \$1500

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**Facilities Expenses:** \$3000

**BUDGET TOTAL:** **\$11,301**

\* All ammunition prices were quoted by Streicher's Police Supply on 6-27-07 utilizing the Minnesota State Contract Price and Contact # 430478. Ammunition price increases due to nationwide supply shortages.



## 2008 Squad Budget Proposal

- I. **Replace Squad Unit # 2151**, a 2005 Ford Crown Victoria currently with 40,000 miles, with a 2008 Ford Crown Victoria. Estimated cost of vehicle including 75,000 / 3 year power-train warranty is **\$25,000.00**

Change over costs for a “Class A” Squad is **\$2,100.00**. A Stripe Kit will cost **\$500.00**. The following additional equipment is old and in need of replacement Radar (**\$2300.00**), and Rear Prisoner Seat (**\$500.00**), Emergency Lighting (**\$600.00**), Equipment Consoles (**\$450.00**).

**Total impact on Budget \$31,650.00**

- II. **Replace Squad Unit # 2156**, a 2005 Ford Crown Victoria currently with 50,000 miles, with a 2008 Ford Crown Victoria. Estimated cost of vehicle including 75,000 / 3 year power-train warranty is **\$25,000.00**

Change over costs for a “Class A” Squad is **\$2,100.00**. A Stripe Kit will cost **\$500.00**. The following additional equipment is old and in need of replacement Radar (**\$2300.00**), and Rear Prisoner Seat (**\$500.00**), Emergency Lighting (**\$350.00**), Equipment Consoles (**\$450.00**).

**Total impact on Budget \$31,400.00**

- III. **Replace Squad Unit # 2158**, a 2005 Ford Crown Victoria currently with 60,000 miles, with a 2008 Ford Crown Victoria. Estimated cost of vehicle including 75,000 / 3 year power-train warranty is **\$25,000.00**

Change over costs for a “Class A” Squad is **\$2,100.00**. A Stripe Kit will cost **\$500.00**. The following additional equipment is old and in need of replacement Radar (**\$2300.00**), and Rear Prisoner Seat (**\$500.00**), Emergency Lighting (**\$600.00**), Equipment Consoles (**\$450.00**).

**Total impact on Budget \$31,650.00**

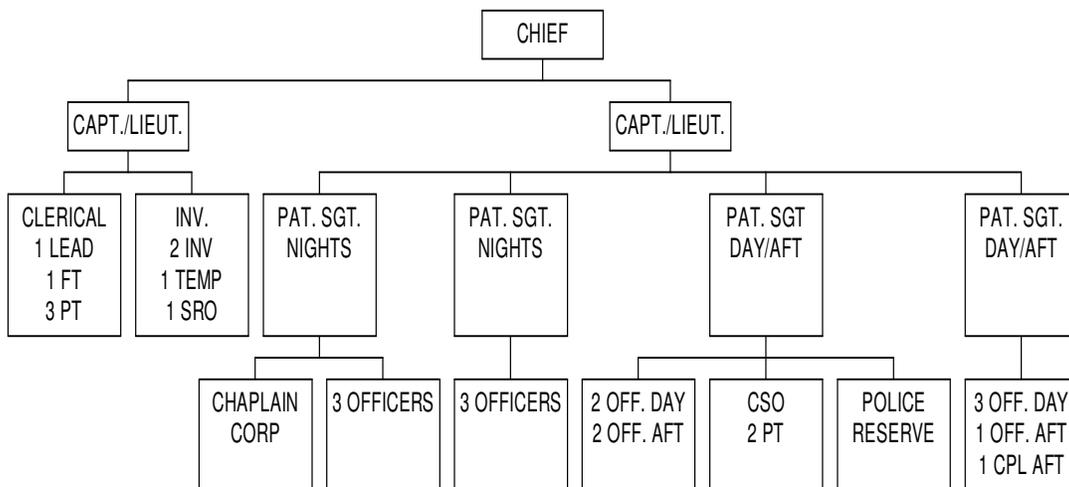
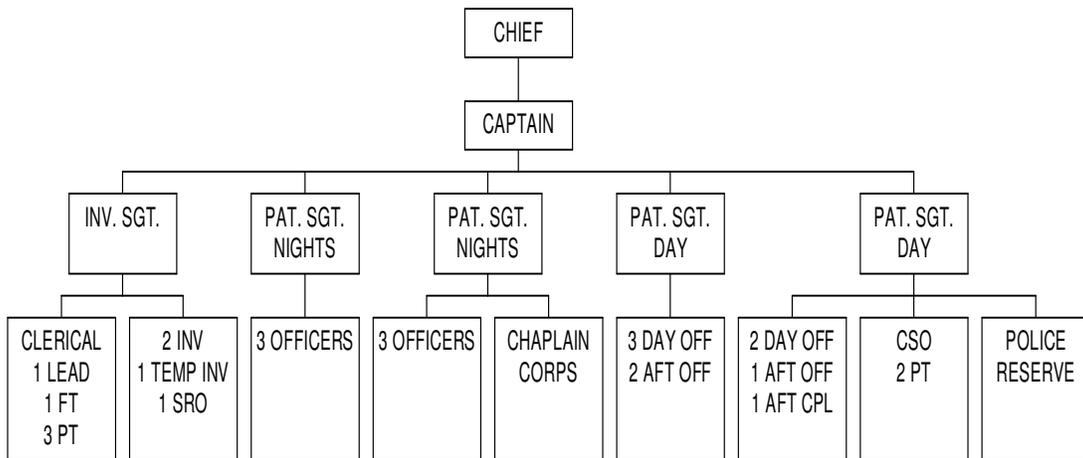
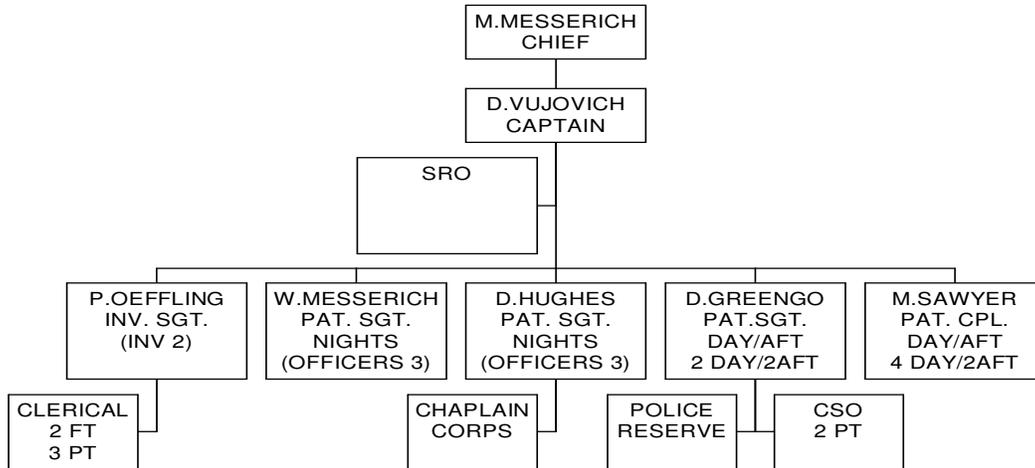
**GRAND TOTAL \$94,700.00**

# 2008 POLICE - SQUAD BUDGET



<u>2008 Crown Victoria (2151)</u>		<u>2008 Crown Victoria (2156)</u>		<u>2008 Crown Victoria (2158)</u>	
Vehicle Price	\$23,500.00	Vehicle Price	\$23,500.00	Vehicle Price	\$23,500.00
warranty	\$1,500.00	warranty	\$1,500.00	warranty	\$1,500.00
Change-over	\$2,100.00	Change-over	\$2,100.00	Change-over	\$2,100.00
Stripe Kit	\$500.00	Stripe Kit	\$500.00	Stripe Kit	\$500.00
Radar	\$2,500.00	Radar	\$2,500.00	Radar	\$2,500.00
Rear Prisoner Seat	\$500.00	Rear Prisoner Seat	\$500.00	Rear Prisoner Seat	\$500.00
Emergency Lighting	\$600.00	Emergency Lighting	\$350.00	Emergency Lighting	\$600.00
Equipment Consoles	\$450.00	Equipment Consoles	\$450.00	Equipment Consoles	\$450.00
<b>Total</b>	<b>\$31,650.00</b>	<b>Total</b>	<b>\$31,400.00</b>	<b>Total</b>	<b>\$31,650.00</b>
<b><u>Grand Total</u></b>	<b>\$94,700.00</b>				

INTEROFFICE MEMO: POLICE DEPARTMENT FIVE YEAR STAFFING PLAN



**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FIRE DEPARTMENT</b>		DIVISION: <b>PUBLIC SAFETY</b>					DEPT. CODE: <b>2200</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08		
				2007 BUDGET	ACTUAL 7/31/2007	2007 REVISED		\$	%	
40101	Salaries of Regular Employees	1,026,971	1,050,092	a	0	603,032	1,045,000	<b>0</b>	(1,045,000)	-100.00%
40102	Full-Time Employees Overtime	132,453	167,906		0	94,450	162,000	<b>0</b>	(162,000)	-100.00%
40108	Accumulated Vacation	2,324	0		0	12,578	15,000	<b>0</b>	(15,000)	-100.00%
40111	Severance	0	0		0	0	0	<b>0</b>	0	0.00%
40120	Employers Cont. for Pensions	119,252	137,976	a	0	87,396	151,000	<b>0</b>	(151,000)	-100.00%
40122	Annual Amortization of Deficit	224,204	224,204		224,204	224,204	224,204	<b>224,204</b>	0	0.00%
40130	Employer Paid Insurance	175,535	188,365	a	69,984	125,965	216,667	<b>0</b>	(216,667)	-100.00%
40140	Unemployment Comp. Ins Prem.	514	0		0	0	0	<b>0</b>	0	0.00%
40150	Workers Comp Ins. Premium	43,174	39,792		0	47,496	50,000	<b>0</b>	(50,000)	-100.00%
40151	Workers Comp Deductible	1,697	8,144		0	2,379	4,000	<b>0</b>	(4,000)	-100.00%
40200	Office Supplies	3,140	2,288		0	2,494	3,405	<b>0</b>	(3,405)	-100.00%
40210	Operating Supplies	22,718	19,575		0	13,611	23,100	<b>0</b>	(23,100)	-100.00%
40220	Repair & Maintenance Supplies	5,636	4,687		0	3,707	5,000	<b>0</b>	(5,000)	-100.00%
40230	Books, Materials & Periodicals	1,163	2,287		0	763	1,500	<b>0</b>	(1,500)	-100.00%
40240	Minor Equipment & Furnishings	4,009	7,329		0	8,188	7,000	<b>0</b>	(7,000)	-100.00%
40300	Professional Services	6,152	(1,095)		1,695,150	53,819	7,000	<b>* 1,904,017</b>	1,897,017	27100.24%
40303	Training and Expenditures	0	115		0	50	50	<b>0</b>	(50)	-100.00%
40305	Dispatch Services	37,895	12,000		0	16,286	27,918	<b>0</b>	(27,918)	-100.00%
40320	Postage and Telephone	2,521	4,200		0	2,002	4,000	<b>0</b>	(4,000)	-100.00%
40330	Conferences, Training, Travel	3,391	11,725		0	95	1,000	<b>0</b>	(1,000)	-100.00%
40304	Advertising	0	15		0	0	0	<b>0</b>	0	0.00%
40360	Property & Liability Insurance	29,000	29,815		0	27,399	32,000	<b>0</b>	(32,000)	-100.00%
40400	Repairs & Maint. (Contractual)	9,967	17,847		0	4,848	9,000	<b>0</b>	(9,000)	-100.00%
40405	Other Contractual Services	14,475	9,109		0	2,630	5,500	<b>0</b>	(5,500)	-100.00%
40408	Copier Maintenance Agreement	0	77		0	0	0	<b>0</b>	0	0.00%
40410	Central Garage Rental Charge	73,000	75,555		0	0	79,333	<b>0</b>	(79,333)	-100.00%
40430	Miscellaneous	72	0		0	0	0	<b>0</b>	0	0.00%
40433	Dues & Subscriptions	720	1,426		0	613	1,000	<b>0</b>	(1,000)	-100.00%
40438	Clothing Allowance	5,817	4,324		0	5,451	6,450	<b>0</b>	(6,450)	-100.00%
40439	Ins Claims within Deductible	500	0		0	0	0	<b>0</b>	0	0.00%
40580	Other Equipment ***See CIP	11,090	4,155		0	2,675	4,500	<b>0</b>	(4,500)	-100.00%
<b>Total</b>		<b>1,957,390</b>	<b>2,021,913</b>		<b>1,989,338</b>	<b>1,117,927</b>	<b>2,085,627</b>	<b>2,128,221</b>	<b>42,594</b>	<b>2.04%</b>

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FIRE DEPARTMENT</b>		DIVISION: <b>PUBLIC SAFETY</b>			DEPT. CODE: <b>2200</b>				
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 7/31/2007	2007 REVISED		\$	%

- a Reduce original 2006 fire department budget by fire chief salary and benefits totaling \$105,408 and move to fire consolidation budget for 2006.
- \* 1/2 South Metro Fire Department consolidated budget estimate for 2007.

SUMMARY BY CATEGORY
---------------------

Personal Services	1,726,124	1,816,479	294,188	973,296	1,867,871	<b>224,204</b>	(1,643,667)	-88.00%
Materials & Supplies	36,666	36,166	0	28,763	40,005	<b>0</b>	(40,005)	-100.00%
Services & Other Charges	183,510	165,113	1,695,150	113,193	173,251	<b>1,904,017</b>	1,730,766	998.99%
Capital Outlay	11,090	4,155	0	2,675	4,500	<b>0</b>	(4,500)	-100.00%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.00%
Transfers	0	0	0	0	0	<b>0</b>	0	0.00%
Total	1,957,390	2,021,913	1,989,338	1,117,927	2,085,627	<b>2,128,221</b>	42,594	2.04%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FIRE CONSOLIDATION</b>	DIVISION: <b>PUBLIC SAFETY</b>	DEPT. CODE: <b>2201</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	0	0	0	0	0	0	0	0.00%
40102	Full-Time Employees Overtime	4,763	9,027	0	4,852	8,500	0	(8,500)	-100.00%
40120	Employers Cont. for Pensions	484	985	0	608	1,050	0	(1,050)	-100.00%
40130	Employer Paid Insurance	445	688	0	424	726	0	(726)	-100.00%
40151	Workers Comp Deductible	0	0	0	1,176	2,016	0	(2,016)	-100.00%
40200	Office Supplies	0	149	0	(149)	(149)	0	149	0.00%
40210	Operating Supplies	1,368	404	0	(40)	(40)	0	40	0.00%
40220	Repair & Maintenance Supplies	630	0	0	0	0	0	0	0.00%
40230	Books, Materials & Periodicals	0	71	0	(71)	(71)	0	71	0.00%
40240	Minor Equipment & Furnishings	2,069	0	0	0	0	0	0	0.00%
40300	Professional Services	11,928	27,371	0	6,228	10,676	0	(10,676)	-100.00%
40320	Postage and Telephone	0	70	0	0	0	0	0	0.00%
40330	Conferences, Training, Travel	0	750	0	0	0	0	0	0.00%
40340	Advertising	0	527	0	43	43	0	(43)	-100.00%
40360	Property & Liability Insurance	0	471	0	0	0	0	0	0.00%
40400	Repairs & Maint. (Contractual)	0	934	0	119	119	0	(119)	-100.00%
40405	Other Contractual Services	0	0	0	0	0	0	0	0.00%
40430	Miscellaneous	0	0	0	0	0	0	0	0.00%
40438	Clothing Allowance	0	0	0	0	0	0	0	0.00%
40485	Contingency (Relocation Expense)	0	0	0	0	0	0	0	0.00%
40580	Other Equipment	0	0	0	0	0	0	0	0.00%
Total		21,687	41,447	0	13,190	22,870	0	(22,870)	-100.00%

SUMMARY BY CATEGORY
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Personal Services	5,692	10,700	0	5,884	10,276	0	(10,276)	-100.00%	
Materials & Supplies	4,067	624	0	916	1,756	0	(1,756)	-100.00%	
Services & Other Charges	11,928	30,123	0	6,390	10,838	0	(10,838)	-100.00%	
Capital Outlay	0	0	0	0	0	0	0	0.00%	
Transfers	0	0	0	0	0	0	0	0.00%	
Total		21,687	41,447	0	13,190	22,870	0	(22,870)	-100.00%

**2008 BUDGET**

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Dept. Code 3115

**Engineering**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Design, inspection and coordination of all infrastructure projects
- <> Monitor fill permits
- <> Process all phases of assessment procedures
- <>

**2007 ACCOMPLISHMENTS**

- <> Continue Implementation of Mill & Overlay and Full Depth Bituminous Removal & Replacement Program
- <> Continue Street Reconstruction Program
- <> Began work on Port Crosby construction
- <> Provided training and guidance for new Assistant to the City Engineer
- <> Finished work on South Concord Reconstruction Project & West Hanger Area at Airport
- <> Help coordinate City Hall renovation project
- <>
- <>

**2008 OBJECTIVES**

- <> Continue Mill & Overlay & Bituminous Removal & Replacement Program, and street recon. Program
- <> Reimplement annual sidewalk and alley repair program
- <> Work on developments in BridgePoint Park, Stockyards redevelopment, Anderson Pond and water projects
- <>

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>STAFFING</b>					
Dept. Heads	0.60	0.60	0.60	0.60	0.60
Supervisors	1.75	1.75	1.75	1.75	1.75
Technicians	2.00	2.00	2.00	2.00	2.00
Line staff	0.00	0.00	0.00	0.00	0.00
Clerical/support	0.50	0.50	0.50	0.50	0.50
<b>Total Staffing</b>	<b>4.85</b>	<b>4.85</b>	<b>4.85</b>	<b>4.85</b>	<b>4.85</b>
<b>WORK LOAD DATA</b>					
# of Projects:	30	26	30	27	30
\$ Amounts ( in millions)	3.40	2.70	3.00	3.60	3.00
Blocks of sts/alley rehabbed:	32	34	27	18	30
SF of concrete sidewalk repaired	450	500	3,000	3,000	3,000

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ENGINEERING</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>3115</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	278,788	275,202	283,961	106,592	288,895	<b>295,373</b>	6,478	2.24%
40102	Full-Time Employees Overtime	2,714	6,922	6,000	4,028	6,000	<b>6,000</b>	-	0.00%
40108	Accumulated Vacation	1,064	-	-	-	-	-	-	0.00%
40111	Severance	4,200	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	36,369	37,264	40,305	15,156	40,156	<b>41,795</b>	1,639	4.08%
40130	Employer Paid Insurance	51,580	53,549	64,239	23,116	58,515	<b>63,251</b>	4,736	8.09%
40150	Workers Comp Ins. Premium	1,737	1,652	1,801	3,139	1,801	<b>1,891</b>	90	5.00%
40151	Workers Comp Deductible	2,500	-	-	-	-	-	-	0.00%
40200	Office Supplies	4,354	2,971	4,500	1,134	4,500	<b>4,000</b>	(500)	-11.11%
40210	Operating Supplies	48	209	400	155	400	<b>400</b>	-	0.00%
40230	Books, Materials & Periodicals	-	-	100	-	100	<b>100</b>	-	0.00%
40220	Repair & Maintenance Supplies	-	135	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	977	1,400	1,000	-	1,000	<b>1,000</b>	-	0.00%
40300	Professional Services	2,049	12,056	10,000	1,370	10,000	<b>10,000</b>	-	0.00%
40320	Postage and Telephone	2,416	1,758	2,500	403	2,500	<b>2,500</b>	-	0.00%
40330	Conferences, Training, Travel	3,424	3,832	4,964	573	4,964	<b>4,572</b>	(392)	-7.90%
40340	Advertising	27	-	-	-	-	-	-	0.00%
40400	Repairs & Maint. (Contractual)	5,062	5,027	7,500	3,567	7,500	<b>7,500</b>	-	0.00%
40410	Central Garage Rental Charge	12,863	13,313	13,979	-	13,979	<b>14,678</b>	699	5.00%
40430	Miscellaneous	14	27	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	9,011	9,298	9,500	8,408	9,500	<b>9,500</b>	-	0.00%
40439	Ins Claims within Deductible	500	-	-	-	-	-	-	0.00%
Total		419,697	424,615	450,749	167,641	449,810	<b>462,560</b>	12,750	2.83%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ENGINEERING</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>3115</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	378,952	374,589	396,306	152,031	395,367	<b>408,310</b>	12,943	3.27%
Materials & Supplies	5,379	4,715	6,000	1,289	6,000	<b>5,500</b>	(500)	-8.33%
Services & Other Charges	35,366	45,311	48,443	14,321	48,443	<b>48,750</b>	307	0.63%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	419,697	424,615	450,749	167,641	449,810	<b>462,560</b>	12,750	2.83%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>ENGINEERING</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>3115</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Secretary-Engineering	Nelson, Linda	50	6/14/1993	22,973	23,662	689	3.00%
<b>Engineering Tech III</b>	<b>Roberts, Don</b>	100	<b>1/2/2007</b>	52,887	56,743	3,856	7.29%
GIS/CAD Coord./Eng Tech IV	Hodel, Mark	100	4/1/1986	64,393	66,325	1,932	3.00%
City Engineer	Sachi, John	60	10/28/1991	57,091	57,091	0	0.00%
Asst. to City Engineer	Fabish, Jenna	100	6/6/2006	50,367	50,367	0	0.00%
Admin. Asst.-Engineering	Krier, Deborah	75	1/3/2000	41,185	41,185	0	0.00%
				<u>288,895</u>	<u>295,373</u>	<u>6,477</u>	2.24%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	288,895	295,373	6,477	2.24%
Employer contribution for pension	40120	40,156	41,795	1,639	4.08%
Employer contribution for insurance	40130	58,515	63,251	4,736	8.09%
		<u>387,567</u>	<u>400,419</u>	<u>12,852</u>	3.32%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Nelson, Linda	3,348	0	126	0	126
Roberts, Don	8,029	7,704	282	388	8,375
Hodel, Mark	9,385	7,200	313	0	7,513
Sachi, John	8,078	9,958	258	165	10,381
Fabish, Jenna	7,127	7,584	287	275	8,146
Krier, Deborah	5,828	12,447	226	0	12,673
Retired Newbauer, Steven (Exp. 08/01/15)	0	12,876	0	0	12,876
Retired Lemmerman, Gloria (Exp. 05/15/08)	0	3,160	0	0	3,160
	<u>41,795</u>	<u>60,929</u>	<u>1,493</u>	<u>829</u>	<u>63,251</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>ENGINEERING</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>3115</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40240 Minor Equipment & Furnishings	Survey Supplies \$1,000	\$1,000	\$1,000
40300 Professional Services	Contractual services which may be needed to comply with NPDES state mandated storm sewer initiatives. Implement plan developed in 2003. (Reimbursed by Storm Water Utility) \$7,500 Pictometry JPA \$2,500	\$10,000	\$10,000
40320 Postage and Telephone	Costs are cell phone charges & postage for mailings.	\$2,500	\$2,500
40400 Repairs & Maint. (Contractual)	This category includes maintenance of print machines, support for SiteComp computer program for Technicians, etc. Add Site Comp license for Assistant to City Engineer.	\$7,500	\$7,500
40433 Dues & Subscriptions	Membership to Minn. Public Works Association, City Engineers Association, MN Surveyors Association. 2007 Dues for Lower Mississippi River WMO dues to implement watershed plan. (WMO dues reimbursed by Storm Water Utility).	\$9,500	\$9,500

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>ENGINEERING</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>3115</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Misc. Seminars for Assistant & Technicians	To remain current in field	2 @ \$200	\$400
Technician Certification	Required re-certification courses	2 @ \$200	\$400
Assistant to the City Engineer	MPWA & CEAM Conference	500 each	\$1,000
Engineer's car allowance	60% of \$4620 total (increase of 4%)		\$2,772
	Total		\$4,572

