

CITY OF SOUTH ST PAUL
2009 BUDGET

PRINCIPAL CITY OFFICIALS

OFFICE	OFFICIAL	TERM EXPIRATION
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ELECTED OFFICIALS

Mayor	Beth A. Baumann	January 1, 2013
Councilmember	Micky R. Gutzmann	January 1, 2011
Councilmember	Lori L. Hansen	January 1, 2013
Councilmember	Christopher J. Lehmann	January 1, 2013
Councilmember	Daniel J. Niederkorn	January 1, 2013
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
Park and Recreation Director	Christopher J. Esser
City Attorney	Korine L. Land
City Engineer	John M. Sachi
Police Chief	Daniel S. Vujovich
City Clerk	Christy M. Wilcox
Library Director	Jane A. Kroschel
Director of Revenue Facilities	Glenn C. Burke

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 BUDGET

TAX SUPPORTED FUNDS

Spending and Taxes

	BUDGET 2008	BUDGET 2009	BUDGET CHANGE 08 TO 09	
			\$	%
<u>TAXES</u>				
General Fund	\$5,309,273	\$5,703,170	\$393,897	7.4190%
Library	623,107	624,973	1,866	0.2995%
Debt Service	720,198	725,464	5,266	0.7312%
Total	<u>6,652,578</u>	<u>7,053,607</u>	<u>401,029</u>	6.0282%
<u>SPENDING</u>				
General Fund	\$11,156,611	\$11,507,570	\$350,959	3.1457%
Library	635,307	637,473	2,166	0.3409%
Debt Service	720,198	725,464	5,266	0.7312%
Total	<u>12,512,116</u>	<u>12,870,507</u>	<u>358,391</u>	2.8644%

CITY OF SOUTH ST PAUL
2009 BUDGET

SUMMARY

TAX SUPPORTED FUNDS

	GENERAL FUND	LIBRARY	DEBT SERVICE	TOTAL 2009	TOTAL 2008	BUDGET CHANGE 08 TO 09	
						\$	%
REVENUES							
Property Tax Levy							
Property Taxes	\$5,303,170	\$624,973	\$725,464	\$6,653,607	\$6,252,578	\$401,029	6.41%
Market Value Homestead Credit	400,000	0	0	400,000	400,000	0	0.00%
Subtotal Property Tax Levy	<u>5,703,170</u>	<u>624,973</u>	<u>725,464</u>	<u>7,053,607</u>	6,652,578	401,029	6.03%
Local Government Aid (LGA)	2,299,651	0	0	2,299,651	2,043,465	256,186	12.54%
Fees	1,538,363	6,500	0	1,544,863	1,499,607	45,256	3.02%
Intergovernmental	673,943	0	0	673,943	856,642	(182,699)	-21.33%
Charges For Services	872,443	4,000	0	876,443	888,117	(11,674)	-1.31%
Miscellaneous	260,000	2,000	0	262,000	291,500	(29,500)	-10.12%
Transfers In	160,000	0	0	160,000	280,207	(120,207)	-42.90%
Total Revenues	<u><u>\$11,507,570</u></u>	<u><u>\$637,473</u></u>	<u><u>\$725,464</u></u>	<u><u>\$12,870,507</u></u>	<u><u>\$12,512,116</u></u>	<u><u>\$358,391</u></u>	<u><u>2.86%</u></u>
APPROPRIATIONS							
General Government	\$2,137,157	\$0	\$0	\$2,137,157	\$2,064,810	\$72,347	3.50%
Public Safety	6,359,946	0	0	6,359,946	5,858,325	501,621	8.56%
Public Works	1,538,470	0	0	1,538,470	1,765,636	(227,166)	-12.87%
Leisure Activities	1,165,658	637,473	0	1,803,131	1,709,687	93,444	5.47%
Contingency	72,304	0	0	72,304	133,469	(61,165)	-45.83%
Debt Service	0	0	725,464	725,464	720,198	5,266	0.73%
Transfers Out	234,035	0	0	234,035	259,991	(25,956)	-9.98%
Total Appropriations	<u><u>\$11,507,570</u></u>	<u><u>\$637,473</u></u>	<u><u>\$725,464</u></u>	<u><u>\$12,870,507</u></u>	<u><u>\$12,512,116</u></u>	<u><u>\$358,391</u></u>	<u><u>2.86%</u></u>

CITY OF SOUTH ST PAUL
2009 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
2009 BUDGET
GENERAL FUND SUMMARY

REVENUES

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	BUDGET 2008	REVISED 2008	BUDGET 2009	BUDGET CHANGE 08 REVISED TO 09	
							\$	%
<u>PROPERTY TAXES</u>								
31010	Current and Delinquent (*1)	\$3,377,735	\$3,456,186	\$3,979,273	\$3,979,273	\$4,373,170	\$393,897	9.9%
31040	Fiscal Disparities (*1)	949,435	938,848	930,000	930,000	930,000	0	0.0%
31030	Mobile Home Tax/Other	4,859	3,937	0	0	0	0	0.0%
	<i>Total Property Taxes</i>	<u>4,332,029</u>	<u>4,398,971</u>	<u>4,909,273</u>	<u>4,909,273</u>	5,303,170	<u>393,897</u>	8.0%
<u>FEES</u>								
31810	Franchise Fee - Xcel	749,039	755,296	815,000	860,000	950,000	90,000	10.5%
31811	Franchise Fee - Cable	36,951	39,625	40,827	43,064	44,450	1,386	
	License, Permit & Plan Fees	472,357	385,103	534,780	426,230	435,913	9,683	2.3%
35101	Fines & Forfeits	104,192	116,881	102,500	102,500	108,000	5,500	5.4%
	<i>Total Fees</i>	<u>1,362,539</u>	<u>1,296,905</u>	<u>1,493,107</u>	<u>1,431,794</u>	1,538,363	<u>106,569</u>	7.4%
<u>INTERGOVERNMENTAL</u>								
33160	Federal	0	7,201	0	0	0	0	0.0%
	State -							
33401	Local Government Aid (LGA) (*2)	2,199,803	2,019,642	2,043,465	2,043,465	2,299,651	256,186	12.5%
33405	Market Value Homestead Credit (*1)	466,618	438,395	400,000	400,000	400,000	0	0.0%
33418	MSA	138,871	136,894	140,000	140,000	140,000	0	0.0%
33419	MnDot	35,911	26,933	36,000	38,500	38,500	0	0.0%
33424	Police Aids	344,248	339,681	442,503	247,503	265,000	17,497	7.1%
33423	Fire Aids	290,694	209,860	95,000	95,000	75,000	(20,000)	-21.1%
33416	Police Training	9,044	10,451	9,600	9,600	9,600	0	0.0%
33422	Other State Grants & Aids	16,507	18,225	16,414	16,414	16,414	0	0.0%
	County -							
33621	Recycling Grant	17,900	17,900	18,000	21,200	21,200	0	0.0%
31701	Gravel Tax	4,244	3,989	4,200	4,200	4,200	0	0.0%
33611	Road Maintenance	28,059	28,059	28,000	30,000	30,000	0	0.0%
33612	Traffic Signal	404	434	500	500	500	0	0.0%
33620	Other	10,993	0	0	0	0	0	0.0%
	Local -							
33634	School District - Police Services	32,492	33,489	35,000	35,000	37,106	2,106	6.0%
33635	School District - Senior Center	13,660	13,937	14,925	14,925	17,923	2,998	20.1%
33640	H.R.A. Share of Costs	16,500	16,500	16,500	16,500	18,500	2,000	12.1%
33640	Other	0	0	0	0	0	0	0.0%
	<i>Total Intergovernmental</i>	<u>3,625,948</u>	<u>3,321,590</u>	<u>3,300,107</u>	<u>3,112,807</u>	3,373,594	<u>260,787</u>	8.4%

CITY OF SOUTH ST PAUL
2009 BUDGET
GENERAL FUND SUMMARY

REVENUES

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	BUDGET 2008	REVISED 2008	BUDGET 2009	BUDGET CHANGE 08 REVISED TO 09	
							\$	%
<u>CHARGES FOR SERVICES</u>								
34000	2% Admin. Fee - Other Funds	106,000	101,300	105,000	105,000	105,000	0	0.0%
34110	Recorder's Fee	44,469	9,719	40,000	15,000	35,000	20,000	133.3%
34111	Engineering Project Fees	144,067	176,328	200,000	180,000	165,000	(15,000)	-8.3%
347xx	Parks & Recreation	167,433	178,555	198,900	198,900	191,000	(7,900)	-4.0%
36221	Service Center Rent - Transfer	50,000	50,000	50,000	50,000	50,000	0	0.0%
34102	Rents - HRA	25,000	25,000	40,000	37,000	38,000	1,000	2.7%
34101	Rents - Other	7,907	13,614	19,200	19,200	19,241	41	0.2%
34205	Ambulance Transport	82,694	80,289	0	35,500	0	(35,500)	-100.0%
34206	Public Safety	22,530	20,045	8,000	4,000	4,000	0	0.0%
34303	Public Works - Streets	2,814	2,612	5,000	5,000	5,000	0	0.0%
34500	Antenna and Other Charges	115,548	109,327	112,717	112,717	124,052	11,335	10.1%
34510	Barge Terminal Fee	86,602	81,134	88,700	88,700	116,670	27,970	31.5%
34xxx	Other	10,880	13,375	16,400	20,400	19,480	(920)	-4.5%
	<i>Total Charges for Service</i>	<u>865,944</u>	<u>861,298</u>	<u>883,917</u>	<u>871,417</u>	<u>872,443</u>	<u>1,026</u>	<u>0.1%</u>
<u>MISCELLANEOUS</u>								
36210	Interest on Investments	82,711	213,588	185,000	185,000	185,000	0	0.0%
	Other	62,599	63,708	105,000	105,000	75,000	(30,000)	-28.6%
	<i>Total Miscellaneous</i>	<u>145,310</u>	<u>277,296</u>	<u>290,000</u>	<u>290,000</u>	<u>260,000</u>	<u>(30,000)</u>	<u>-10.3%</u>
<u>TRANSFERS IN</u>								
39200	Transfers In Storm Water Fee	55,000	55,000	55,000	55,000	40,000	(15,000)	-27.3%
39200	Transfers In Water/Sewer (originally to C	0	150,000	150,000	100,000	100,000	0	0.0%
39200	Transfers In Street Light Utility	0	0	0	0	20,000	20,000	0.0%
39203	Trans. In (TIF 75% of Planning)	66,600	0	0	0	0	0	0.0%
	Transfers In (Other)	0	304,361	75,207	0	0	0	0.0%
	<i>Total Transfers In</i>	<u>121,600</u>	<u>509,361</u>	<u>280,207</u>	<u>155,000</u>	<u>160,000</u>	<u>5,000</u>	<u>3.2%</u>
Total Revenues		<u>\$10,453,370</u>	<u>\$10,665,421</u>	<u>\$11,156,611</u>	<u>\$10,770,291</u>	<u>\$11,507,570</u>	<u>\$737,279</u>	<u>6.8%</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
2009 BUDGET
GENERAL FUND SUMMARY

EXPENDITURES

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	BUDGET 2008	REVISED 2008	BUDGET 2009	BUDGET CHANGE 08 REVISED TO 09	
							\$	%
<u>GENERAL GOVERNMENT</u>								
1100	Mayor & Council	\$101,127	103,443	107,241	109,969	104,504	(\$5,465)	-4.97%
1200	Computer Operations	124,056	93,938	123,225	123,524	123,224	(\$300)	-0.24%
1320	City Administrator	262,281	281,306	284,688	321,922	385,528	\$63,606	19.76%
1321	Community Affairs Liaison	73,426	76,672	80,094	80,094	82,516	\$2,422	3.02%
1330	City Planner	80,154	91,776	95,510	95,510	99,294	\$3,784	3.96%
1410	City Clerk	130,590	119,963	144,204	167,293	151,470	(\$15,823)	-9.46%
1520	Finance	290,989	329,989	367,418	336,786	347,407	\$10,621	3.15%
1610	City Attorney	254,627	265,833	246,500	246,500	246,500	\$0	0.00%
1940	City Hall	180,560	247,625	217,213	257,207	265,074	\$7,867	3.06%
1970	Recycling	51,222	57,811	57,222	59,035	58,865	(\$170)	-0.29%
2401	Code Enforcement	226,130	257,485	341,495	271,125	272,775	\$1,650	0.61%
	<i>Total General Government</i>	<u>1,774,918</u>	<u>1,925,841</u>	<u>2,064,810</u>	<u>2,068,965</u>	<u>2,137,157</u>	<u>68,192</u>	3.30%
<u>PUBLIC SAFETY</u>								
1965	Animal Control	28,962	27,218	34,926	34,809	35,569	760	2.18%
2100	Police Protection	3,140,775	3,439,466	3,695,178	3,757,822	4,036,815	278,993	7.42%
2200	Fire Department	2,024,744	2,550,587	2,128,221	2,235,837	2,287,562	51,725	2.31%
2201	Consolidation: Fire Department	41,415	25,373	0	0	0	0	0.00%
	<i>Total Public Safety</i>	<u>5,235,896</u>	<u>6,042,644</u>	<u>5,858,325</u>	<u>6,028,468</u>	<u>6,359,946</u>	<u>331,478</u>	5.50%
<u>PUBLIC WORKS</u>								
3115	Engineering	424,339	471,140	462,560	501,476	415,469	(86,007)	-17.15%
3120	Public Works	1,198,751	1,257,151	1,303,076	1,314,610	1,123,001	(191,609)	-14.58%
	<i>Total Eng./Public Works</i>	<u>1,623,090</u>	<u>1,728,291</u>	<u>1,765,636</u>	<u>1,816,086</u>	<u>1,538,470</u>	<u>(277,616)</u>	-15.29%
<u>PARKS AND RECREATION</u>								
5201	Parks Administration	371,102	384,874	365,234	418,207	436,689	18,482	4.42%
5207	Splash Pool	69,050	62,877	75,297	75,297	78,804	3,507	4.66%
5208	Northview Pool	56,479	51,939	65,937	65,937	72,215	6,278	9.52%
5209	Recreation Programs	120,173	111,375	122,312	113,527	115,717	2,190	1.93%
5214	Parks Maintenance	424,976	477,337	445,600	444,843	462,233	17,390	3.91%
	<i>Total Parks & Recreation</i>	<u>1,041,780</u>	<u>1,088,402</u>	<u>1,074,380</u>	<u>1,117,811</u>	<u>1,165,658</u>	<u>47,847</u>	4.28%

CITY OF SOUTH ST PAUL
2009 BUDGET
GENERAL FUND SUMMARY

EXPENDITURES

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	BUDGET 2008	REVISED 2008	BUDGET 2009	BUDGET CHANGE 08 REVISED TO 09	
							\$	%
40485	<u>CONTINGENCY</u>	0	0	133,469	0	72,304	72,304	0.00%
	<u>TRANSFERS OUT</u>							
40719	CIP Fund	170,000	0	0	0	0	0	0.00%
40719	City Hall Fund	1,400,000	0	0	0	0	0	0.00%
40719	Equipment (Technology) Fund	49,575	67,094	59,991	59,991	59,035	(956)	-1.59%
40719	Year end to cash flow fund	0	0	0	0	0	0	0.00%
40720	Wakota Arena (cover deficit)	0	113,000	200,000	200,000	175,000	(25,000)	-12.50%
40720	Library (Bring Fund Balance to Zero)	0	0	0	0	0	0	0.00%
	<i>Total Transfers Out</i>	<u>1,619,575</u>	<u>180,094</u>	<u>259,991</u>	<u>259,991</u>	<u>234,035</u>	<u>(25,956)</u>	<u>-9.98%</u>
	Total Expenditures	<u>\$11,295,259</u>	<u>\$10,965,272</u>	<u>\$11,156,611</u>	<u>\$11,291,321</u>	<u>\$11,507,570</u>	<u>\$216,249</u>	1.92%
	Addition/(Decrease) to Fund Balance	<u>(\$841,889)</u>	<u>(\$299,851)</u>	<u>\$0</u>	<u>(\$521,030)</u>	<u>\$0</u>	<u>\$521,030</u>	

2009 BUDGET

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Dept. Code 1100

Mayor and Council
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

- <> Set policy direction for City to respond to community needs.
- <> Approve goals and objectives for City Staff direction.
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2008 ACCOMPLISHMENTS

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2009 OBJECTIVES

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	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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					
Total Staffing	7.00	7.00	7.00	7.00	7.00
WORK LOAD DATA					
Council Meetings	24	24	24	24	24
Worksessions	28	28	28	28	28
SMFD Board of Directors Meetings	22	22	12	12	12
HRA Board Meeting	12	12	12	12	12

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: MAYOR AND COUNCIL	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1100
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	53,950	52,200	49,800	16,600	49,800	49,800	-	0.00%
40120	Employers Cont. for Pensions	5,706	5,636	5,410	1,803	5,409	5,425	16	0.30%
40150	Workers Comp Ins. Premium	208	227	238	145	238	317	79	33.19%
40200	Office Supplies	219	321	500	16	500	400	(100)	-20.00%
40220	Repair & Maintenance Supplies	91	-	-	-	-	-	-	0.00%
40300	Professional Services	95	306	500	-	500	500	-	0.00%
40330	Conferences, Training, Travel	1,965	4,519	6,500	170	6,500	1,800	(4,700)	-72.31%
40340	Advertising	1,451	1,750	1,850	-	1,850	250	(1,600)	-86.49%
40360	Property & Liability Insurance	15,087	15,746	16,533	9,631	19,262	20,102	840	4.36%
40430	Miscellaneous	2,978	2,873	3,000	8	3,000	3,000	-	0.00%
40433	Dues & Subscriptions	19,377	19,865	22,660	6,601	22,660	22,660	-	0.00%
40486	Mayor's Contingency Expense	-	-	250	-	250	250	-	0.00%
Total		101,127	103,443	107,241	34,974	109,969	104,504	(5,465)	-4.97%

SUMMARY BY CATEGORY

Personal Services	59,864	58,063	55,448	18,548	55,447	55,542	95	0.17%
Materials & Supplies	310	321	500	16	500	400	(100)	-20.00%
Services & Other Charges	40,953	45,059	51,293	16,410	54,022	48,562	(5,460)	-10.11%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	101,127	103,443	107,241	34,974	109,969	104,504	(5,465)	-4.97%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: MAYOR AND COUNCIL	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1100
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ 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	Niederkorn, 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

Salaries of regular employees	40101	49,800	49,800	0	0.00%
Employer contribution for pension	40120	5,409	5,425	16	0.30%
Employer contribution for insurance	40130	0	0	0	0.00%
		<u>55,209</u>	<u>55,225</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
Niederkorn, Daniel J	505	0	0	0	0
Seaberg, Thomas Q	950	0	0	0	0
Rothecker, Marilyn I	505	0	0	0	0
Gutzmann, Micky R	505	0	0	0	0
		<u>5,425</u>	<u>0</u>	<u>0</u>	<u>0</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: MAYOR/COUNCIL	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$49,800	\$49,800
40120 Employers Cont. for Pensions		\$5,409	\$5,425
40150 Workers Comp Ins. Premium		\$238	\$317
40200 Office Supplies	General Office Supplies	\$500	\$400
40300 Professional Services	Goalsetting	\$500	\$500
40330 Conferences, Training, Travel	Various Conferences	\$6,500	\$1,800
40340 Advertising		\$1,850	\$250
40360 Property & Liability Insurance		\$16,533	\$20,102
40430 Miscellaneous	Kaposia Days, Various other Community Celebrations and Events	\$3,000	\$3,000
40433 Dues & Subscriptions	Mn Mayors Assoc; Natl League of Cities; League of MN Cities; River Hts Chamber, AMM	\$22,660	\$22,660
40486 Mayor's Contingency Expense	Funding unexpected expenses	\$250	\$250

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: MAYOR/COUNCIL	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1100
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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
LMC Annual Conference Various lunches, training, etc.		2 @ 700	\$1,400 \$400

Dept. Code 1200

Computer Operations
2009 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
- <>
- <>

2008 ACCOMPLISHMENTS

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

2009 OBJECTIVES

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

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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					
Total Staffing	1.25	1.25	1.25	1.25	1.25
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
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: COMPUTER		DIVISION: GENERAL GOVERNMENT					DEPT. CODE: 1200		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	61,616	65,805	83,424	26,348	83,424	83,788	364	0.44%
40102	Full-Time Employees Overtime	202	-	-	(8)	-	-	-	0.00%
40120	Employers Cont. for Pensions	8,065	8,161	11,511	3,419	11,804	12,065	261	2.21%
40130	Employer Paid Insurance	7,367	8,435	10,540	3,552	10,546	10,571	25	0.24%
40200	Office Supplies	39	94	100	-	100	100	-	0.00%
40210	Operating Supplies	4,101	2,429	5,250	626	5,250	8,000	2,750	52.38%
40220	Repair & Maintenance Supplies	507	2,270	2,000	377	2,000	2,000	-	0.00%
40240	Minor Equipment & Furnishings	2,420	839	2,300	30	2,300	-	(2,300)	-100.00%
40320	Postage and Telephone	-	-	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	2,823	10	3,000	-	3,000	2,000	(1,000)	-33.33%
40400	Repairs & Maint. (Contractual)	36,914	5,876	5,100	1,149	5,100	4,700	(400)	-7.84%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
40430	Miscellaneous	2	19	-	-	-	-	-	0.00%
40571	Computer Hardware	-	-	-	-	-	-	-	0.00%
	Total	<u>124,056</u>	<u>93,938</u>	<u>123,225</u>	<u>35,493</u>	<u>123,524</u>	<u>123,224</u>	<u>(300)</u>	<u>-0.24%</u>
SUMMARY BY CATEGORY									
	Personal Services	77,250	82,401	105,475	33,311	105,774	106,424	650	0.61%
	Materials & Supplies	7,067	5,632	9,650	1,033	9,650	10,100	450	4.66%
	Services & Other Charges	39,739	5,905	8,100	1,149	8,100	6,700	(1,400)	-17.28%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	<u>124,056</u>	<u>93,938</u>	<u>123,225</u>	<u>35,493</u>	<u>123,524</u>	<u>123,224</u>	<u>(300)</u>	<u>-0.24%</u>

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: COMPUTER	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1200
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Info.Technology Administrator	Owen, Darin L	100	4/5/2006	71,266	71,266	-	0.00%
Maintenance Support	Elg, Jon	25	5/1/1997	12,158	12,522	364	2.99%
				<u>83,424</u>	<u>83,788</u>	<u>364</u>	<u>0.44%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	83,424	83,788	364	0.44%
Employer contribution for pension	40120	11,804	12,065	261	2.21%
Employer contribution for insurance	40130	10,546	10,571	25	0.24%
		<u>105,774</u>	<u>106,424</u>	<u>650</u>	<u>0.61%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Owen, Darin L	10,262	7,704	343	424	8,471
Elg, Jon	1,803	1,926	68	106	2,100
	<u>12,065</u>	<u>9,630</u>	<u>411</u>	<u>530</u>	<u>10,571</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: COMPUTER	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1200
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 BUDGET CURRENT	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$83,424	\$83,788
40102 Full-Time Employees Overtime		\$0	\$0
40120 Employers Cont. for Pensions		\$11,511	\$12,065
40130 Employer Paid Insurance		\$10,540	\$10,571
40200 Office Supplies		\$100	\$100
40210 Operating Supplies	Transfer of Printer cartridges from ENG/ADMIN to IT budget	\$5,250	\$8,000
40220 Repair & Maintenance Supplies		\$2,000	\$2,000
40240 Minor Equipment & Furnishings		\$2,300	\$0
40320 Postage and Telephone		\$0	\$0
40330 Conferences, Training, Travel		\$3,000	\$2,000
40400 Repairs & Maint. (Contractual)	Office of enterprise tech \$270/mo, Webhosting \$105/mo;	\$5,100	\$4,700
40439 Ins Claims within Deductible			

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: COMPUTER	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1200
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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		\$2,000

Dept. Code 1320

City Administrator
2009 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.

2008 ACCOMPLISHMENTS

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2009 OBJECTIVES

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	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	2.00	2.00	2.00	2.00	2.00
WORK LOAD DATA					
Resolutions Adopted	250	250	250	250	250
Ordinances Adopted	12	12	12	12	12

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CITY ADMINISTRATOR	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1320
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	161,081	175,215	159,158	64,495	186,767	233,521	46,754	25.03%
40102	Full-Time Employees Overtime	-	201	-	(6)	-	-	-	0.00%
40104	Temporary Employees Regular	-	-	2,850	7,395	16,000	-	(16,000)	-100.00%
40108	Accumulated Vacation	5,006	-	-	-	-	14,058	14,058	100.00%
40120	Employers Cont. for Pensions	20,326	22,441	22,026	9,473	24,847	36,307	11,460	46.12%
40130	Employer Paid Insurance	25,671	32,044	34,504	11,843	28,662	32,017	3,355	11.71%
40150	Workers Comp Ins. Premium	2,140	4,253	2,450	1,488	2,450	3,261	811	33.10%
40170	Employer Contr to HCSP	-	-	-	-	6,496	7,614	1,118	17.21%
40200	Office Supplies	1,952	2,644	2,500	1,213	2,500	3,000	500	20.00%
40210	Operating Supplies	-	171	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	-	1,437	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	107	193	300	136	300	250	(50)	-16.67%
40240	Minor Equipment & Furnishings	64	2,990	500	851	500	500	-	0.00%
40300	Professional Services	103	-	7,000	-	-	10,000	10,000	100.00%
40320	Postage and Telephone	1,075	798	800	162	800	800	-	0.00%
40330	Conferences, Training, Travel	19,990	14,287	20,100	7,682	20,100	12,600	(7,500)	-37.31%
40340	Advertising	308	-	500	-	500	500	-	0.00%
40351	Reporter	21,120	21,723	22,500	8,704	22,500	23,600	1,100	4.89%
40430	Miscellaneous	1,714	900	7,500	275	7,500	5,000	(2,500)	-33.33%
40433	Dues & Subscriptions	1,624	2,009	2,000	151	2,000	2,500	500	25.00%
Total		262,281	281,306	284,688	113,862	321,922	385,528	63,606	19.76%

SUMMARY BY CATEGORY

Personal Services	214,224	234,154	220,988	94,688	265,222	326,778	61,556	23.21%
Materials & Supplies	2,123	7,435	3,300	2,200	3,300	3,750	450	13.64%
Services & Other Charges	45,934	39,717	60,400	16,974	53,400	55,000	1,600	3.00%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Total	262,281	281,306	284,688	113,862	321,922	385,528	63,606	19.76%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CITY ADMINISTRATOR	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1320
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Administrator	King, Stephen	100	4/7/2003	110,589	124,620	14,031	12.69%
Assistant to City Administrator	New Staff	100	9/1/2008	16,588	53,541	36,953	222.77%
Asst to City Admin/HR Director	Anderson, Shelly	100	5/20/2002	59,255	69,391	10,136	17.11%
				<u>186,432</u>	<u>247,552</u>	<u>61,120</u>	<u>32.78%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	186,432	247,552	61,120	32.78%
Employer contribution for pension	40120	25,885	36,307	10,422	40.26%
Employer contribution for insurance	40130	31,060	32,017	957	3.08%
		<u>243,377</u>	<u>315,876</u>	<u>72,499</u>	<u>29.79%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
King, Stephen	18,306	10,938	502	424	11,864
New Staff	8,009	7,697	308	424	8,429
Anderson, Shelly	9,992	10,938	362	424	11,724
	<u>36,307</u>	<u>29,573</u>	<u>1,172</u>	<u>1,272</u>	<u>32,017</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY ADMINISTRATOR	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1320
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees	New Hire - Assistant to the City Administrator	\$159,158	\$233,521
40102 Full-Time Employees Overtime		\$0	\$0
40104 Temporary Employees Regular		\$2,850	\$0
40108 Accumulated Vacation	New Supervisor Association provision	\$0	\$14,058
40120 Employers Cont. for Pensions		\$22,026	\$36,307
40130 Employer Paid Insurance		\$34,504	\$32,017
40150 Workers Comp Ins. Premium		\$2,450	\$3,261
40200 Office Supplies		\$2,500	\$3,000
40210 Operating Supplies		\$0	\$0
40230 Books, Materials & Periodicals		\$300	\$250
40240 Minor Equipment & Furnishings	Files, etc.	\$500	\$500
40300 Professional Services	Professional Services (Labor Attorney, Goal Setting Consultant)	\$7,000	\$10,000
40320 Postage and Telephone		\$800	\$800
40330 Conferences, Training, Travel	Meetings, Conferences, Mileage, Car Allowance	\$20,100	\$12,600
40340 Advertising		\$500	\$500
40351 Reporter	Postage/Printing of Newsletter (6 issues per year): Postage & Permit Fee \$8600 Printing \$15,000	\$22,500	\$23,600
40430 Miscellaneous	Employee Appreciation Dinner, Other Employee Recognition Expenses	\$7,500	\$5,000
40433 Dues & Subscriptions	ICMA Dues, MAMA Dues, MN City/County Mgmt. Dues, Chamber Dues, Misc. Subscriptions	\$2,000	\$2,500

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CITY ADMINISTRATOR	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1320
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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
Misc Local Meetings & Expenses			\$500
Managerial/HR Meetings & Conferences			\$1,500
In-House Training			\$2,400
Administrator Car Allowance	Per Contract	\$550 per month	\$6,600
	Total		\$12,600

Dept. Code 1321

Community Affairs Liaison
2009 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
- <> Continue linking with Community Organizations to develop Community Ownership in South St. Paul

2008 ACCOMPLISHMENTS

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

2009 OBJECTIVES

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

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Line Staff	1.00	1.00	1.00	1.00	1.00
Clerical/support					
Total Staffing	1.00	1.00	1.00	1.00	1.00

WORK LOAD DATA

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: COMMUNITY AFFAIRS LIAISON	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1321
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	42,889	51,079	53,290	20,900	53,290	54,889	1,599	3.00%
40102	Full-Time Employees Overtime	5,128	-	-	(15)	-	-	-	0.00%
40120	Employers Cont. for Pensions	7,354	7,045	7,541	2,932	7,541	7,904	363	4.81%
40130	Employer Paid Insurance	5,601	5,595	6,822	2,569	6,822	7,292	470	6.89%
40150	Workers Comp Ins. Premium	1,756	3,279	1,779	2,122	1,779	1,872	93	5.23%
40200	Office Supplies	1,484	1,302	1,300	275	1,300	1,339	39	3.00%
40210	Operating Supplies	7,492	7,154	6,800	3,273	6,800	7,000	200	2.94%
40240	Minor Equipment & Furnishings	254	264	300	-	300	-	(300)	-100.00%
40320	Postage and Telephone	310	507	735	-	735	780	45	6.12%
40330	Conferences, Training, Travel	790	95	1,067	6	1,067	1,000	(67)	-6.28%
40340	Advertising	138	168	250	-	250	250	-	0.00%
40340	Miscellaneous	100	119	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	130	65	210	105	210	190	(20)	-9.52%
	Total	73,426	76,672	80,094	32,167	80,094	82,516	2,422	3.02%

SUMMARY BY CATEGORY

Personal Services	62,728	66,998	69,432	28,508	69,432	71,957	2,525	3.64%
Materials & Supplies	9,230	8,720	8,400	3,548	8,400	8,339	(61)	-0.73%
Services & Other Charges	1,468	954	2,262	111	2,262	2,220	(42)	-1.86%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	73,426	76,672	80,094	32,167	80,094	82,516	2,422	3.02%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: COMMUNITY AFFAIRS LIAISON	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1321
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Community Affairs Liaison	Griffith, Deborah	100	1/16/1996	53,290	54,889	1,599	3.00%
				<u>53,290</u>	<u>54,889</u>	<u>1,599</u>	<u>3.00%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	53,290	54,889	1,599	3.00%
Employer contribution for pension	40120	7,541	7,904	363	4.81%
Employer contribution for insurance	40130	6,822	7,292	470	6.89%
		<u>67,653</u>	<u>70,085</u>	<u>2,432</u>	<u>3.59%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Griffith, Deborah	7,904	7,005	287	-	7,292
	<u>7,904</u>	<u>7,005</u>	<u>287</u>	<u>-</u>	<u>7,292</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: COMMUNITY AFFAIRS LIAISON	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1321
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$53,290	\$54,889
40150 Workers Comp Ins. Premium	Includes volunteer insurance \$1500, liaison \$372	\$1,779	\$1,872
40200 Office Supplies	Based on 2008 Budget and a 3% increase	\$1,300	\$1,339
40210 Operating Supplies	Supplies for the Community Affairs Liaison Department. Programs including: Volunteer Recognition and thank you's: City Programming: 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) The Great Halloween Get Together (1500) 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) New Community Programs: Welcome to South St. Paul Youth in Government and any new programming Community Presentations (6 times a year) South St. Paul Community of Promise Programming (Healthy Youth) Red Wagon Awards (8 awards) Read Across SSP (200 volunteers) Fill the Backpack Campaign (200 backpacks)	\$6,800	\$7,000
40240 Minor Equipment & Furnishings	none needed	\$0	\$0

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: COMMUNITY AFFAIRS LIAISON	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1321
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40320 Postage and Telephone	Postage (1500 pieces of mail) @ \$.42 = \$630 Postage (100 flat items)@ \$1.50= \$150.00	\$735	\$780
40330 Conferences, Training, Travel	Travel to and from meetings, events, seminars and day to day operations for the Community Affairs Office. Budgeting for 1700 mileage @.585. This is a decrease over 300 miles based on the average of 2005-2008 mileage (The decrease is budgeted based on the cost of fuel). (Mileage changed from 48.5 to 58.5 per mile for 2009).	\$1,067	\$1,000
40340 Advertising	Advertising for the All City Garage Sale and/or other community events.	\$250	\$250
40433 Dues & Subscriptions	Membership to: Grant Writing Association \$100 Minnesota Crime Prevention Association - \$50 Sams Club - \$40	\$210	\$190

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: COMMUNITY AFFAIRS LIAISON	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1321
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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
2009 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
- <>

2008 ACCOMPLISHMENTS

- <> Continue Staff Review Committee for planning cases
- <> Continue Code Enforcement Program
- <> Comprehensive Plan Update - SSP 2030 Plan
- <> Effective resolution of code enforcement
- Proposed several ordinance amendments to improve codes

2009 OBJECTIVES

- <> 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
- <> Create 494 Corridor design criteria/standards

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff					
Clerical/support					
Total Staffing	1.00	1.00	1.00	1.00	1.00
WORK LOAD DATA					
Public Hearings	41	45	45	45	45
Site Plan reviews	1	4	4	4	4
Planning Comm. Mtgs.	14	15	12	12	12

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CITY PLANNER		DIVISION: GENERAL GOVERNMENT					DEPT. CODE: 1330		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	60,855	66,692	70,655	26,903	70,655	73,599	2,944	4.17%
40102	Full-Time Employees Overtime	-	940	-	1,674	-	2,000		
40120	Employers Cont. for Pensions	7,902	8,897	9,998	3,803	9,998	10,886	888	8.88%
40130	Employer Paid Insurance	7,495	8,415	8,407	3,552	8,407	8,479	72	0.86%
40200	Office Supplies	251	359	350	78	350	350	-	0.00%
40210	Operating Supplies	-	-	100	-	100	-	(100)	-100.00%
40230	Books, Materials & Periodicals	-	-	200	-	200	200	-	0.00%
40300	Professional Services	800	3,101	1,000	-	1,000	500	(500)	-50.00%
40320	Postage and Telephone	1,681	2,470	1,000	-	1,000	1,000	-	0.00%
40330	Conferences, Training, Travel	350	129	1,500	236	1,500	1,230	(270)	-18.00%
40340	Advertising	600	553	1,000	187	1,000	700	(300)	-30.00%
40430	Miscellaneous	-	-	100	-	100	-	(100)	-100.00%
40433	Dues & Subscriptions	220	220	1,200	-	1,200	350	(850)	-70.83%
Total		80,154	91,776	95,510	36,433	95,510	99,294	1,784	1.87%