Dept. Code 3120

**Public Works  
2008 BUDGET**  
Operational Fact Sheet

**SERVICES PROVIDED**

- <> Maintenance of 112 miles of highways, streets & alleys including patching, sweeping, cracksealing, painting, sign repair, blvd. Tree care, snow & ice plowing & removal
- <> Maintenance of storm sewers, flood control system, pumping stations and drainage ravines
- <> Maintenance of certain street lights and all holiday decorations
- <> Maintenance and upkeep of Municipal Service Center and surrounding property
- <>

**2007 ACCOMPLISHMENTS**

- <> Perform boulevard tree trimming and removal with City Staff
- <> Perform street sweeping without contractual assistance in Spring & Fall
- <> Coordinate striping, pavement marking, sign maintenance and seal coating
- <> Provided maintenance on Fire Department vehicles
- <>
- <>

**2008 OBJECTIVES**

- <> Continue maintenance of all street and alleys
- <> Continue boulevard beautification, tree program and sealcoating program
- <> Increase contractual sweeping in spring and fall (Storm Water Utility)
- <> Continue to provide maintenance on all Fire Department vehicles

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff	7.00	7.00	7.00	7.00	7.00
Clerical/support	0.40	0.40	0.40	0.04	0.04
<b>Total Staffing</b>	<b>8.40</b>	<b>8.40</b>	<b>8.40</b>	<b>8.04</b>	<b>8.04</b>
<b>WORK LOAD DATA</b>					
Tons of salt/sand purchased	2,380	3,000	3,000	3,000	3,000
# of snow/ice events:	17	20	20	20	20
Tons of asphalt for patching	422	350	350	350	350
Miles of street & alley improved:	3.6	4.2	4.2	4.2	4.2

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PUBLIC WORKS</b>			DIVISION: <b>PUBLIC WORKS</b>				DEPT. CODE: <b>3120</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	372,371	387,387	407,509	143,736	407,646	<b>426,158</b>	18,512	4.54%
40102	Full-Time Employees Overtime	29,662	25,353	25,000	18,604	25,000	<b>25,000</b>	-	0.00%
40104	Temporary Employees Regular	4,241	-	6,000	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	-	-	-	1,430	2,000	-	(2,000)	-100.00%
40120	Employers Cont. for Pensions	52,522	55,045	60,576	22,023	56,663	<b>60,301</b>	3,638	6.42%
40130	Employer Paid Insurance	63,939	67,868	77,990	26,884	70,410	<b>74,625</b>	4,215	5.99%
40150	Workers Comp Ins. Premium	18,305	16,896	18,417	10,209	18,417	<b>19,338</b>	921	5.00%
40151	Workers Comp Deductible	1,769	4,218	1,500	1,339	1,500	<b>1,575</b>	75	5.00%
40200	Office Supplies	1,111	798	1,000	304	1,000	<b>1,000</b>	-	0.00%
40210	Operating Supplies	1,934	2,179	3,500	834	3,500	<b>2,500</b>	(1,000)	-28.57%
40220	Repair & Maintenance Supplies	117,433	146,559	100,000	37,048	100,000	<b>100,000</b>	-	0.00%
40221	Sealcoating & Tree Maintenance	77,864	8,115	80,000	-	80,000	<b>85,000</b>	5,000	6.25%
40240	Minor Equipment & Furnishings	-	-	500	-	500	<b>500</b>	-	0.00%
40300	Professional Services	3,825	4,409	5,000	3,616	5,000	<b>5,000</b>	-	0.00%
40320	Postage and Telephone	5,026	5,186	5,500	3,152	5,500	<b>5,500</b>	-	0.00%
40330	Conferences, Training, Travel	1,045	1,554	2,000	380	2,000	<b>1,000</b>	(1,000)	-50.00%
40340	Advertising	-	23	-	-	-	-	-	0.00%
40360	Property & Liability Insurance	18,788	19,317	20,154	10,077	20,154	<b>21,162</b>	1,008	5.00%
40380	Utility Service	160,245	173,504	170,000	64,476	170,000	<b>170,000</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	36,503	35,246	33,100	13,020	33,100	<b>33,700</b>	600	1.81%
40409	Cont. Serv/Refuse & Sanitation	2,050	3,285	5,000	549	5,000	<b>4,000</b>	(1,000)	-20.00%
40410	Central garage Rental Charge	223,160	232,090	243,694	-	243,694	<b>254,467</b>	10,773	4.42%
40430	Miscellaneous	141	75	300	47	300	-	(300)	-100.00%
40433	Dues & Subscriptions	505	555	650	-	650	<b>650</b>	-	0.00%
40438	Clothing Allowance	2,658	3,365	3,000	531	3,000	<b>100</b>	(2,900)	-96.67%
40439	Ins Claims within Deductible	2,056	7,924	3,200	234	2,000	<b>3,000</b>	1,000	50.00%
40580	Other Equipment	-	-	-	-	-	<b>8,500</b>	8,500	100.00%
Total		1,197,153	1,200,951	1,273,590	358,493	1,257,034	<b>1,303,076</b>	46,042	3.66%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>3120</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	542,809	556,767	596,992	224,225	581,636	<b>606,997</b>	25,361	4.36%
Materials & Supplies	198,342	157,651	185,000	38,186	185,000	<b>189,000</b>	4,000	2.16%
Services & Other Charges	456,002	486,533	491,598	96,082	490,398	<b>498,579</b>	8,181	1.67%
Capital Outlay	-	-	-	-	-	<b>8,500</b>	8,500	100.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	1,197,153	1,200,951	1,273,590	358,493	1,257,034	<b>1,303,076</b>	46,042	3.66%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>3120</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Public Works Superintendent	Vacant - Hire Date 7/1/08	40		6,555	15,000	8,445	128.83%
Maintenance	Brown, Robert	100	3/25/2002	47,216	48,630	1,414	3.00%
Maintenance	Fries, Robert	100	1/3/2000	47,216	48,630	1,414	3.00%
Maintenance	Nowicki, William	100	9/24/1984	47,216	48,630	1,414	3.00%
Maintenance	Otterness, Dale	100	2/2/1999	47,216	48,630	1,414	3.00%
Maintenance	Steffen, Glenn	100	4/15/1985	47,216	48,630	1,414	3.00%
Equipment Operator	Mrozinski, Daniel	100	2/20/1979	49,379	50,877	1,498	3.03%
Equipment Operator	Tietz, Bruce	100	11/17/1978	49,379	50,877	1,498	3.03%
Public Works Supt.-Street	Goers, Gerald	100	8/28/1972	66,252	66,252	-	0.00%

				407,646	426,158	18,512	4.54%
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<b>GENERAL LEDGER DISTRIBUTION</b>
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Salaries of regular employees	40101	407,646	426,158	18,512	4.54%
Employer contribution for pension	40120	56,663	60,301	3,639	6.42%
Employer contribution for insurance	40130	70,410	74,625	4,215	5.99%
		534,718	561,084	26,366	4.93%

<b>FRINGE BENEFITS</b>
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PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
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Vacant	2,123	3,319	49	55	3,423
Brown, Robert	6,881	7,584	219	388	8,191
Fries, Robert	6,881	7,704	219	388	8,311
Nowicki, William	6,881	7,584	219	388	8,191
Otterness, Dale	6,881	7,584	219	388	8,191
Steffen, Glenn	6,881	7,704	219	388	8,311
Mrozinski, Daniel	7,199	7,704	226	388	8,318
Tietz, Bruce	7,199	7,584	226	388	8,198
Goers, Gerald	9,375	12,876	338	275	13,489
Retired Palodichuck, Joseph (Exp. 10/19/07)	-	-	-	-	-

	60,301	69,643	1,932	3,050	74,625
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**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>3120</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST																				
40220 Repair & Maintenance Supplies	For salt/sand used over winter months and asphalt for patching, increase due to price of road salt.	\$100,000	\$100,000																				
40221 Sealcoating & Tree Maintenance	Sealcoating budget to allow schedule to stay on track for 8-year cycle in sealcoating.	\$80,000	\$85,000																				
	<table border="0"> <tr> <td></td> <td align="center"><u>2008</u></td> <td align="center"><u>2007</u></td> <td></td> </tr> <tr> <td>Sealcoating:</td> <td align="right">\$60,000</td> <td align="right">\$55,000</td> <td></td> </tr> <tr> <td>Tree Removal</td> <td align="right">\$12,500</td> <td align="right">\$12,500</td> <td></td> </tr> <tr> <td>Tree Planting</td> <td align="right">\$12,500</td> <td align="right">\$12,500</td> <td></td> </tr> <tr> <td>Tree Trimming</td> <td align="right">\$ 0</td> <td align="right">\$ 0</td> <td></td> </tr> </table>		<u>2008</u>	<u>2007</u>		Sealcoating:	\$60,000	\$55,000		Tree Removal	\$12,500	\$12,500		Tree Planting	\$12,500	\$12,500		Tree Trimming	\$ 0	\$ 0			
	<u>2008</u>	<u>2007</u>																					
Sealcoating:	\$60,000	\$55,000																					
Tree Removal	\$12,500	\$12,500																					
Tree Planting	\$12,500	\$12,500																					
Tree Trimming	\$ 0	\$ 0																					
40240 Minor Equipment & Furnishings		\$500	\$500																				
40300 Professional Services	<table border="0"> <tr> <td>Drug Testing</td> <td align="right">\$1,000</td> <td></td> </tr> <tr> <td>Safety Training with safety const.</td> <td align="right">\$3,000</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td align="right">\$1,000</td> <td></td> </tr> </table>	Drug Testing	\$1,000		Safety Training with safety const.	\$3,000		Miscellaneous	\$1,000		\$5,000	\$5,000											
Drug Testing	\$1,000																						
Safety Training with safety const.	\$3,000																						
Miscellaneous	\$1,000																						
40320 Postage and Telephone	Wire leases for radio and phone system. Items include cell phones, wire leases, long distance and postage.	\$5,500	\$5,500																				
40380 Utility Service	Energy costs for gas and electric for street lights and service center.	\$170,000	\$170,000																				
40400 Repairs & Maint. (Contractual)	<table border="0"> <tr> <td>Crossing Agmts with Railroad</td> <td align="right">\$ 6,600</td> <td></td> </tr> <tr> <td>Street Light Repairs</td> <td align="right">\$ 3,000</td> <td></td> </tr> <tr> <td>Sweeping - Fall (3 weeks)</td> <td align="right">\$10,800</td> <td></td> </tr> <tr> <td>Sweeping - Spring (3 weeks)</td> <td align="right">\$10,800</td> <td></td> </tr> <tr> <td>Various Contracted Repairs</td> <td align="right">\$ 2,500</td> <td></td> </tr> </table>	Crossing Agmts with Railroad	\$ 6,600		Street Light Repairs	\$ 3,000		Sweeping - Fall (3 weeks)	\$10,800		Sweeping - Spring (3 weeks)	\$10,800		Various Contracted Repairs	\$ 2,500		\$33,100	\$33,700					
Crossing Agmts with Railroad	\$ 6,600																						
Street Light Repairs	\$ 3,000																						
Sweeping - Fall (3 weeks)	\$10,800																						
Sweeping - Spring (3 weeks)	\$10,800																						
Various Contracted Repairs	\$ 2,500																						
40433 Dues & Subscriptions	APWA - Annual Dues & other memberships	\$650	\$650																				

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>3120</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40438 Clothing Allowance	Rental of uniforms shirts/pants.	\$3,000	\$4,000
40580 Other Equipment	Bulk Storage Racking for Cold Storage Area	\$0	\$8,500

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>3120</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
APWA National Conference in New Orleans, LA	Public Works Congress & Equipment Show	1 @ \$2,000	\$2,000
	Miscellaneous Staff Training		\$1,000

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; RECREATION</b>				DIVISION: <b>PARK &amp; RECREATION</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
5000 33635	School District Six	\$ -	\$ 13,660	\$ 14,490	\$ 7,107	\$ 14,490	<b>\$ 14,925</b>	\$ 435	3.00%
5000 34720	Misc Revenue P&R	1,683	2,660	-	104	1,500	<b>2,500</b>	1,000	66.67%
5000 34721	Season Tickets	18,954	17,072	17,000	2,670	17,000	<b>18,000</b>	1,000	5.88%
5000 34731	Summer Programs	45,714	47,954	48,000	21,067	48,000	<b>50,000</b>	2,000	4.17%
5000 34733	Fall, Winter & Spring Programs	23,457	29,970	35,000	23,622	32,000	<b>35,000</b>	3,000	9.38%
5000 34734	Parks Field Rental	26,260	17,610	27,000	-	27,000	<b>27,000</b>	-	0.00%
5000 34735	Parks Facilities Rental	6,952	7,425	9,000	6,896	9,000	<b>9,000</b>	-	0.00%
5000 34736	Trip Fees Recreation Est. Fy 20	-	-	-	-	-	-	-	0.00%
5000 34737	Field Usage Fees	12,063	1,735	10,000	8,694	10,000	<b>10,000</b>	-	0.00%
5000 34738	Garden & Picnic Kit Rental	-	439	6,000	1,450	1,400	<b>1,400</b>	-	0.00%
5000 36241	Cash Over/Short		(407)		244	250	-	(250)	-100.00%
5201 34720	Misc Revenue P&R		2,800	-	-	-	-	-	0.00%
5207 34723	Splash Pool Admissions	13,050	9,570	13,000	-	12,000	<b>13,000</b>	1,000	8.33%
5207 34725	Splash Pool Concessions -Taxable	6,809	7,079	8,000	-	8,000	<b>9,000</b>	1,000	12.50%
5207 34726	Splash Pool Parties	754	751	700	-	800	<b>800</b>	-	0.00%
5207 34727	Splash Pool Swim Program	1,316	2,267	1,500	532	2,200	<b>2,200</b>	-	0.00%
5207 34733	Fall, Winter & Spring Programs		289		-	-	-	-	0.00%
5207 36241	Cash Over/Short		6		-	-	-	-	0.00%
5208 34722	Northview Pool Admissions	9,194	10,534	11,000	-	11,000	<b>11,000</b>	-	0.00%
5208 34724	Northview Pool Concessions -Taxable	9,324	9,356	9,000	-	10,000	<b>10,000</b>	-	0.00%
5209 34731	Summer Programs		(15)		-	-	-	-	0.00%
5209 34733	Fall, Winter & Spring Programs		(88)		-	-	-	-	0.00%
5209 35232	Contributions from Lions Club		2,450		-	-	-	-	0.00%
5209 35233	Contributions from VFW #295		325		-	-	-	-	0.00%
		<u>175,530</u>	<u>183,442</u>	<u>209,690</u>	<u>72,386</u>	<u>204,640</u>	<b><u>213,825</u></b>	<u>9,185</u>	4.49%

**Park and Rec Administration  
2008 BUDGET**

**Dept. Code 5201**

Operational Fact Sheet

**SERVICES PROVIDED**

- <> Administration, operation and maintenance of all city park land
- <> Planning, administration and evaluation of all city-sponsored recreation programs and activities
- <> Coordinate operation of Central Square Community Center
- <> Coordinate operation of Senior Center at Central Square

**2007 ACCOMPLISHMENTS**

- <> Created a new quarterly publication specific to parks and recreation, library and Wakota Arena
- <> Renovated the interior of the Kaposia Park Pavilion
- <> Installed a new plaster liner in the 3' section of the Splash Pool
- <> Completed a feasibility study to create a bypass at 19th Avenue for the North Urban Regional Trail
- <> Assisted with the completion of Simon's Ravine Trailhead

**2008 OBJECTIVES**

- <> Improve customer service by implementing WebTrac on-line registration for programs and scheduling
- <> Implement a new system for issuing seasonal pool passes
- <> Work with Inver Grove Heights to coordinate a trail connection and improvements at Seidl's Lake Park
- <> Renovate Veteran's Field Building
- <> Continue play structure and container renovation

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	1.60	2.00	2.00	2.00	2.00
Technicians					
Line staff					
Clerical/support	1.50	1.50	1.50	1.50	1.50
<b>Total Staffing</b>	<b>4.10</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

**WORK LOAD DATA**

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>		DIVISION: <b>PARK &amp; RECREATION</b>					DEPT. CODE: <b>5201</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	233,392	258,046	248,302	98,782	251,769	<b>253,837</b>	2,068	0.82%
40104	Temporary Employees Regular	3,781	1,449	5,630	-	5,000	<b>6,240</b>	1,240	24.80%
40120	Employers Cont. for Pensions	30,628	34,794	34,947	13,338	34,996	<b>35,918</b>	922	2.63%
40130	Employer Paid Insurance	21,408	22,697	25,343	9,661	24,363	<b>25,675</b>	1,312	5.39%
40150	Workers Comp Ins. Premium	5,508	5,244	5,716	3,795	5,716	<b>6,002</b>	286	5.00%
40151	Workers Comp Deductible	101	325	-	-	-	-	-	0.00%
40200	Office Supplies	2,545	2,897	4,400	427	4,400	<b>3,400</b>	(1,000)	-22.73%
40210	Operating Supplies	4,568	5,804	2,750	1,227	2,700	<b>2,750</b>	50	1.85%
40220	Repair & Maintenance Supplies	225	-	250	-	250	<b>250</b>	-	0.00%
40230	Books, Materials & Periodicals	28	15	150	-	150	<b>150</b>	-	0.00%
40240	Minor Equipment & Furnishings	181	-	-	-	-	<b>600</b>	600	100.00%
40300	Professional Services	123	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	5,537	3,982	3,862	1,678	3,800	<b>4,142</b>	342	9.00%
40330	Conferences, Training, Travel	4,033	3,908	3,520	12	3,900	<b>3,520</b>	(380)	-9.74%
40340	Advertising	-	429	800	-	400	<b>800</b>	400	100.00%
40350	Printing and Binding	-	386	500	-	500	<b>500</b>	-	0.00%
40351	Quarterly Brochure Publication	-	-	15,100	8,231	15,000	<b>13,750</b>	(1,250)	-8.33%
40400	Repairs & Maint. (Contractual)	4,853	5,541	5,168	2,848	5,100	<b>5,440</b>	340	6.67%
40412	Credit Card/ACH Fees	795	431	800	-	800	<b>800</b>	-	0.00%
40430	Miscellaneous	58	-	100	-	100	-	(100)	-100.00%
40433	Dues & Subscriptions	380	695	960	535	960	<b>960</b>	-	0.00%
40438	Clothing Allowance	316	147	400	-	400	<b>500</b>	100	25.00%
40461	Senior Citizens Program	2,842	-	-	-	-	-	-	0.00%
40484	Non-Recurring Cost	-	23,905	-	-	-	-	-	0.00%
Total		321,302	370,695	358,698	140,534	360,304	<b>365,234</b>	4,930	1.37%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5201</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	294,818	322,555	319,938	125,576	321,844	<b>327,672</b>	5,828	1.81%
Materials & Supplies	7,547	8,716	7,550	1,654	7,500	<b>7,150</b>	(350)	-4.67%
Services & Other Charges	18,937	39,424	31,210	13,304	30,960	<b>30,412</b>	(548)	-1.77%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	321,302	370,695	358,698	140,534	360,304	<b>365,234</b>	4,930	1.37%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>PARKS &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5201</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Secretary-Park & Recreation	Moen, Suzanne	100	2/21/2001	45,946	47,325	1,378	3.00%
Parks Media Coordinator	Fahey, Diana	50	9/22/1980	22,973	23,662	689	3.00%
Director of Park & Rec.	Esser, Christopher	100	1/3/2005	77,498	77,498	-	0.00%
Program Director	Stelzner, Nancy	100	12/10/1984	54,802	54,802	-	0.00%
Program Director	Young, Shannon	100	1/12/1998	50,550	50,550	-	0.00%
				<u>251,769</u>	<u>253,837</u>	<u>2,068</u>	0.82%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	251,769	253,837	2,068	0.82%
Employer contribution for pension	40120	34,996	35,918	922	2.63%
Employer contribution for insurance	40130	24,363	25,675	1,312	5.39%
		<u>311,128</u>	<u>315,430</u>	<u>4,302</u>	1.38%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE	
Moen, Suzanne	6,696	7,200	252	388	7,841	
Fahey, Diana	3,348	0	-	0	0	
Esser, Christopher	10,966	16,596	374	275	17,245	
Stelzner, Nancy	7,754	0	301	0	301	
Young, Shannon	7,153	0	288	0	288	
		<u>35,918</u>	<u>23,796</u>	<u>1,215</u>	<u>664</u>	<u>25,675</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	3520
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees		\$248,302	\$253,837
40104 Temporary Employees Regular	65 days of Part-time clerical x 8hours/day @ \$12/hour (increased hourly wage for 2008)	\$5,630	\$6,240
40120 Employers Cont. for Pensions		\$34,947	\$35,918
40130 Employer Paid Insurance		\$25,343	\$25,675
40150 Workers Comp Ins. Premium		\$5,716	\$6,002
40151 Workers Comp Deductible		\$0	\$0
40200 Office Supplies	Paper, envelopes, folders, disks, work station accessories, letterhead, 12 color ink/toner cartridges @ \$220	\$4,400	\$3,400
40210 Operating Supplies	Kaposia Days Supplies = \$1,900 Special Event Supplies = \$850	\$2,750	\$2,750
40220 Repair & Maintenance Supplies	Repair and replacement of worn supplies	\$250	\$250
40230 Books, Materials & Periodicals	Professional Materials for Director and Programming Staff	\$150	\$150
40240 Minor Equipment & Furnishings	Replacement Office Chairs (2 @ \$300)	\$0	\$600
40300 Professional Services		\$0	\$0
40320 Postage and Telephone	Mobile Phones (Director & Program Directors) = \$106/month Correspondence Postage (7,000 pieces @ \$.41) = \$2,870 (2008 increase due to new postage rates)	\$3,862	\$4,142
40330 Conferences, Training, Travel	Local Workshops, MRPA State Conference, NRPA Annual Conference (increased registration and travel fees)	\$3,520	\$3,520
40340 Advertising	Seasonal employment ads	\$800	\$800
40350 Printing and Binding	Promotional flyer printing = \$500	\$500	\$500

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	3520
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40351 Quarterly Brochure Publication	Parks and Recreation Quarterly (Winter, Spring Summer, Fall) Brochure Printing = \$10,800 Parks and Recreation Quarterly brochure mailing (9,000 pieces @.136 X 4 times a year) = \$4,900 (Library and Wakota contributing \$1,950 for 2008)	\$15,100	\$13,750
40400 Repairs & Maint. (Contractual)	New IKON Copier Lease \$140/mo.(\$1680 annual) New IKON Copier Maintenance Agreement = \$41/mo. (\$492 annual) Savin Wet Copier Maintenance Agreement = \$1,000 RecTrac Software Maintenance Agreement = \$2,268	\$5,168	\$5,440
40412 Credit Card/ACH Fees	Credit Card Processing (increased customer use)	\$800	\$800
40430 Miscellaneous		\$100	\$0
40433 Dues & Subscriptions	MN Recreation and Park Association Professional Memberships = \$675 National Recreation and Park Association Agency Membership = \$285	\$960	\$960
40438 Clothing Allowance	Parks and Recreation Staff Apparel - Full time employees (discretionary - not based on contract)	\$400	\$500
40461 Senior Citizens Program		\$0	\$0

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5201</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Minnesota Recreation and Park Association Annual Conference - November 2008	Director and Program Directors annual training to remain current in field.	Registration (3) - \$660 Lodging (2 rooms) - \$360 Mileage - \$150	\$1,170
National Recreation and Park Association Conference - Salt Lake City, UT October 2008	Director training in national issues, best practices, and trends in municipal parks and recreation. Bring new concepts and ideas to South St. Paul.	Registration - \$420 Airfare - \$350 Lodging (4 nights)- \$480 Per Diem - \$50 per day	\$1,450
Misc. Local training opportunities (Round-tables and workshops)	Continuing education for Director, Program Directors and support staff.	6 @ \$150	\$900
	Total		<b>\$3,520</b>

**2008 BUDGET**

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Dept. Code 5207

**Splash Pool**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Outdoor water play structure featuring zero-depth entry with adjacent spa tub and locker room building
- <> Provide an eleven week season: June 12 - August 30, 2005
- <> Daily hours of operation: Noon - 7:00 p.m.
- <> Concession sales
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Updated the locker rooms with recycled lockers and a new floor surface
- <> Remodeled the concession areas with a new ceiling, countertops and sink.
- <> Resurfaced the 3' section with a plaster liner
- <> Added an extra day to Kaposia Days button swim to include Friday, Saturday and Sunday
- <> Updated concession menu with new items
- <>
- <>

**2008 OBJECTIVES**

- <> Update concession menu and evaluate pricing to increase revenue
- <> Activate a new season pass system
- <> Reinstate staffing to increase by one extra lifeguard per shift
- <> Continue restroom renovation
- <> Paint Splash Pool Structure

	ACTUAL 2005	ACTUAL 2006	ESTIMATE 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	12	12	12	14	14
Clerical/support					
<b>Total Staffing</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>
<b>WORK LOAD DATA</b>					
Uses: Avg Daily Attd x season	11,000	11,000	11,000	11,000	11,000
Seasons Tickets (both pools)					
Family (primary)	250	250	250	250	250
Single (secondary)	350	350	350	350	350
Employed (both pools)	24	24	24	26	26

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SPLASH POOL</b>		DIVISION: <b>PARK &amp; RECREATION</b>					DEPT. CODE: <b>5207</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40102	Full-Time Employees Overtime	0	0	0	0	0	<b>0</b>	0	0.00%
40104	Temporary Employees Regular	31,798	30,702	33,509	167	33,000	<b>40,059</b>	7,059	21.39%
40106	Independent Contractor	204	0	0	0	0	<b>0</b>	0	0.00%
40120	Employers Cont. for Pensions	2,526	2,448	2,563	13	2,525	<b>3,065</b>	540	21.39%
40150	Workers Comp Ins. Premium	1,791	1,704	1,857	1,196	1,857	<b>1,950</b>	93	5.00%
40210	Operating Supplies	3,443	3,666	3,000	99	3,000	<b>3,300</b>	300	10.00%
40220	Repair & Maintenance Supplies	1,690	2,124	1,000	490	1,000	<b>1,000</b>	0	0.00%
40240	Minor Equipment & Furnishings	0	162	518	0	500	<b>514</b>	14	2.80%
40250	Merchandise for Resale	6,176	7,372	3,500	0	3,500	<b>6,000</b>	2,500	71.43%
40350	Printing and Binding	132	0	300	0	300	<b>300</b>	0	0.00%
40380	Utility Service	12,530	13,154	9,500	1,138	13,000	<b>13,000</b>	0	0.00%
40400	Repairs & Maint. (Contractual)	5,835	7,713	6,000	0	6,000	<b>6,000</b>	0	0.00%
40409	Cont. Serv/Refuse & Sanitation	47	5	110	0	100	<b>110</b>	10	10.00%
40439	Ins Claims within Deductible	217	0	0	0	0	<b>0</b>	0	0.00%
Total		66,389	69,050	61,857	3,103	64,782	<b>75,297</b>	10,516	16.23%
SUMMARY BY CATEGORY									
	Personal Services	36,319	34,854	37,929	1,376	37,382	<b>45,073</b>	7,692	20.58%
	Materials & Supplies	11,309	13,324	8,018	589	8,000	<b>10,814</b>	2,814	35.18%
	Services & Other Charges	18,761	20,872	15,910	1,138	19,400	<b>19,410</b>	10	0.05%
	Capital Outlay	0	0	0	0	0	<b>0</b>	0	0.00%
	Debt Service	0	0	0	0	0	<b>0</b>	0	0.00%
	Transfers	0	0	0	0	0	<b>0</b>	0	0.00%
Total		66,389	69,050	61,857	3,103	64,782	<b>75,297</b>	10,516	16.23%

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>SPLASH POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5207</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40102 Full-Time Employees Overtime 40104 Temporary Employees Regular	Season for 2008 - June 9-August 24 Pool Hours 11:00 - 7:30 pm Monday - Sunday <b>Lifeguards</b> 3 guards x 59.5 hrs/wk x 11 wks = 1964 hrs @ \$10.00/hr = \$19,640 <b>Concession</b> 1 Concession Operators x 66.5 hrs/wk x 11 wks = 731.5 hrs @ \$8.50/hr = \$6,218 <b>Asst. Manager</b> 1 Asst Mgr x 77 hrs/wk x 11 wks = 847 hrs @ \$13.00/hr = \$11,011 <b>Manager</b> 20 hrs/wk x \$14.50/hr x 11 wks = \$3,190 (Increases reflect scheduling for actual hours of operation and minimum number of guards to provide adequate coverage)	\$33,509	\$40,059
40106 Independent Contractor		\$0	\$0
40120 Employers Cont. for Pensions		\$2,563	\$3,065
40150 Workers Comp Ins. Premium		\$1,857	\$1,950
40210 Operating Supplies	Chemicals for the pool (i.e.: testing equipment, soda ash, other supplies) increased for 2008 = \$3,000 Office Supplies = \$300	\$3,000	\$3,300
40220 Repair & Maintenance Supplies	Cleaning and Maintenance supplies - pre-season, in-season and post-season cleaning and maintenance	\$1,000	\$1,000
40240 Minor Equipment & Furnishings	2 Rescue tubes @ \$47 ea. 2 New Lounge Chairs @ \$210 ea.	\$518	\$514
40250 Merchandise for Resale	Products sold at concession stand. Increase based on actuals	\$3,500	\$6,000
40350 Printing and Binding	Season pass supplies, flyers	\$300	\$300
40380 Utility Service	Increase based on actuals for 2005 and 2006	\$9,500	\$13,000
40400 Repairs & Maint. (Contractual)	Paint Splash Structure = \$6,000	\$6,000	\$6,000

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>SPLASH POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5207</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40409 Cont. Serv/Refuse & Sanitation	Troje contract	\$110	\$110
40439 Ins Claims within Deductible		\$0	\$0

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>SPLASH POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5207</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
None Noted			

**2008 BUDGET**

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Dept. Code 5208

**Northview Pool  
2008 BUDGET  
Operational Fact Sheet**

**SERVICES PROVIDED**

- <> Large box pool with adjacent locker rooms and wading pool
- <> Provide an eleven week season: June 11 - August 28, 2005
- <> Daily hours of operation: 1:00 - 8:00 p.m.
- <> Concession sales
- <> Annual host to Kaposia Days events

**2007 ACCOMPLISHMENTS**

- <> Updated the locker rooms with recycled lockers and a new floor surface
- <> Remodeled the concession and entry areas with a new ceiling, countertops and sink.
- <> New parking lot surface - complete mill and overlay
- <> Added an extra day to Kaposia Days button swim to include Friday, Saturday and Sunday
- <> Updated concession menu with new items

**2008 OBJECTIVES**

- <> Reinstate staffing to increase by one extra lifeguard per shift
- <> Update concession menu and evaluate pricing to increase revenue
- <> Acitvate a new season pass system
- <> Replace pool deck sections
- <> Continue restroom rennovation

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	14	14	14	16	16
Clerical/support					
<b>Total Staffing</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>16</b>
<b>WORK LOAD DATA</b>					
Uses: Avg Daily Attd x season	8,500	8,700	8,700	8,700	8,700

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>NORTHVIEW POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5208</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	28,004	29,476	33,297	167	33,000	<b>38,918</b>	5,918	17.93%
40106	Independent Contractor	-	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	2,259	2,363	2,547	13	2,525	<b>2,977</b>	453	17.93%
40150	Workers Comp Ins. Premium	1,862	1,772	1,931	1,222	1,931	<b>2,028</b>	97	5.00%
40210	Operating Supplies	287	644	200	99	200	<b>200</b>	-	0.00%
40220	Repair & Maintenance Supplies	7,424	2,894	1,500	1,394	1,500	<b>1,500</b>	-	0.00%
40240	Minor Equipment & Furnishings	-	162	518	-	514	<b>514</b>	-	0.00%
40250	Merchandise for Resale	6,903	8,776	7,500	-	7,500	<b>7,500</b>	-	0.00%
40320	Postage and Telephone	-	-	200	-	200	<b>200</b>	-	0.00%
40350	Printing and Binding	253	-	100	-	100	<b>100</b>	-	0.00%
40380	Utility Service	9,503	10,345	9,000	558	9,000	<b>9,000</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	47	47	-	-	-	<b>3,000</b>	3,000	100.00%
40409	Cont. Serv/Refuse & Sanitation	47	-	-	-	-	-	-	0.00%
40430	Miscellaneous	-	-	-	-	-	-	-	0.00%
	Total	56,589	56,479	56,793	3,453	56,470	<b>65,937</b>	9,467	16.77%

SUMMARY BY CATEGORY
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Personal Services	32,125	33,611	37,775	1,402	37,456	<b>43,923</b>	6,467	17.27%
Materials & Supplies	14,614	12,476	9,718	1,493	9,714	<b>9,714</b>	-	0.00%
Services & Other Charges	9,850	10,392	9,300	558	9,300	<b>12,300</b>	3,000	32.26%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	56,589	56,479	56,793	3,453	56,470	<b>65,937</b>	9,467	16.77%

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>NORTHVIEW POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5208</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40102 Full-Time Employees Overtime 40104 Temporary Employees Regular	Season for 2008 - June 9-August 24 Hours: 1:00-8:00 pm - Monday-Sunday <b>Lifeguards</b> - 3 guards x 56 hrs/wk x 11 wks = 1848 hrs @ \$10.00/hr = \$18,480 <b>Concession</b> - 1 concession x 63 hrs/wk x 11 wks= 693 hrs @ \$9.00/hr = \$6,237 <b>Asst. Manager</b> - 1 asst. mgr. x 77 hrs/wk x 11 wks = 847 hrs. @ \$13.00/hr = \$11,011 <b>Manager</b> - 1 mgr x 20 hrs/wk x 11 wks = 220 hrs @ \$14.50/hr = \$3,190 (Increases reflect scheduling for actual hours of operation and minimum number of guards to provide adequate coverage)	\$33,297	\$38,918
40120 Employers Cont. for Pensions		\$2,547	\$2,977
40150 Workers Comp Ins. Premium		\$1,931	\$2,028
40210 Operating Supplies	Office Supplies	\$200	\$200
40220 Repair & Maintenance Supplies	Based on previous projects	\$1,500	\$1,500
40240 Minor Equipment & Furnishings	Replacement of 2 rescue tubes @ 47.00 ea. 2 New Lounge Chairs @ \$210 ea.	\$518	\$514
40250 Merchandise for Resale	Products sold at concession stand.	\$7,500	\$7,500
40320 Postage and Telephone	Telephone line and emergency mobile phone	\$200	\$200
40350 Printing and Binding	Season pass supplies, flyers	\$100	\$100
40380 Utility Service	Based on actuals	\$9,000	\$9,000
40400 Repairs & Maint. (Contractual)	Pool deck sectional replacement	\$0	\$3,000
40409 Cont. Serv/Refuse & Sanitation	Troje contract	\$0	\$0
40430 Miscellaneous		\$0	\$0

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>NORTHVIEW POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5208</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
None noted			

Dept. Code 5209

**Recreation Programs**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Provides recreational activities fall, winter, spring & summer for youth , teens, and adults
- <> Summer Playhouse, youth programs, special events, field trips, etc.
- <> This budget provides all equipment, staff, transportation and support for recreational programs

**2007 ACCOMPLISHMENTS**

- <> Increased the youth girls softball program
- <> Offered special events at Central Square
- <> Re-organized the youth football program

**2008 OBJECTIVES**

- <> Increase sponsorship for special events
- <> Partner with other agencies to add additional Adult Programs.
- <> Introduce lacrosse
- <> Evaluate fees and charges to generate increased revenue

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line Staff (Seasonal)	100	100	100	100	100
Clerical/support					
<b>Total Staffing</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>WORK LOAD DATA</b>					
Recreation programs	215	215	215	215	215
Recreation program uses	14,300	14,300	14,300	14,300	14,300
Adult softball players	1,400	1,400	1,400	1,400	1,400
Shelter rentals					
Kaposia	70	70	70	70	70
Lorraine	65	65	65	65	65
Pavilion rentals	60	60	70	70	70
Seasonal staff	55	55	55	55	55
Volunteer coaches	60	60	90	90	90

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>RECREATION PROGRAMS</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5209</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40102	Full-Time Employees Overtime	-	108	-	-	-		-	0.00%
40104	Temporary Employees Regular	32,176	31,191	37,300	5,465	35,000	<b>35,000</b>	-	0.00%
40106	Independent Contractor	32,715	35,714	27,691	467	35,000	<b>30,691</b>	(4,309)	-12.31%
40120	Employers Cont. for Pensions	2,462	2,394	2,853	418	2,678	<b>2,678</b>	-	0.00%
40150	Workers Comp Ins. Premium	2,870	2,732	2,978	1,907	2,978	<b>3,127</b>	149	5.00%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40210	Operating Supplies	26,545	30,180	29,000	2,231	29,000	<b>29,000</b>	-	0.00%
40230	Books, Materials & Periodicals	-	-	-	38	38	-	(38)	-100.00%
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	38	459	-	76	-	-	-	0.00%
40340	Advertising	286	-	500	-	200	<b>500</b>	300	150.00%
40409	Cont. Serv/Refuse & Sanitation	-	-	-	-	-	-	-	0.00%
40410	Central garage Rental Charge	4,934	5,017	5,268	-	5,268	<b>5,531</b>	263	5.00%
40433	Dues and Subscriptions	-	10	-	-	-	-	-	0.00%
40452	Trips & Tours	12,147	12,368	17,145	439	17,000	<b>15,785</b>	(1,215)	-7.15%
40461	Senior Citizens Program	348	-	-	-	-	-	-	0.00%
	Total	<u>114,521</u>	<u>120,173</u>	<u>122,735</u>	<u>11,041</u>	<u>127,162</u>	<b><u>122,312</u></b>	<u>(4,850)</u>	-3.81%

SUMMARY BY CATEGORY
---------------------

Personal Services	70,223	72,139	70,822	8,257	75,656	<b>71,495</b>	(4,160)	-5.50%
Materials & Supplies	26,545	30,180	29,000	2,269	29,038	<b>29,000</b>	(38)	-0.13%
Services & Other Charges	17,753	17,854	22,913	515	22,468	<b>21,816</b>	(652)	-2.90%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	<u>114,521</u>	<u>120,173</u>	<u>122,735</u>	<u>11,041</u>	<u>127,162</u>	<b><u>122,312</u></b>	<u>(4,850)</u>	-3.81%

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>RECREATION PROGRAMS</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5209</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40102 Full-Time Employees Overtime		\$0	
40104 Temporary Employees Regular	Summer Positions	\$37,300	\$35,000
	Salaries for playground leaders, aids, day camp leaders, teen supervisors, tot leaders, little tykes, safety camp, summer playhouse performers, softball/t-ball coaches		
40106 Independent Contractor	Salaries for after school programs, football, softball, umpires, sport camps. (Increase due to loss of sponsorship for Entertainment in the Park)	\$27,691	\$30,691
40120 Employers Cont. for Pensions		\$2,853	\$2,853
40150 Workers Comp Ins. Premium		\$2,978	\$3,127
40151 Workers Comp Deductible		\$0	
40210 Operating Supplies	Supplies for all fall, winter, spring and summer recreation programs. (Increase due to revitalization of grade 1-6 softball program)	\$29,000	\$29,000
40240 Minor Equipment & Furnishings		\$0	
40320 Postage and Telephone		\$0	
40340 Advertising	Flyers and Ads for programs throughout the year	\$500	\$500
40409 Cont. Serv/Refuse & Sanitation	Trash and Portable toilet service for summer programs in parks. Easter Egg Hunt, Halloween.(Moved to Park Maintenance for 2007)	\$0	\$0
40410 Central Garage Rental Charge		\$5,268	\$5,531
40452 Trips & Tours	Fees and admissions to outside organizations. Revenue collected to cover this expense. Cost for bus rental for Department sponsored trips. (Reduced due to actuals and collaboration with other agencies)	\$17,145	\$15,785
40461 Senior Citizens Program		\$0	\$0

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>RECREATIONAL PROGRAMS</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPARTMENT CODE: <b>5209</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
None noted			

Dept. Code 5214

**Parks Maintenance**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

<>

General maintenance of all city parks and recreational facilities, boat landing, Wakota Wall, regional trail holiday lighting (in cooperation with street dept.)

<>

Maintenance and supervision of outdoor skating/hockey rinks

**2007 ACCOMPLISHMENTS**

<>

Remodeled pool building interiors

<>

Imporved the interior of the Kaposia Park Pavilion

<>

Renovated the Northview Pool parking lot

<>

Renovated the Veteran's Field play structure and play container

<>

Installed plaster liner in 3' section of the Splash Pool

**2008 OBJECTIVES**

<>

Renovate Veteran's Field Building

<>

Improve signage system-wide

<>

Create Off-Leash Pet Area at Port Cosby site

<>

Continue to renovate and improve play structures and containers

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	0.33	0.33	0.33	0.33	0.33
Line staff	2.5	2.5	2.5	2.5	2.5
Clerical/support	0.1	0.1	0.1	0.1	0.1
Seasonal Employees	10	10	10	10	10
<b>Total Staffing</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>
<b>WORK LOAD DATA</b>					
Supervised Rinks	4	4	4	4	4
Supervised skaters	5,000	5,000	5,000	5,000	5,000
Acres mowed (weekly)	250	250	250	250	250
Buildings maintained (daily)	9	9	9	9	9
Picnic shelters (daily)	2	2	2	2	2
Pools maintained (daily)	2	2	2	2	2
Ball fields maint. Season total	700	700	700	700	700
Tournament Maint. Total	10	10	10	10	10
Rinks maintained (daily)	7	8	8	8	8
Skateboard parks maint. (daily)	0	0	0	0	0

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARKS MAINTENANCE</b>		DIVISION: <b>PARK &amp; RECREATION</b>					DEPT. CODE: <b>5214</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	146,805	143,942	159,252	50,904	141,323	<b>147,777</b>	6,454	4.57%
40102	Full-Time Employees Overtime	8,540	7,442	9,000	3,483	9,000	<b>9,000</b>	-	0.00%
40104	Temporary Employees Regular	35,563	39,060	56,860	8,222	56,000	<b>53,180</b>	(2,820)	-5.04%
40108	Accumulated Vacation	-	-	-	358	-	-	-	0.00%
40111	Severance	-	332	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	22,517	22,866	27,736	7,933	19,644	<b>20,911</b>	1,267	6.45%
40130	Employer Paid Insurance	28,167	28,916	36,076	9,891	32,065	<b>33,168</b>	1,103	3.44%
40140	Unemployment Comp. Ins Prem.	-	-	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	5,489	5,228	5,699	2,936	5,699	<b>5,984</b>	285	5.00%
40200	Office Supplies	-	4	-	6	-	-	-	0.00%
40210	Operating Supplies	375	48	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	33,477	43,931	37,500	9,471	37,000	<b>37,500</b>	500	1.35%
40230	Books, Materials & Periodicals	-	-	-	29	29	-	(29)	-100.00%
40240	Minor Equipment & Furnishings	2,872	2,372	5,800	745	5,800	<b>3,300</b>	(2,500)	-43.10%
40320	Postage and Telephone	888	791	1,000	199	1,000	<b>1,000</b>	-	0.00%
40340	Advertising	-	-	100	42	42	<b>100</b>	58	138.10%
40360	Property & Liability Insurance	15,252	15,681	16,361	8,181	16,361	<b>17,179</b>	818	5.00%
40380	Utility Service	13,926	13,473	16,000	6,116	16,000	<b>16,000</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	16,494	26,176	20,000	9,355	20,000	<b>20,000</b>	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	15,286	14,063	15,000	2,414	15,000	<b>15,000</b>	-	0.00%
40410	Central garage Rental Charge	54,014	55,982	58,781	-	58,781	<b>61,181</b>	2,400	4.08%
40411	Other Rentals	2,237	3,649	3,400	1,947	3,400	<b>3,400</b>	-	0.00%
40433	Dues & Subscriptions	240	135	120	-	120	<b>120</b>	-	0.00%
40438	Clothing Allowance	1,248	1,094	800	175	800	<b>800</b>	-	0.00%
40439	Ins Claims within Deductible	-	454	-	-	-	-	-	0.00%
<b>Total</b>		<b>403,390</b>	<b>425,639</b>	<b>469,485</b>	<b>122,407</b>	<b>438,064</b>	<b>445,600</b>	<b>7,536</b>	<b>1.72%</b>

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5214</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	247,081	247,786	294,623	83,727	263,731	<b>270,020</b>	6,289	2.38%
Materials & Supplies	36,724	46,355	43,300	10,251	42,829	<b>40,800</b>	(2,029)	-4.74%
Services & Other Charges	119,585	131,498	131,562	28,429	131,504	<b>134,780</b>	3,276	2.49%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	403,390	425,639	469,485	122,407	438,064	<b>445,600</b>	7,536	1.72%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5214</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Public Work Superintendent	Vacant - Hire Date 7/1/08	10		1,639	3,750	2,111	128.83%
Maintenance	Reid, William	100	11/19/2001	47,216	48,630	1,414	3.00%
Maintenance	Cemensky, Dale	100	7/1/1986	47,216	48,630	1,414	3.00%
Maintenance	Wallace, Michael	50	10/4/2004	22,727	24,315	1,589	6.99%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	34	5/1/1975	22,526	22,526	0	0.00%
				<hr/>	<hr/>	<hr/>	
				141,323	147,852	6,529	4.62%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	141,323	147,852	6,529	4.62%
Employer contribution for pension	40120	19,644	20,921	1,277	6.50%
Employer contribution for insurance	40130	32,065	33,168	1,103	3.44%
		<hr/>	<hr/>	<hr/>	
		193,032	201,941	8,909	4.62%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE	
Vacant - Hire Date 7/1/08	531	830	12	14	856	
Reid, William	6,881	7,200	219	388	7,807	
Cemensky, Dale	6,881	7,704	219	388	8,311	
Wallace, Michael	3,441	3,600	109	194	3,904	
Neumann, Albert	3,187	4,378	115	94	4,586	
Retired Larson, Bruce (Exp. 11/01/09)	0	7,704	0	0	7,704	
		<hr/>	<hr/>	<hr/>	<hr/>	
		20,921	31,416	674	1,079	33,168

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARKS &amp; RECREATION</b>	DEPARTMENT CODE: <b>5214</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40104 Temporary Employees Regular	Temp. Salaries: <b>Park Patrol</b> -- May through Aug., Sept. weekends = \$12,672 (Same as 2008) <b>Summer Maintenance Employees</b> -- 4 workers for 95 days @ \$10/hr. = \$30,400 <b>Skate Rink Attendants</b> - 4 skate rink attendants for approximately 65 day winter season = \$13,788 (Same as 2008)	\$56,860	\$53,180
40210 Operating Supplies	This line item was combined with 40220 in 2005	\$0	\$0
40220 Repair & Maintenance Supplies	Sprinkler maintenance supplies = \$3,000 200 tons of Ag-Lime = \$1,600 2 tons of marking material = \$800 400 gallons of marking paint = \$3,200 Infield material (Clay, Diamond Dry) = \$1,500 Paint, lumber, hardware, rest room supplies, black dirt, mulch, fencing, seed, sod etc. Based on a five year historical trend from 2001-2006 the 40210 and 40220 line item have an average of about \$37,500 per year	\$37,500	\$37,500
40240 Minor Equipment & Furnishings	8 Foot Picnic Tables (2 at \$600 each = \$1,200) 6 Foot Picnic Tables (2 at \$500 each = \$1,000) Tools for parks and rinks = \$500 (Shovels, rakes, brooms, etc) Athletic facility nets (basketball, volleyball, tennis) = \$200 Field chalkers (2) = \$400	\$5,800	\$3,300
40320 Postage and Telephone	Telephone at park buildings. Cellular phones seasonal and year-round maintenance.	\$1,000	\$1,000

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARKS &amp; RECREATION</b>	DEPARTMENT CODE: <b>5214</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40380 Utility Service	Average actual '01 - '05 cost with 4% increase. For lighting of McMorrow, Vets, and McGuire Fields plus electricity for warming shacks and safety lighting in all parks.	\$16,000	\$16,000
40400 Repairs & Maint. (Contractual)	Field Restoration Program (includes seeding, top dressing, broadleaf control on at all City Parks. Misc. repair contracts required during the year.	\$20,000	\$20,000
40409 Cont. Serv/Refuse & Sanitation	Portable toilets at parks	\$15,000	\$15,000
40411 Other Rentals	3 month rental of Harmon Park trailer @ \$400/mo. = \$1,200 3 month rental of Bromley Park trailer @ \$400/mo. = \$1,200 Set-up, delivery, dismantle, return and cleanup of both units = \$1,000	\$3,400	\$3,400
40433 Dues & Subscriptions	SportTurf Managers Association Membership	\$120	\$120
40438 Clothing Allowance	Maintenance Crew clothing allowance per contract	\$800	\$800