SUMMARY BY CATEGORY

Personal Services	76,252	84,944	89,060	35,932	89,060	94,964	3,904	4.38%
Materials & Supplies	251	359	650	78	650	550	(100)	-15.38%
Services & Other Charges	3,651	6,473	5,800	423	5,800	3,780	(2,020)	-34.83%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	80,154	91,776	95,510	36,433	95,510	99,294	1,784	1.87%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CITY PLANNER	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1330
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Planner	Hellegers, Peter	100	10/5/2005	70,655	73,599	2,944	4.17%
				<u>70,655</u>	<u>73,599</u>	<u>2,944</u>	<u>4.17%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	70,655	73,599	2,944	4.17%
Employer contribution for pension	40120	9,998	10,598	600	6.00%
Employer contribution for insurance	40130	8,407	8,479	72	0.86%
		<u>89,060</u>	<u>92,676</u>	<u>3,616</u>	<u>4.06%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Hellegers, Peter	10,598	7,704	351	424	8,479
	<u>10,598</u>	<u>7,704</u>	<u>351</u>	<u>424</u>	<u>8,479</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY PLANNER	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1330
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40200 Office Supplies	General office supplies for operation of office.	\$350	\$350
40210 Operating Supplies	Various operating supplies.	\$100	\$0
40230 Books, Materials & Periodicals	Subscriptions to New Urban News, other Planning related materials.	\$200	\$200
40300 Professional Services	ArcView License	\$1,000	\$500
40320 Postage and Telephone	Mailings (Planning Commission items 1/month)	\$1,000	\$1,000
40340 Advertising	Public Hearing Communications	\$1,000	\$700
40433 Dues & Subscriptions	Annual APA and AICP dues	\$1,200	\$350

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CITY PLANNER	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1330
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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
Monthly Sensible Land Use Coalition Meeting	Monthly luncheon discussion on local planning "hot topics".	2 @ \$35	\$70
Misc. Local Meetings and Expenses	City Planning mileage (miles x 58.5 cents per mile)		\$410
	APA National Conference, Minneapolis, MN		\$750
		Total	<u>\$1,230</u>

Dept. Code 1410

City Clerk
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Conduct 2008 State Primary and General Election
- <> Rental Housing
- <> Continue to deliver excellent customer service

2009 OBJECTIVES

- <> Study the options for document storage - archiving and digitizing scanning electronic records
- <> Provide better access to City's official records and documents in as many different mediums as possible
- <> Provide for on-line registration of business and animal licensing

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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	0.80
Total Staffing	1.69	1.69	1.59	1.59	1.59
WORK LOAD DATA					
Business licenses issued	100	100	125	125	125
# of elections	2	0	2	0	2
Election judges trained	40	0	60	0	60
Number of Voters Served	12,000	0	12,000	0	12,000

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CITY CLERK		DIVISION: GENERAL GOVERNMENT					DEPT. CODE: 1410		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	80,294	81,823	81,302	31,601	87,223	92,006	4,783	5.48%
40102	Full-Time Employees Overtime	130	77	500	(10)	500	500	-	0.00%
40104	Temporary Employees Regular	8,185	-	9,500	81	11,000	-	(11,000)	-100.00%
40106	Independent Contractor	30	-	-	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	-	-	-	-	10,127	5,549	(4,578)	-45.21%
40111	Severance	1,560	-	-	-	-	-	-	0.00%
40112	Service Recognition Award	-	-	-	-	2,756	-	(2,756)	-100.00%
40120	Employers Cont. for Pensions	10,830	11,241	11,504	4,354	13,775	14,119	344	2.50%
40130	Employer Paid Insurance	13,425	13,856	18,273	6,295	16,113	14,289	(1,824)	-11.32%
40140	Unemployment Comp Insurance	17	-	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	156	170	175	106	175	233	58	33.14%
40170	Employer Contr to HCSP	-	-	-	182	474	474	-	0.00%
40200	Office Supplies	2,865	1,377	3,000	771	3,000	3,000	-	0.00%
40210	Operating Supplies	2,823	3,615	3,500	471	3,500	3,500	-	0.00%
40240	Minor Equipment & Furnishings	395	-	500	-	500	-	(500)	-100.00%
40300	Professional Services	640	1,010	5,500	3,507	5,500	7,400	1,900	34.55%
40320	Postage and Telephone	1,411	1,197	1,000	231	1,500	1,500	-	0.00%
40330	Conferences, Training, Travel	737	591	1,500	146	1,500	1,200	(300)	-20.00%
40340	Advertising	801	1,388	1,000	205	1,000	1,000	-	0.00%
40350	Printing and Binding	138	-	200	4	200	200	-	0.00%
40400	Repairs & Maint. (Contractual)	-	-	1,750	1,500	1,750	1,500	(250)	-14.29%
40408	Copier Maintenance Agreement	4,093	5,012	4,500	1,278	4,500	4,500	-	0.00%
40411	Other Rentals	1,700	-	-	-	1,700	-	(1,700)	-100.00%
40430	Miscellaneous	165	(1,489)	200	-	200	200	-	0.00%
40433	Dues & Subscriptions	195	95	300	25	300	300	-	0.00%
Total		130,590	119,963	144,204	50,747	167,293	151,470	(15,823)	-9.46%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CITY CLERK	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1410
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%

SUMMARY BY CATEGORY

Personal Services	114,627	107,167	121,254	42,609	142,143	127,170	(14,973)	-10.53%
Materials & Supplies	6,083	4,992	7,000	1,242	7,000	6,500	(500)	-7.14%
Services & Other Charges	9,880	7,804	15,950	6,896	18,150	17,800	(350)	-1.93%
Transfers	-	-	-	-	-	-	-	0.00%
Total	130,590	119,963	144,204	50,747	167,293	151,470	(15,823)	-9.46%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CITY CLERK	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1410
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Clerk	Wilcox, Christy	79	10/3/1983	54,330	57,705	3,375	6.21%
Deputy City Clerk/AP Clerk	Buecksler, Shirley	60	11/6/2006	23,852	24,988	1,136	4.76%
Cashier Part-Time	Bergdahl, Kim	100	11/29/1999	9,041	9,313	272	3.00%
				<u>87,223</u>	<u>92,006</u>	<u>4,783</u>	<u>5.48%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	87,223	92,006	4,783	5.48%
Employer contribution for pension	40120	13,775	14,047	272	1.97%
Employer contribution for insurance	40130	16,113	14,289	(1,824)	-11.32%
		<u>117,111</u>	<u>120,342</u>	<u>3,231</u>	<u>2.76%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Wilcox, Christy	9,108	8,641	296	335	9,272
Buecksler, Shirley	3,598	4,618	145	254	5,017
Bergdahl, Kim	1,341	-	-	-	-
	<u>14,047</u>	<u>13,259</u>	<u>441</u>	<u>589</u>	<u>14,289</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY CLERK	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1410
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40104 Temporary Employees Regular	Decrease in salaries of temporary employees due to no elections being held in 2009	\$9,500	\$0
40200 Office Supplies	General Office Supplies	\$3,000	\$3,000
40210 Operating Supplies	Purchasing of Business and Animal License Forms, Animal Tags and Miscellaneous Operating Supplies	\$3,500	\$3,500
40240 Minor Equipment and Furnishings		\$500	\$0
40300 Professional Services	Municipal Code Corporation - Charges for supplements made to City Code (3 times a year at \$1,800). Included is \$400 annual fee for city code on internet. Also is payment to veternarian for annual rabies vaccination clinic \$1,600.	\$5,500	\$7,400
40320 Postage and Telephone	Increase in amount of postage due to Rental Housing Program	\$1,000	\$1,500
40330 Conferences, Training, Travel	Conferences to allow City Clerk to attend Annual Conference and Deputy City Clerk to attend the Municipal Clerks Institute Year 1	\$1,500	\$1,200
40400 Repairs & Maint. (Contractual)	Maintenance of Voting Equipment Accuvotes \$125 x 5 = \$625 AutoMarks \$175 x 5 = \$875	\$1,750	\$1,500
40411 Other Rentals	Decrease due to no elections being held in 2009	\$0	\$0

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY CLERK	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1410
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40433 Dues and Subscriptions	Dues for City Clerk and Deputy City Clerk to the Municipal City Clerk's Association	\$300	\$300

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CITY CLERK	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1410
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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
Deputy City Clerk to attend Minnesota Municipal Clerks Institute (Year 1) to be held in July of 2009.	Opportunity to address issues regarding data practices, liquor and gambling laws, business licensing and election laws., etc.	\$500	\$500
Dakota County or Inver Hills to be held sometime in 2009	Classes on Excel and Word for City Clerk and Deputy City Clerk	\$500	\$200
City Clerk Advanced Municipal Clerk Training	This training provides opportunity for discussion and idea sharing among City Clerks participating throughout Minnesota.		\$500
	Total		\$1,200

2009 BUDGET

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Dept. Code 1520

Finance
2009 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.

2008 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.

2009 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.

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	2.80	2.80	3.10	3.10	4.10
WORK LOAD DATA					
A/P Checks used	4787	5,300	5,500	5,700	5,700
P/R Checks used	5135	5,300	5,350	5,400	5,400
W-2's issued	292	300	310	320	320
1099's issued	100	110	120	130	130
Budget pages	243	243	245	275	275

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: FINANCE		DIVISION: GENERAL GOVERNMENT					DEPT. CODE: 1520		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	160,577	152,742	195,810	68,831	188,681	200,019	11,338	6.01%
40102	Full-Time Employees Overtime	2,658	892	1,000	270	1,000	500	(500)	-50.00%
40104	Temporary Employees - Regular	3,766	-	-	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	17,378	6,244	-	-	2,568	7,017	4,449	173.25%
40111	Severance	3,594	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	23,870	21,656	27,707	9,756	26,886	29,958	3,072	11.43%
40130	Employer Paid Insurance	29,597	36,687	57,814	13,724	33,443	30,966	(2,477)	-7.41%
40150	Workers Comp Ins. Premium	792	834	906	550	906	1,206	300	33.11%
40151	Workers Comp Deductible	-	100	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	-	-	-	1,363	5,121	4,418	(703)	-13.73%
40200	Office Supplies	5,996	8,072	8,435	1,683	8,435	8,000	(435)	-5.16%
40210	Operating Supplies	1,565	867	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	-	13	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	629	84	750	87	750	750	-	0.00%
40240	Minor Equipment & Furnishings	1,673	4,072	2,400	59	2,400	1,200	(1,200)	-50.00%
40300	Professional Services	5,042	26,375	8,050	2,371	8,050	8,075	25	0.31%
40320	Postage and Telephone	2,452	1,795	2,767	(8)	2,767	3,000	233	8.42%
40330	Conferences, Training, Travel	2,160	2,481	3,000	692	3,000	2,340	(660)	-22.00%
40340	Advertising	1,273	602	725	26	725	725	-	0.00%
40350	Printing and Binding	512	661	700	-	700	800	100	14.29%
40400	Repairs & Maint. (Contractual)	1,756	26,942	30,375	10,936	30,375	33,504	3,129	10.30%
40405	Other Contractual Services	3,101	28,638	15,944	2,118	9,944	3,894	(6,050)	-60.84%
40430	Miscellaneous	9,584	9,787	10,315	7,227	10,315	10,315	-	0.00%
40433	Dues & Subscriptions	546	445	720	375	720	720	-	0.00%
40484	Non-Recurring Cost	5,122	-	-	-	-	-	-	0.00%
40570	Office Equipment & Furnishings	7,102	-	-	-	-	-	-	0.00%
Total		290,745	329,989	367,418	120,060	336,786	347,407	10,621	3.15%

CITY OF SOUTH ST PAUL
2009 BUDGET
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: FINANCE		DIVISION: GENERAL GOVERNMENT				DEPT. CODE: 1520			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	242,232	219,155	283,237	94,494	258,605	274,084	15,479	5.99%
	Materials & Supplies	9,863	13,108	11,585	1,829	11,585	9,950	(1,635)	-14.11%
	Services & Other Charges	31,548	97,726	72,596	23,737	66,596	63,373	(3,223)	-4.84%
	Capital Outlay	7,102	-	-	-	-	-	0	0.00%
	Total	290,745	329,989	367,418	120,060	336,786	347,407	10,621	3.15%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: FINANCE	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1520
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Senior Clerk-Accounting	Hogan, Patricia	100	11/20/1987	48,722.0	48,722.0	-	0.00%
Finance Director	Feldman, Joshua	80	2/27/2007	66,364.0	72,815.0	6,451.0	9.72%
Assistant Finance Director	Jason Schirmacher	100	6/6/2007	61,669.0	65,988.0	4,319.0	7.00%
Deputy City Clerk/ A/P Clerk	Buecksler, Shirley	30	11/6/2006	11,926.0	12,494.0	568.0	4.76%
				<u>188,681</u>	<u>200,019</u>	<u>11,338</u>	6.01%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	188,681	200,019	11,338	6.01%
Employer contribution for pension	40120	26,886	29,814	2,928	10.89%
Employer contribution for insurance	40130	33,443	30,966	(2,477)	-7.41%
		<u>249,010</u>	<u>260,799</u>	<u>11,789</u>	4.73%

FRINGE BENEFITS

		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Senior Clerk-Accounting	Hogan, Patricia	7,016	7,697	266	424	8,387
Finance Director	Josh Feldman	11,114	8,095	348	339	8,782
Assistant Finance Director	Jason Schirmacher	9,885	-	350	-	350
Deputy City Clerk/ A/P Clerk	Buecksler, Shirley	1,799	2,309	73	127	2,509
Retired - Finance Director	Carufel, James (exp. 10/19/2011)	-	10,938	-	-	10,938
		<u>29,814</u>	<u>29,039</u>	<u>1,037</u>	<u>890</u>	<u>30,966</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: FINANCE	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1520
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$195,810	\$200,019
40102 Full-Time Employees Overtime	PR/AP Clerk overtime	\$1,000	\$500
40104 Temporary Employees - Regular		\$0	\$0
40108 Accumulated Vacation/Comp	Supervisor Union Association provision	\$0	\$7,017
40120 Employers Cont. for Pensions		\$27,707	\$29,958
40130 Employer Paid Insurance		\$57,814	\$30,966
40150 Workers Comp Ins. Premium		\$906	\$1,206
40170 Employer Cont to HCSP	Supervisor Union Association provision	\$0	\$4,418
40200 Office Supplies		\$8,435	\$8,000
40230 Books, Materials & Periodicals	New GASB requirements (OPEB, Blue Book, etc..)	\$750	\$750
40240 Minor Equipment & Furnishings	Dual Monitors for the Assistant finance director with Video card	\$2,400	\$1,200
40300 Professional Services	Audit \$8000 - new requirements, Depository Trust confirmations \$75	\$8,050	\$8,075
40320 Postage and Telephone	Increase of postage rate from \$0.41 to \$0.42	\$2,767	\$3,000
40330 Conferences, Training, Travel	See detail Conference and Training	\$3,000	\$2,340
40340 Advertising	Publish CAFR and Budget	\$725	\$725
40350 Printing and Binding	Print CAFR	\$700	\$800
40400 Repairs & Maint. (Contractual)	Postage Machine - equipment maintenance \$650, meter rental \$768. Financial System - PEAK line printer maintenance \$1215, Harris Computers support \$22,000, Unidata annual license \$2100, SB+ software annual license \$746, SB+ annual user license \$1050, wIntegrate license \$1075, Maximus fixed asset annual support \$900. Programming cost to upgrade for custom programming \$3,000. NOTE FINANCIAL SYSTEM WAS BUDGETED IN DEPT 1200 IN PREVIOUS YEARS.	\$30,375	\$33,504

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: FINANCE	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1520
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40405 Other Contractual Services	Freedom Services plan expenses - Annual fee \$1150, Monthly fee of \$150 estimate (4.75 per person). Shred-It document destruction service \$37 every month and annual estimated fee for archived items- \$944.	\$15,944	\$3,894
40430 Miscellaneous	Dakota Co special assessment fee \$7900, Dakota Co TNT fee \$2000, GFOA certificate of excellence \$415, Miscellaneous \$100	\$10,315	\$10,315
40433 Dues & Subscriptions	MNGFOA dues \$120, GFOA dues \$450, Notary \$100, Wells Fargo credit card annual fee \$50.	\$720	\$720
40570 Office Equipment & Furnishings		\$0	\$0

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: FINANCE	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1520
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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
Local training, monthly meetings and mileage	Technical training and miscellaneous mileage.		\$545
MNGFOA Conference - Alexandria, MN	Multiple finance issues and professional training over 3 days includes Registration \$250, Hotel \$250, Mileage \$155 per person. For Finance Director and Asst Finance Director.	\$645	\$1,155
GFOA Training - Minneapolis, MN	Training for 6 days in government finance issues effecting local and state government includes Registration \$600, Mileage and Parking \$40	\$640	\$640
	Total	\$1,285	\$2,340

Dept. Code 1610

Attorney
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

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

2009 OBJECTIVES

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

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads	Contract	Contract	Contract	Contract	Contract
Supervisors					
Technicians					
Line staff					
Clerical/support					
Total Staffing	0	0	0	0	0
WORK LOAD DATA					
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
2009 BUDGET
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: ATTORNEY	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1610
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40230	Books, Materials & Periodicals	-	-	1,500	-	1,500	1,500	-	0.00%
40300	Professional Services	69,194	86,787	52,000	29,258	52,000	52,000	-	0.00%
40304	Professional Svcs Criminal	185,433	179,046	175,000	63,485	175,000	175,000	-	0.00%
40306	Professional Services - Retainer	-	-	18,000	-	18,000	18,000	-	0.00%
	Total	<u>254,627</u>	<u>265,833</u>	<u>246,500</u>	<u>92,743</u>	<u>246,500</u>	246,500	-	0.00%

SUMMARY BY CATEGORY

Personal Services	-	-	-	-	-	-	-	-	0.00%
Materials & Supplies	-	-	1,500	-	1,500	1,500	-	-	0.00%
Services & Other Charges	254,627	265,833	245,000	92,743	245,000	245,000	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	-	0.00%
Total	<u>254,627</u>	<u>265,833</u>	<u>246,500</u>	<u>92,743</u>	<u>246,500</u>	246,500	-	-	0.00%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: ATTORNEY	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1610
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40230 Books, Materials & Periodicals		\$ 1,500	\$1,500
40300 Professional Services		\$ 52,000	\$72,000
40304 Professional Svcs Criminal		\$ 175,000	\$190,000
40306 Professional Services - Retainer		\$ 18,000	\$18,000