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARKS &amp; RECREATION</b>	DEPARTMENT CODE: <b>5214</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
None noted			

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>				DIVISION: <b>LIBRARY</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
5500 31010	Current Ad Valorem Taxes	545,980	602,722	626,067	-	613,546	<b>623,107</b>	9,561	1.6%
5500 31020	Delinquent Ad Valorem Taxes	9,300	10,596	-	-			-	0.0%
5500 31030	Mobile Home Tax	121	104	-	-			-	0.0%
5500 31910	Penalties & Int On Ad Val Tax	471	491	-	-			-	0.0%
5500 35103	Library Fines	8,315	5,877	6,000	2,824	6,500	<b>6,500</b>	-	0.0%
5500 35150	Library Rental Fees	4,582	3,764	5,000	1,701	4,000	<b>4,200</b>	200	5.0%
5500 35230	Cont. & Don. Fr Private Source	268	659	500	100	500	<b>500</b>	-	0.0%
5500 36240	Other	968	1,970	1,500	395	1,000	<b>1,000</b>	-	0.0%
	Total Revenues	<u>570,005</u>	<u>626,183</u>	<u>639,067</u>	<u>5,020</u>	<u>625,546</u>	<u>635,307</u>	<u>9,761</u>	<u>1.6%</u>
	Total Expenditures	<u>571,226</u>	<u>626,183</u>	<u>639,067</u>	<u>222,003</u>	<u>617,081</u>	<u>635,307</u>	<u>18,226</u>	<u>3.0%</u>
	Surplus (deficit)	<u>(1,221)</u>	<u>626,183</u>	<u>-</u>	<u>(216,983)</u>	<u>8,465</u>	<u>0</u>	<u>(8,464)</u>	
5500 39200	Interfund Operating Transfers In/(Out)	1,220		-	(216,983)	8,465	0		

Dept. Code 213-5500

**Library**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Circulate materials in variety of formats to registered & reciprocal borrowers
- <> Provide access to information, reader's advisory and reference service via traditional & new technologies
- <> Present programs and classes for all ages (in-house and outreach) to encourage reading and use of library
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Established Spanish Language collection for adult patrons
- <> Rearranged non-fiction area to provide more usable space
- <> Established "Lucky Day" Collection
- <> Added Internet computers to meet increased demand
- <> Continued to participate in the MELSA "Museum Adventure Pass" program
- <> Hired and trained new employees and restructured job duties in anticipation of future retirements
- <>

**2008 OBJECTIVES**

- <> Explore Envisionware software in order to manage Internet reservations
- <> Install updated signage for various collections
- <> Involve more staff in programming in order to expand programming options
- <> Replace furniture in young adult and periodical areas
- <>

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	2.00	2.00	2.00	2.00	2.00
Technicians	4.00	4.00	4.00	1.00	1.00
Line staff				2.00	2.00
Clerical/support	1.00	1.00	1.00	2.00	2.00
<b>Total Staffing</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>WORK LOAD DATA</b>					
Charged circulation (usage)	128,729	123,723	125,000	125,000	125,000
Interlibrary loans to other libraries	31,241	36,025	36,000	36,000	36,000
Inventory of (books, periodicals, etc)	92,000	91,000	90,000	90,000	90,000
Children enrolled in the summer reading program	643	595	600	600	600
Public internet use (hrs)	6,946	7,334	7,400	7,800	8,000

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>		DIVISION: <b>LIBRARY</b>					DEPT. CODE: <b>213-5500</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	332,657	341,834	344,375	126,980	346,275	<b>356,664</b>	10,389	3.00%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	7,592	8,063	7,500	4,293	7,500	<b>8,100</b>	600	8.00%
40111	Severance	-	4,950	3,000	-	3,000	<b>4,800</b>	1,800	60.00%
40120	Employers Cont. for Pensions	43,724	46,893	48,443	17,522	48,706	<b>50,468</b>	1,762	3.62%
40130	Employer Paid Insurance	53,795	54,692	62,280	20,367	49,609	<b>51,695</b>	2,086	4.20%
40150	Workers Comp Ins. Premium	1,314	1,248	1,360	852	1,360	<b>1,428</b>	68	5.00%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40200	Office Supplies	3,857	2,938	3,500	1,944	3,500	<b>3,600</b>	100	2.86%
40210	Operating Supplies	1,186	868	1,200	205	1,200	<b>1,200</b>	-	0.00%
40220	Repair & Maintenance Supplies	797	653	600	102	600	<b>600</b>	-	0.00%
40230	Books, Materials & Periodicals	69,677	71,941	73,250	25,897	73,250	<b>75,500</b>	2,250	3.07%
40240	Minor Equipment & Furnishings	2,298	7,608	7,000	1,252	7,000	<b>7,000</b>	-	0.00%
40320	Postage and Telephone	249	306	600	5	600	<b>600</b>	-	0.00%
40330	Conferences, Training, Travel	451	407	1,000	120	1,000	<b>1,000</b>	-	0.00%
40350	Printing and Binding	335	436	800	100	2,200	<b>3,100</b>	900	40.91%
40360	Property & Liability Insurance	6,932	7,128	7,436	3,718	7,436	<b>7,808</b>	372	5.00%
40380	Utility Service	16,535	15,698	17,000	8,160	17,000	<b>17,500</b>	500	2.94%
40400	Repairs & Maint. (Contractual)	4,669	4,802	4,000	663	4,000	<b>5,000</b>	1,000	25.00%
40405	Other Contractual Services	20,670	21,142	24,000	6,719	24,000	<b>25,100</b>	1,100	4.58%
40408	Xerox Maintenance Agreement	589	790	600	414	800	<b>800</b>	-	0.00%
40409	Cont. Serv/Refus & Sanitation	388	399	500	129	500	<b>500</b>	-	0.00%
40430	Miscellaneous	2,869	2,768	3,000	658	3,000	<b>3,500</b>	500	16.67%
40433	Dues & Subscriptions	10	10	300	-	300	<b>300</b>	-	0.00%
40472	Honeywell Contract Maint.	2,792	2,267	3,378	1,903	3,926	<b>4,044</b>	118	3.00%
40475	Honeywell Guaranteed Savings	(2,160)	-	-	-	-	-	-	0.00%
40485	Emergencies & Contingencies	-	-	23,945	-	10,319	<b>5,000</b>	(5,319)	-51.55%
Total		571,226	597,841	639,067	222,003	617,081	<b>635,307</b>	18,226	2.95%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>		DIVISION: <b>LIBRARY</b>				DEPT. CODE: <b>213-5500</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
<b>SUMMARY BY CATEGORY</b>									
	Personal Services	439,082	457,680	466,958	170,014	456,450	<b>473,155</b>	16,705	3.66%
	Materials & Supplies	77,815	84,008	85,550	29,400	85,550	<b>87,900</b>	2,350	2.75%
	Services & Other Charges	54,329	56,153	86,559	22,589	75,081	<b>74,252</b>	(829)	-1.10%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	571,226	597,841	639,067	222,003	617,081	<b>635,307</b>	18,226	2.95%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>LIBRARY</b>	DIVISION: <b>LIBRARY</b>	DEPT. CODE: <b>213-5500</b>
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POSITION	NAME	% OF TIME	D.O.E.	ESTIMATED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Library Director	Kroschel, Jane	100	11/23/1979	77,126	79,440	2,314	3.00%
Adult Services Librarian	Halgren, Kathy	100	9/13/1999	58,416	60,168	1,752	3.00%
Children's Librarian	Lippolt, Susan	100	9/5/1989	58,416	60,168	1,752	3.00%
Technician-Paraprofessional	Kealy, lone	100	9/1/1972	44,366	45,697	1,331	3.00%
Sr Information Clerk	Wright, Diane	100	5/24/1976	44,366	45,697	1,331	3.00%
Sr Information Clerk	Warechi, Shirley	75	12/2/1986	33,275	34,273	998	3.00%
Information Clerk	Monsour, Carol	50	1/9/2007	16,858	17,364	506	3.00%
Assistant Information Clerk	Crider, Maureen	25	4/3/1995	7,155	7,370	215	3.00%
Assistant Information Clerk	Wethern, Sarah	25	10/9/1997	6,297	6,486	189	3.00%
				<u>346,275</u>	<u>356,664</u>	<u>10,388</u>	<u>3.00%</u>

**GENERAL LEDGER  
DISTRIBUTION**

Salaries of regular employees	40101	346,275	356,664	10,388	3.00%
Employer contribution for pension	40120	48,132	50,468	2,336	4.85%
Employer contribution for insurance	40130	49,609	51,695	2,086	4.21%
		<u>444,017</u>	<u>458,827</u>	<u>14,810</u>	<u>3.34%</u>

**FRINGE BENEFITS**

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE	
Kroschel, Jane	11,241	7,584	380	275	8,240	
Halgren, Kathy	8,514	7,584	319	275	8,178	
Lippolt, Susan	8,514	12,876	319	275	13,470	
Kealy, lone	6,466	12,876	209	275	13,361	
Retires 08/08 Retires 10/07	Wright, Diane	6,466	7,584	209	275	8,069
	Warechi, Shirley	4,850		173	206	379
	Monsour, Carol	2,457	-	-	-	-
	Crider, Maureen	1,043	-	-	-	-
	Wethern, Sarah	918	-	-	-	-
	<u>50,468</u>	<u>48,504</u>	<u>1,608</u>	<u>1,583</u>	<u>51,695</u>	

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>LIBRARY</b>	DIVISION: <b>LIBRARY</b>	DEPARTMENT CODE: <b>213-5500</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40101 Salaries of Regular Employees			
40102 Full-Time Employees Overtime			
40104 Temporary Employees Regular	Increase shelver's wages (last increase 2002)	\$7,500	\$8,100
40111 Severance	Retirement of Diane Wright	\$3,000	\$4,800
40120 Employers Cont. for Pensions			
40130 Employer Paid Insurance			
40150 Workers Comp Ins. Premium			
40151 Workers Comp Deductible			
40200 Office Supplies	Increased costs	\$3,500	\$3,600
40210 Operating Supplies			
40220 Repair & Maintenance Supplies			
40230 Books, Materials & Periodicals	Inflation and increased formats purchased	\$73,250	\$75,500
40240 Minor Equipment & Furnishings	Computer replacement (4) @ \$1300 = \$5200. Replacement furniture for YA and periodicals (\$1000) Signage \$500. Misc. \$300.	\$7,000	\$7,000
40320 Postage and Telephone			
40330 Conferences, Training, Travel			
40350 Printing and Binding	Charges for 4 pages in Parks/Rec brochure (new charge)	\$800	\$3,100
40360 Property & Liability Insurance			
40380 Utility Service	Increased costs	\$17,000	\$17,500
40400 Repairs & Maint. (Contractual)	Upkeep on building	\$4,000	\$5,000
40405 Other Contractual Services	Increase cost for automation support from Dakota Co Library; cleaning service	\$24,000	\$25,100
40408 Xerox Maintenance Agreement			
40409 Cont. Serv/Refus & Sanitation			
40430 Miscellaneous	Maintain programming level cost increase for performers	\$3,000	\$3,500
40433 Dues & Subscriptions			
40439 Ins Claims within Deductible			
40472 Honeywell Contract Maint.	Increase of 3%	\$3,926	\$4,044
40475 Honeywell Guaranteed Savings			
40485 Emergencies & Contingencies			

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>LIBRARY</b>	DIVISION: <b>LIBRARY</b>	DEPARTMENT CODE: <b>213-5500</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>LIBRARY</b>	DIVISION: <b>LIBRARY</b>	DEPARTMENT CODE: <b>213-5500</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
MN Library Association Conference St. Paul, Oct. 2008	Variety of workshops, information sharing, learn new technologies and trends in library services	3@\$125 ea. =\$375	\$375
Workshops	Learn new technologies, training	varies	\$200
Travel Expense (mileage)	Attend meetings		\$425

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
SPECIAL LEVY: BONDED INDEBTEDNESS

ACCT NO.	ACCOUNT DESCRIPTION	FINAL MATURITY DATE	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR		2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
					2007 BUDGET	2007 REVISED		\$	%
<b><u>REVENUES</u></b>									
31010	Current Ad Valorem Taxes		<u>370,600</u>	<u>375,600</u>	<u>664,049</u>	664,049	<u>720,198</u>	<u>56,149</u>	8.46%
<b><u>EXPENDITURES</u></b>									
340	G.O. Improvement Bonds, Series 1994A	8/1/2009	62,300	65,000	<b>67,400</b>	67,400	<b>64,300</b>	(3,101)	-4.60%
316	G.O. Refunding Park Bonds, Series 1995B	2/1/2010	98,600	100,400	<b>96,500</b>	96,500	<b>92,600</b>	(3,900)	-4.04%
327/356	G. O. Bonds, Series 2000/G.O. Refund Series 2007B	2/1/2021	196,840	197,465	<b>205,200</b>	197,840	<b>193,142</b>	(4,698)	-2.37%
353	G.O. Capital Improvement Bonds, Series 2006A	2/1/2027	0	0	<b>294,949</b>	294,949	<b>294,949</b>	(0)	0.00%
New Fund	G.O. Public Safety Revenue Bonds, Series 2007	2/1/2014	0	0	<b>0</b>	72,791	<b>75,207</b>	2,416	3.32%
Total			<u>357,740</u>	<u>362,865</u>	<u>664,049</u>	729,480	<u>720,198</u>	<u>(9,282)</u>	-1.27%

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
2008 BUDGET

**CENTRAL SQUARE COMMUNITY CENTER  
SUMMARY**

	ACTUAL 2005	ACTUAL 2006	2007 BUDGET	REVISED 2007	<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
						\$	%
<b>Revenues</b>	\$ 174,416	\$ 197,622	\$ 172,500	\$ 208,300	<b>\$ 199,300</b>	\$ (9,000)	-4.3%
<b>Expenditures</b>	<u>146,553</u>	<u>172,806</u>	<u>172,015</u>	<u>172,916</u>	<b><u>180,019</u></b>	<u>7,103</u>	4.1%
<b>Surplus / (Deficit)</b>	<u><u>27,863</u></u>	<u><u>24,816</u></u>	<u><u>485</u></u>	<u><u>35,384</u></u>	<b><u><u>19,281</u></u></b>	<u><u>(1,897)</u></u>	-5.4%
<b>Year End Fund Balance</b>	<u><u>27,863</u></u>	<u><u>52,679</u></u>	<u><u>53,164</u></u>	<u><u>88,063</u></u>	<u><u>107,344</u></u>		

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL SQUARE</b>				DIVISION: <b>PARK &amp; RECREATION</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
5250 34600	Memberships	98,765	109,301	99,000	53,870	119,000	<b>112,000</b>	(7,000)	-5.88%
5250 34605	Daily Admissions	-	56	-	-			-	0.00%
5250 34610	Programming	61,911	71,420	63,000	40,836	72,000	<b>72,000</b>	-	0.00%
5250 34620	Open Swim	5,287	8,143	6,000	2,060	8,000	<b>8,000</b>	-	0.00%
5250 34630	Room Rental	3,237	6,157	4,000	1,356	6,000	<b>6,000</b>	-	0.00%
5250 34690	Miscellaneous	216	423	500	648	500	<b>500</b>	-	0.00%
5250 34720	Miscellaneous	-	123	-	-	-	-	-	0.00%
5250 34813	Vending	-	-	-	403	800	<b>800</b>	-	0.00%
5250 35230	Cont. & Don. Fr Private Source	5,000	2,000	-		2,000	-	(2,000)	-100.00%
		<u>174,416</u>	<u>197,623</u>	<u>172,500</u>	<u>99,173</u>	<u>208,300</u>	<b><u>199,300</u></b>	<u>(9,000)</u>	-4.32%

Dept. Code 250-5250

**Central Square  
2008 BUDGET  
Operational Fact Sheet**

**SERVICES PROVIDED**

- <> Administration and Operation of membership and community based community center
- <> Member services related to fitness room, indoor pool and fitness classes
- <> Public meeting room scheduling and coordination
- <> Operation of programs and activities for the Senior Center in cooperation with SSD #6 Community Education
- <> Youth Activity Programming including gymnastics, swim lessons and karate

**2007 ACCOMPLISHMENTS**

- <>
- <>
- <>
- <>
- <>

**2008 OBJECTIVES**

- <>
- <>
- <>
- <>



	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Technicians					
Clerical/support					
Temporary					
<b>Total Staffing</b>	0	0	0	0	0
<b>WORK LOAD DATA</b>					

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL SQUARE</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>250-5250</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40102	Employees Overtime	32	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	72,920	89,470	90,571	35,902	88,000	<b>90,808</b>	2,808	3.19%
40106	Independent Contractor	26,264	34,673	33,928	12,357	33,000	<b>38,728</b>	5,728	17.36%
40120	Employers Cont. for Pensions	7,001	8,869	9,100	3,571	9,100	<b>9,100</b>	-	0.00%
40150	Workers Comp Ins. Premium	1,377	1,312	1,430	893	1,430	<b>1,502</b>	72	5.00%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40200	Office Supplies	-	-	-	-	-	-	-	0.00%
40210	Operating Supplies	2,162	3,695	3,750	2,874	3,750	<b>6,595</b>	2,845	75.87%
40240	Minor Equipment & Furnishings	4,523	-	-	-	-	-	-	0.00%
40250	Merchandise for Resale	148	197	300	-	300	<b>300</b>	-	0.00%
40320	Postage and Telephone	1,371	-	800	-	500	<b>800</b>	300	60.00%
40340	Advertising	1,637	941	3,900	2,827	3,900	<b>3,900</b>	-	0.00%
40350	Printing and Binding	8	-	-	55	-	<b>250</b>	250	100.00%
40400	Repairs & Maint. (Contractual)	1,739	2,343	2,000	100	800	<b>2,000</b>	1,200	150.00%
40411	Other Rentals	25,865	24,147	23,436	11,714	23,436	<b>23,436</b>	-	0.00%
40412	Credit Card/ACH Fees	796	431	1,500	-	400	<b>1,500</b>	1,100	275.00%
40433	Dues & Subscriptions	-	10	-	-	-	-	-	0.00%
40560	Building Fixtures & Improvement	710	6,718	1,300	7,000	8,300	<b>1,100</b>	(7,200)	-86.75%
Total		146,553	172,806	172,015	77,293	172,916	<b>180,019</b>	7,103	4.11%

<b>SUMMARY BY CATEGORY</b>
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Personal Services	107,594	134,324	135,029	52,723	131,530	<b>140,138</b>	8,608	6.54%
Materials & Supplies	6,833	3,892	4,050	2,874	4,050	<b>6,895</b>	2,845	70.25%
Services & Other Charges	31,416	27,872	31,636	14,696	29,036	<b>31,886</b>	2,850	9.82%
Capital Outlay	710	6,718	1,300	7,000	8,300	<b>1,100</b>	(7,200)	-86.75%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.00%
Transfers	0	0	0	0	0	<b>0</b>	0	0.00%
Total	146,553	172,806	172,015	77,293	172,916	<b>180,019</b>	7,103	4.11%

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL SQUARE</b>	DIVISION: <b>CENTRAL SQUARE</b>	DEPARTMENT CODE: <b>250-5250</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40104 Temporary Employees Regular	Building Supervisors, Child Watch Supervisors, Lifeguards, WSI Swim Instructors	\$ 90,571	\$ 90,808
40106 Independent Contractor	Skilled Instructors for specific programs such as fitness classes, karate, gymnastics	33,928	38,728
40120 Employers Cont. for Pensions	10% salaries of Temp. Employees	9,100	9,100
40150 Workers Comp Ins. Premium	Insurance for Temp. Employees	1,430	1,502
40151 Workers Comp Deductible	Deductible for Temp. Employees	-	-
40210 Operating Supplies	Cleaning supplies, fitness class supplies, 10 foam rollers @15.95 ea., 5 water dumbbells @ 20.00 ea., 11 aqua gloves @ 10.00 ea, 10 xertubes @ 6.40 ea, 10 dumbbells @ 3.00 ea., 10 Pilates circles @35.00 ea; building attendant apparel, aquatic supplies(2 rescue tube \$45 ea, Backboard \$275, Noodle storage bin \$175) and misc. - \$3,900 Medica Fit Choices Administrative Fee - \$750 Blue Cross/Blue Shield Frequent Fitness (MICHA) Administrative Fee - \$588	3,750	6,595
40240 Minor Equipment & Furnishings		-	-
40250 Merchandise for Resale	Products sold for Fitness Room and Pool Parties	300	300
40320 Postage and Telephone	Basic Services	800	800
40340 Advertising	Direct Mailings (Fall and Spring Postcards) \$2,900 Local Media Ads (5 @ \$200 each)	3,900	3,900
40350 Printing and Binding	Membership Agreement Printing \$250	-	250
40400 Repairs & Maint. (Contractual)	Repairs on fitness room and misc. Equipment as needed	2,000	2,000
40411 Other Rentals	Monthly payment of \$1,953 for lease of cardio equipment	23,436	23,436
40412 Credit Card/ACH Fees	Credit Card and ACH service fees	1,500	1,500
40560 Building Fixtures & Improvement	Table Cart \$450, Wheelchair \$250 Lobby Fixtures and Plants \$400	1,300	1,100

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL SQUARE</b>	DIVISION: <b>CENTRAL SQUARE</b>	DEPARTMENT CODE: <b>250-5250</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
None for CSCC 2008			

# Projected Fiscal Year 2008

## Programs / Independent Contractors

2008

Programming Budget	Sessions Offered During Budget Year 2007	* Minimum #		Proposed Fee Members	Member Revenue	Est. # Part. Non- Members	Total Est. Part. Non- Members	Proposed Fee Non- Members	Non- Member Revenue	Total Projected Revenue	Hourly Rate	Independent Contractor Compensation	Net Estimated Income
		Part. per session Members	Total Est. Part. Members										
<b>Swim Less. (8 wk sess)</b>													
Infant/Toddler	11	4	44	\$33	\$1,452	2	22	\$42	\$924	\$2,376	\$13	\$1,144	\$1,232
Level 1	11	4	44	\$33	\$1,452	2	22	\$42	\$924	\$2,376	\$13	\$1,144	\$1,232
Level 2	11	4	44	\$33	\$1,452	2	22	\$42	\$924	\$2,376	\$13	\$1,144	\$1,232
Level 3	11	4	44	\$33	\$1,452	2	22	\$42	\$924	\$2,376	\$13	\$1,144	\$1,232
Level 4	11	4	44	\$33	\$1,452	2	22	\$42	\$924	\$2,376	\$13	\$1,144	\$1,232
Level 5 & 6	11	3	33	\$33	\$1,089	1	11	\$42	\$462	\$1,551	\$13	\$1,144	\$407
Level 7	11	3	33	\$33	\$1,089	1	11	\$42	\$462	\$1,551	\$13	\$1,144	\$407
			<u>286</u>		<u>\$9,438</u>		<u>132</u>		<u>\$5,544</u>	<u>\$14,982</u>		<u>\$8,008</u>	<u>\$6,974</u>
<b>Gymnastics (7 wk sess.)</b>													
Tiny Tumblers	7	7	49	\$38	\$1,862	1	5	\$48	\$240	\$2,102	\$20	\$1,540	\$562
Beginning Gymnastics 1	7	6	42	\$43	\$1,806	1	5	\$53	\$265	\$2,071	\$20	\$1,540	\$531
Beginning Gymnastics 2	7	6	42	\$43	\$1,806	1	11	\$53	\$583	\$2,389	\$20	\$3,080	-\$691
Intermediate 1	7	6	42	\$43	\$1,806	1	5	\$53	\$265	\$2,071	\$20	\$1,540	\$531
Intermediate 2	7	6	42	\$43	\$1,806	1	5	\$53	\$265	\$2,071	\$20	\$1,540	\$531
Advanced	5	6	30	\$73	\$2,190	1	5	\$83	\$415	\$2,605	\$20	\$1,540	\$1,065
Packer Training Team	4	6	24	\$73	\$1,752	1	4	\$83	\$332	\$2,084	\$20	\$1,540	\$544
			<u>271</u>		<u>\$13,028</u>		<u>40</u>		<u>\$2,365</u>	<u>\$15,393</u>		<u>\$12,320</u>	<u>\$3,073</u>
<b>Fitness Classes (4 wk sess.)</b>													
Total Body	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$25	\$1,200	\$156
Cardio Fit	24	5	120	\$15	\$1,800	2	48	\$19	\$912	\$2,712	\$25	\$2,400	\$312
Pilates	24	5	120	\$15	\$1,800	2	48	\$19	\$912	\$2,712	\$25	\$2,400	\$312
Tone n Flex	24	5	120	\$15	\$1,800	2	48	\$19	\$912	\$2,712	\$25	\$1,200	\$1,512
Kickboxing	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$25	\$1,200	\$156
Deep Water	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$20	\$960	\$396
Aqua Interval	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$20	\$960	\$396
Bodymotion	48	5	240	\$15	\$3,600	2	96	\$19	\$1,824	\$5,424	\$25	\$4,800	\$624
Pump	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$20	\$960	\$396
Beginners Karate	4	8	32	\$30	\$960	1	4	\$35	\$140	\$1,100	\$11	\$440	\$660
Advanced Karate	4	8	32	\$30	\$960	1	4	\$35	\$140	\$1,100	\$11	\$440	\$660
Sr. Low & Tone	12	4	48	\$12	\$576	1	12	\$14	\$168	\$744	\$15	\$720	\$24
Senior Water Exercise	12	4	48	\$12	\$576	1	12	\$14	\$168	\$744	\$15	\$720	\$24
			<u>1060</u>		<u>\$16,572</u>		<u>392</u>		<u>\$7,456</u>	<u>\$24,028</u>		<u>\$18,400</u>	<u>\$5,628</u>
										<u>\$54,403</u>		<u>\$38,728</u>	<u>\$15,675</u>

\* Equals minimum number of participants for class to be offered

# Temporary Employees

# Summer

Central Square CC

2008

Staffing Budget

June-August 13 weeks

	Tentative Schedule	Hours per day	Total Hours Per Week	Rate of Pay	Weekly Staffing Expense
<b>Building Supervisor/Reception</b>					
Monday - Friday	5:15 a.m. - 7:45 a.m.	2.75	13.75		
	4:00 p.m.-9:30p.m.	5.50	27.50		
Saturday	6:45 a.m. - 7:15 p.m.	12.50	12.50		
Sunday	10:45 a.m. - 7:15 p.m.	8.50	8.50		
Total			62.25		
				\$10.50	\$653.63
<b>Lifeguards</b>					
Monday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	12:00 p.m. - 3:00 p.m.	3.00	3.00		
	6:00 p.m.-8:00 p.m.	2.00	2.00		
Tuesday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	12:00 p.m.-3:00 p.m.	3.00	3.00		
	6:00 p.m.-8:00 p.m.	2.00	2.00		
Wednesday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	12:00 p.m.-3:00 p.m.	3.00	3.00		
	6:00 p.m.-8:00 p.m.	2.00	2.00		
Thursday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	12:00 p.m.-3:00 p.m.	3.00	3.00		
	6:00 p.m.-8:00 p.m.	2.00	2.00		
Friday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	12:00 p.m.-3:00 p.m.	3.00	3.00		
	6:00 p.m.-8:00 p.m.	2.00	2.00		
Saturday	10:00 a.m.-12:00 p.m.	2.00	2.00		
	12:00 p.m.-4:00 p.m.	4.00	4.00		
Sunday	12:00 p.m.-4:00 p.m.	4.00	4.00		
Second Guard as assigned		2.00	6.00		
Total			46.00		
				\$10.00	\$460.00
<b>WSI Instructors</b>					
Mon.-Thurs. 3 instructors	8:00 a.m.-10:30 a.m.	2.50	30.00		
Monday 3 instructors	5:00 p.m.-7:30 p.m.	2.50	7.50		
Total			37.50		
				\$13.00	\$487.50
<b>Child Watch</b>					
Monday/Wednesday/Friday	9:00 a.m. - 12:00 p.m.	3.00	9.00		
Total			9.00		
				\$9.00	\$81.00
<b>Pool/Building Coordinator</b>					
Monday - Friday	9:00 a.m.-11:00 a.m.	2.00	10.00		
Total			10.00		
				\$13.00	\$130.00
<b>Total Weekly Staffing Budget</b>					<b>\$1,812.13</b>
<b>Total June-Aug. Staffing Budget (13 weeks)</b>					<b>\$23,557.63</b>

# Temporary Employees      Fall, Winter and Spring

**Central Square CC**

2008

**Staffing Budget**

**Jan.-May & Sept.-Dec. 39 weeks**

	Tentative Schedule	Hours per day	Total Hours Per Week	Rate of Pay	Weekly Staffing Expense
<b>Building Supervisor/Reception</b>					
Monday - Friday	5:15 a.m.-8:30 a.m.	3.25	16.25		
	4:00 p.m.-10:00 p.m.	6.00	30.00		
Saturday	6:45 a.m.-7:30 p.m.	12.75	12.75		
Sunday	10:45 a.m.-7:30 p.m.	8.75	8.75		
Total			67.75		
				\$10.50	\$711.38
<b>Lifeguards</b>					
Monday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	6:00 p.m. - 8:30 p.m.	2.50	2.50		
Tuesday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
Wednesday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	6:00 p.m. - 8:30 p.m.	2.50	2.50		
Thursday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
Friday	10:15 a.m. - 11:15 a.m.	1.00	1.00		
	6:00 p.m. - 8:30 p.m.	2.50	2.50		
Saturday	10:00 a.m.-12:00 p.m.	2.00	2.00		
	12:00 p.m. - 7:00 p.m.	7.00	7.00		
Sunday	12:00 p.m.-5:00 p.m.	5.00	5.00		
Total			29.00		
				\$10.00	\$290.00
<b>WSI Instructors</b>					
Monday-3 instructors	6:00 p.m.-8:15 p.m.	2.25	6.75		
Saturday-3 instructors	10:00 a.m.-12:15 p.m.	2.25	6.75		
Total			13.50		
				\$13.00	\$162.00
<b>Child Watch</b>					
Monday/Wednesday/Friday	9:00 a.m. - 12:00 p.m.	3.00	9.00		
Total			9.00		
				\$9.00	\$81.00
<b>Pool/Building Coordinator</b>					
Monday - Friday	5:15 a.m.-10:00 a.m	4.75	23.75		
Monday	6:00 p.m. - 8:00 p.m.	2.00	2.00		
Saturday	8:30 a.m.-12:15 p.m.	3.75	3.75		
Total			30.00		
				\$13.00	\$390.00
<b>Personal Training</b>					
Tuesday/Thursday/Saturday	time varies	3.00	9.00		
Total			9.00		
				\$10.00	\$90.00
<b>Total Weekly Staffing Budget</b>					<b>\$1,724.38</b>
<b>Total Jan.-May, Sept.-Dec. Staffing Budget (39 weeks)</b>					<b>\$67,250.63</b>
<b>Total June-August Staffing Budget (13 weeks)</b>					<b>\$23,557.63</b>
 <b>Grand Total Yearly Part Time Staffing Budget</b>					 <b>\$90,808.25</b>

**2008 BUDGET**

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**CITY OF SOUTH ST PAUL  
2008  
CAPITAL IMPROVMENT PROGRAM**

**2008 PROPOSED EXPENDITURES**

<u><b>GENERAL FUND</b></u>	<u><b>RANK</b></u>
<u>Street Improvement Program</u>	
Reconstruction & Alleys	\$ 500,000
Mill & Overlay	
Bituminous Removal & Replacement	
<u>Parks &amp; Recreation</u>	
Veteran's Field Building Renovation	\$ 160,000
WebTrac On-Line Registration - Add-on module	14,000
Subtotal	<u>\$ 174,000</u>
<u>Equipment</u>	
Phone System for City Hall	\$ 75,000
<u>Other</u>	
Annual Audit (cost applicable to CIP)	\$ 3,500
<b>SUBTOTAL GENERAL FUND:</b>	<b><u>\$ 752,500</u></b>
<u><b>PROPRIETARY FUNDS</b></u>	
<u>Sanitary Sewer</u>	
Inflow/Infiltration Program Implementation	\$ 80,000
<u>Sanitary Sewer/Water</u>	
Upgrades to sewer and water system - part of street reconstruction	\$ 150,000
<u>Storm Water</u>	
Anderson Pond Water Quality Improvements	\$ 450,000
Poplar Street Storm Sewer	100,000
Subtotal	<u>550,000</u>
<u>Water</u>	
Radio Read water meter heads - 1st year of multi-year program	\$ 250,000
Well #2 and #6 upgrades	100,000
17th Ave. 1 million gallon resevoir upgrades	2,200,000
Electrical upgrades and generation at Well #1	125,000
Subtotal	<u>\$ 2,675,000</u>
<b>SUBTOTAL OF PROPRIETARY FUNDS:</b>	<b><u>\$ 3,455,000</u></b>
<u><b>MISCELLANEOUS</b></u>	
<u>Economic Development</u>	
Rediscover S.S.P. and other Economic Development programs	\$ 250,000
	-
	<u>\$ 250,000.00</u>
<b>SUBTOTAL OF MISCELLANEOUS:</b>	<b><u>\$ 250,000.00</u></b>
<b>TOTAL OF ALL FUNDS:</b>	<b><u>\$ 4,457,500</u></b>

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>				DIVISION: <b>WAKOTA ARENA</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 8/31/2007	2007 REVISED		\$	%
5127 34101	Rent	62,416	64,649	66,217	66,217	66,217	<b>68,203</b>	1,986	3.0%
5127 34801	Ice Rentals-Fall & Winter	356,242	359,737	378,500	214,177	378,500	<b>393,500</b>	15,000	4.0%
5127 34802	Ice Rentals-Summer	139,516	157,475	157,500	94,489	157,500	<b>160,000</b>	2,500	1.6%
5127 34803	Ice Rentals-Other (Identify)	3,266	2,893	3,500	741	2,800	<b>3,000</b>	200	7.1%
5127 34804	Ticket Sales For Games	39,878	56,696	46,000	20,487	31,000	<b>34,000</b>	3,000	9.7%
5127 34805	Public Skating	11,616	13,374	10,500	8,924	12,000	<b>12,000</b>	0	0.0%
5127 34806	Figure Skating	9,969	9,872	6,750	4,903	6,750	<b>6,750</b>	0	0.0%
5127 34807	Concession Sales	95,272	104,850	100,000	51,573	95,000	<b>100,000</b>	5,000	5.3%
5127 34809	Skate Shop-Rental-Lease	8,200	7,200	8,200	4,800	8,200	<b>8,200</b>	0	0.0%
5127 34810	Dry Floor	1,650	0	0	4,212	4,212	<b>0</b>	(4,212)	-100.0%
5127 34811	Sign Rental	5,075	3,736	7,200	582	3,000	<b>7,200</b>	4,200	140.0%
5127 34812	Phone Booth	0	0	0	0	0	<b>0</b>	0	0.0%
5127 34813	Vending	7,905	7,062	6,200	5,816	6,800	<b>7,200</b>	400	5.9%
5127 34814	Other	300	37,277	3,000	200	200	<b>0</b>	(200)	-100.0%
5127 35230	Cont. & Don. Fr Private Source	1,000	9,643	25,000	0	0	<b>25,000</b>	25,000	100.0%
5127 39200	Interfund Operating Transfers	382,907	0	113,000	0	113,000	<b>200,000</b>	87,000	77.0%
Total Revenues		<u>1,125,212</u>	<u>834,464</u>	<u>931,567</u>	<u>477,121</u>	<u>885,179</u>	<u><b>1,025,053</b></u>	<u>139,874</u>	15.8%

Dept. Code 243-5127

**Wakota Arena**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Rent the building for Figure Skating, Hockey, Roller Hockey, & Trade Shows
- <> Provide concession sales to public
- <>
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Increased Ice Sales for 5th straight year to over 3700 Hours
- <> Painted all of Rink #1 Locker Rooms and Bathrooms
- <>
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Retain summer dry floor events
- <>
- <>
- <>

	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff	0.50	0.50	0.50	1.50	1.50
Clerical/support					
<b>Total Staffing</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>2.50</b>	<b>2.50</b>
<b>WORK LOAD DATA</b>					
Hours of ice rented	3,525	3,624	3,719	3,700	3,700
Varsity and JV Games	98				

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>		DIVISION: <b>WAKOTA ARENA</b>					DEPT. CODE: <b>243-5127</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	71,555	74,407	112,932	31,284	77,502	<b>119,210</b>	41,708	53.8%
40102	Full-Time Employees Overtime	182	790	400	0	400	<b>400</b>	0	0.0%
40104	Temporary Employees Regular	138,116	154,574	87,525	67,995	160,000	<b>100,000</b>	(60,000)	-37.5%
40106	Independent Contractor	10,735	13,692	16,750	8,070	14,000	<b>14,000</b>	0	0.0%
40108	Accumulated Vacation	0	0	0	0	0	<b>0</b>	0	0.0%
40120	Employers Cont. for Pensions	22,366	24,921	28,190	10,630	24,854	<b>24,518</b>	(336)	-1.4%
40130	Employer Paid Insurance	12,521	15,164	23,603	7,724	17,821	<b>29,328</b>	11,507	64.6%
40140	Unemployment Comp. Ins Prem.	107	143	0	0	0	<b>0</b>	0	0.0%
40150	Workers Comp Ins. Premium	3,059	2,912	3,200	2,048	3,200	<b>3,360</b>	160	5.0%
40151	Workers Comp Deductible	0	0	0	1,194	1,808	<b>2,000</b>	192	10.6%
40200	Office Supplies	1,377	1,987	2,000	651	1,000	<b>1,000</b>	0	0.0%
40210	Operating Supplies	26,007	0	0	0	0	<b>0</b>	0	0.0%
40220	Repair & Maintenance Supplies	28,753	66,742	37,500	22,082	44,000	<b>48,000</b>	4,000	9.1%
40240	Minor Equipment & Furnishings	15	1,689	2,000	0	1,200	<b>2,000</b>	800	66.7%
40250	Merchandise for Resale	53,210	55,790	47,000	24,767	47,000	<b>47,000</b>	0	0.0%
40300	Professional Services	500	2,739	1,000	1,417	2,800	<b>1,000</b>	(1,800)	-64.3%
40320	Postage and Telephone	43	234	100	8	50	<b>50</b>	0	0.0%
40330	Conferences, Training, Travel	298	135	900	350	350	<b>900</b>	550	157.1%
40340	Advertising	100	100	100	0	100	<b>100</b>	0	0.0%
40360	Property & Liability Insurance	8,328	8,563	8,950	4,475	8,950	<b>9,398</b>	448	5.0%
40380	Utility Service	175,018	189,340	198,000	77,064	193,000	<b>198,000</b>	5,000	2.6%
40400	Repairs & Maint. (Contractual)	75,630	197,095	60,000	36,917	60,000	<b>60,000</b>	0	0.0%
40404	2% Administration Fee	15,000	15,000	15,000	0	15,000	<b>15,000</b>	0	0.0%
40408	Copier Maintenance Agreement	0	0	0	230	500	<b>0</b>	(500)	-100.0%
40409	Cont. Serv/Refus & Sanitation	1,521	1,742	1,750	527	1,750	<b>1,750</b>	0	0.0%
40410	Central Garage Rental Charge	8,500	8,798	9,018	0	9,018	<b>9,469</b>	451	5.0%
40430	Miscellaneous	0	0	0	0	0	<b>0</b>	0	0.0%
40433	Dues & Subscriptions	660	665	600	185	600	<b>600</b>	0	0.0%
40438	Clothing Allowance	0	0	400	0	0	<b>400</b>	400	100.0%
40451	Refund & Reimbursements	1,389	480	1,000	0	300	<b>1,000</b>	700	233.3%
40453	Remittance of Rev/Other Agency	(170)	718	10,176	0	0	<b>0</b>	0	0.0%
40472	Honeywell Contract Maint.	10,300	12,133	21,600	13,250	22,248	<b>22,915</b>	667	3.0%
40475	Honeywell Guaranteed Savings	(7,920)	0	0	0	0	<b>0</b>	0	0.0%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPT. CODE: <b>243-5127</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40484	Non-Recurring Cost (Sales Tax)	0	10,034	0	0	0	<b>0</b>	0	0.0%
40612	Interest Expense	1,683	0	14,200	0	14,200	<b>14,200</b>	0	0.0%
40720	Operating Transfer (Debt Service)	202,778	165,676	165,677	0	164,578	<b>161,828</b>	(2,750)	-1.7%
	Total	861,661	1,026,263	869,571	310,868	886,229	<b>887,426</b>	1,197	0.1%

<b>SUMMARY BY CATEGORY</b>
----------------------------

Personal Services	258,641	286,603	272,600	127,751	297,777	<b>290,816</b>	(6,961)	-2.3%
Materials & Supplies	109,362	126,208	88,500	48,694	95,008	<b>100,000</b>	4,992	5.3%
Services & Other Charges	289,197	447,776	328,594	134,423	314,666	<b>320,582</b>	5,916	1.9%
Capital Outlay	0	0	0	0	0	<b>0</b>	0	0.0%
Debt Service	1,683	0	14,200	0	14,200	<b>14,200</b>	0	0.0%
Transfers	202,778	165,676	165,677	0	164,578	<b>161,828</b>	(2,750)	-1.7%
Total	861,661	1,026,263	869,571	310,868	886,229	<b>887,426</b>	1,197	0.1%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPT. CODE: <b>243-5127</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Manager Wakota Arena	Rakness, Richard	100	12/16/1987	54,775	54,775	0	0.0%
Maintenance	Wallace, Michael	50	10/4/2004	22,727	24,315	1,589	7.0%
Maintenance	New Position	100	1/1/2008	0	40,120	40,120	100.0%
				<hr/>	<hr/>	<hr/>	<hr/>
				77,502	119,210	41,709	53.8%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	77,502	119,210	41,709	53.8%
Employer contribution for pension	40120	12,614	16,868	4,254	33.7%
Employer contribution for insurance	40130	17,821	29,328	11,507	64.6%
		<hr/>	<hr/>	<hr/>	<hr/>
		107,937	165,407	57,470	53.2%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Rakness, Richard	7,751	16,596	301	275	17,173
Wallace, Michael	3,441	3,600	109	194	3,904
New Position	5,677	7,704	160	388	8,252
		<hr/>	<hr/>	<hr/>	<hr/>
		16,868	27,900	570	29,328

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPARTMENT CODE: <b>243-5127</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40101 Salaries of Regular Employees	Arena Manager, 1 fulltime year round Maintenance Position, and shared Maintenance with Parks and Rec. full time 1/2 year.	<b>112,932</b>	<b>119,210</b>
40102 Full-Time Employees Overtime		<b>400</b>	<b>400</b>
40104 Temporary Employees Regular		<b>87,525</b>	<b>100,000</b>
40106 Independent Contractor	Learn to Skate Instructors, High School game announcer, scorer, ticket takers and seller	<b>16,750</b>	<b>14,000</b>
40108 Accumulated Vacation		<b>0</b>	<b>0</b>
40120 Employers Cont. for Pensions		<b>28,190</b>	<b>24,518</b>
40130 Employer Paid Insurance		<b>23,603</b>	<b>29,328</b>
40140 Unemployment Comp. Ins Prem.		<b>0</b>	<b>0</b>
40150 Workers Comp Ins. Premium		<b>3,200</b>	<b>3,360</b>
40200 Office Supplies	Copy paper, letter head, envelopes and misc supplies	<b>2,000</b>	<b>1,000</b>
40210 Operating Supplies	Moved into Repair and Maintenance Supplies	<b>0</b>	<b>0</b>
40220 Repair & Maintenance Supplies	Paper Products, Cleaning Supplies, Propane and Auto Gas, Cooling Tower Chemicals,	<b>37,500</b>	<b>48,000</b>
40240 Minor Equipment & Furnishings	Small tools, 2 Office Chairs	<b>2,000</b>	<b>2,000</b>
40250 Merchandise for Resale	Candy, Gum, Soda ..... for the Concession Stand	<b>47,000</b>	<b>47,000</b>
40300 Professional Services	Arena share of City Audit, Legal fees	<b>1,000</b>	<b>1,000</b>
40320 Postage and Telephone		<b>100</b>	<b>50</b>
40330 Conferences, Training, Travel	See detail sheet	<b>900</b>	<b>900</b>
40340 Advertising	Lets Play Hockey	<b>100</b>	<b>100</b>
40360 Property & Liability Insurance	LMCIT	<b>8,950</b>	<b>9,398</b>
40380 Utility Service	Electric and Natural Gas	<b>198,000</b>	<b>198,000</b>
40400 Repairs & Maint. (Contractual)	Contractual repairs for the rink cooling system, dasher boards, and the building	<b>60,000</b>	<b>60,000</b>
40404 2% Administration Fee		<b>15,000</b>	<b>15,000</b>
40409 Cont. Serv/Refus & Sanitation	5 cubic yard container	<b>1,750</b>	<b>1,750</b>
40410 Central Garage Rental Charge	Equipment fund to pay for replacement of the 2 Ice Resurfacers	<b>9,018</b>	<b>9,469</b>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPARTMENT CODE: <b>243-5127</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40430 Miscellaneous		0	0
40433 Dues & Subscriptions	Minnesota Ice Arena Manager Association	600	600
40438 Clothing Allowance	Per Union contract	400	400
40451 Refund & Reimbursements	Refunds to School District 006, 197 for high school games ticket sales.	1,000	1,000
40453 Remittance of Rev/Other Agency	Sales Tax on Concession Stand and Ice Sales	10,176	0
40472 Honeywell Contract Maint.	1st year of new contract that does not have the guaranteed savings, Temperature Control equipment, Maintenance and repairs on all heating, cooling, and dehumidication equipment in the Arena	21,600	22,915
40612 Interest Expense		14,200	14,200
40719 Transfer to Capital Proj. Fund	Repayment of Bonds (ends 2018)	164,578	161,828

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPARTMENT CODE: <b>243-5127</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED BUDGET REQUEST</b>
Minnesota Ice Arena Manager Association (MIAMA) Fall Conference Bay Lake MN		\$800	\$800
MIAMA Spring Conference Bloomington MN		\$100	\$100

# WAKOTA ARENA

## DEBT SERVICE

Year	Amount
1997	\$52,336
1998	\$104,672
1999	\$124,252
2000	\$133,187
2001	\$141,662
2002	\$154,545
2003	* \$156,927
2004	\$149,963
2005	\$164,982
2006	\$166,778
2007	\$164,578
2008	\$161,828
2009	\$164,078
2010	\$165,628
2011	\$161,728
2012	\$162,828
2013	\$163,578
2014	\$164,028
2015	\$169,033
2016	\$163,233
2017	\$162,433
2018	<u>\$161,433</u>
TOTAL	\$3,313,710

\* Called 2-1-04 Series 1997A

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
2008 BUDGET

**AIRPORT SPECIAL REVENUE FUND**

ACCOUNT DESCRIPTION	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2007 REVISED	<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
						\$	%
<b>REVENUES:</b>							
State Grants and Aids	29,769	29,269	29,769	29,259	<b>29,259</b>	0	0.0%
Charges for Services	783,868	850,517	965,705	949,173	<b>1,172,094</b>	222,921	23.1%
Other	30,647	7,694	1,400	1,511	<b>1,500</b>	(11)	-0.8%
Operating Transfers	0	0	0	0	0	0	0.0%
Total Revenues	<u>844,284</u>	<u>887,480</u>	<u>996,874</u>	<u>979,943</u>	<b><u>1,202,853</u></b>	<u>222,910</u>	22.4%
<b>EXPENDITURES:</b>							
Personal Services	124,522	124,533	127,886	130,542	175,372	44,830	35.1%
Materials & Supplies	503,028	501,969	573,144	586,681	640,724	54,043	9.4%
Services & Other Charges	139,766	124,770	132,125	126,783	116,832	(9,951)	-7.5%
Capital Outlay	11,061	37,637	6,500	1,357	615,000	613,643	9440.7%
Debt Service	40,424	0	78,696	78,696	78,696	0	0.0%
Operating Transfers	0	0	0	0	0	0	0.0%
Total Expenditures	<u>818,801</u>	<u>788,909</u>	<u>918,351</u>	<u>924,059</u>	<b><u>1,626,625</u></b>	<u>702,565</u>	76.5%
Net Change in Fund Balance	<u>25,483</u>	<u>98,571</u>	<u>78,523</u>	<u>55,884</u>	<b><u>(423,772)</u></b>	<u>(479,655)</u>	