Dept. Code 1940

City Hall
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Added new plantings around City Hall that were needed due to remodeling
- <> Coordinated and worked with departments & contractor for punchlist remodeling items
- <>
- <>
- <>
- <>

2009 OBJECTIVES

- <> Have annual maintenance done on elevator and generator and fire sprinkler system
- <> Purchase new trash containers, cigarette stands and picnic table for outside of City Hall
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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					
Total Staffing	1.00	1.00	1.00	1.00	1.00

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
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CITY HALL		DIVISION: PUBLIC WORKS					DEPT. CODE: 1940		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	58,608	62,790	50,201	24,478	52,123	53,688	1,565	3.00%
40102	Full-Time Employees Overtime	862	238	500	198	500	500	-	0.00%
40104	Temporary Employees Regular	4,173	6,474	7,500	2,444	7,500	8,000	500	6.67%
40108	Accumulated Vacation/Comp	-	-	-	-	2,043	1,240	(803)	-39.30%
40120	Employers Cont. for Pensions	8,184	9,359	7,103	3,464	7,664	8,593	929	12.12%
40130	Employer Paid Insurance	10,431	11,632	10,555	4,959	9,681	9,119	(562)	-5.81%
40150	Workers Comp Ins. Premium	1,636	1,988	1,872	1,137	1,872	2,492	620	33.12%
40170	Employer Contr to HCSP	-	-	-	58	150	150	-	0.00%
40200	Office Supplies	-	-	250	-	250	-	(250)	-100.00%
40210	Operating Supplies	2,606	4,483	5,000	2,670	5,000	5,000	-	0.00%
40220	Repair & Maintenance Supplies	2,423	4,218	7,500	929	7,500	5,500	(2,000)	-26.67%
40240	Minor Equipment & Furnishings	2,088	470	500	23	500	2,000	1,500	300.00%
40300	Professional Services	30	17,265	250	-	250	250	-	0.00%
40320	Postage and Telephone	20,290	13,091	25,000	4,112	25,000	17,000	(8,000)	-32.00%
40360	Property & Liability Insurance	6,601	6,887	7,231	4,212	8,424	8,792	368	4.37%
40380	Utility Service	47,440	90,232	55,000	40,537	90,000	100,000	10,000	11.11%
40400	Repairs & Maint. (Contractual)	10,258	16,644	36,500	15,418	36,500	40,000	3,500	9.59%
40409	Cont. Serv/Refuse & Sanitation	2,413	1,604	2,000	984	2,000	2,500	500	25.00%
40438	Clothing Allowance	200	250	250	-	250	250	-	0.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
40472	Honeywell Contract Maint.	2,320	-	-	-	-	-	-	0.00%
Total		180,563	247,625	217,212	105,623	257,207	265,074	7,867	3.06%
SUMMARY BY CATEGORY									
Personal Services		83,894	92,481	77,731	36,738	81,533	83,782	2,249	2.76%
Materials & Supplies		7,117	9,171	13,250	3,622	13,250	12,500	(750)	-5.66%
Services & Other Charges		89,552	145,973	126,231	65,263	162,424	168,792	6,368	3.92%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		180,563	247,625	217,212	105,623	257,207	265,074	7,867	3.06%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CITY HALL	DIVISION: PUBLIC WORKS	DEPT. CODE: 1940
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Custodian Building	Elg, Jon	75	10/30/1995	36,473	37,565	1,092	2.99%
Admin. Asst.-Engineering	Krier, Deb	25	1/3/2000	15,650	16,123	473	3.02%
				<u>52,123</u>	<u>53,688</u>	<u>1,565</u>	<u>3.00%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	52,123	53,688	1,565	3.00%
Employer contribution for pension	40120	7,664	7,909	245	3.20%
Employer contribution for insurance	40130	9,681	9,119	(562)	-5.81%
		<u>69,468</u>	<u>70,716</u>	<u>1,248</u>	<u>1.80%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Elg, Jon	5,409	5,778	203	318	6,299
Krier, Deb	2,500	2,734	86	-	2,820
	<u>7,909</u>	<u>8,512</u>	<u>289</u>	<u>318</u>	<u>9,119</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY HALL	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 1940
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40104 Temporary Employees Regular	Part-time helper during summer months. Raise salary to \$14/hr (last increase in 2005).	\$7,500	\$8,000
40210 Operating Supplies	Paper and Liner - supplies for bathrooms and sink areas, fuel for generator and batteries for City Hall Equipment	\$5,000	\$5,000
40220 Repair & Maintenance Supplies	Includes paint, paint supplies, plumbing supplies, HVAC supplies, electrical supplies, cleaning supplies, (not in cleaning contract), floor mats, light bulbs, trash liners, hardware supplies, etc.	\$7,500	\$5,500
40240 Minor Equipment & Furnishings	Replace other equipment as needed. Purchase two outside trash containers, a cigarette stand & picnic table. \$1,500	\$500	\$2,000
40320 Postage and Telephone	Qwest T-1 fees \$100/month; State trunk fees \$800/ month; matrix phone system maintenance \$400/month; Pager fee \$20/month; Matrix Repairs Unscheduled \$5,000; Other non-matrix repairs by Qwest \$4,000	\$25,000	\$17,000
40380 Public Utility Service	Increase in gas & electric rates. Larger building and with more utilized space (HRA, garage)	\$55,000	\$100,000

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CITY HALL	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 1940
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40400 Repairs & Maint. (Contractual)	Includes all contractual cleaning & other contracted cleaning, services and repairs at City Hall; i.e., \$38,500 Monitoring system for Fire Sprinkler system, elevator and evidence room \$1,500	\$36,500	\$40,000
40409 Cont. Serv/Refuse & Sanitation	Contractual Pick up w/trash hauler \$225/month	\$2,000	\$2,500
40438 Clothing Allowance		\$250	\$250

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CITY HALL	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 1940
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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
2009 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
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Continue to support recycling goals to support 50% recycling rate for Dakota County
- <> Manage Public Entity Waste
- <> Worked with Multi-Family Recycling so assure recycling service in buildings that includes all recyclables collected
- <> Provided educational materials to schools and other entities

2009 OBJECTIVES

- <> Promote Sustainability Principles
- <> Participate as a Lead or Supportive Community for a local negotiated initiative
- <> Promote and distribute environmental education materials

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads	0.21	0.21	0.21	0.21	0.21
Supervisors					
Technicians					
Line staff					
Clerical/support					
Total Staffing	0.21	0.21	0.21	0.21	0.21

WORK LOAD DATA

Recyclable materials collected curbside	9	9	9	10	10
School presentations	9	9	9	9	9
Meet goals	yes	yes	yes	yes	yes
Clean Up day					
Appliances collected	220	211	197	196	200
Containers collected/dumped	45	40	40	46	46

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: RECYCLING		DIVISION: GENERAL GOVERNMENT					DEPT. CODE: 1970		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	12,969	16,080	12,868	5,444	14,442	15,339	897	6.21%
40102	Full-Time Employees Overtime	-	-	-	(2)	-	-	-	0.00%
40104	Temporary Employees Regular	10,493	11,002	8,000	2,170	8,000	9,000	1,000	12.50%
40108	Accumulated Vacation/Comp	-	-	-	-	2,692	1,475	(1,217)	-45.21%
40112	Service Recognition Award	-	-	-	-	732	-	(732)	-100.00%
40120	Employers Cont. for Pensions	2,604	3,032	2,433	904	2,656	3,110	454	17.09%
40130	Employer Paid Insurance	2,906	3,558	3,571	1,241	3,037	2,465	(572)	-18.83%
40170	Employer Contr to HCSP	-	-	-	48	126	126	-	0.00%
40200	Office Supplies	858	203	1,000	308	1,000	1,000	-	0.00%
40210	Operating Supplies	-	-	-	21	-	-	-	0.00%
40330	Conferences, Training, Travel	150	175	500	48	500	500	-	0.00%
40340	Advertising	-	-	-	-	-	-	-	0.00%
40350	Printing and Binding	-	1,177	3,000	549	3,000	3,000	-	0.00%
40405	Other Contractual Services	1,240	997	3,000	901	3,000	2,000	(1,000)	-33.33%
40409	Cont. Serv/Refuse & Sanitation	347	400	900	99	900	900	-	0.00%
40430	Miscellaneous	170	-	300	-	300	300	-	0.00%
40433	Dues & Subscriptions	120	-	150	150	150	150	-	0.00%
40440	Recycling Education	813	895	1,500	-	1,500	1,500	-	0.00%
40445	Clean Up Day	18,552	20,292	20,000	16,201	17,000	18,000	1,000	5.88%
Total		51,222	57,811	57,222	28,082	59,035	58,865	(170)	-0.29%
SUMMARY BY CATEGORY									
Personal Services		28,972	33,672	26,872	9,805	31,685	31,515	(170)	-0.54%
Materials & Supplies		858	203	1,000	329	1,000	1,000	-	0.00%
Services & Other Charges		21,392	23,936	29,350	17,948	26,350	26,350	-	0.00%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Debt Service		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		51,222	57,811	57,222	28,082	59,035	58,865	(170)	-0.29%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: RECYCLING	DIVISION: GENERAL GOVERNMENT	DEPT. CODE: 1970
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Clerk	Wilcox, Christy	21	10/3/1983	14,442	15,339	897	6.21%
				<u>14,442</u>	<u>15,339</u>	<u>897</u>	6.21%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	14,442	15,339	897	6.21%
Employer contribution for pension	40120	2,424	2,421	(3)	-0.12%
Employer contribution for insurance	40130	3,037	2,465	(572)	-18.83%
		<u>19,903</u>	<u>20,225</u>	<u>322</u>	1.62%

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Wilcox, Christy	2,421	2,297	79	89	2,465
	<u>2,421</u>	<u>2,297</u>	<u>79</u>	<u>89</u>	<u>2,465</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: RECYCLING	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1970
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
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	\$2,000
40433 Miscellaneous	No change	\$300	\$300
40440 Dues & Subscriptions	Annual membership to Recycle Association of America (RAM)	\$150	\$150
40445 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	\$18,000

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: RECYCLING	DIVISION: GENERAL GOVERNMENT	DEPARTMENT CODE: 1970
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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
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
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Coordinate with Planner on Code Enforcement issues with businesses
- <> Continue to perform all building permits inspections as required
- <>
- <>
- <>
- <>

2009 OBJECTIVES

- <> Continue to improve service to building contractors & citizens
- <> Continue Code Enforcement on residential properties
- <> Provide services for graffiti abatement and lawn cutting on foreclosures
- <>
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Technicians					
Line staff	2.00	2.00	2.00	2.00	2.00
Clerical/support	1.00	1.00	1.00	1.00	1.00
Total Staffing	3.00	3.00	3.00	3.00	3.00
WORK LOAD DATA					
# of permits	656	664	600	750	900
Valuation (in millions)	26.0	16.0	12.0	18.0	24.0
Permit Fees Collected	362,000	298,000	300,000	400,000	450,000

CITY OF SOUTH ST PAUL
2009 BUDGET
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CODE ENFORCEMENT		DIVISION: PUBLIC WORKS					DEPT. CODE: 2401		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	152,389	152,849	211,453	62,483	164,125	166,328	2,203	1.34%
40102	Full-Time Employees Overtime	154	1,002	1,000	334	1,000	1,000	-	0.00%
40104	Temporary Employees Regular	-	-	-	-	-	-	-	0.00%
40106	Independent Contractor	13,921	33,784	25,000	1,528	18,000	22,000	4,000	22.22%
40108	Accumulated Vacation/Compen.	746	-	-	-	-	-	-	0.00%
40111	Severance	510	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	20,411	20,560	29,921	8,501	23,224	24,096	872	3.75%
40130	Employer Paid Insurance	21,361	29,123	40,650	13,371	32,305	32,943	638	1.97%
40150	Workers Comp Ins. Premium	1,608	4,128	1,841	1,118	1,841	2,451	610	33.13%
40200	Office Supplies	1,748	759	3,000	199	3,000	2,000	(1,000)	-33.33%
40210	Operating Supplies	10	530	2,000	107	2,000	250	(1,750)	-87.50%
40220	Repair & Maintenance Supplies	-	25	-	-	-	-	-	-
40230	Books, Materials & Periodicals	-	725	300	63	300	150	(150)	-50.00%
40300	Professional Service	398	51	-	-	-	-	-	0.00%
40320	Postage and Telephone	3,169	1,839	3,500	179	2,500	2,200	(300)	-12.00%
40330	Conferences, Training, Travel	635	744	2,200	530	2,200	1,400	(800)	-36.36%
40400	Repairs and Maint. - Contractual	-	1,631	10,000	258	10,000	7,000	(3,000)	-30.00%
40410	Central garage Rental Charge	8,927	9,585	10,280	-	10,280	10,742	462	4.49%
40430	Miscellaneous	8	-	-	250	-	-	-	0.00%
40433	Dues & Subscriptions	135	150	350	165	350	215	(135)	-38.57%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
Total		226,130	257,485	341,495	89,086	271,125	272,775	1,650	0.61%

SUMMARY BY CATEGORY

Personal Services	211,100	241,446	309,865	87,335	240,495	248,818	8,323	3.46%
Materials & Supplies	1,758	2,039	5,300	369	5,300	2,400	(2,900)	-54.72%
Services & Other Charges	13,272	14,000	26,330	1,382	25,330	21,557	(3,773)	-14.90%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Total	226,130	257,485	341,495	89,086	271,125	272,775	1,650	0.61%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CODE ENFORCEMENT	DIVISION: PUBLIC WORKS	DEPT. CODE: 2401
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Building Official	Joe Heimkes	100	5/19/1982	69,921	69,921	0	0.00%
Code Enforcement Officer	Woog, Kim	100	8/1/2005	50,665	52,868	2,203	4.35%
Secretary-Code Enforcement	Flores, Joan	100	3/29/2005	43,539	43,539	0	0.00%
				<u>164,125</u>	<u>166,328</u>	<u>2,203</u>	<u>1.34%</u>

**GENERAL LEDGER
DISTRIBUTION**

Salaries of regular employees	40101	164,125	166,328	2,203	1.34%
Employer contribution for pension	40120	23,224	23,952	728	3.13%
Employer contribution for insurance	40130	32,305	32,943	638	1.97%
		<u>219,654</u>	<u>223,223</u>	<u>3,569</u>	<u>1.62%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Heimkes, Joe	10,069	7,704	339	424	8,467
Woog, Kim	7,613	7,704	281	424	8,409
Flores, Joan	6,270	7,697	249	424	8,370
Retired - Expires 7/3/2016 Svien, Benny	-	7,697	-	-	7,697
	<u>23,952</u>	<u>30,802</u>	<u>869</u>	<u>1,272</u>	<u>32,943</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CODE ENFORCEMENT	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 2401
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40106 Independent Contractors	Electrical Inspector - 80% of permit fees (decrease in electrical permit activity).	\$25,000	\$22,000
40200 Office Supplies	Office Supplies needed for operation for issuance of building permits and code enforcement (reduction due to no new poition planned)	\$3,000	\$2,000
40210 Operating Supplies	Car Washes, batteries and other operating supplies (reduction due to overbudgeting in the past)	\$2,000	\$250
40230 Books, Materials & Periodicals	Code books, updates to codes etc	\$300	\$150
40320 Postage & Telephone	Mailings and cell phone usage generated by Building Official & Code Enforcement Officer.	\$3,500	\$2,200
40400 Repairs & Maint. (Contractual)	Services provided for graffiti abatement and mowing lawns of foreclosure properties.	\$10,000	\$7,000
40433 Dues & Subscriptions	Due to International Code Council \$100; 10,000 Lakes Council \$50; Code Enforcement Council \$65	\$350	\$215

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CODE ENFORCEMENT	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 2401
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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
State Bldg. Officials Mtgs. & Mtgs for Code Enforcement Officer	Required for continued certification.	5 mtgs @ \$40/ea (2 person)	\$400
State Bldg. Officials Conference	Required for continued certification.	5 days	\$1,000
	Total		\$1,400

Dept. Code 1965

Animal Control
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

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

2009 OBJECTIVES

- <>
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Technicians					
Line staff					
Clerical/support	0.50	0.50	0.50	0.50	0.50
Total Staffing	0.50	0.50	0.50	0.50	0.50
WORK LOAD DATA					
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
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: ANIMAL CONTROL	DIVISION: PUBLIC SAFETY	DEPT. CODE: 1965
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	12,420	11,821	16,073	4,622	15,956	16,432	476	2.98%
40102	Full-Time Employees Overtime	120	32	-	(2)	-	-	-	0.00%
40108	Accumulated Vacation	-	61	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	1,712	1,565	2,274	523	2,274	2,366	92	4.05%
40150	Workers Comp Ins. Premium	244	266	279	169	279	371	92	32.97%
40210	Operating Supplies	-	-	500	120	500	500	-	0.00%
40300	Professional Services	14,466	13,473	15,000	1,513	15,000	15,500	500	3.33%
40330	Training	-	-	800	-	800	400	(400)	-50.00%
	Total	<u>28,962</u>	<u>27,218</u>	<u>34,926</u>	<u>6,945</u>	<u>34,809</u>	<u>35,569</u>	760	2.18%

SUMMARY BY CATEGORY

Personal Services	14,496	13,745	18,626	5,312	18,509	19,169	660	3.57%
Materials & Supplies	-	-	500	120	500	500	500	100.00%
Services & Other Charges	14,466	13,473	15,800	1,513	15,800	15,900	100	0.63%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	<u>28,962</u>	<u>27,218</u>	<u>34,926</u>	<u>6,945</u>	<u>34,809</u>	<u>35,569</u>	1,260	3.62%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: ANIMAL CONTROL	DIVISION: PUBLIC SAFETY	DEPT. CODE: 1965
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Community Service Officer	Blaha, Steve (part-time)	25	3/22/2007	8,258	8,416	158	1.91%
Community Service Officer	Davis, Larry (part-time)	25	10/15/2007	7,698	8,016	318	4.13%

				<u>15,956</u>	<u>16,432</u>	<u>476</u>	2.98%
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GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	15,956	16,432	476	2.98%
Employer contribution for pension	40120	2,274	2,366	92	4.05%
Employer contribution for insurance	40130	-	-	-	0.00%
		<u>18,230</u>	<u>18,798</u>	<u>568</u>	3.12%