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>AIRPORT</b>				DIVISION: <b>AIRPORT</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
9020 33400	State Grants And Aids	29,769	29,269	29,769	0	29,259	<b>29,259</b>	0	0.0%
9020 34807	Concession Sales	733	622	0	56	56	<b>0</b>	(56)	-100.0%
9020 34921	Rent Of Hangars	239,530	290,647	331,906	184,672	306,669	<b>475,819</b>	169,150	55.2%
9020 34924	Airport Fuel Receipts	543,898	534,838	631,589	152,364	641,404	<b>695,175</b>	53,771	8.4%
9020 34925	Airport Gate Card	440	3,756	2,210	329	1,100	<b>1,100</b>	0	0.0%
9020 34926	Airport Vending Sales	868	1,367	1,400	574	1,455	<b>1,500</b>	45	3.1%
9020 35101	Court Fines	0	120	0	0	0	<b>0</b>	0	0.0%
9020 35230	Cont. & Don. Fr Private Source	100	200	0	0	0	<b>0</b>	0	0.0%
9020 35230	Cont. & Don. Fr Private Source	100	0	0	0	0	<b>0</b>	0	0.0%
9020 36240	Other	28,846	26,661	0	0	0	<b>0</b>	0	0.0%
9020 39200	Interfund Operating Transfers	0	0	0	0	0	<b>0</b>	0	0.0%
	Total Revenues	<u>844,284</u>	<u>887,480</u>	<u>996,874</u>	<u>337,995</u>	<u>979,943</u>	<u><b>1,202,853</b></u>	<u>222,910</u>	<u>22.7%</u>

Dept. Code 245-9020

**Airport**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Maintain the buildings, grounds, and airfield in a safe, efficient manner
- <> Provide high quality aviation fuels, 24 hrs a day, to the flying public
- <> Provide courteous and timely information to pilots, businesses and tenants using Fleming Field
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Complete Construction of West Hangar Area
- <> Begin Leasing West Hangar Area Lots
- <> Demolition and Site Preperation for 20,000 Square Foot Commercial Building (BRS)
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Complete West Hangar Area Leasing
- <> Construction and Ocupancy of 20,000 Square Foot Commercial Building (BRS)
- <> Land the State Patrol and move them into remodeled Hangar #2
- <>

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ACTUAL 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors					
Technicians					
Line staff	1.00	1.00	1.00	2.00	2.00
Clerical/support					
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>
<b>WORK LOAD DATA</b>					
Gallons of fuel sold	185,357	165,488	171,385	179,995	187,195
aircraft operations	56,985	51,076	52,865	54,980	57,200
# of based aircraft at SSP	227	232	239	267	288

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>AIRPORT</b>		DIVISION: <b>AIRPORT</b>					DEPT. CODE: <b>245-9020</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	78,836	77,176	81,044	23,342	77,420	<b>119,620</b>	42,200	54.5%
40102	Full-Time Employees Overtime	147	0	0	0	0	<b>920</b>	920	100.0%
40104	Temporary Employees Regular	18,923	20,490	18,202	5,157	25,742	<b>11,070</b>	(14,672)	-57.0%
40120	Employers Cont. for Pensions	10,764	11,325	10,856	3,539	11,284	<b>16,473</b>	5,189	46.0%
40130	Employer Paid Insurance	13,466	13,954	16,053	6,048	14,365	<b>25,472</b>	11,107	77.3%
40150	Workers Comp Ins. Premium	1,669	1,588	1,731	1,093	1,731	<b>1,818</b>	87	5.0%
40151	Workers Comp Deductible	717	0	0	0	0	<b>0</b>	0	0.0%
40200	Office Supplies	1,342	835	940	521	1,150	<b>1,000</b>	(150)	-13.0%
40210	Operating Supplies	14,240	2,303	0	64	0	<b>0</b>	0	0.0%
40220	Repair & Maintenance Supplies	24,041	37,790	31,500	8,960	26,704	<b>32,000</b>	5,296	19.8%
40230	Books, Materials & Periodicals	0	103	100	0	100	<b>100</b>	0	0.0%
40240	Minor Equipment & Furnishings	3,107	4,695	3,500	6,664	6,664	<b>6,000</b>	(664)	-10.0%
40250	Merchandise for Resale	460,298	456,243	537,104	87,769	552,063	<b>601,624</b>	49,561	9.0%
40300	Professional Services	9,685	3,901	12,500	2,270	11,250	<b>7,500</b>	(3,750)	-33.3%
40320	Postage and Telephone	2,740	2,427	2,350	1,578	2,350	<b>2,400</b>	50	2.1%
40330	Conferences, Training, Travel	843	484	1,950	284	950	<b>1,290</b>	340	35.8%
40340	Advertising	1,855	1,260	1,800	472	1,636	<b>1,800</b>	164	10.0%
40360	Property & Liability Insurance	35,745	36,671	38,345	19,173	38,345	<b>40,262</b>	1,917	5.0%
40380	Utility Service	14,856	16,680	18,375	6,289	15,451	<b>17,780</b>	2,329	15.1%
40400	Repairs & Maint. (Contractual)	59,992	44,807	42,000	2,241	42,000	<b>31,200</b>	(10,800)	-25.7%
40404	2% Administration Fee	6,000	6,000	6,000	0	6,000	<b>6,000</b>	0	0.0%
40409	Cont. Serv/Refus & Sanitation	383	368	800	103	385	<b>400</b>	15	3.9%
40410	Central garage Rental Charge	7,056	7,245	7,500	34	7,500	<b>7,875</b>	375	5.0%
40430	Miscellaneous	91	87	0	591	591	<b>0</b>	(591)	-100.0%
40433	Dues & Subscriptions	505	355	375	50	325	<b>325</b>	0	0.0%
40439	Ins Claims Within Deductible	0	1,345	0	0	0	<b>0</b>	0	0.0%
40453	Remittance of Rev/Other Agency	15	40	130	0	0	<b>0</b>	0	0.0%
40484	Non-Recurring Cost	0	3,100	0	0	0	<b>0</b>	0	0.0%
40510	Land	0	0	0	0	0	<b>525,000</b>	525,000	100.0%
40520	Building and Structures	0	0			0	<b>40,000</b>	40,000	100.0%
40530	Impr. Other Than Buildings	7,181	19,287	5,000	25	0	<b>48,000</b>	48,000	100.0%
40570	Office Equipment & Furnishings	3,880	13,988	1,500	0	1,357	<b>2,000</b>	643	47.4%
40580	Other Equipment	0	4,362	0	0	0	<b>0</b>	0	0.0%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>AIRPORT</b>	DIVISION: <b>AIRPORT</b>	DEPT. CODE: <b>245-9020</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40602	Other Long-Term Debt-Principal	0	0	38,696	0	38,696	<b>38,696</b>	0	0.0%
40612	Interest Expense	40,424	0	40,000	0	40,000	<b>40,000</b>	0	0.0%
	Total	<u>818,801</u>	<u>788,909</u>	<u>918,351</u>	<u>176,267</u>	<u>924,059</u>	<b><u>1,626,625</u></b>	<u>702,565</u>	<u>76.0%</u>

SUMMARY BY CATEGORY
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Personal Services	124,522	124,533	127,886	39,179	130,542	<b>175,372</b>	44,830	34.3%
Materials & Supplies	503,028	501,969	573,144	103,978	586,681	<b>640,724</b>	54,043	9.2%
Services & Other Charges	139,766	124,770	132,125	33,085	126,783	<b>116,832</b>	(9,951)	-7.8%
Capital Outlay	11,061	37,637	6,500	25	1,357	<b>615,000</b>	613,643	45220.6%
Debt Service	40,424	0	78,696	0	78,696	<b>78,696</b>	0	0.0%
Transfers	0	0	0	0	0	<b>0</b>	0	0.0%
Total	<u>818,801</u>	<u>788,909</u>	<u>918,351</u>	<u>176,267</u>	<u>924,059</u>	<b><u>1,626,625</u></b>	<u>702,565</u>	<u>76.0%</u>

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>AIRPORT</b>	DIVISION: <b>AIRPORT</b>	DEPT. CODE: <b>245-9020</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Director of Revenue Facilities	Burke, Glenn	100	5/31/1994	59,500	59,500	0	0.0%
Airport Intern	Intern	100		17,920	20,000	2,080	11.6%
Maintenance	New Position	100	1/1/2008	0	40,120	40,120	100.0%
				<u>77,420</u>	<u>119,620</u>	<u>42,200</u>	<u>54.5%</u>

**GENERAL LEDGER  
DISTRIBUTION**

Salaries of regular employees	40101	77,420	119,620	42,200	54.5%
Employer contribution for pension	40120	9,315	15,626	6,311	67.8%
Employer contribution for insurance	40130	14,365	25,472	11,107	77.3%
		<u>101,100</u>	<u>160,718</u>	<u>59,618</u>	<u>59.0%</u>

**FRINGE BENEFITS**

		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Director of Revenue Facilities	Burke, Glenn	8,419	16,596	316	275	17,188
Airport Intern	Intern	1,530	0	0	0	0
Maintenance	New Position	5,677	7,704	191	388	8,284
		<u>15,626</u>	<u>24,300</u>	<u>508</u>	<u>664</u>	<u>25,472</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>AIRPORT</b>	DIVISION: <b>AIRPORT</b>	DEPARTMENT CODE: <b>245-9020</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40101 Salaries of Regular Employees	Airport Manager, Intern and Service Worker	\$81,044	\$119,620
40102 Full-Time Employees Overtime	40 Hours @ \$23/hour for Snow Removal	\$0	\$920
40104 Temporary Employees Regular	Weekend and Summer help	\$18,202	\$11,070
40120 Employers Cont. for Pensions		\$10,856	\$16,473
40130 Employer Paid Insurance		\$16,053	\$25,472
40150 Workers Comp Ins. Premium		\$1,731	\$1,818
40151 Workers Comp Deductible		\$0	\$0
40200 Office Supplies	Printing, Paper, envelopes, pens ...	\$940	\$1,000
40210 Operating Supplies		\$0	\$0
40220 Repair & Maintenance Supplies	Parts for vehicle maintenance, building maintenance, pavement maintenance, painting	\$31,500	\$32,000
40230 Books, Materials & Periodicals		\$100	\$100
40240 Minor Equipment & Furnishings	Weed whips, hand tools,	\$3,500	\$6,000
40250 Merchandise for Resale	Fuel	\$537,104	\$601,624
40300 Professional Services	Legal Services, Misc Engineering, Airport share of City Audit	\$12,500	\$7,500
40320 Postage and Telephone	Office Phones, One Cell Phone	\$2,350	\$2,400
40330 Conferences, Training, Travel		\$1,950	\$1,290
40340 Advertising	Star Tribune classified, MN Flyer Magazine	\$1,800	\$1,800
40360 Property & Liability Insurance	Product Liability Insurance for fuel system, Airport Liability Ins., Property Insurance	\$38,345	\$40,262
40380 Utility Service	Runway Lights, Terminal Building, Fuel system, automatic gates, exterior lighting	\$18,375	\$17,780
40400 Repairs & Maint. (Contractual)	Repairs to roofs, pavement, hangar doors, fuel system, phone system,	\$42,000	\$31,200
40404 2% Administration Fee		\$6,000	\$6,000
40409 Cont. Serv/Refus & Sanitation	Dumpster Service once per week	\$800	\$400
40410 Central garage Rental Charge		\$7,500	\$7,875
40430 Miscellaneous		\$0	\$0
40433 Dues & Subscriptions		\$375	\$325
40453 Remittance of Rev/Other Agency	Strom Water Permit	\$130	\$0
40530 Impr. Other Than Buildings	New phone lines to South Hangar Area	\$5,000	\$48,000
40570 Office Equipment & Furnishings	One Computer	\$1,500	\$2,000

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>AIRPORT</b>	DIVISION: <b>AIRPORT</b>	DEPARTMENT CODE: <b>245-9020</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT BUDGET</b>	<b>2008 BUDGET REQUEST</b>
40580 Other Equipment		\$0	\$0
40602 Other Long-Term Debt-Principal	20-Unit South Tee Hangar Debt Expire in 2017	\$38,696	\$38,696
40612 Interest Expense	Long Term Debt Interest Expense	\$40,000	\$40,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>AIRPORT</b>	DIVISION: <b>AIRPORT</b>	DEPARTMENT CODE: <b>245-9020</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED BUDGET REQUEST
Minnesota Council of Airports Conference  Minneapolis  Apr-08	This is the state wide airport management conference. It give the manager an opportunity to network, see the latest equipment and hear experts in the airport management field	One Person Attending for three days	\$250
Airport Technical Assistance Program  Brainerd Lakes Area October 1, 2008	An opportunity to receive continuing education credit. This conference specializes in pavement and building maintenance.	One Person Attending for two days	\$740
Minnesota Council of Airports	8 St Paul Meetings, and 3 out state meetings	One Person Attending	\$300
<b>Total All Meetings</b>			<b>\$1,290</b>

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
2008 BUDGET

**AIRPORT CAPITAL IMPROVEMENT FUND**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	2007 BUDGET	ACTUAL 9/31/07	2008 BUDGET	BUDGET CHANGE 07 TO 08	
							\$	%
<b>REVENUES:</b>								
33160	Federal Grants	307,581	1,365,743	150,000	126,012	<b>500,000</b>	350,000	
334xx	State Grants	7,788	13,382	93,100	0	<b>74,600</b>	(18,500)	
33630	Local Government Grants & Aid	0	0	0	0	<b>0</b>	0	
39101	User Improvement Fees	0	0	345,000	389,731	<b>295,410</b>	(49,590)	
	Other Revenue	0	0	0	0	<b>0</b>	0	
	Hangar Loan from State (0%)	0	0	0	375,490	<b>0</b>	0	
	Total Revenues	<u>315,369</u>	<u>1,379,125</u>	<u>588,100</u>	<u>891,233</u>	<u><b>870,010</b></u>	<u>281,910</u>	
<b>EXPENDITURES:</b>								
402xx	Materials & Supplies	791	0	0	0	<b>0</b>	0	
403xx	Services & Other Charges	2,399	1,500	15,000	23,200	<b>0</b>	(15,000)	
40510	Land	0	136,279	0	0	<b>525,000</b>	525,000	
40520	Buildings & Structures	0	92,911	0	0	<b>40,000</b>	40,000	
40530	Improvement Other than Bldgs.	723,379	1,969,318	157,500	263,138	<b>48,000</b>	(109,500)	
40550	Motor Vehicles	0	0	30,000	0	<b>30,000</b>	0	
405xx	Other Equipment	0	14,899	103,000	0	<b>0</b>	(103,000)	
40602	Other Long Term Debt - Principle	0	0	0	12,516	<b>0</b>	0	
40720	Operating Transfer	0	0	0	0	<b>0</b>	0	
	Total Expenditures	<u>726,569</u>	<u>2,214,907</u>	<u>305,500</u>	<u>298,854</u>	<u><b>643,000</b></u>	<u>337,500</u>	
	Net Change in Fund Balance	<u>(411,200)</u>	<u>(835,782)</u>	<u>282,600</u>	<u>592,379</u>	<u><b>227,010</b></u>	<u>(55,590)</u>	

# Airport Capital Improvement Grants 2008

Project	Cost of Project	State Grant	FAA Grant	Net Cost to City
Obstruction Removal	\$ 525,000	\$ -	\$ 500,000	\$ 25,000
3/4 Ton Pickup Truck with 8 foot plow	\$ 30,000	\$ 21,000	\$ -	\$ 9,000
Hangar #5 - Replace 1940 Hangar Door with new bi-fold door	\$ 40,000	\$ 20,000		\$ 20,000
Reconstruct Parking Lot Between Hangars 4 & 5, Lysdale Flying Service and Wipaire	\$ 48,000	\$ 33,600		\$ 14,400
<b>Total</b>	<b>\$ 643,000</b>	<b>\$ 74,600</b>	<b>\$ 500,000</b>	<b>\$ 68,400</b>

## 2008 Airport Operating Revenue Estimate

Rentals				
Hangars and Buildings				
	Monthly Rents		Total	
	2007	2008	2007	2008
Hangar # 2	\$ 1,412.00	\$ 3,000.00	\$ 16,944.00	\$ 36,000.00
Hangar # 3	\$ 988.36	\$ 3,000.00	\$ 11,860.32	\$ 36,000.00
Hangar # 4	\$ 2,010.30	\$ 3,000.00	\$ 24,123.60	\$ 36,000.00
Hangar # 5	\$ 793.40	\$ 3,000.00	\$ 9,520.80	\$ 36,000.00
Hangar # 6-8	\$ 2,939.24	\$ 7,500.00	\$ 35,270.88	\$ 90,000.00
314 Airport Road	\$ 247.89	\$ 255.57	\$ 2,974.68	\$ 3,066.90
273 Foxtrot Lane	\$ 386.51	\$ 398.49	\$ 4,638.12	\$ 4,781.90
East Barracks	\$ 457.64		\$ 5,491.68	\$ -
West Barracks	\$ 339.64		\$ 4,075.68	\$ -
North Tee Hangar	\$ 200.00	\$ 204.00	\$ 28,800.00	\$ 29,376.00
South Tee Hangar	\$ 220.00	\$ 221.00	\$ 51,720.00	\$ 54,600.00
T- building Office	\$ 350.00	\$ 350.00	\$ 2,100.00	\$ 4,200.00
Total Rentals	\$ 10,344.98	\$ 20,929.07	\$ 197,519.76	\$ 330,024.80
Landleases			\$ 101,149.40	\$ 137,795.00
Aircraft Parking			\$ 8,000.00	\$ 8,000.00
Total Rentals			\$ 306,669.16	\$ 475,819.80
Fuel				
Fuel System			\$ 641,404.00	\$ 695,175.00
Miscellaneous Revenue				
Vending			\$ 1,455.00	\$ 1,500.00
Clothing, Gate Cards, Other			\$ 1,100.00	\$ 1,100.00
State Operating Grant			\$ 29,269.00	\$ 29,269.00
Total Miscellaneous Revenue			\$ 31,824.00	\$ 31,869.00
<b>Total Airport Operating Revenues</b>			<b>\$ 979,897.16</b>	<b>\$ 1,202,863.80</b>

## FUEL REVENUE AND EXPENSE ESTIMATES 2008

<b>Credit Card Revenue</b>					
REVENUE		PERCENTAGE OF TOTAL SALES	TOTAL GALLONS	AVERAGE SALE PER GALLON	TOTAL REVENUE
100LL		85.0%	81,088	\$ 4.05	\$ 328,405
92 PREMIUM		4.0%	3,816	\$ 3.79	\$ 14,462
JET A		11.0%	10,494	\$ 3.75	\$ 39,351
<b>TOTAL</b>		<b>100.0%</b>	<b>95,397</b>		<b>\$ 382,219</b>

EXPENSES		PERCENTAGE OF TOTAL SALES	TOTAL GALLONS	AVERAGE COST PER GALLON	TOTAL COST
100LL		85.0%	81,088	\$ 3.45	\$ 279,753
92 PREMIUM		4.0%	3,816	\$ 3.29	\$ 12,554
JET A		11.0%	10,494	\$ 3.05	\$ 32,006
<b>TOTAL</b>		<b>100.0%</b>	<b>95,397</b>		<b>\$ 324,313</b>

Gross Revenue	\$ 382,219
Fuel Expense	\$ (324,313)
Credit Card Expense	\$ (8,600)
<b>GROSS PROFIT CREDIT CARDS</b>	<b>\$ 49,306</b>

<b>Commercial Discount Cards</b>					
REVENUE	Grade	PERCENTAGE OF TOTAL SALES	TOTAL GALLONS	AVERAGE SALE PER GALLON (Discount included)	TOTAL REVENUE
100LL		57.0%	48,221	\$ 3.93	\$ 189,507
JET A		43.0%	36,377	\$ 3.63	\$ 132,048
<b>TOTAL</b>		<b>100.0%</b>	<b>84,598</b>		<b>\$ 321,556</b>

EXPENSES		PERCENTAGE OF TOTAL SALES	TOTAL GALLONS	AVERAGE COST PER GALLON	TOTAL COST
100LL		57.0%	48,221	\$ 3.45	\$ 166,361
JET A		43.0%	36,377	\$ 3.05	\$ 110,950
<b>TOTAL</b>			<b>84,598</b>		<b>\$ 277,311</b>

Gross Revenue	\$ 321,556
Fuel Expense	\$ (277,311)
<b>GROSS PROFIT COMMERCIAL</b>	<b>\$ 44,245</b>

<b>Summary</b>			
	Retail Fuel Prices	Cost of Fuel	Difference
100LL	\$ 4.05	\$ 3.45	\$ 0.60
92 PREMIUM	\$ 3.79	\$ 3.29	\$ 0.50
JET A	\$ 3.75	\$ 3.05	\$ 0.70

Fuel Sales by Customer Type	
Credit Card	53.0%
Commercial Discount Cards	47.0%

Estimate of gallon to be sold	179,995
Gross Revenue All Fuels	\$ 695,175
Fuel Expense	\$ 601,624
<b>GROSS PROFIT</b>	<b>\$ 93,551</b>

## AIRPORT DEBT SERVICE

### SOUTH TEE HANGAR

Year	Amount
2006	\$38,695.68
2007	\$38,695.68
2008	\$38,695.68
2009	\$38,695.68
2010	\$38,695.68
2011	\$38,695.68
2012	\$38,695.68
2013	\$38,695.68
2014	\$38,695.68
2015	\$38,695.68
TOTAL	\$386,956.80

**2008 BUDGET**

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CITY OF SOUTH ST PAUL  
2008 FINANCIAL PLAN

**Water and Sewer Enterprise Fund**

ACTIVITY DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR		2008 FINANCIAL PLAN	FIN. PLAN CHANGE 07 TO 08	
			2007 FIN. PLAN	2007 ESTIMATE		\$	%
<b>WATER:</b>							
Revenue (includes 1/2 Interest & Misc Revenue)	953,414	1,338,859	1,267,540	1,242,582	<b>1,296,450</b>	28,910	2.3%
Expense (includes 1/2 of Utility Admin)	961,855	821,500	908,646	897,245	<b>1,020,728</b>	112,082	12.3%
Water Income (Loss)	(8,441)	517,359	358,894	345,337	<b>275,722</b>	(83,172)	
<b>SEWER:</b>							
Revenue (includes 1/2 Interest & Misc Revenue)	2,407,705	2,819,163	3,032,900	3,045,300	<b>3,150,212</b>	117,312	3.9%
Expense (includes 1/2 of Utility Admin)	2,392,995	2,358,768	2,914,692	2,898,867	<b>2,974,984</b>	60,292	2.1%
Sewer Income (Loss)	14,710	460,395	118,208	146,433	<b>175,228</b>	57,020	
<b>OTHER:</b>							
Operating transfer	0	0	(330,000)	(330,000)	<b>(125,000)</b>	205,000	0.0%
Fund balance transfer to Capital Improvement Program	0	(336,777)	(480,000)	(480,000)	<b>(240,000)</b>	240,000	0.0%
<b>TOTAL SURPLUS (DEFICIT)</b>	<u>6,269</u>	<u>640,977</u>	<u>(332,898)</u>	<u>(318,230)</u>	<u><b>85,950</b></u>	<u>418,848</u>	
<b>END OF YEAR CASH &amp; INVESTMENTS BALANCE</b>	<u>1,246,688</u>	<u>1,887,665</u>	<u>1,554,767</u>	<u>1,569,435</u>	<u><b>1,655,385</b></u>		