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Blaha, Steve	1,212	-	-	-	-
Davis, Larry	1,154	-	-	-	-
	<u>2,366</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: ANIMAL CONTROL	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 1965
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$16,073	\$16,432
40102 Full-Time Employees Overtime		\$0	\$0
40120 Employers Cont. for Pensions		\$2,274	\$2,366
40150 Workers Comp Ins. Premium		\$279	\$371
40210 Operating Supplies	Miscellaneous Animal Control Supplies	\$500	\$500
40300 Professional Services	Impound and disposal services.	\$15,000	\$15,500
40330 Training	Animal Control Training	\$800	\$400

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: ANIMAL CONTROL	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 1965
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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
Animal Control Training - National Control Animal Association	Training and Certification for Existing and new CSO's		\$400

2009 BUDGET

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Dept. Code 2100

Police Protection
2009 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

2008 ACCOMPLISHMENTS

- <> Began implmentation of department 5 year staffing plan
- <> Dakota County Communication Center became operational
- <> Live Scan become operational
- <> Re-organization of Police Property Room
- <> Continued partnerships with other Dakota County agencies, Traffice Safety Partnerships, Drug Task Force, Domestic Preparedness, Mutual Aid Assistance

2009 OBJECTIVES

- <> Continue with implementation of department 5 year staffing plan - two officer pro-active community response
- <> Continue review and revision of general orders and police policy
- <> Continue review and revision of City Emergency Management policies
- <> Encourage and maintain effective lines of communication both within and outside the police department
- <> Expand and build upon community outreach initiatives
- <> Continue staff developments efforts to deal effectively deal with changing department and community needs

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	7.00	7.00	7.00	8.00	8.00
Line staff	17.00	18.00	18.00	20.00	20.00
Clerical/support	3.50	4.00	4.00	4.00	4.00
Community Svc Officers	1.00	1.00	1.00	1.00	1.00
Total Staffing	29.50	31.00	31.00	34.00	34.00

WORK LOAD DATA

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

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: POLICE PROTECTION		DIVISION: PUBLIC SAFETY					DEPT. CODE: 2100		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	1,829,044	1,933,453	1,970,133	744,729	1,934,548	2,106,538	171,990	8.89%
40102	Full-Time Employees Overtime	78,991	73,827	80,250	25,599	80,250	82,650	2,400	2.99%
40104	Temporary Employees Regular	265	50	-	-	13,000	13,000	-	0.00%
40106	Independent Contractor	2,469	3,092	4,000	725	4,000	4,000	-	0.00%
40108	Accumulated Vacation	42,047	42,788	52,000	36,271	87,374	74,000	(13,374)	-15.31%
40111	Severance	1,300	-	80,000	-	34,992	30,000	(4,992)	-14.27%
40120	Employers Cont. for Pensions	221,254	255,313	275,890	105,794	282,977	347,738	64,761	22.89%
40122	Annual Amortization of Deficit	106,261	106,261	106,261	-	106,261	106,261	-	0.00%
40130	Employer Paid Insurance	255,625	277,140	303,350	125,250	302,225	331,153	28,928	9.57%
40150	Workers Comp Ins. Premium	48,779	55,467	57,981	35,210	57,981	77,176	19,195	33.11%
40151	Workers Comp Deductible	7,480	3,725	7,000	2,500	7,000	7,000	-	0.00%
40170	Employer Contr to HCSP	-	-	-	86,172	94,052	24,169	(69,883)	-74.30%
40200	Office Supplies	8,521	2,620	5,900	1,071	5,900	5,900	-	0.00%
40210	Operating Supplies	22,634	28,276	30,201	6,704	30,201	30,201	-	0.00%
40220	Repair & Maintenance Supplies	199	4,101	2,495	334	2,495	2,495	-	0.00%
40230	Books, Materials & Periodicals	157	-	750	-	750	250	(500)	-66.67%
40240	Minor Equipment & Furnishings	407	769	500	310	500	6,850	6,350	1270.00%
40300	Professional Services	2,531	3,930	4,700	750	4,700	5,600	900	19.15%
40305	Dispatch Services	161,909	263,635	273,231	113,840	273,231	324,244	51,013	18.67%
40320	Postage and Telephone	47,221	41,266	43,920	22,673	43,920	46,666	2,746	6.25%
40330	Conferences, Training, Travel	13,426	13,942	23,005	8,916	18,005	20,630	2,625	14.58%
40340	Advertising	2,013	1,599	1,800	290	1,800	1,800	-	0.00%
40350	Printing and Binding	272	409	300	204	300	300	-	0.00%
40360	Property & Liability Insurance	38,288	39,948	41,945	24,433	48,866	50,999	2,133	4.36%
40380	Utility Service	557	653	600	216	600	600	-	0.00%
40400	Repairs & Maint. (Contractual)	2,734	2,963	34,570	7,520	27,498	33,160	5,662	20.59%
40405	Other Contractual Services	33,236	47,727	56,157	22,691	56,157	58,270	2,113	3.76%
40410	Central Garage Rental Charge	164,847	173,090	183,101	-	183,101	191,340	8,239	4.50%
40430	Miscellaneous	9,708	8,211	12,536	7,259	12,536	12,825	289	2.31%
40433	Dues & Subscriptions	2,660	1,900	1,950	1,230	1,950	2,800	850	43.59%
40438	Clothing Allowance	21,489	23,111	20,652	5,979	20,652	26,700	6,048	29.29%
40439	Ins Claims within Deductible	14,451	5,728	3,000	338	3,000	3,000	-	0.00%
40800	Interest/Finance Charge	-	-	-	29	-	-	-	0.00%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: POLICE PROTECTION		DIVISION: PUBLIC SAFETY					DEPT. CODE: 2100		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40580	Other Equipment	-	24,472	17,000	-	17,000	8,500	(8,500)	-50.00%
	Total	<u>3,140,775</u>	<u>3,439,466</u>	<u>3,695,178</u>	<u>1,387,037</u>	<u>3,757,822</u>	4,036,815	278,993	7.42%
SUMMARY BY CATEGORY									
	Personal Services	2,593,515	2,751,116	2,936,865	1,162,250	3,004,660	3,203,685	199,025	6.62%
	Materials & Supplies	31,918	35,766	39,846	8,419	39,846	45,696	5,850	14.68%
	Services & Other Charges	515,342	628,112	701,467	216,368	696,316	778,934	82,618	11.87%
	Capital Outlay	-	24,472	17,000	-	17,000	8,500	(8,500)	-50.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	<u>3,140,775</u>	<u>3,439,466</u>	<u>3,695,178</u>	<u>1,387,037</u>	<u>3,757,822</u>	4,036,815	278,993	7.42%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPT. CODE: 2100
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	08 REVISED TO 09 % CHANGE
Police Clerk	Judy Hurley (1/2 time)	50	2/5/2008	15,345	17,621	2,276	14.83%
Police Clerk	Eckl, Marla (1/2 time)	50	7/22/1998	22,027	22,026	(1)	0.00%
Police Clerk	Mally Anderson (1/2 time)	50	8/7/2007	17,107	18,503	1,396	8.16%
Police Clerk	New Hire	50		16,681	18,503	1,822	10.92%
Community Service Officer	Davis, Larry	25	10/15/2007	7,698	8,016	318	4.13%
Community Service Officer	Blaaha, Steven	25	3/31/2006	7,815	8,416	601	7.69%
Clerical Staff Coordinator	Welle, Jean A	100	8/18/2005	47,014	49,839	2,825	6.01%
Senior Clerk Police	Cobenais, Barbara	100	1/9/1995	47,325	47,325	0	0.00%
Patrol Officer	New Hire		3/1/2009	0	46,775	46,775	100.00%
Patrol Officer	New Hire		6/1/2009	0	32,265	32,265	100.00%
Patrol Officer	Abrahamson, Edward	100	11/19/2001	64,756	66,698	1,942	3.00%
Patrol Officer	Bishop, Julie	100	8/21/2000	64,931	66,887	1,956	3.01%
Patrol Officer	Brom Jr., Dennis	100	3/7/2000	64,756	67,157	2,401	3.71%
Patrol Officer	Myhre, Colleen	100	6/17/2008	27,374	56,814	29,440	107.55%
Patrol Officer	Waters, Todd	100	7/9/2007	55,011	59,854	4,843	8.80%
Patrol Officer	Mincke, Donald	100	6/25/1984	66,642	67,993	1,351	2.03%
Patrol Officer	Ploeckelmann, Steven	100	9/12/1983	66,642	68,641	1,999	3.00%
Patrol Officer	Rasmussen, Robert	100	4/10/1993	65,384	67,993	2,609	3.99%
Patrol Officer	Reyes-Rambaum, Leah	100	8/5/1997	65,384	67,346	1,962	3.00%
Patrol Officer	Roehlen, Richard	100	4/2/1984	66,642	68,641	1,999	3.00%
Patrol Officer	Running, Mike	100	10/13/2003	63,105	68,798	5,693	9.02%
Patrol Officer	Schmitz, Chad	100	1/1/2002	64,756	66,698	1,942	3.00%
Patrol Officer	Schwab, Richard S	100	3/20/2006	62,870	64,090	1,220	1.94%
Patrol Officer	Smith, Michael	100	3/11/1993	65,384	66,698	1,314	2.01%
Patrol Officer	Townsend, David	100	8/22/2006	56,583	62,693	6,110	10.80%
Patrol Officer	Lawrence, Todd	100	6/2/2008	29,600	56,949	27,349	92.40%
Patrol Officer/Investigations	Slifko, Cory	100	9/15/1999	64,931	69,446	4,515	6.95%
Corporal	Sawyer, Mark	100	10/31/1989	69,974	71,387	1,413	2.02%
Corporal/Investigator	Sneitzer, John	100	6/26/1978	70,815	72,800	1,985	2.80%
Sergeant	Wicke, Brian	100	9/15/1999	76,173	78,795	2,622	3.44%
Sergeant	Greengo, David	100	3/7/1995	76,173	79,363	3,190	4.19%
Sergeant	Hughes, Daivd	100	8/15/1993	76,173	78,795	2,622	3.44%
Sergeant	Messerich, William	100	2/26/1994	76,173	0	(76,173)	-100.00%
Police Invest & School Patrol	Gravem, Steven	100	3/23/1990	66,188	69,257	3,069	4.64%
Sergeant/Investigator	Oeffling, Phillip	100	3/7/1995	76,173	0	(76,173)	-100.00%
Police Chief (Retired 2008)	Messerich, Michael	100	11/7/1977	50,792	0	(50,792)	-100.00%
Police Chief	Vujovich, Daniel	100	2/1/1979	96,832	105,864	9,032	9.33%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPT. CODE: 2100
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	08 REVISED TO 09 % CHANGE
4th Investigator pay adjustment					2,100	2,100	100.00%
Police Lt	Messerich, William			1,659	82,746	81,087	4886.80%
Police Lt	Oeffling, Phillip			1,659	82,746	81,087	4886.80%
						0	0.00%
						0	0.00%
				<u>1,934,548</u>	<u>2,106,538</u>	<u>171,990</u>	8.89%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	1,934,548	2,106,538	171,990	8.89%
Employer contribution for pension	40120	282,977	323,277	40,300	14.24%
Employer contribution for insurance	40130	302,225	331,153	28,928	9.57%
		<u>2,519,750</u>	<u>2,760,968</u>	<u>241,218</u>	9.57%

**BENEFIT INFORMATION
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION		DIVISION: PUBLIC SAFETY			DEPT. CODE: 2100	
POSITION	FRINGE BENEFITS NAME	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Police Clerk	Judy Hurley (1/2 Time)	2,537	0	0	0	0
Police Clerk	Eckl, Marla (1/2 Time)	3,172	0	0	0	0
Police Clerk	Mally Anderson (1/2 Time)	2,664	0	0	0	0
Police Clerk	New Hire	2,664	0	0	0	0
Community Service Officer	Davis, Larry	1,154	0	0	0	0
Community Service Officer	Steve Blaha	1,212	0	0	0	0
Secretary-Police	Welle, Jean A	7,177	7,697	270	424	8,391
Senior Clerk Police	Cobenais, Barbara	6,815	7,697	262	424	8,383
Patrol Officer	New Hire	7,274	6,680	260	353	7,293
Patrol Officer	New Hire	5,017	4,676	211	177	5,064
Patrol Officer	Abrahamson, Edward	10,372	7,697	328	0	8,025
Patrol Officer	Bishop, Julie	10,401	8,016	328	424	8,768
Patrol Officer	Brom Jr., Dennis	10,443	7,697	329	424	8,450
Patrol Officer	Myhre, Colleen	8,835	7,697	294	424	8,415
Patrol Officer	Waters, Todd	9,307	8,016	304	424	8,744
Patrol Officer	Mincke, Donald	9,587	7,697	332	424	8,453
Patrol Officer	Ploeckelmann, Steven	9,678	8,016	334	424	8,774
Patrol Officer	Rasmussen, Robert	10,573	7,697	332	424	8,453
Patrol Officer	Reyes-Rambaum, Leah	10,472	7,697	330	424	8,451
Patrol Officer	Roehlen, Richard	9,678	7,697	334	424	8,455
Patrol Officer	Running, Mike	10,698	7,697	335	424	8,456
Patrol Officer	Schmitz, Chad	10,372	7,697	328	424	8,449
Patrol Officer	Schwab, Richard S	9,966	8,016	319	424	8,759
Patrol Officer	Smith, Michael	10,372	7,697	328	424	8,449
Patrol Officer	Townsend, David	9,749	8,016	314	424	8,754
Patrol Officer	Lawrence, Todd	8,856	7,697	294	0	7,991
Patrol Officer/Investigations	Slifko, Cory	10,799	7,697	337	424	8,458
Corporal	Sawyer, Mark	11,101	7,697	344	424	8,465
Corporal/Investigator	Sneitzer, John	10,265	7,697	348	424	8,469
Sergeant	Wicke, Brian	12,253	8,016	369	424	8,809
Sergeant	Greengo, David	12,341	8,016	371	424	8,811
Sergeant	Hughes, Daivd	12,253	8,016	369	424	8,809
Police Invest & School Patrol	Gravem, Steven	10,769	8,016	336	424	8,776
Police Lt	Messerich, William	13,868	7,697	407	424	8,528
Police Lt	Oeffling, Phillip	13,868	10,938	407	424	11,769

**BENEFIT INFORMATION
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION		DIVISION: PUBLIC SAFETY			DEPT. CODE: 2100	
POSITION	FRINGE BENEFITS NAME	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Police Chief	Vujovich, Daniel	16,388	10,938	486	0	11,424
4th Investigator pay		327	0	7	0	7
Retired	Messerich, Michael (exp. 1/1/2014)	0	9,713	0	0	9,713
Retired	Davis, Larry (exp. 09/20/11)	0	7,697	0	0	7,697
Retired	Bjorkman, Donald (exp. 06/15/15)	0	7,697	0	0	7,697
Retired	Ernst, Mike (exp. 11/01/12) (Reimbursed by State Grant)	0	7,697	0	0	7,697
Retired	Kreager, Thomas (exp. 05/01/19) (Reimbursed by State Grant)	0	8,016	0	0	8,016
Retired	Mohrland, Gregory (exp. 07/30/12)	0	7,697	0	0	7,697
Retired	Snaza, Lawrence (exp. 06/21/24) (Reimbursed by State Grant)	0	7,697	0	0	7,697
Retired	Vujovich, David (exp. 07/15/10)	0	7,697	0	0	7,697
Retired	Yamka, Stanley (exp. 03/30/09)	0	1,924	0	0	1,924
Retired	Hect-Kressly, Patricia (exp. 05/01/32)	0	8,016	0	0	8,016
		<u>323,277</u>	<u>310,076</u>	<u>9,947</u>	<u>11,130</u>	<u>331,153</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$1,970,133	\$2,106,538
40102 Full-Time Employees Overtime	Increase of \$ 2400	\$80,250	\$82,650
40104 Temporary Employees Regular	Special Project Director	\$0	\$13,000
40106 Independent Contractor	Transcription Services \$4,000;	\$4,000	\$4,000
40108 Accumulated Vacation	Increase of \$22,000 - Contractual cash out of vacation & personal time at year end.	\$52,000	\$74,000
40111 Severance	Decrease of \$50,000	\$80,000	\$30,000
40120 Employers Cont. for Pensions	Full-time and Overtime	\$275,890	\$347,738
40122 Annual Amortization of Deficit		\$106,261	\$106,261
40130 Employer Paid Insurance		\$303,350	\$331,153
40150 Workers Comp Ins. Premium		\$57,981	\$77,176
40151 Workers Comp Deductible		\$7,000	\$7,000
40170 Employer Contr to HCSP	Employment provisions LELS and Supervisor	\$0	\$24,169
40200 Office Supplies	No Change	\$5,900	\$5,900
	\$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.		