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DIVISION: WATER & SEWER									
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 Budget	Actual 9/30/2007	2007 REVISED		\$	%
9320	34952	285	285	0	210	300	<b>300</b>	0	0.0%
9320	36102	0	136	0	0	0	<b>0</b>	0	0.0%
9320	36103	284	(23,654)	0	0	0	<b>0</b>	0	0.0%
9320	36104	298	20,979	0	0	21,000	<b>21,000</b>	0	0.0%
9320	36106	5,103	7,258	0	0	8,000	<b>8,000</b>	0	0.0%
9320	36210	41,626	44,426	40,000	0	35,000	<b>35,000</b>	0	0.0%
9320	36240	405	429	0	346	500	<b>500</b>	0	0.0%
9320	36241	0	0	0	0	0	<b>0</b>	0	0.0%
9400	37110	394,662	566,836	518,200	343,394	500,000	<b>525,000</b>	25,000	5.0%
9400	37120	121,128	227,577	219,200	160,050	220,000	<b>220,000</b>	0	0.0%
9400	37130	74,565	130,266	132,600	69,726	125,000	<b>125,000</b>	0	0.0%
9400	37131	61,461	91,429	99,800	34,660	75,000	<b>99,800</b>	24,800	33.1%
9400	37150	7,097	8,247	2,000	6,175	8,000	<b>8,000</b>	0	0.0%
9400	37151	200,095	201,792	200,700	135,075	200,700	<b>201,000</b>	300	0.1%
9400	37155	35,246	41,356	42,140	25,394	42,140	<b>42,000</b>	(140)	-0.3%
9400	37160	28,465	37,161	32,900	24,868	32,900	<b>35,000</b>	2,100	6.4%
9400	37170	3,321	4,922	0	2,542	2,542	<b>4,000</b>	1,458	57.4%
9400	37171	900	1,050	0	300	400	<b>750</b>	350	87.5%
9400	37172	2,473	3,293	0	3,019	3,500	<b>3,500</b>	0	0.0%
9450	37210	1,504,136	1,684,004	1,781,100	1,065,589	1,781,100	<b>1,790,000</b>	8,900	0.5%
9450	37220	826,071	1,048,034	1,173,900	800,882	1,173,900	<b>1,267,812</b>	93,912	8.0%
9450	37270	25,000	25,000	25,000	140,288	25,000	<b>25,000</b>	0	0.0%
9450	37272	0	0	0	0	0	<b>0</b>	0	0.0%
9450	37360	28,498	37,196	32,900	24,902	32,900	<b>35,000</b>	2,100	6.4%
		3,361,119	4,158,022	4,300,440	2,837,420	4,287,882	<b>4,446,662</b>	158,780	3.7%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 REVENUE LINE ITEM DETAIL

DIVISION: **WATER & SEWER**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 Budget	Actual 9/30/2007	2007 REVISED		\$	%
<b>SUMMARY BY CATEGORY</b>									
	Interest Earnings	41,626	44,426	40,000	0	35,000	<b>35,000</b>	0	0.0%
	Miscellaneous Revenue	6,375	5,433	0	556	29,800	<b>29,800</b>	0	0.0%
	Water Revenue	929,413	1,313,929	1,247,540	805,203	1,210,182	<b>1,264,050</b>	53,868	4.5%
	Sewer Revenue	2,383,705	2,794,234	3,012,900	2,031,661	3,012,900	<b>3,117,812</b>	104,912	3.5%
	Total	<u>3,361,119</u>	<u>4,158,022</u>	<u>4,300,440</u>	<u>2,837,420</u>	<u>4,287,882</u>	<b>4,446,662</b>	<u>158,780</u>	3.7%

**2008 BUDGET**

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## Utility Billing Administration

### 2008 BUDGET

#### Operational Fact Sheet

Dept. Code 605-9320

#### SERVICES PROVIDED

- <> Billing and collection of water, sanitary sewer and storm sewer accounts
- <> Financial planning, accounting, reporting and management
- <> Professional and friendly customer service
- <>
- <>
- <>

#### 2007 ACCOMPLISHMENTS

- <> Implement sewer rate increase for 2007
- <> Upgrade meter reading software
- <>
- <>
- <>
- <>

#### 2008 OBJECTIVES

- <> Implement sewer rate increase for 2008
- <> Continue converting to radio meter reads
- <>
- <>

	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads	0.30	0.30	0.30	0.30	0.30
Supervisors	0.00	0.00	0.00	0.05	0.10
Technicians					
Line staff					
Clerical/support	1.40	1.40	1.10	1.10	1.10
<b>Total Staffing</b>	<b>1.70</b>	<b>1.70</b>	<b>1.40</b>	<b>1.45</b>	<b>1.50</b>
<b>WORK LOAD DATA</b>					
Penalty revenue	\$56,000	\$74,000	\$95,000	\$100,000	\$105,000
Delinquent certifications	483	578	650	675	700
Utility bills issued	27,500	28,471	28,575	28,750	29,000

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>UTILITY ADMIN/BILLING</b>	DIVISION: <b>WATER AND SEWER</b>	DEPT. CODE: <b>605-9320</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Full -Time Employees - Regular	87,864	62,391	85,564	28,441	74,601	<b>85,337</b>	10,736	14.4%
40102	Full -Time Employees - Overtime	0	0	0	272	375	<b>0</b>	(375)	-100.0%
40108	Accumulated Vacation/Comp	0	4,207	0	0	0	<b>0</b>	0	0.0%
40111	Severance	0	1,370	0	0	0	<b>0</b>	0	0.0%
40120	Employers Cont. for Pensions	11,205	8,898	11,895	3,970	10,370	<b>12,075</b>	1,705	16.4%
40130	Employer Paid Insurance	12,477	9,251	14,433	3,422	12,594	<b>15,530</b>	2,936	23.3%
40150	Workers Comp Ins. Premium	277	264	288	144	288	<b>302</b>	14	5.0%
40200	Office Supplies	3,326	3,778	3,675	1,391	4,200	<b>3,700</b>	(500)	-11.9%
40220	Repair & Maintenance Supplies	286	80	0	0	0	<b>0</b>	0	0.0%
40240	Minor Equipment & Furnishings	0	55	1,200	0	1,000	<b>100</b>	(900)	-90.0%
40300	Professional Services	5,000	5,000	6,500	0	7,000	<b>8,500</b>	1,500	21.4%
40320	Postage and Telephone	10,394	9,410	12,100	3,738	10,500	<b>14,000</b>	3,500	33.3%
40330	Conferences, Training, Travel	2,033	1,459	4,995	247	5,500	<b>4,995</b>	(505)	-9.2%
40400	Repairs & Maint. (Contractual)	4,050	5,036	6,986	0	6,986	<b>8,000</b>	1,014	14.5%
40404	2% Administration Fee	67,000	50,250	67,000	0	67,000	<b>67,000</b>	0	0.0%
40405	Other Contractual Services	1,473	2,183	2,825	942	2,825	<b>2,500</b>	(325)	-11.5%
40412	Credit Card/ACH Fees	0	0	200	0	200	<b>200</b>	0	0.0%
Total		<u>205,385</u>	<u>163,632</u>	<u>217,661</u>	<u>42,567</u>	<u>203,439</u>	<b><u>222,239</u></b>	<u>18,800</u>	<u>9.2%</u>

SUMMARY BY CATEGORY
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Personal Services	111,823	86,381	112,180	36,249	98,228	<b>113,244</b>	15,016	15.3%
Materials & Supplies	3,612	3,913	4,875	1,391	5,200	<b>3,800</b>	(1,400)	-26.9%
Services & Other Charges	89,950	73,338	100,606	4,927	100,011	<b>105,195</b>	5,184	5.2%
Capital Outlay	0	0	0	0	0	<b>0</b>	0	0.0%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.0%
Transfers	0	0	0	0	0	<b>0</b>	0	0.0%
Total	<u>205,385</u>	<u>163,632</u>	<u>217,661</u>	<u>42,567</u>	<u>203,439</u>	<b><u>222,239</u></b>	<u>18,800</u>	<u>9.2%</u>

**SALARY INFORMATION  
2008 FINANCIAL PLAN**

DEPARTMENT: <b>UTILITY ADMIN/BILLING</b>	DIVISION: <b>WATER AND SEWER</b>	DEPT. CODE: <b>605-9320</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Deputy City Clerk	Buecksler, Shirley	10	11/6/2006	3,676	3,975	300	8.1%
Accounting Clerk-Utility	Sperl, Mary	100	4/29/2002	45,947	47,320	1,373	3.0%
City Engineer	Sachi, John	10	10/28/1991	9,515	9,515	0	0.0%
Finance Director	Swanson, Brian/Feldman, Josh	20	2/27/2007	15,463	17,027	1,563	10.1%
Public Works Superintendent	Vacant - Hire Date 7/1/08	10		0	7,500	7,500	100.0%
				<hr/>	<hr/>	<hr/>	
				74,601	85,337	10,736	14.4%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	74,601	85,337	10,736	14.4%
Employer contribution for pension	40120	10,370	12,075	1,706	16.4%
Employer contribution for insurance	40130	12,594	15,530	2,936	23.3%
		<hr/>	<hr/>	<hr/>	
		97,565	112,943	15,378	15.8%

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Deputy City Clerk	562	720	23	39	782
Accounting Clerk-Utility	6,696	7,200	252	388	7,841
City Engineer	1,346	1,660	43	28	1,730
Finance Director	2,409	3,319	80	55	3,454
Public Works Superintendent	1,061	1,660	37	28	1,724
		<hr/>	<hr/>	<hr/>	<hr/>
		12,075	14,558	434	537
					15,530

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>UTILITY ADMIN/BILLING</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9320</b>
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<b>ACCOUNT NUMBER AND ACCOUNT TITLE</b>	<b>ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST</b>	<b>2007 CURRENT FINANCIAL PLAN</b>	<b>2008 FINANCIAL PLAN REQUEST</b>
40200 Office Supplies	Water Bills, Envelopes, Final Read Forms, Computer Paper, Misc., pens	\$3,675	\$3,700
40220 Repair & Maintenance Supplies			\$0
40240 Minor Equipment & Furnishings	Misc.	\$1,200	\$100
40300 Professional Services	Audit - Increased cost for new audit standards	\$6,500	\$8,500
40320 Postage and Telephone	Annual Permit Fee(160.) Shipping Handheld Davies, Address Corrections on Bills, Postage on Water Bills and Finals, Letters, Certification Letters	\$12,100	\$14,000
40330 Conferences, Training, Travel	Training EZ-Route (750); Harris User Group Conference (3750); InTown Classes (350); Mileage Bank Runs (145)	\$4,995	\$4,995
40400 Repairs & Maint. (Contractual)	EZ-Route Maint and Conversion Fee	\$6,986	\$8,000
40404 2% Administration Fee		\$67,000	\$67,000
40405 Other Contractual Services	Pick up & Deliver Water Bills (50x12) Plus Monthly Inserting Fee, Fold and Insert Delinquent letters	\$2,825	\$2,500
40412 Credit Card/ACH Fees	Utility ACH Fees	\$200	\$200

**CONFERENCE AND TRAINING REQUEST  
2008 FINANCIAL PLAN**

DEPARTMENT: <b>UTILITY ADMIN/BILLING</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9320</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED FIN. PLAN REQUEST</b>
Local training	Technical training		\$350
Mileage to banks and miscellaneous training			\$145
Harris Computer User Group Conference	Attendance at annual customer training session/conference for finance system software and operating system. Recommend Finance Director attendance in addition to Utility Clerk to receive in depth training in financial system software.	\$2,080	\$3,750
EZ Route	One-time training for new software during conversion.		\$750
	Total		\$4,995

**2008 BUDGET**

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Dept. Code 605-9400

**Water**  
**2008 BUDGET**  
Operational Fact Sheet

**SERVICES PROVIDED**

- <> Pumping, distribution and maintenance of water supply system: meters, watermains, pumps, wells
- <> Reading of water meters
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Re-buid water system where necessary in conjunction with street reconstruction program
- <> Various gate valve & hydrant replacements
- <> Inspected & Upgraded Well #3 and #8, installed VFD in Well #8
- <> Rebuilt sanitary sewer and water system in Phase 1 of South Concord Street
- <> Continued investigation of replacement of 1 MG concrete reservoir
- <> Began rehab of SCADA system and its components
- <> Radio read installations in various areas throughout City
- <>

**2008 OBJECTIVES**

- <> Re-build water system where necessary in conjunction with street reconstruction program
- <> Various gate valve & hydrant replacement
- <> Complete rehab of SCADA system and its components
- <> Continue radio read installations in industrial park and other areas
- <> Install emergency generator for well #4
- <> VFD at Well #1

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>STAFFING</b>					
Dept. Heads	0.15	0.15	0.15	0.15	0.15
Supervisors	0.33	0.33	0.33	0.33	0.33
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support	0.38	0.38	0.38	0.38	0.38
<b>Total Staffing</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>
<b>WORK LOAD DATA</b>					
Water pumped ( million gallons)	1,085	1,195	1,250	1,250	1,250
Customers served	6,900	6,900	6,900	6,900	6,900
Watermain Breaks	10	10	10	10	10

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WATER</b>		DIVISION: <b>WATER &amp; SEWER</b>					DEPT. CODE: <b>605-9400</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 FIN. PLAN	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	164,428	164,891	148,325	62,732	141,968	<b>152,293</b>	10,325	7.3%
40102	Full-Time Employees Overtime	9,942	8,929	10,000	5,597	10,000	<b>10,000</b>	0	0.0%
40104	Temporary Employees Regular	11,516	8,264	6,000	2,725	6,000	<b>6,000</b>	0	0.0%
40108	Accumulated Vacation/Compenstor	0	0	0	894	1,000	<b>0</b>	(1,000)	-100.0%
40120	Employers Cont. for Pensions	22,736	23,995	22,466	9,604	21,583	<b>23,424</b>	1,841	8.5%
40130	Employer Paid Insurance	23,719	25,832	24,873	9,633	22,323	<b>27,932</b>	5,609	25.1%
40150	Workers Comp Ins. Premium	3,118	2,968	3,235	1,718	3,235	<b>3,397</b>	162	5.0%
40200	Office Supplies	0	281	500	20	500	<b>500</b>	0	0.0%
40210	Operating Supplies	0	0	0	35	0	<b>0</b>	0	0.0%
40220	Repair & Maintenance Supplies	123,270	89,237	80,000	20,176	80,000	<b>80,000</b>	0	0.0%
40230	Books, Materials & Periodicals	0	0	0	43	0	<b>0</b>	0	0.0%
40240	Minor Equipment & Furnishings	0	0	0	0	0	<b>6,500</b>	6,500	100.0%
40300	Professional Services	54,657	13,120	50,000	2,859	50,000	<b>40,000</b>	(10,000)	-20.0%
40320	Postage and Telephone	9,481	10,743	10,000	4,375	10,000	<b>10,000</b>	0	0.0%
40330	Conferences, Training, Travel	1,565	1,402	1,888	561	1,888	<b>1,924</b>	36	1.9%
40360	Property & Liability Insurance	20,132	20,698	21,597	10,799	21,597	<b>22,677</b>	1,080	5.0%
40380	Utility Service	133,023	160,168	170,000	49,174	170,000	<b>170,000</b>	0	0.0%
40400	Repairs & Maint. (Contractual)	89,370	48,640	60,000	31,360	60,000	<b>60,000</b>	0	0.0%
40407	City of St. Paul Water Charges	3,424	4,243	4,200	600	4,200	<b>4,300</b>	100	2.4%
40410	Central garage Rental Charge	26,826	27,839	29,231	0	29,231	<b>29,761</b>	530	1.8%
40411	Other Rentals	25,000	25,000	25,000	0	25,000	<b>25,000</b>	0	0.0%
40420	Depreciation	99,993	0	0	0	0	<b>0</b>	0	0.0%
40433	Dues & Subscriptions	1,737	1,727	2,000	1,566	2,000	<b>2,000</b>	0	0.0%
40438	Clothing Allowance	635	527	1,000	89	1,000	<b>1,000</b>	0	0.0%
40450	Payment to State Water Surcharge	34,590	38,324	35,000	10,533	37,000	<b>38,400</b>	1,400	3.8%
40453	Remittance of Rev/Other Agency	0	9,157	9,500	11,622	12,000	<b>12,000</b>	0	0.0%
40530	Impr. Other Than Buildings	0	51,254	60,000	1,855	60,000	<b>157,500</b>	97,500	162.5%
40580	Other Equipment	0	2,445	25,000	0	25,000	<b>25,000</b>	0	0.0%
40719	Transfer to Capital Project Fund	0	249,995	0	0	0	<b>0</b>	0	0.0%
40720	Operating Transfers	0	0	480,000		480,000	<b>240,000</b>	(240,000)	-50.0%
Total		859,162	989,679	1,279,815	238,570	1,275,525	<b>1,149,608</b>	(125,917)	-9.9%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WATER</b>	DIVISION: <b>WATER &amp; SEWER</b>	DEPT. CODE: <b>605-9400</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 FIN. PLAN	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
---------------------

Personal Services	235,459	234,879	214,899	92,903	206,109	<b>223,046</b>	16,937	8.2%
Materials & Supplies	123,270	89,518	80,500	20,274	80,500	<b>87,000</b>	6,500	8.1%
Services & Other Charges	500,433	361,588	419,416	123,538	423,916	<b>417,062</b>	(6,854)	-1.6%
Capital Outlay	0	53,699	85,000	1,855	85,000	<b>182,500</b>	97,500	114.7%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.0%
Transfers	0	249,995	480,000	0	480,000	<b>240,000</b>	(240,000)	-50.0%
Total	859,162	989,679	1,279,815	238,570	1,275,525	<b>1,149,608</b>	(125,917)	-9.9%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>WATER</b>	DIVISION: <b>WATER &amp; SEWER</b>	DEPT. CODE: <b>605-9400</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Engineer	Sachi, John	15	10/28/1991	14,273	14,273	(0)	0.0%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	33	5/1/1975	21,863	21,863	0	0.0%
Public Works Superintendent	Vacant - Hire Date 7/1/08	25	11/14/1988	2,182	9,375	7,193	329.6%
Secretary-Engineering	Nelson, Linda	13	6/14/1993	5,973	6,152	179	3.0%
Maintenance	Evazich, Donald	50	2/14/1994	23,608	24,315	707	3.0%
Service Worker	Paape, Peter	100	7/7/1980	49,379	50,877	1,498	3.0%
Service Worker	Pince, Daniel	50	7/30/1984	24,690	25,438	749	3.0%
				<u>141,968</u>	<u>152,293</u>	<u>10,325</u>	7.3%

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	141,968	152,293	10,325	7.3%
Employer contribution for pension	40120	19,734	21,550	1,816	9.2%
Employer contribution for insurance	40130	22,323	27,932	5,609	25.1%
		<u>184,025</u>	<u>201,775</u>	<u>17,750</u>	9.6%

FRINGE BENEFITS		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
City Engineer	Sachi, John	2,020	2,489	65	41	2,595
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	3,094	4,249	112	91	4,451
Public Works Superintendent	Vacant - Hire Date 7/1/08	1,327	4,149	62	69	4,279
Secretary-Engineering	Nelson, Linda	871	0	33	0	33
Maintenance	Evazich, Donald	3,441	3,792	109	194	4,096
Service Worker	Paape, Peter	7,199	7,704	226	388	8,318
Service Worker	Pince, Daniel	3,600	3,852	113	194	4,159
		<u>21,550</u>	<u>26,235</u>	<u>718</u>	<u>978</u>	<u>27,932</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>WATER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9400</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT BUDGET	2008 BUDGET REQUEST
40300 Professional Services	Include water tests, drug tests, utility notification agency, and repairs to the water control system. \$10,000 Complete well inspections for well #6 (\$20,000) Use consultant to prepare comprehensive Capital Improvement Plan for Water & Sewer System. \$10,000	\$50,000	\$40,000
40240 Minor Equipment & Furnishings	Replacement magnetic locator (\$1500) and new PC and alarm for SCADA (\$5000)	\$0	\$6,500
40320 Postage and Telephone	Includes cell phones and pagers for superintendent and workers, wire lease charges.	\$10,000	\$10,000
40400 Repair & Maintenance Contractual	Includes contractual repairs of watermain breaks.	\$60,000	\$60,000
40530 Other Improvements	New Variable Frequency Drive for well #1 to help water pressure problems. (\$30,000) Emergency generator at Well #4 (\$90,000). Check and gate valve replacement near Well #3 (\$7500). SCADA system repairs and upgrades (\$30,000)	\$60,000	\$157,500
40580 Other Equipment	Radio Read Heads	\$25,000	\$25,000
40720 Transfer to project fund	Replace water pipes, valves & hydrants associated with street projects. \$ 90,000	\$330,000	\$90,000
	Transfer to General Fund to offset property tax increase due to City Hall Bonds. (Transfer was to offset City Hall Costs.)	\$150,000	\$150,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>WATER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9400</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED FIN. PLAN REQUEST</b>
State Certification School	Needed to keep State certification for operators' licenses.	4 @ \$250	\$1,000
Engineer's Annual Car allowance	20% of \$4620		\$924
		Total	\$1,924

Dept. Code 605-9450

**Sanitary Sewer  
2008 BUDGET**  
Operational Fact Sheet

**SERVICES PROVIDED**

- <> Operation & maintenance of sewer utility
- <> Periodic cleaning and televising of sanitary sewer lines
- <> Monitor and maintain two sanitary sewer lift stations
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Continue to isolate infiltration areas to remedy inflow
- <> Continue to contractually televise and analyze a portion of the city sanitary sewer system and recommend repair/maintenance plan, if needed
- <>
- <>
- <>
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Continue to isolate infiltration areas to remedy inflow
- <> Continue to contractually televise and analyze a portion of the city sanitary sewer system and recommend repair/maintenance plan, if needed
- <>
- <>
- <>
- <>

	<b>ACTUAL 2005</b>	<b>ACTUAL 2006</b>	<b>ESTIMATE 2007</b>	<b>PROPOSED 2008</b>	<b>PROJECTED 2009</b>
<b>STAFFING</b>					
Dept. Heads	0.15	0.15	0.15	0.15	0.15
Supervisors	0.33	0.33	0.33	0.33	0.33
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support	0.38	0.38	0.38	0.38	0.38
<b>Total Staffing</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>
<b>WORK LOAD DATA</b>					
Customers served:	6,870	6,934	6,950	6,950	6,950
Gallons (000's) of wastewater treated:	1,085	1,200	1,250	1,250	1,250

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SANITARY SEWER</b>		DIVISION: <b>WATER AND SEWER</b>					DEPT. CODE: <b>605-9450</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	149,151	150,010	148,325	56,486	141,968	<b>152,293</b>	10,325	7.3%
40102	Full-Time Employees Overtime	8,879	8,749	9,000	3,722	9,000	<b>9,000</b>	0	0.0%
40104	Temporary Employees Regular	0	0	4,000	0	4,000	<b>4,000</b>	0	0.0%
40108	Accumulated Vac/Compensation	0	0	0	894	1,000	<b>0</b>	(1,000)	-100.0%
40120	Employers Cont. for Pensions	20,326	21,598	22,174	8,347	21,291	<b>23,130</b>	1,839	8.6%
40130	Employer Paid Insurance	20,309	21,394	24,160	8,450	21,686	<b>27,872</b>	6,186	28.5%
40150	Workers Comp Ins. Premium	4,634	4,412	4,809	3,184	4,809	<b>5,049</b>	240	5.0%
40220	Repair & Maintenance Supplies	648	557	2,500	568	2,500	<b>2,500</b>	0	0.0%
40240	Minor Equipment & Furnishings	0	0	1,000	0	1,000	<b>1,000</b>	0	0.0%
40300	Professional Services	9,857	3,540	12,000	1,671	12,000	<b>12,000</b>	0	0.0%
40320	Postage and Telephone	184	189	500	108	500	<b>500</b>	0	0.0%
40330	Conferences, Training, Travel	745	752	1,638	0	1,638	<b>2,424</b>	786	48.0%
40360	Property & Liability Insurance	4,846	4,981	5,199	2,600	5,199	<b>5,459</b>	260	5.0%
40380	Utility Service	9,415	10,762	15,000	4,842	15,000	<b>15,000</b>	0	0.0%
40400	Repairs & Maint. (Contractual)	11,596	638	15,000	1,428	15,000	<b>15,000</b>	0	0.0%
40406	Metro Waste Control Comm.	1,914,623	1,985,319	2,080,695	1,040,348	2,080,695	<b>2,152,910</b>	72,215	3.5%
40409	Cont. Serv/Refus & Sanitation	187	417	300	108	300	<b>300</b>	0	0.0%
40410	Central Garage Rental Charge	27,025	32,344	33,962	0	33,962	<b>34,728</b>	766	2.3%
40411	Other Rentals	25,000	25,000	25,000	0	25,000	<b>25,000</b>	0	0.0%
40420	Depreciation	82,243	0	0	0	0	<b>0</b>	0	0.0%
40438	Clothing Allowance	635	526	600	89	600	<b>700</b>	100	16.7%
40439	Ins Claims within Deductible	0	5,000	0	0	0	<b>0</b>	0	0.0%
40530	Improvements Other than Bldgs	0	764	400,000	8,235	400,000	<b>375,000</b>	(25,000)	-6.3%
40719	Transfer To Capital Project Fund	0	86,782	0	0	0	<b>0</b>	0	0.0%
40720	Operating Transfers	0	0	330,000	0	330,000	<b>125,000</b>	(205,000)	-62.1%
<b>Total</b>		<b>2,290,303</b>	<b>2,363,734</b>	<b>3,135,862</b>	<b>1,141,080</b>	<b>3,127,148</b>	<b>2,988,865</b>	<b>(138,283)</b>	<b>-4.4%</b>

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SANITARY SEWER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPT. CODE: <b>605-9450</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			2008 BUDGET	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	203,299	206,163	212,468	81,083	203,754	<b>221,344</b>	17,590	8.6%
Materials & Supplies	648	557	3,500	568	3,500	<b>3,500</b>	0	0.0%
Services & Other Charges	2,086,356	2,069,468	2,189,894	1,051,194	2,189,894	<b>2,264,021</b>	74,127	3.4%
Capital Outlay	0	764	400,000	8,235	400,000	<b>375,000</b>	(25,000)	-6.3%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.0%
Transfers	0	86,782	330,000	0	330,000	<b>125,000</b>	(205,000)	-62.1%
Total	<u>2,290,303</u>	<u>2,363,734</u>	<u>3,135,862</u>	<u>1,141,080</u>	<u>3,127,148</u>	<b><u>2,988,865</u></b>	<u>(138,283)</u>	<u>-4.4%</u>

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>SANITARY SEWER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPT. CODE: <b>605-9450</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
City Engineer	Sachi, John	15	10/28/1991	14,273	14,273	(0)	0.0%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	33	5/1/1975	21,863	21,863	0	0.0%
Public Works Superintendent	Vacant - Hire Date 7/1/08	25	11/14/1988	2,182	9,375	7,193	329.6%
Secretary-Engineering	Nelson, Linda	13	6/14/1993	5,973	6,152	179	3.0%
Service Worker	Evazich, Donald	50	2/14/1994	23,608	24,315	707	3.0%
Service Worker	Kunze, Wayne/Tim Barton	100	2/19/1980	49,379	50,877	1,498	3.0%
Service Worker	Pince, Daniel	50	7/30/1984	24,690	25,438	749	3.0%
				<u>141,968</u>	<u>152,293</u>	<u>10,325</u>	<u>7.3%</u>

<b>GENERAL LEDGER DISTRIBUTION</b>
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Salaries of regular employees	40101	141,968	152,293	10,325	7.3%
Employer contribution for pension	40120	19,734	21,550	1,816	9.2%
Employer contribution for insurance	40130	21,686	27,872	6,186	28.5%
		<u>183,388</u>	<u>201,715</u>	<u>18,327</u>	<u>10.0%</u>

FRINGE BENEFITS		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
City Engineer	Sachi, John	2,020	2,489	65	41	2,595
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	3,094	4,249	112	91	4,451
Public Works Superintendent	Vacant - Hire Date 7/1/08	1,327	4,149	62	69	4,279
Secretary-Engineering	Nelson, Linda	871	0	33	0	33
Service Worker	Evazich, Donald	3,441	3,852	109	194	4,156
Service Worker	Kunze, Wayne/Tim Barton	7,199	7,584	226	388	8,198
Service Worker	Pince, Daniel	3,600	3,852	113	194	4,159
		<u>21,550</u>	<u>26,175</u>	<u>718</u>	<u>978</u>	<u>27,872</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>SANITARY SEWER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9450</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT FINANCIAL PLAN	2008 FINANCIAL PLAN REQUEST
40104 Temporary Employees Regular	Temp employee to assist full time employee in sewer cleaning program	\$4,000	\$4,000
40240 Minor Equipment & Furnishings	Tools for sewer service truck \$1,000	\$1,000	\$1,000
40300 Professional Services	Safety committee Consultant \$2,000 Miscellaneous studies to investigate problems with lift stations and sewer system. \$10,000	\$12,000	\$12,000
40380 Public Utility Service	Energy Costs, slight increase in energy rates.	\$15,000	\$15,000
40400 Repairs & Maintenance (Contractual)	Contracted sewer main repairs.	\$15,000	\$15,000
40406 MCES Disposal	Met Council Disposal. Volume of 1.286 billion gallons is down a slightly from 1.307 in 2005. SSP will be billed @ \$1.543/1,000 times 1.286 billion gallons for 2006 = \$1,985,318. The rate is up 5.4% to (from \$1.4646 for 2005 to \$1.543 for 2006).	\$2,080,695	\$2,152,910
40530 Improvements Other than Buildings	Implement I/I Study Plan (required as per surcharge from MCES) Re-lining of CMP main in south end of City.	\$400,000	\$375,000
40720 Operating Transfers	Includes normal replacements as part of street reconstruction program. \$125,000	\$330,000	\$125,000

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>SANITARY SEWER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9450</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT FINANCIAL PLAN	2008 FINANCIAL PLAN REQUEST

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>SANITARY SEWER</b>	DIVISION: <b>WATER AND SEWER</b>	DEPARTMENT CODE: <b>605-9450</b>
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<b>NAME, LOCATION AND DATE OF CONFERENCE/TRAINING</b>	<b>JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING</b>	<b>EST. COST PER PERSON NO. ATTENDING</b>	<b>ESTIMATED FIN. PLAN REQUEST</b>
Sanitary Sewer Operator's School	To maintain certification for sanitary sewer workers (one new worker assigned to sewer dept.)	3 @ \$500/ea	\$1,500
Engineer's Annual Car Allowance	20% of \$4620		\$924
		Total	\$2,424

**2008 BUDGET**

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Dept. Code 703-9951

**Central Garage**  
**2008 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

- <> Maintenance of all vehicles & equipment for Public Works, Engineering, Code Enforcement, Parks & Police Dept.
- <> Accounting of all Fuel Sales and vehicle/equipment replacement
- <>
- <>
- <>
- <>

**2007 ACCOMPLISHMENTS**

- <> Continue maintenance on all equipment and vehicles
- <> Purchased 3 new police vehicles
- <> Purchased 3 new trucks
- <> Provide in-house care of fire department vehicle equipment
- <>
- <>
- <>

**2008 OBJECTIVES**

- <> Continue maintenance on all equipment and vehicles
- <> Purchase 3 new police vehicles and changeovers
- <> Provide in-house maintenance on all Fire Department vehicles
- <> Purchase 1 Ton Ford Pickup truck and Diesel truck with plow
- <> Purchase 4 poster mobile lift for all size vehicles
- <>
- <>

	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	PROPOSED 2008	PROJECTED 2009
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support					
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**WORK LOAD DATA**

- Maintain all equipment/vehicles  
(78 pieces)
- Coordinate all fuel purchases

CITY OF SOUTH ST PAUL  
2008 FINANCIAL PLAN

**CENTRAL GARAGE INTERNAL SERVICE FUND**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	FINANCIAL PLAN 2007	Revised 2007	2008 FINANCIAL PLAN	FIN. PLAN CHANGE 07 TO 08		
							\$	%	
<b>REVENUES:</b>									
34500	Antenna and Other Charges	1,881	0	0	0	0	0	0.0%	
36210	Interest on Investments	39,815	31,001	40,000	40,000	35,000	(5,000)	-12.5%	
36240	Other	0	5,576	0	0	0	0	0.0%	
38401	Equipment Use & Repair - City Depts.	605,495	631,957	584,434	584,434	611,415	26,981	4.6%	
39101	Sale of Fixed Assets	19,392	(11,366)	32,500	32,500	40,000	7,500	23.1%	
39200	Interfund Operating Transfer - Zamboni	45,000	0	0	0	0	0	0.0%	
	Total Revenues	<u>711,583</u>	<u>657,168</u>	<u>656,934</u>	<u>656,934</u>	<u>686,415</u>	<u>29,481</u>	4.5%	
<b>EXPENDITURES:</b>									
	Operations	721,235	424,793	414,391	487,191	485,112	70,721	17.1%	
	Capital Outlay/Disposals	0	291,165	260,300	277,643	361,700	101,400	39.0%	
	Total Expenditures	<u>721,235</u>	<u>715,958</u>	<u>674,691</u>	<u>764,834</u>	<u>846,812</u>	<u>172,121</u>		n/a
	Net Surplus (Deficit)	<u>(9,652)</u>	<u>(58,790)</u>	<u>(17,757)</u>	<u>(107,900)</u>	<u>(160,397)</u>	<u>(142,640)</u>		
	Year End Cash Balance	<u>1,404,309</u>	<u>1,345,519</u>	<u>1,327,762</u>	<u>1,237,619</u>	<u>1,077,222</u>			

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL GARAGE</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>703-9951</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
40101	Salaries of Regular Employees	94,875	96,956	95,430	37,215	98,758	<b>92,850</b>	(5,908)	-6.0%
40102	Full-Time Employees Overtime	2,241	2,506	2,000	2,455	2,000	<b>2,000</b>	0	0.0%
40120	Employers Cont. for Pensions	12,694	13,559	13,264	5,501	14,005	<b>13,421</b>	(584)	-4.2%
40130	Employer Paid Insurance	12,189	13,409	15,008	5,646	13,433	<b>16,488</b>	3,055	22.7%
40150	Workers Comp Ins. Premium	2,708	2,582	2,814	1,886	2,818	<b>2,959</b>	141	5.0%
40200	Office Supplies	10	84	0	29	50	<b>0</b>	(50)	-100.0%
40210	Operating Supplies	110,887	121,296	150,000	47,477	150,000	<b>150,000</b>	0	0.0%
40220	Repair & Maintenance Supplies	168,948	135,474	150,000	54,126	150,000	<b>150,000</b>	0	0.0%
40240	Minor Equipment & Furnishings	1,728	2,977	1,322	0	1,322	<b>1,354</b>	32	2.4%
40300	Professional Services	3,055	2,520	3,000	9	3,000	<b>3,000</b>	0	0.0%
40320	Postage and Telephone	4	0	0	0	0	<b>0</b>	0	0.0%
40330	Conferences, Training, Travel	800	299	4,500	0	4,500	<b>5,200</b>	700	15.6%
40360	Property & Liability Insurance	16,016	16,466	17,181	8,591	17,181	<b>18,040</b>	859	5.0%
40400	Repairs & Maint. (Contractual)	13,327	(160)	15,000	6,841	15,000	<b>15,000</b>	0	0.0%
40404	2% Administration Fee	12,900	12,900	13,300	0	13,300	<b>13,300</b>	0	0.0%
40420	Depreciation	267,845	0	0	0	0	<b>0</b>	0	0.0%
40438	Clothing Allowance	1,008	1,020	1,500	0	1,500	<b>1,500</b>	0	0.0%
40484	Non-Recurring Cost	0	2,905	0	324	324	<b>0</b>	(324)	-100.0%
40550	Motor Vehicles	0	259,333	255,300	95,196	255,300	<b>291,700</b>	36,400	14.3%
40580	Other Equipment	0	31,832	26,500	22,343	22,343	<b>70,000</b>	47,657	213.3%
Total		<u>721,235</u>	<u>715,958</u>	<u>766,119</u>	<u>287,639</u>	<u>764,834</u>	<b><u>846,812</u></b>	<u>81,978</u>	<u>10.7%</u>

SUMMARY BY CATEGORY

Personal Services	124,707	129,012	128,516	52,703	131,014	<b>127,718</b>	(3,296)	-2.5%
Materials & Supplies	281,573	259,831	301,322	101,632	301,372	<b>301,354</b>	(18)	0.0%
Services & Other Charges	314,955	35,950	54,481	15,765	54,805	<b>56,040</b>	1,235	2.3%
Capital Outlay	0	291,165	281,800	117,539	277,643	<b>361,700</b>	84,057	30.3%
Debt Service	0	0	0	0	0	<b>0</b>	0	0.0%
Transfers	0	0	0	0	0	<b>0</b>	0	0.0%

CITY OF SOUTH ST PAUL  
**2008 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL GARAGE</b>		DIVISION: <b>PUBLIC WORKS</b>				DEPT. CODE: <b>703-9951</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2005	ACTUAL 2006	CURRENT YEAR			<b>2008 BUDGET</b>	BUDGET CHANGE 07 REVISED TO 08	
				2007 BUDGET	ACTUAL 5/31/2007	2007 REVISED		\$	%
	Total	721,235	715,958	766,119	287,639	764,834	<b>846,812</b>	81,978	10.7%

**SALARY INFORMATION  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL GARAGE</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>703-9951</b>
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2007	BUDGET 2008	\$ CHANGE	% CHANGE
Mechanic	Barton, Tim/New Hire	100	5/20/1996	49,379	41,973	(7,406)	-15.0%
Mechanic	Knack, Michael D	100	1/5/1998	49,379	50,877	1,498	3.0%
				<u>98,758</u>	<u>92,850</u>	<u>(5,908)</u>	<u>-6.0%</u>

GENERAL LEDGER DISTRIBUTION
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Salaries of regular employees	40101	98,758	92,850	(5,908)	-6.0%	
Employer contribution for pension	40120	13,727	13,138	(589)	-4.3%	
Employer contribution for insurance	40130	13,433	16,488	3,055	22.7%	
			<u>125,919</u>	<u>122,477</u>	<u>(3,442)</u>	<u>-2.7%</u>

FRINGE BENEFITS
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	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Barton, Tim/New Hire	5,939	7,584	197	388	8,170
Knack, Michael D	7,199	7,704	226	388	8,318
	<u>13,138</u>	<u>15,288</u>	<u>423</u>	<u>777</u>	<u>16,488</u>

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL GARAGE</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>703-9951</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT FINANCIAL PLAN	2008 FINANCIAL PLAN
40210 Operating Supplies	Fuel for all equipment, increase due to rising cost of fuel	\$150,000	\$150,000
40220 Repair & Maintenance Supplies	Parts and shop supplies for equipment repairs.	\$150,000	\$150,000
40240 Minor Equipment & Furnishings	Mechanics tool allowance      2 @ \$677	\$1,322	\$1,354
40300 Professional Services	Audit and other professional services.	\$3,000	\$3,000
40400 Repair & Maintenance Contractual	Miscellaneous vehicle repairs unable to be fixed inhouse. (\$10,000)	\$15,000	\$15,000
	Sandblast & repaint truck boxes, bodies & beds & sanders to keep fleet better looking and possibly increase service life of vehicles (\$5,000)		
40550 Vehicles			
3 - Police Vehicles	1 - 2005 Ford Crown Victoria with 40,000 miles - replace with a 2008 Ford Crown Victoria. 1 - 2005 Ford Crown Victoria with 50,000 miles - replace with a 2008 Ford Crown Victoria. 1 - 2005 Ford Crown Victoria with 60,000 miles - replace with a 2008 Ford Crown Victoria.		\$75,000
	Changeover and conversion costs for the 3 new vehicles radios, light bars, sirens, push bumpers, striping, logos, strobe power pack, radar, bed slide, bed liner. (See 2007 Squad Proposal prepared by Police Dept. for details on squads and changeovers)		\$19,700

**DETAIL OF OTHER OPERATING COSTS  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL GARAGE</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>703-9951</b>
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2007 CURRENT FINANCIAL PLAN	2008 FINANCIAL PLAN
1 - 1 Ton Pickup Truck	1 - 1993 1 Ton Pickup with 41,365 miles, unit #321 - replace with a 2008 Sterling Bullet 450		\$60,000
1 - L7501 Sterling Diesel Truck	1 - 1993 L8000 Diesel truck with 41,256 miles, unit #336 - replace with 2008 L7501 Diesel truck with new power turn, 12' plow and new sander with modern controls for all salt applications.		\$137,000
40580 Other Equipment	<p>Skid steer loaders (Bobcat) purchase/trade in (less trade in of \$19,000 recorded as revenue) \$22,000</p> <p>4 Wheel Engaging Mobile Lift - this is needed for the heavy lifting of fire trucks, plow trucks and other heavy equipment. \$48,000</p>		\$70,000

**CONFERENCE AND TRAINING REQUEST  
2008 BUDGET**

DEPARTMENT: <b>CENTRAL GARAGE</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPARTMENT CODE: <b>703-9951</b>
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED FINANCIAL PLAN
Training Classes for Mechanics	To stay current on equipment and vehicles	2/\$2,600	\$5,200

2008 Budget

Central Garage Departmental Charges

Account # 40410

Account	Department	2008 Financial Plan
2100	Police	\$183,101
2401	Code Enforcement	10,280
3115	Engineering	14,678
3120	Public Works	254,467
5209	Parks & Recreation	5,531
5214	Parks Maintenance	61,181
5127	Arena	9,699
9020	Airport	7,988
9400	Water	29,761
9450	Sewer	34,728
	<b>TOTAL</b>	<b>\$611,414</b>

**Central Garage  
2008 BUDGET  
Allocation per Cost Center**

CENTRAL GARAGE FUND--YEAR 2008

5.0% increase for inflation from 2007

8/23/07

EQUIPMENT NO.	CODE 2401	ENG. 3115	FIRE 2200	PK. PROG. 5209	PUB.WKS. 3120	PK MTCE 5214	WATER 9400	AIRPORT 9020	ARENA 5127	SEWER 9450	POLICE 2100	TOTAL
201	4,765	0	0	0	0	0	0	0	0	0	0	\$4,765
202	0	0	0	0	1,482	4,446	0	0	0	0	0	\$5,928
203	0	0	0	0	0	0	0	0	0	0	0	\$0
205	0	4,712	0	0	0	0	0	0	0	0	0	\$4,712
206	0	0	0	0	4,716	0	0	0	0	0	0	\$4,716
207	0	4,970	0	0	0	0	0	0	0	0	0	\$4,970
208	0	0	0	0	307	1,229	2,305	0	0	2,306	0	\$6,147
209	4,970	0	0	0	0	0	0	0	0	0	0	\$4,970
302	0	0	0	0	19,303	1,206	3,045	0	0	1,206	0	\$24,761
304	0	0	0	0	12,394	775	1,549	0	0	775	0	\$15,492
305	0	0	0	0	26,167	534	0	0	0	0	0	\$26,701
307	0	0	0	0	11,582	1,930	2,895	0	0	2,895	0	\$19,303
311	0	0	0	0	0	5,363	0	0	0	0	0	\$5,363
BP-1	32	0	0	0	515	19	64	0	0	13	0	\$643
314	273	0	0	0	4,375	164	547	0	0	109	0	\$5,469
315	0	0	0	0	2,183	0	0	0	0	12,370	0	\$14,553
316	0	0	0	0	402	0	0	0	0	3,619	0	\$4,021
319	0	0	0	0	1,187	3,560	0	0	0	0	0	\$4,747
320	0	0	0	0	990	0	1,980	0	0	1,980	0	\$4,950
321	0	0	0	0	3,507	1,753	1,052	0	0	701	0	\$7,013
322	0	0	0	0	0	0	5,905	0	0	0	0	\$5,905
323	0	0	0	0	700	6,303	0	0	0	0	0	\$7,003
324	0	0	0	0	10,601	1,205	241	0	0	0	0	\$12,046
325	0	0	0	0	1,261	3,783	0	0	0	0	0	\$5,044
326	0	4,995	0	0	0	0	0	0	0	0	0	\$4,995
328	0	0	0	0	5,197	0	0	0	0	0	0	\$5,197
329	0	0	0	0	6,961	0	0	0	0	0	0	\$6,961
330	0	0	0	0	12,502	0	1,389	0	0	0	0	\$13,892
331	0	0	0	0	11,582	0	1,287	0	0	0	0	\$12,869
332	0	0	0	0	12,964	0	0	0	0	0	0	\$12,964
333	0	0	0	0	12,244	644	0	0	0	0	0	\$12,888
334	0	0	0	0	13,870	730	0	0	0	0	0	\$14,600
335	0	0	0	0	13,864	0	0	0	0	0	0	\$13,864
336	0	0	0	0	13,512	0	0	0	0	0	0	\$13,512
337	0	0	0	0	13,582	0	0	0	0	0	0	\$13,582
338	0	0	0	0	1,618	0	0	0	0	6,472	0	\$8,090
339	0	0	0	0	13,649	0	0	0	0	0	0	\$13,649
346	0	0	0	5,531	0	0	0	0	0	0	0	\$5,531
351	0	0	0	0	6,306	901	901	0	0	901	0	\$9,008
352	0	0	0	0	0	0	0	0	0	0	0	\$0
355	0	0	0	0	624	624	624	0	0	624	0	\$2,498
FIRE EQMT	0	0	0	0	0	0	0	0	0	0	0	\$0
2151	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2152	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2153	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2154	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2155	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2156	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2157	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2158	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2159	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2160	0	0	0	0	0	0	0	0	0	0	0	\$0
2161	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2162	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2163	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2164	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
2165	0	0	0	0	0	0	0	0	0	0	12,793	\$12,793
MISC. POLICE	0	0	0	0	0	0	0	0	0	0	4,000	\$4,000
M-2	0	0	0	0	0	6,434	0	0	0	0	0	\$6,434
M-3	0	0	0	0	913	2,739	0	0	0	0	0	\$3,651
M-4	0	0	0	0	1,654	3,308	1,654	0	0	0	0	\$6,615
M-5	0	0	0	0	1,371	2,743	1,371	0	0	0	0	\$5,484
M-14	0	0	0	0	0	0	804	0	0	0	0	\$804
M-16	0	0	0	0	0	1,126	0	0	0	0	0	\$1,126
WB-1	0	0	0	0	236	945	0	0	0	0	0	\$1,181
WB-2	59	0	0	0	236	827	59	0	0	0	0	\$1,181
WB-3	0	0	0	0	295	886	0	0	0	0	0	\$1,181
T-2	0	0	0	0	161	0	0	0	0	0	0	\$161
T-355	0	0	0	0	322	0	0	0	0	0	0	\$322
T-4	0	0	0	0	0	85	84	0	0	0	0	\$168
T-5	0	0	0	0	0	269	0	0	0	0	0	\$269
T-6	0	0	0	0	0	643	0	0	0	0	0	\$643
T-314	0	0	0	0	88	88	0	0	0	0	0	\$176
AM-1	0	0	0	0	1,367	0	684	0	0	684	0	\$2,735
AM-23	0	0	0	0	515	0	0	0	0	0	0	\$515
AM-20	0	0	0	0	0	0	483	0	0	0	0	\$483
AM-34	0	0	0	0	3,499	1,166	0	0	0	0	0	\$4,665
TAMPER	0	0	0	0	144	0	144	0	0	72	0	\$361
TOP DRESSER	0	0	0	0	0	444	0	0	0	0	0	\$444
MOWERS	100	0	0	0	200	1,501	200	0	0	0	0	\$2,001
WEED WHIPS	80	0	0	0	161	1,046	322	0	0	0	0	\$1,609
SPRAYER	0	0	0	0	772	772	172	0	0	0	0	\$1,716
HOIST	0	0	0	0	3,378	0	0	0	0	0	0	\$3,378
ZAMBONI	0	0	0	0	0	0	0	0	9,699	0	0	\$9,699
Maint. Charge	0	0	0	0	0	0	0	7,988	0	0	0	\$7,988
TOTAL	\$10,280	\$14,678	\$0	\$5,531	\$254,467	\$61,181	\$29,761	\$7,988	\$9,699	\$34,728	\$183,101	\$611,415