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40210 Operating Supplies	\$1,000 - First Aid/Bio-Hazard Supplies/PPE \$300 - Fire Extinguisher \$3,000 - Less Lethal Supplies (Chem & Taser) \$4,000 - Car Wash/Detail/De-Con \$1,000 - Batteries \$3,500 - Investigative Supplies/Expenses/Hard Drives \$2,000 - Photo Processing, Film, Photo Cards \$1,000 - Audio & Video Tapes, Media Cards \$3,200 - Emergency Equipment \$1,500 - Gun Range Rental \$7,051 - Ammunition (Duty, Training, MAAG, Simunition) \$700 - Misc. - Meals, Beverages, Specialized Supplies, for Major/Lengthy Incidents \$1,300 - Replace Minor Equipment & Supplies As Needed \$650 - K-9 (Food, Vet, Supplies)	\$30,201	\$30,201
40220 Repair & Maintenance Supplies	\$1,770 - Repair, Maintain, Calibrate Electronic & Other Emergency, Law Enforcement & Office Equipment \$625 - Rug Rental \$100 - General Cleaning Supplies	\$2,495	\$2,495
40230 Books, Materials & Periodicals	\$250 - Statute Books	\$750	\$250
40240 Minor Equipment & Furnishings	\$ 500 - Small Tools For Squad Supply \$ 450 - Replace Police Bicycle \$ 1,600 - Replace 2 Tasers (Start of replacement schedule) \$ 1,800 - Digital recorders for patrol offices \$ 2,500 - Portable radios (New officers)	\$500	\$6,850

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40300 Professional Services	Increase of \$ 900 \$3,000 - Tests, Testing \$1,000 - Medical \$1,600 - Psychological	\$4,700	\$5,600
40305 Dispatch Services	Increase Of \$ 87,583 \$273,231 - DCC Regular Operating Budget	\$273,231	\$324,244
40320 Postage and Telephone	Increase of \$ 2746 \$5,616 - CJDN Mobile Connect Charge \$2,550 - CJDN Office Connect Charge \$10,000 - Cellular & Pager \$1,700 - Postage \$4,800 - Language Line \$6,950 - Sprint Charges (MDC Aircards) \$14,450 - CJIIIN Shared Cost Support \$600 - Pictometry (PD Share)	\$43,920	\$46,666
40330 Conferences, Training, Travel	decrease of \$2,375	\$23,005	\$20,630
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		\$41,945	\$50,999
40380 Utility Service	No Change	\$600	\$600

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40400 Repairs & Maint. (Contractual)	\$14,100 - 800 MHz Subscription Fees (47 radios @ \$300 each) \$2,000 - MDC Maintenance & Repair laptops \$4,000 - Mobile, Portable, Base Radio Repair \$3,000 - Squad Repair \$6,840 - Emergency Preparedness Siren Maintenance & Repair \$220 - Transcription Module Maintenance \$3,000 - Towing	\$34,570	\$33,160
40405 Other Contractual Services	Increase of \$2,113 \$31,443 - LoGIS RMS (Records) \$13,905 - LoGIS Police Mobiles \$6,327 - LoGIS Systems Development Fee \$3,750 - Copy Machine Lease \$1,475 - Copy Machine Maintenance \$0 - Alarm Monitoring \$720 - APS Access / Acuriant \$650 - Golf Car Rental (2@\$200 wknd)	\$56,157	\$58,270
40410 Central garage Rental Charge	Increase of \$9595	\$181,745	\$191,340

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40430 Miscellaneous	Increase of \$289 \$1,000 - Badges, Retirement Plaques, Awards, Service Pins, Etc. \$3,200 - Dakota County MAAG Support \$3,975 - DC Domestic Preparedness Committee Support \$1,200 - PPE (Pandemic Supplie) \$750 - National Night Out \$800 - Community Policing Initiatives \$700 - Police Reserve Appreciation \$700 - Police Chaplain Program Support \$500 - Buy Fund	\$12,536	\$12,825
40433 Dues & Subscriptions	Increase of \$850 \$1,440 - POST officers licenses (16 @ \$90.) \$75 - DC Chiefs Assn \$300 - IACP \$250 - MCPA \$200 - MOCIC \$205 - MPPOA (Non-LELS) \$60 - FBINNA \$60 - Tri-County Investigators \$30 - MnACO \$25 - ATOM \$80 - Police K-9 Assn \$75 - PLEAA	\$1,950	\$2,800
40438 Clothing Allowance	Increase \$6,048 \$19600 - Contractual Obligation. (28 @ \$700) \$4,000 - New Employees \$1,600 - Uniform Maintenance (non-LELS Employees) \$1,200 - Uniform Maintenance (Police Reserve/Chaplains) \$300 - Cleaning/Dry Cleaning	\$20,652	\$26,700

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40439 Ins Claims within Deductible	No Change	\$3,000	\$3,000
40580 Other Equipment	Increase of \$ 16,500 \$8,000 - Replace 2 Squad MDC's (3 yr schedule) \$ 15,000 – Replace Police K-9 (Training/kennel/bite sleeve) \$ 10,500 - Evidence Tracking Software	\$17,000	\$33,500

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: POLICE PROTECTION	DIVISION: PUBLIC SAFETY	DEPARTMENT CODE: 2100
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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
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	\$4,000
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 (28 @ \$85)	\$2,280
Dakota County Technical College	Emergency Driving Training	10 @ \$200	\$2,000
Minnesota Chiefs of Police Spring Conference	State and National Issues & Workshops	2 (Chief/Lieutenant)	\$1,700
Educational Reimbursement	Contractual Tuition Reimbursement For Employees Initiated Higher Education	All Personnel	\$8,000
MCPA Leadership Academy	MN Chiefs Assn Sponsored Supervisory Trng	1 (Sgt) 2 (Lt)	\$1,350
FBINA Conference	Annual Conference For FBINA Graduates	1 (Chief)	\$500
CJDN State Conference	Annual State Conference On MINCIS (State) & NCIC (National) Criminal Justice Computer Systems	1 (Secretary) 1 (Clerical)	\$800
	Total		\$20,630

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: FIRE DEPARTMENT			DIVISION: PUBLIC SAFETY				DEPT. CODE: 2200		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	1,057,453	1,116,938	-	-	-	-	-	0.00%
40102	Full-Time Employees Overtime	167,906	217,593	-	-	-	-	-	0.00%
40108	Accumulated Vacation	-	13,786	-	-	-	-	-	0.00%
40111	Severance	-	153,502	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	137,976	170,326	-	-	-	-	-	0.00%
40122	Annual Amortization of Deficit	224,204	224,204	224,204	-	224,204	224,204	-	0.00%
40130	Employer Paid Insurance	183,410	214,782	-	37,753	89,980	82,570	(7,410)	-8.24%
40150	Workers Comp Ins. Premium	39,792	63,328	-	-	-	-	-	0.00%
40151	Workers Comp Deductible	8,144	6,466	-	1,508	-	-	-	0.00%
40200	Office Supplies	2,288	4,533	-	12	-	-	-	0.00%
40210	Operating Supplies	19,575	31,463	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	4,687	7,978	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	2,287	2,050	-	(188)	-	-	-	0.00%
40240	Minor Equipment & Furnishings	11,483	20,396	-	-	-	-	-	0.00%
40300	Professional Services	(1,095)	97,937	1,904,017	1,021,338	1,904,017 *	1,970,788	66,771	3.51%
40303	Training and Expenditures	115	75	-	-	-	-	-	0.00%
40305	Dispatch Services	12,000	32,575	-	-	-	-	-	0.00%
40320	Postage and Telephone	4,626	3,794	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	11,725	12,522	-	-	-	-	-	0.00%
40304	Advertising	15	-	-	-	-	-	-	0.00%
40360	Property & Liability Insurance	29,815	36,316	-	7,136	7,136	-	(7,136)	-100.00%
40400	Repairs & Maint. (Contractual)	17,847	11,514	-	(15)	10,000	10,000	-	0.00%
40405	Other Contractual Services	9,109	15,031	-	500	500	-	(500)	-100.00%
40408	Copier Maintenance Agreement	77	-	-	-	-	-	-	0.00%
40410	Central Garage Rental Charge	75,555	79,333	-	-	-	-	-	0.00%
40430	Miscellaneous	-	9	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	1,426	863	-	-	-	-	-	0.00%
40438	Clothing Allowance	4,324	13,273	-	-	-	-	-	0.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
Total		2,024,744	2,550,587	2,128,221	1,068,044	2,235,837	2,287,562	51,725	2.31%

* 1/2 South Metro Fire Department Adopted budget for 2009.

SUMMARY BY CATEGORY

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: FIRE DEPARTMENT		DIVISION: PUBLIC SAFETY					DEPT. CODE: 2200		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
	Personal Services	1,818,885	2,180,925	224,204	39,261	314,184	306,774	(7,410)	-2.36%
	Materials & Supplies	40,320	66,420	-	(176)	-	-	-	0.00%
	Services & Other Charges	165,539	303,242	1,904,017	1,028,959	1,921,653	1,980,788	59,135	3.08%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	2,024,744	2,550,587	2,128,221	1,068,044	2,235,837	2,287,562	51,725	2.31%

**BENEFIT INFORMATION
2009 BUDGET**

DEPARTMENT: FIRE DEPARTMENT	DIVISION: PUBLIC SAFETY	DEPT. CODE: 2200
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POSITION	FRINGE BENEFITS NAME	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Retired - Expires 11/25/2008	Bruhn, Joseph	0	0	0	0	0
Retired - Expires 9/1/2009	Murray, Dennis (Partly Reimbursed by State Grant)	0	8,257	0	0	8,257
Retired - Expires 1/25/2011	Doheny, Patrick	0	8,257	0	0	8,257
Retired - Expires 8/8/2011	Seliga, Leonard	0	8,257	0	0	8,257
Retired - Expires 3/7/2013	Anderson, Gregory	0	8,257	0	0	8,257
Retired - Expires 4/17/2013	Olson, Gary	0	8,257	0	0	8,257
Retired - Expires 4/9/2018	Clausen, Jered	0	8,257	0	0	8,257
Retired - Expires 9/4/2019	Lauppe, Scott	0	8,257	0	0	8,257
Retired - Expires 12/30/2019	Oftedahl, Kevin	0	8,257	0	0	8,257
Retired - Expires 9/1/2021	Long, Dale (Partly Reimbursed by State Grant)	0	8,257	0	0	8,257
Retired - Expires 10/20/2037	Dvorak, Brent	0	8,257	0	0	8,257
		<hr/> 0	<hr/> 82,570	<hr/> 0	<hr/> 0	<hr/> 82,570

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: FIRE CONSOLIDATION	DIVISION: PUBLIC SAFETY	DEPT. CODE: 2201
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	-	-	-	-	-	-	-	0.00%
40102	Full-Time Employees Overtime	9,027	6,918	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	985	858	-	-	-	-	-	0.00%
40130	Employer Paid Insurance	655	638	-	-	-	-	-	0.00%
40151	Workers Comp Deductible	-	1,176	-	-	-	-	-	0.00%
40200	Office Supplies	149	151	-	-	-	-	-	0.00%
40210	Operating Supplies	404	2,761	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	-	-	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	71	-	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.00%
40300	Professional Services	27,371	12,709	-	-	-	-	-	0.00%
40320	Postage and Telephone	70	-	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	750	-	-	-	-	-	-	0.00%
40340	Advertising	527	43	-	-	-	-	-	0.00%
40360	Property & Liability Insurance	471	-	-	-	-	-	-	0.00%
40400	Repairs & Maint. (Contractual)	935	119	-	-	-	-	-	0.00%
40405	Other Contractual Services	-	-	-	-	-	-	-	0.00%
40430	Miscellaneous	-	-	-	-	-	-	-	0.00%
40438	Clothing Allowance	-	-	-	-	-	-	-	0.00%
40485	Contingency (Relocation Expense)	-	-	-	-	-	-	-	0.00%
40580	Other Equipment	-	-	-	-	-	-	-	0.00%
Total		41,415	25,373	-	-	-	-	-	0.00%
SUMMARY BY CATEGORY									
Personal Services		10,667	8,414	-	-	-	-	-	0.00%
Materials & Supplies		624	4,088	-	-	-	-	-	0.00%
Services & Other Charges		30,124	12,871	-	-	-	-	-	0.00%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		41,415	25,373	-	-	-	-	-	0.00%

Dept. Code 3115

Engineering
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Continue Implementation of Mill & Overlay and Full Depth Bituminous Removal & Replacement Program
- <> Continue Street Reconstruction Program
- <> Continue work on Port Crosby construction
- <> Reimplemented annual sidewalk repair program
- <> Began work on BridgePoint Business Park area
- <>
- <>
- <>

2009 OBJECTIVES

- <> Continue Mill & Overlay, Bituminous Removal & Replacement and street reconstruction programs
- <> Continue Sidewalk repair program
- <> Continue work on BridgePoint Business Park area
- <> Work on developments for Anderson Pond and water projects.

	ACTUAL	ACTUAL	ESTIMATE	PROPOSED	PROJECTED
	2006	2007	2008	2009	2010
STAFFING					
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
Total Staffing	4.85	4.85	4.85	4.85	4.85
WORK LOAD DATA					
# of Projects:	26	24	27	30	30
\$ Amounts (in millions)	2.70	3.00	3.60	3.00	3.00
Blocks of sts/alley rehabbed:	34	27	18	30	30
SF of concrete sidewalk repaired	500	500	11,000	10,000	10,000

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: ENGINEERING		DIVISION: PUBLIC WORKS					DEPT. CODE: 3115		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	275,202	302,173	295,373	117,770	311,339	263,963	(47,376)	-15.22%
40102	Full-Time Employees Overtime	6,922	13,946	6,000	169	6,000	6,000	-	0.00%
40108	Accumulated Vacation	-	-	-	-	17,070	8,604	(8,466)	-49.60%
40120	Employers Cont. for Pensions	37,264	42,708	41,795	16,351	46,470	41,352	(5,118)	-11.01%
40130	Employer Paid Insurance	52,254	61,565	63,251	24,876	56,234	41,919	(14,315)	-25.46%
40140	Unemployment Comp Ins	-	-	-	-	-	9,800	9,800	100.00%
40150	Workers Comp Ins. Premium	1,652	6,290	1,891	1,148	2,296	2,517	221	9.63%
40151	Workers Comp Deductible	-	1,900	-	272	-	-	-	0.00%
40170	Employer Contr to HCSP	-	-	-	5,660	7,817	2,796	(5,021)	-64.23%
40200	Office Supplies	2,971	3,263	4,000	2,829	4,000	4,000	-	0.00%
40210	Operating Supplies	209	206	400	122	400	250	(150)	-37.50%
40230	Books, Materials & Periodicals	135	-	100	-	100	-	(100)	-100.00%
40220	Repair & Maintenance Supplies	-	5	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	1,400	-	1,000	-	1,000	1,000	-	0.00%
40300	Professional Services	12,056	5,679	10,000	1,439	10,000	2,500	(7,500)	-75.00%
40320	Postage and Telephone	2,777	2,549	2,500	541	2,500	2,600	100	4.00%
40330	Conferences, Training, Travel	3,832	2,795	4,572	1,646	4,572	4,680	108	2.36%
40400	Repairs & Maint. (Contractual)	5,027	5,374	7,500	4,175	7,500	7,000	(500)	-6.67%
40410	Central Garage Rental Charge	13,313	13,979	14,678	-	14,678	15,338	660	4.50%
40430	Miscellaneous	27	-	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	9,298	8,708	9,500	8,678	9,500	1,150	(8,350)	-87.89%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
40580	Other Equipment	-	-	-	-	-	-	-	0.00%
Total		424,339	471,140	462,560	185,676	501,476	415,469	(86,007)	-17.15%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: ENGINEERING	DIVISION: PUBLIC WORKS	DEPT. CODE: 3115
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%

SUMMARY BY CATEGORY

Personal Services	373,294	428,582	408,310	166,246	447,226	376,951	(70,275)	-15.71%
Materials & Supplies	4,715	3,474	5,500	2,951	5,500	5,250	(250)	-4.55%
Services & Other Charges	46,330	39,084	48,750	16,479	48,750	33,268	(15,482)	-31.76%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	424,339	471,140	462,560	185,676	501,476	415,469	(86,007)	-17.15%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: ENGINEERING	DIVISION: PUBLIC WORKS	DEPT. CODE: 3115
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Secretary-Engineering	Nelson, Linda	50	6/14/1993	23,662	23,351	(311)	-1.31%
Engineering Tech III	Roberts, Don	100	1/2/2007	56,743	0	(56,743)	-100.00%
GIS/CAD Coord./Eng Tech IV	Hodel, Mark	100	4/1/1986	66,325	66,325	0	0.00%
City Engineer	Sachi, John	60	10/28/1991	62,840	66,933	4,093	6.51%
Asst. to City Engineer	Fabish, Jenna	100	6/6/2006	54,819	58,985	4,166	7.60%
Admin. Asst.-Engineering	Krier, Deborah	75	1/3/2000	46,950	48,369	1,419	3.02%
				<u>311,339</u>	<u>263,963</u>	<u>(47,376)</u>	<u>-15.22%</u>

**GENERAL LEDGER
DISTRIBUTION**

Salaries of regular employees	40101	311,339	263,963	(47,376)	-15.22%
Employer contribution for pension	40120	46,470	39,249	(7,221)	-15.54%
Employer contribution for insurance	40130	56,234	41,919	(14,315)	-25.46%
		<u>414,043</u>	<u>345,131</u>	<u>(68,912)</u>	<u>-16.64%</u>

FRINGE BENEFITS	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
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Nelson, Linda	3,362	-	146	-	146	
Roberts, Don	-	-	-	-	0	
Hodel, Mark	9,551	7,704	326	-	8,030	
Sachi, John	10,009	6,563	303	254	7,120	
Fabish, Jenna	8,826	7,697	327	424	8,448	
Krier, Deborah	7,501	8,203	259	-	8,462	
Retired Newbauer, Steven (Exp. 08/01/15)	-	9,713	-	-	9,713	
		<u>39,249</u>	<u>39,880</u>	<u>1,361</u>	<u>678</u>	<u>41,919</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: ENGINEERING	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 3115
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40240 Minor Equipment & Furnishings	Survey Supplies \$1,000	\$1,000	\$1,000
40300 Professional Services	Pictometry/GIS JPA \$2,500	\$10,000	\$2,500
40320 Postage and Telephone	Costs are cell phone charges & postage for mailings.	\$2,500	\$2,600
40400 Repairs & Maint. (Contractual)	This category includes maintenance of print machines, support for SiteComp computer program for Technicians and Assistant to City Engineer, etc.	\$7,500	\$7,000
40433 Dues & Subscriptions	Membership to Minn. Public Works Association, City Engineers Association, MN Surveyors Association. 2009 Dues for Lower Mississippi River WMO dues to implement watershed plan. (WMO dues reimbursed by Storm Water Utility).	\$9,500	\$1,150

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: ENGINEERING	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 3115
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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
Misc. Seminars for Assistant & Technicians	GPS courses or CEAM conference	1 @ \$500	\$500
Technician Certification	Required re-certification courses in erosion control and construction disciplines	4 @ \$200	\$800
City Engineer	MPWA & CEAM Conference	500 each 50% charge to S/W budget	\$500
Engineer's car allowance	60% of \$4800 total		\$2,880
	Total		\$4,680

Dept. Code 3120

**Public Works
2009 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
- <>

2008 ACCOMPLISHMENTS

- <> Perform boulevard tree trimming and removal with City staff
- <> Provided maintenance on all Fire Department vehicles
- <> Coordinate striping, pavement marking, sign maintenance and seal coating
- <>
- <>
- <>

2009 OBJECTIVES

- <> Continue maintenance on all streets and alleys
- <> Continue boulevard beautification, tree program and seal coating program
- <> Continue to provide maintenance on all Fire dept vehicles
- <> Add new Public Works Superintendent

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.40	1.40
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
Total Staffing	8.40	8.40	8.40	8.44	8.44
WORK LOAD DATA					
Tons of salt/sand purchased	3,000	2,250	3,000	3,000	3,000
# of snow/ice events:	11	12	12	12	12
Tons of asphalt for patching	350	288	350	350	350
Miles of street & alley improved:	4.2	2.0	2.0	3.0	3.0

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PUBLIC WORKS		DIVISION: PUBLIC WORKS					DEPT. CODE: 3120		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	387,387	397,359	426,158	145,672	417,300	377,392	(39,908)	-9.56%
40102	Full-Time Employees Overtime	25,353	32,636	25,000	5,809	25,000	25,000	-	0.00%
40104	Temporary Employees Regular	-	-	-	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	-	1,430	-	-	5,324	7,170	1,846	34.67%
40120	Employers Cont. for Pensions	55,045	58,507	60,301	20,915	59,800	60,007	207	0.35%
40130	Employer Paid Insurance	65,652	69,360	74,625	29,323	69,895	68,588	(1,307)	-1.87%
40150	Workers Comp Ins. Premium	16,896	20,417	19,338	11,743	19,338	25,740	6,402	33.11%
40151	Workers Comp Deductible	4,218	2,942	1,575	466	1,575	2,500	925	58.73%
40170	Employer Contr to HCSP	-	-	-	11,438	11,807	600	(11,207)	-94.92%
40200	Office Supplies	798	833	1,000	43	1,000	1,000	-	0.00%
40210	Operating Supplies	2,179	2,701	2,500	1,808	2,500	2,500	-	0.00%
40220	Repair & Maintenance Supplies	146,559	149,041	100,000	83,910	125,000	110,500	(14,500)	-11.60%
40221	Sealcoating & Tree Maintenance	8,115	9,601	85,000	-	65,000	77,500	12,500	19.23%
40240	Minor Equipment & Furnishings	-	-	500	-	500	-	(500)	-100.00%
40300	Professional Services	4,409	6,592	5,000	2,415	5,000	5,000	-	0.00%
40320	Postage and Telephone	5,201	7,622	5,500	3,151	5,500	8,000	2,500	45.45%
40330	Conferences, Training, Travel	1,554	2,153	1,000	-	1,000	-	(1,000)	-100.00%
40340	Advertising	23	-	-	-	-	-	-	0.00%
40360	Property & Liability Insurance	19,317	20,154	21,162	12,327	24,654	25,730	1,076	4.36%
40380	Utility Service	173,504	172,773	170,000	70,085	170,000	25,000	(145,000)	-85.29%
40400	Repairs & Maint. (Contractual)	35,246	48,273	33,700	10,091	33,700	10,000	(23,700)	-70.33%
40409	Cont. Serv/Refuse & Sanitation	3,285	2,666	4,000	551	4,000	4,000	-	0.00%
40410	Central garage Rental Charge	232,090	243,694	254,467	-	254,467	269,724	15,257	6.00%
40430	Miscellaneous	75	2,807	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	555	535	650	35	650	650	-	0.00%
40438	Clothing Allowance	3,365	3,323	100	910	100	4,000	3,900	3900.00%
40439	Ins Claims within Deductible	7,925	1,732	3,000	500	3,000	3,000	-	0.00%
40580	Other Equipment	-	-	8,500	4,372	8,500	9,400	900	10.59%
Total		1,198,751	1,257,151	1,303,076	415,564	1,314,610	1,123,001	(191,609)	-14.58%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PUBLIC WORKS		DIVISION: PUBLIC WORKS				DEPT. CODE: 3120			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	554,551	582,651	606,997	225,366	610,039	566,997	(43,042)	-7.06%
	Materials & Supplies	157,651	162,176	189,000	85,761	194,000	191,500	(2,500)	-1.29%
	Services & Other Charges	486,549	512,324	498,579	100,065	502,071	355,104	(146,967)	-29.27%
	Capital Outlay	-	-	8,500	4,372	8,500	9,400	900	10.59%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	1,198,751	1,257,151	1,303,076	415,564	1,314,610	1,123,001	(191,609)	-14.58%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS	DEPT. CODE: 3120
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Maintenance	Wallace, Michael	100	10/4/2004	48,630	50,086	1,456	2.99%
Maintenance	Fries, Robert	100	1/3/2000	48,630	50,086	1,456	2.99%
Maintenance	Nowicki, William	100	9/24/1984	48,630	50,086	1,456	2.99%
Maintenance	Otterness, Dale	100	2/2/1999	48,630	50,086	1,456	2.99%
Maintenance	Steffen, Glenn	100	4/15/1985	48,630	50,086	1,456	2.99%
Equipment Operator	Mrozinski, Daniel	100	2/20/1979	50,877	52,395	1,518	2.98%
Equipment Operator	Tietz, Bruce	100	11/17/1978	50,877	-	(50,877)	-100.00%
Public Works Supt.-Street	Goers, Gerald	100	8/28/1972	72,396	74,567	2,171	3.00%
				<u>417,300</u>	<u>377,392</u>	<u>(39,908)</u>	<u>-9.56%</u>
GENERAL LEDGER DISTRIBUTION							
Salaries of regular employees			40101	417,300	377,392	(39,908)	-9.56%
Employer contribution for pension			40120	59,800	55,375	(4,425)	-7.40%
Employer contribution for insurance			40130	69,895	68,588	(1,307)	-1.87%
				<u>546,995</u>	<u>501,355</u>	<u>(45,640)</u>	<u>-8.34%</u>
FRINGE BENEFITS			PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Wallace, Michael			7,212	7,697	271	424	8,392
Fries, Robert			7,212	7,704	271	424	8,399
Nowicki, William			7,212	7,697	271	424	8,392
Otterness, Dale			7,212	7,697	271	424	8,392
Steffen, Glenn			7,212	7,697	271	424	8,392
Mrozinski, Daniel			7,545	7,704	279	424	8,407
Tietz, Bruce			-	7,697	-	-	7,697
Goers, Gerald			11,770	9,713	380	424	10,517
			<u>55,375</u>	<u>63,606</u>	<u>2,014</u>	<u>2,968</u>	<u>68,588</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 3120
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST																
40220 Repair & Maintenance Supplies	For salt/sand used over winter months and asphalt for patching, increase due to price of road salt and city crew using all salt on roadways.	\$100,000	\$110,500																
40221 Sealcoating & Tree Maintenance	Sealcoating budget to allow schedule to stay on track for 8-year cycle in sealcoating. <table border="0"> <tr> <td></td> <td align="center"><u>2009</u></td> <td align="center"><u>2008</u></td> <td></td> </tr> <tr> <td>Sealcoating:</td> <td align="right">\$67,500</td> <td align="right">\$60,000</td> <td></td> </tr> <tr> <td>Tree Removal</td> <td align="right">\$ 5,000</td> <td align="right">\$12,500</td> <td></td> </tr> <tr> <td>Tree Planting</td> <td align="right">\$ 5,000</td> <td align="right">\$12,500</td> <td></td> </tr> </table>		<u>2009</u>	<u>2008</u>		Sealcoating:	\$67,500	\$60,000		Tree Removal	\$ 5,000	\$12,500		Tree Planting	\$ 5,000	\$12,500		\$85,000	\$77,500
	<u>2009</u>	<u>2008</u>																	
Sealcoating:	\$67,500	\$60,000																	
Tree Removal	\$ 5,000	\$12,500																	
Tree Planting	\$ 5,000	\$12,500																	
40240 Minor Equipment & Furnishings		\$500	\$0																
40300 Professional Services	Drug Testing \$1,000 Safety Training with safety const. \$3,000 Miscellaneous \$1,000	\$5,000	\$5,000																
40320 Postage and Telephone	Wire leases for radio and phone system. Items include cell phones, wire leases, long distance and postage. Increase due to rising costs and adding new PW Superintendent.	\$5,500	\$8,000																
40380 Utility Service	Energy costs for gas and electric for street lights and service center.	\$170,000	\$25,000																
40400 Repairs & Maint. (Contractual)	Street Striping \$7,500 Various Contracted Repairs (RR Crossings) \$ 2,500	\$33,700	\$10,000																
40433 Dues & Subscriptions	APWA - Annual Dues & other memberships	\$650	\$650																

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 3120
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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			

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 BUDGET
REVENUE LINE ITEM DETAIL

DEPARTMENT: PARK & RECREATION				DIVISION: PARK & RECREATION						
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE		
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		08 REVISED TO 09 \$	%	
5000 33635	School District Six	\$ 13,660	\$ 13,937	\$ 14,925	\$ 6,997	\$ 15,800	\$ 17,923	\$ 2,123	13.44%	
5000 34720	Misc Revenue P&R	2,660	204	2,500	-	2,500	1,000	(1,500)	-60.00%	
5000 34721	Season Tickets	17,072	17,891	18,000	1,482	18,000	18,000	-	0.00%	
5000 34731	Summer Programs	47,954	35,057	50,000	41,264	50,000	50,000	-	0.00%	
5000 34733	Fall, Winter & Spring Programs	29,970	36,923	35,000	5,664	35,000	30,000	(5,000)	-14.29%	
5000 34734	Parks Field Rental (Adults)	17,610	28,245	27,000	-	27,000	27,000	-	0.00%	
5000 34735	Parks Facilities Rental	7,425	9,702	9,000	6,517	9,000	9,000	-	0.00%	
5000 34736	Trip Fees Recreation Est. Fy 20	-	-	-	-	-	-	-	0.00%	
5000 34737	Field Usage Fees (Youth Assoc.)	1,735	14,974	10,000	1,693	10,000	10,000	-	0.00%	
5000 34738	Garden & Picnic Kit Rental	439	1,465	1,400	1,393	1,400	1,400	-	0.00%	
5000 36241	Cash Over/Short	(407)	402	-	-	-	-	-	0.00%	
5201 34720	Misc Revenue P&R	2,800	-	-	-	-	-	-	0.00%	
5207 34723	Splash Pool Admissions	9,570	8,698	13,000	-	13,000	13,000	-	0.00%	
5207 34725	Splash Pool Concessions -Taxable	7,079	5,967	9,000	-	9,000	9,000	-	0.00%	
5207 34726	Splash Pool Parties	751	291	800	-	800	600	(200)	-25.00%	
5207 34727	Splash Pool Swim Program	2,267	858	2,200	330	2,200	1,000	(1,200)	-54.55%	
5207 34733	Fall, Winter & Spring Programs	289	-	-	-	-	-	-	0.00%	
5207 36241	Cash Over/Short	6	3	-	85	-	-	-	0.00%	
5208 34722	Northview Pool Admissions	10,534	9,220	11,000	-	11,000	11,000	-	0.00%	
5208 34724	Northview Pool Concessions -Taxable	9,356	9,099	10,000	-	10,000	10,000	-	0.00%	
5209 34731	Summer Programs	(15)	-	-	(725)	-	-	-	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%	
		183,442	192,936	213,825	64,700	214,700	208,923	(5,777)	-2.69%	

**Park and Rec Administration
2009 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

2008 ACCOMPLISHMENTS

- <> Implemented on-line registration
- <> Improved office work stations
- <> Expanded Senior Center Programming
- <> Updated fee schedule to include dog park admission and expanded field use fees
- <>

2009 OBJECTIVES

- <> Increase revenues
- <> Offer new and diverse programming
- <> Expand Parks and Recreation Advisory Commission Work Plan
- <> Evaluate operation of off-leash dog park

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	4.10	4.50	4.50	4.50	4.50

WORK LOAD DATA

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PARK & REC ADMINISTRATION		DIVISION: PARK & RECREATION					DEPT. CODE: 5201		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	258,046	269,405	253,837	105,580	277,233	292,801	15,568	5.62%
40102	Full-Time Employees Overtime	-	-	-	(62)	-	-	-	0.00%
40104	Temporary Employees Regular	1,449	-	6,240	71	6,240	3,840	(2,400)	-38.46%
40108	Accumulated Vacation/Comp	-	-	-	-	14,639	15,649	1,010	6.90%
40112	Service Recognition Award	-	-	-	-	2,994	3,352	358	11.96%
40120	Employers Cont. for Pensions	34,794	36,781	35,918	14,773	41,300	47,447	6,147	14.88%
40130	Employer Paid Insurance	21,782	24,359	25,675	9,490	23,006	20,776	(2,230)	-9.69%
40150	Workers Comp Ins. Premium	5,244	6,753	6,002	3,645	6,002	7,989	1,987	33.11%
40151	Workers Comp Deductible	325	-	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	-	-	-	6,080	9,231	3,996	(5,235)	-56.71%
40200	Office Supplies	2,897	4,246	3,400	2,320	3,400	3,400	-	0.00%
40210	Operating Supplies	5,804	3,806	2,750	246	2,750	2,750	-	0.00%
40220	Repair & Maintenance Supplies	-	-	250	-	250	-	(250)	-100.00%
40230	Books, Materials & Periodicals	15	-	150	-	150	75	(75)	-50.00%
40240	Minor Equipment & Furnishings	-	-	600	985	600	-	(600)	-100.00%
40300	Professional Services	-	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	5,306	8,619	4,142	1,605	4,142	6,000	1,858	44.86%
40330	Conferences, Training, Travel	3,908	4,075	3,520	536	3,520	2,340	(1,180)	-33.52%
40340	Advertising	429	-	800	160	800	400	(400)	-50.00%
40350	Printing and Binding	386	-	500	-	500	-	(500)	-100.00%
40351	Quarterly Brochure Publication	-	19,423	13,750	14,376	13,750	17,000	3,250	23.64%
40400	Repairs & Maint. (Contractual)	5,541	5,511	5,440	3,694	5,440	7,054	1,614	29.67%
40412	Credit Card/ACH Fees	431	503	800	1	800	800	-	0.00%
40430	Miscellaneous	-	124	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	695	740	960	700	960	1,020	60	6.25%
40438	Clothing Allowance	147	529	500	-	500	-	(500)	-100.00%
40461	Senior Citizens Program	-	-	-	-	-	-	-	0.00%
40484	Non-Recurring Cost	23,903	-	-	-	-	-	-	0.00%
40800	Interest/Finance Charge	-	-	-	20	-	-	-	0.00%
Total		371,102	384,874	365,234	164,220	418,207	436,689	18,482	4.42%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PARK & REC ADMINISTRATION	DIVISION: PARK & RECREATION	DEPT. CODE: 5201
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	321,640	337,298	327,672	139,577	380,645	395,850	15,205	3.99%
	Materials & Supplies	8,716	8,052	7,150	3,551	7,150	6,225	(925)	-12.94%
	Services & Other Charges	40,746	39,524	30,412	21,092	30,412	34,614	4,202	13.82%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	371,102	384,874	365,234	164,220	418,207	436,689	18,482	4.42%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: PARKS & REC ADMINISTRATION	DIVISION: PARK & RECREATION	DEPT. CODE: 5201
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Secretary-Park & Recreation	Moen, Suzanne	100	2/21/2001	47,325	47,325	-	0.00%
Parks Media Coordinator	Fahey, Diana	50	9/22/1980	23,662	23,662	-	0.00%
Director of Park & Rec.	Esser, Christopher	100	1/3/2005	88,512	95,176	6,664	7.53%
Recreation Supervisor	Stelzner, Nancy	100	12/10/1984	60,033	64,518	4,485	7.47%
Recreation Supervisor	Young, Shannon	100	1/12/1998	57,701	62,120	4,419	7.66%
				<u>277,233</u>	<u>292,801</u>	<u>15,568</u>	<u>5.62%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	277,233	292,801	15,568	5.62%
Employer contribution for pension	40120	41,300	44,417	3,117	7.55%
Employer contribution for insurance	40130	23,006	20,776	(2,230)	-9.69%
		<u>341,539</u>	<u>357,994</u>	<u>16,455</u>	<u>4.82%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Moen, Suzanne	6,815	7,697	161	424	8,282
Fahey, Diana	3,407	-	-	-	0
Esser, Christopher	14,496	10,938	450	424	11,812
Stelzner, Nancy	10,219	-	345	-	345
Young, Shannon	9,480	-	337	-	337
		<u>44,417</u>	<u>18,635</u>	<u>1,293</u>	<u>20,776</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: PARK & REC ADMINISTRATION	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5201
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$253,837	\$292,801
40104 Temporary Employees Regular	65 days of Part-time clerical x 8hours/day @ \$12/hour (increased hourly wage for 2008)	\$6,240	\$3,840
40108 Accumulated Vacation/Comp	Supervisor Association provision	\$0	\$15,649
40112 Service Recognition Award	Supervisor Association provision - Nancy 2009	\$0	\$3,352
40120 Employers Cont. for Pensions		\$35,918	\$47,447
40130 Employer Paid Insurance		\$25,675	\$20,776
40150 Workers Comp Ins. Premium		\$6,002	\$7,989
40151 Workers Comp Deductible		\$0	\$0
40170 Employer Contr to HCSP	Supervisor Association provision	\$0	\$3,996
40200 Office Supplies	Paper, envelopes, folders, disks, work station accessories, letterhead, 12 color ink/toner cartridges @ \$220	\$3,400	\$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	\$0
40230 Books, Materials & Periodicals	Professional Materials for Director and Programming Staff	\$150	\$75
40240 Minor Equipment & Furnishings	Replacement Office Furniture	\$600	\$0
40300 Professional Services		\$0	\$0
40320 Postage and Telephone	Mobile Phones (Director & Recreation Supervisors) = \$106/month Correspondence Postage (7,000 pieces @ \$.42) = \$2,940 (2009 increase due to new postage rates)	\$4,142	\$6,000
40330 Conferences, Training, Travel	Local Workshops, MRPA State Conference	\$3,520	\$2,340
40340 Advertising	Seasonal employment ads	\$800	\$400
40350 Printing and Binding	Promotional flyer printing and postcards = \$500	\$500	\$0

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: PARK & REC ADMINISTRATION	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5201
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40351 Quarterly Brochure Publication	Parks and Recreation Quarterly (Winter, Spring Summer, Fall) Brochure Printing = \$12,100 Parks and Recreation Quarterly brochure mailing (9,000 pieces @.136 X 4 times a year) = \$4,900 (Library and Wakota contributing \$1,950 for 2009, not included in requested amount)	\$13,750	\$17,000
40400 Repairs & Maint. (Contractual)	IKON Copier Lease \$140/mo.(\$1,680 annual) IKON Copier Maintenance Agreement = \$41/mo. (\$492 annual) Savin Wet Copier Maintenance Agreement = \$1,000 RecTrac and WebTrac Software Maintenance Agreement = \$3,082 SSL on-line Security Certificate = \$800	\$5,440	\$7,054
40412 Credit Card/ACH Fees	Credit Card Processing (increased customer use) due to on-line registration	\$800	\$800
40430 Miscellaneous		\$0	\$0
40433 Dues & Subscriptions	MN Recreation and Park Association Professional Memberships = \$700 National Recreation and Park Association Agency Membership = \$320	\$960	\$1,020
40438 Clothing Allowance	Parks and Recreation Staff Apparel - Full time employees (discretionary - not based on contract)	\$500	\$0
40461 Senior Citizens Program		\$0	\$0

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: PARK & REC ADMINISTRATION	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5201
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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 Recreation and Park Association Annual Conference - November 2009	Director and Program Directors annual training to remain current in field.	Registration (3) - \$900 Lodging (2 rooms) - \$390 Mileage - \$150	\$1,440
Misc. Local training opportunities (Round-tables and workshops)	Continuing education for Director, Recreation Supervisors and support staff.	6 @ \$150	\$900
	Total		\$2,340

Dept. Code 5207

Splash Pool
2009 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 - August
- <> Daily hours of operation: Noon - 7:00 p.m.
- <> Concession sales
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Increased concession prices for increased revenue
- <> Scheduled one extra lifeguard per shift increasing supervision
- <> Began process to comply with Abigail Taylor Pool Safety Act
- <> Painted Splash structure
- <> Replaced pool pump
- <>

2009 OBJECTIVES

- <> Increase pool attendance
- <> Increase concession sales and revenue
- <> Schedule 1 community special event
- <> Evaluate new season pass options

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Technicians					
Line staff	12	12	12	14	14
Clerical/support					
Total Staffing	12	12	12	14	14
WORK LOAD DATA					
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	26	26	26

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: SPLASH POOL		DIVISION: PARK & RECREATION					DEPT. CODE: 5207		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	30,702	24,440	40,058	15	40,058	40,741	683	1.71%
40120	Employers Cont. for Pensions	2,448	1,897	3,065	1	3,065	3,117	52	1.70%
40150	Workers Comp Ins. Premium	1,704	2,146	1,950	1,184	1,950	2,596	646	33.13%
40210	Operating Supplies	3,666	5,778	3,300	64	3,300	4,000	700	21.21%
40220	Repair & Maintenance Supplies	2,124	4,104	1,000	-	1,000	5,000	4,000	400.00%
40240	Minor Equipment & Furnishings	162	776	514	79	514	100	(414)	-80.54%
40250	Merchandise for Resale	7,372	5,637	6,000	-	6,000	6,000	-	0.00%
40350	Printing and Binding	-	-	300	-	300	150	(150)	-50.00%
40380	Utility Service	13,154	12,036	13,000	1,478	13,000	13,000	-	0.00%
40400	Repairs & Maint. (Contractual)	7,713	6,016	6,000	2,260	6,000	4,000	(2,000)	-33.33%
40409	Cont. Serv/Refuse & Sanitation	5	47	110	-	110	100	(10)	-9.09%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
Total		69,050	62,877	75,297	5,081	75,297	78,804	3,507	4.66%

SUMMARY BY CATEGORY

Personal Services	34,854	28,483	45,073	1,200	45,073	46,454	1,381	3.06%
Materials & Supplies	13,324	16,295	10,814	143	10,814	15,100	4,286	39.63%
Services & Other Charges	20,872	18,099	19,410	3,738	19,410	17,250	(2,160)	-11.13%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	69,050	62,877	75,297	5,081	75,297	78,804	3,507	4.66%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: SPLASH POOL	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5207
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40102 Full-Time Employees Overtime 40104 Temporary Employees Regular	Season for 2009 - June 13-August 23 Pool Hours 11:00 - 7:30 pm Monday - Sunday Lifeguards 3 guards x 59 hrs/wk x 11 wks = 1947 hrs @ \$10.25/hr = \$19,956 Concession 1 Concession Operators x 66.5 hrs/wk x 11 wks = 731 hrs @ \$9.00/hr = \$6,584 Asst. Manager 1 Asst Mgr x 77 hrs/wk x 11 wks = 847 hrs @ \$13.00/hr = \$11,011 Manager 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)	\$40,058	\$40,741
40120 Employers Cont. for Pensions		\$3,065	\$3,117
40150 Workers Comp Ins. Premium		\$1,950	\$2,596
40210 Operating Supplies	Chemicals for the pool (i.e.: testing equipment, soda ash, other supplies) = \$4,000	\$3,300	\$4,000
40220 Repair & Maintenance Supplies	Cleaning and Maintenance supplies - pre-season, in-season and post-season cleaning and maintenance. Replacement of Funbrella @ \$4,000.00	\$1,000	\$5,000
40240 Minor Equipment & Furnishings	2 Rescue tubes @ \$50 ea.	\$514	\$100
40250 Merchandise for Resale	Products sold at concession stand. Increase based on actuals	\$6,000	\$6,000
40350 Printing and Binding	Season pass supplies, flyers	\$300	\$150
40380 Utility Service	Increase based on actuals from 2006 and 2007	\$13,000	\$13,000
40400 Repairs & Maint. (Contractual)	Refurbish Splash Structure decking and water features = \$4,000	\$6,000	\$4,000
40409 Cont. Serv/Refuse & Sanitation	Troje contract	\$110	\$100
40439 Ins Claims within Deductible		\$0	\$0

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: SPLASH POOL	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5207
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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 5208

Northview Pool
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Expanded hours of operation.
- <> Increased concession prices for increased revenue
- <> Scheduled one extra lifeguard per shift increasing supervision
- <> Began process to comply with Abigail Taylor Pool Safety Act
- <>

2009 OBJECTIVES

- <> Increase pool attendance
- <> Provide 1-2 special events for the community
- <> Increase concession sales and revenue
- <> Evaluate new season pass options

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Technicians					
Line staff	14	14	16	16	16
Clerical/support					
Total Staffing	14	14	16	16	16
WORK LOAD DATA					
Uses: Avg Daily Attd x season	8,700	8,700	8,700	8,700	8,700

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: NORTHVIEW POOL	DIVISION: PARK & RECREATION	DEPT. CODE: 5208
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	15	-	-	-	0.00%
40104	Temporary Employees Regular	29,476	26,697	38,918	-	38,918	38,704	(214)	-0.55%
40120	Employers Cont. for Pensions	2,363	2,065	2,977	1	2,977	2,961	(16)	-0.54%
40150	Workers Comp Ins. Premium	1,772	2,188	2,028	1,232	2,028	2,700	672	33.14%
40210	Operating Supplies	644	523	200	64	200	250	50	25.00%
40220	Repair & Maintenance Supplies	2,894	2,974	1,500	-	1,500	3,000	1,500	100.00%
40240	Minor Equipment & Furnishings	162	204	514	152	514	100	(414)	-80.54%
40250	Merchandise for Resale	8,776	7,155	7,500	-	7,500	7,500	-	0.00%
40320	Postage and Telephone	-	-	200	-	200	-	(200)	-100.00%
40350	Printing and Binding	-	-	100	-	100	-	(100)	-100.00%
40380	Utility Service	10,345	9,957	9,000	280	9,000	10,000	1,000	11.11%
40400	Repairs & Maint. (Contractual)	47	129	3,000	1,859	3,000	3,000	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	-	47	-	-	-	-	-	0.00%
40530	Improvements other than building	-	-	-	-	-	4,000	-	100.00%
	Total	56,479	51,939	65,937	3,603	65,937	72,215	2,278	3.45%

SUMMARY BY CATEGORY

Personal Services	33,611	30,950	43,923	1,248	43,923	44,365	442	1.01%
Materials & Supplies	12,476	10,856	9,714	216	9,714	10,850	1,136	11.69%
Services & Other Charges	10,392	10,133	12,300	2,139	12,300	13,000	700	5.69%
Capital Outlay	-	-	-	-	-	4,000	-	100.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	56,479	51,939	65,937	3,603	65,937	72,215	2,278	3.45%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: NORTHVIEW POOL	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5208
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40102 Full-Time Employees Overtime 40104 Temporary Employees Regular	Season for 2009 - June 13-August 23 Hours: 1:00-8:00 pm - Monday-Sunday Lifeguards - 3 guards x 54 hrs/wk x 11 wks = 1782 hrs @ \$10.25/hr = \$18,266 Concession - 1 concession x 63 hrs/wk x 11 wks= 693 hrs @ \$9.00/hr = \$6,237 Asst. Manager - 1 asst. mgr. x 77 hrs/wk x 11 wks = 847 hrs. @ \$13.00/hr = \$11,011 Manager - 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)	\$38,918	\$38,704
40120 Employers Cont. for Pensions		\$2,977	\$2,961
40150 Workers Comp Ins. Premium		\$2,028	\$2,700
40210 Operating Supplies	Office Supplies - Cash register tape, pens, paper, ribbon	\$200	\$250
40220 Repair & Maintenance Supplies	Cleaning supplies and unanticipated repairs based on prior years	\$1,500	\$3,000
40240 Minor Equipment & Furnishings	Replacement of 2 rescue tubes @ 50.00 ea. Replacement of diving board @ 711.00 ea., Stand @ 1230.00, Handrail @ 920.00 ea=2862.00	\$514	\$100
40250 Merchandise for Resale	Products sold at concession stand	\$7,500	\$7,500
40320 Postage and Telephone	Telephone line and emergency mobile phone	\$200	\$0
40350 Printing and Binding	Season pass supplies, flyers	\$100	\$0
40380 Utility Service	Based on actuals	\$9,000	\$10,000
40400 Repairs & Maint. (Contractual)	Pool deck sectional replacement	\$3,000	\$3,000
40530 Improvements other than Buildings	Replacement of one Funbrella canopy and cover @\$4,000	\$0	\$4,000

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: NORTHVIEW POOL	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5208
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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			

Recreation Programs
2009 BUDGET
 Operational Fact Sheet

Dept. Code 5209

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

2008 ACCOMPLISHMENTS

- <> Increased fees and charges to generate revenue
- <> Introduced Lacross/mini sport camps
- <> Partnered with local cities to offer adult programs
- <> Added sponsors for special events

2009 OBJECTIVES

- <> Increase Adult Programming
- <> Provide football program online
- <> Implement webtrac online registration
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Technicians					
Line Staff (Seasonal)	100	100	100	100	100
Clerical/support					
Total Staffing	100	100	100	100	100
WORK LOAD DATA					
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	70	70	70	70
Seasonal staff	55	55	55	55	55
Volunteer coaches	60	90	90	90	90

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: RECREATION PROGRAMS	DIVISION: PARK & RECREATION	DEPT. CODE: 5209
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40102	Full-Time Employees Overtime	108	52	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	31,191	31,939	35,000	86	35,000	33,000	(2,000)	-5.71%
40106	Independent Contractor	35,714	33,866	30,691	150	30,691	34,000	3,309	10.78%
40120	Employers Cont. for Pensions	2,394	2,431	2,678	7	2,678	2,525	(153)	-5.71%
40150	Workers Comp Ins. Premium	2,732	3,396	3,127	1,899	3,127	4,162	1,035	33.10%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40210	Operating Supplies	30,180	28,344	29,000	2,032	29,000	30,000	1,000	3.45%
40230	Books, Materials & Periodicals	-	38	-	-	-	-	-	0.00%
40320	Postage and Telephone	459	421	-	154	-	-	-	0.00%
40340	Advertising	-	-	500	-	500	250	(250)	-50.00%
40410	Central garage Rental Charge	5,017	5,268	5,531	-	5,531	5,780	249	4.50%
40433	Dues and Subscriptions	10	-	-	310	-	-	-	0.00%
40452	Trips & Tours	12,368	5,620	15,785	1,139	7,000	6,000	(1,000)	-14.29%
40461	Senior Citizens Program	-	-	-	-	-	-	-	0.00%
	Total	120,173	111,375	122,312	5,777	113,527	115,717	2,190	1.93%

SUMMARY BY CATEGORY

Personal Services	72,139	71,684	71,496	2,142	71,496	73,687	2,191	3.06%
Materials & Supplies	30,180	28,382	29,000	2,032	29,000	30,000	1,000	3.45%
Services & Other Charges	17,854	11,309	21,816	1,603	13,031	12,030	(1,001)	-7.68%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	120,173	111,375	122,312	5,777	113,527	115,717	2,190	1.93%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: RECREATION PROGRAMS	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5209
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40102 Full-Time Employees Overtime		\$0	\$0
40104 Temporary Employees Regular	Summer Positions Salaries for playground leaders, aids, day camp leaders, teen supervisors, tot leaders, little tykes, safety camp, summer playhouse performers, softball/t-ball coaches	\$35,000	\$33,000
40106 Independent Contractor	Salaries for after school programs, football, softball, umpires, sport camps. (Increase due to loss of sponsorship for Entertainment in the Park)	\$30,691	\$34,000
40120 Employers Cont. for Pensions		\$2,853	\$2,525
40150 Workers Comp Ins. Premium		\$3,127	\$4,162
40151 Workers Comp Deductible		\$0	\$0
40210 Operating Supplies	Supplies for all fall, winter, spring and summer recreation programs. (Increase due to revitalization of grade 1-6 softball program). Balls, uniforms, trophies, arts and crafts, first aid, softball, t-ball, football supplies.	\$29,000	\$30,000
40240 Minor Equipment & Furnishings		\$0	\$0
40320 Postage and Telephone		\$0	\$0
40340 Advertising	Flyers and Ads for programs throughout the year	\$500	\$250
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	\$5,780

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: RECREATION PROGRAMS	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5209
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
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)	\$15,785	\$6,000
40461 Senior Citizens Program		\$0	\$0

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: RECREATIONAL PROGRAMS	DIVISION: PARK & RECREATION	DEPARTMENT CODE: 5209
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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
2009 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

2008 ACCOMPLISHMENTS

- <> Constructed retaining wall at Lawshe Park
- <> Rennovated play border and container at Jefferson
- <> Painted play structure at Harmon Park
- <> Rennovated hockey surfaces and boards
- <> Construction of shelters at Kaposia Landing Dog Park

2009 OBJECTIVES

- <> Site improvements at Kaposia Landing
- <> Rennovated play border and container at Kaposia Park
- <> Install batting cage artificial turf
- <> Improve low-maintenance landscaping and plantings system-wide

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	12.93	12.93	12.93	12.93	12.93
WORK LOAD DATA					
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)	8	8	8	8	8
Skateboard parks maint. (daily)	0	0	0	0	0

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PARKS MAINTENANCE		DIVISION: PARK & RECREATION					DEPT. CODE: 5214		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	143,942	145,435	147,777	50,863	146,190	147,956	1,766	1.21%
40102	Full-Time Employees Overtime	7,442	10,944	9,000	3,023	9,000	9,000	-	0.00%
40104	Temporary Employees Regular	39,060	47,394	53,180	12,651	53,180	50,000	(3,180)	-5.98%
40106	Independent Contractor	-	60	-	-	-	-	-	0.00%
40108	Accumulated Vacation	-	3,574	-	-	666	2,438	1,772	266.07%
40111	Severance	332	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	22,866	25,090	20,911	8,041	20,780	27,020	6,240	30.03%
40130	Employer Paid Insurance	28,246	29,436	33,168	12,014	30,424	31,576	1,152	3.79%
40140	Unemployment Comp. Ins Prem.	-	-	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	5,228	5,040	5,984	3,634	5,984	7,965	1,981	33.10%
40170	Employer Contr to HCSP	-	-	-	78	204	204	-	0.00%
40200	Office Supplies	4	6	-	-	-	-	-	0.00%
40210	Operating Supplies	48	485	-	-	-	-	-	0.00%
40220	Repair & Maintenance Supplies	43,931	46,228	37,500	14,006	37,500	37,500	-	0.00%
40230	Books, Materials & Periodicals	-	29	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	2,372	9,310	3,300	264	3,300	3,300	-	0.00%
40320	Postage and Telephone	796	793	1,000	292	1,000	1,000	-	0.00%
40330	Conferences, Training, Travel	-	-	-	12	-	-	-	0.00%
40340	Advertising	-	242	100	-	100	-	(100)	-100.00%
40360	Property & Liability Insurance	15,681	16,361	17,179	10,007	20,014	20,887	873	4.36%
40380	Utility Service	13,473	16,585	16,000	7,716	16,000	12,000	(4,000)	-25.00%
40400	Repairs & Maint. (Contractual)	26,176	36,694	20,000	4,242	20,000	24,000	4,000	20.00%
40409	Cont. Serv/Refuse & Sanitation	14,063	19,793	15,000	3,757	15,000	18,000	3,000	20.00%
40410	Central garage Rental Charge	55,982	58,781	61,181	-	61,181	64,267	3,086	5.04%
40411	Other Rentals	3,649	4,051	3,400	3,057	3,400	4,000	600	17.65%
40433	Dues & Subscriptions	135	-	120	35	120	120	-	0.00%
40438	Clothing Allowance	1,094	1,006	800	112	800	1,000	200	25.00%
40439	Ins Claims within Deductible	456	-	-	-	-	-	-	0.00%
40800	Interest/Finance Charge	-	-	-	7	-	-	-	0.00%
Total		424,976	477,337	445,600	133,811	444,843	462,233	17,390	3.91%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: PARKS MAINTENANCE	DIVISION: PARK & RECREATION	DEPT. CODE: 5214
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	247,116	266,973	270,020	90,304	266,428	276,159	9,731	3.65%
	Materials & Supplies	46,355	56,058	40,800	14,270	40,800	40,800	-	0.00%
	Services & Other Charges	131,505	154,306	134,780	29,237	137,615	145,274	7,659	5.57%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	424,976	477,337	445,600	133,811	444,843	462,233	17,390	3.91%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: PARKS MAINTENANCE	DIVISION: PARK & RECREATION	DEPT. CODE: 5214
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Maintenance	Reid, William	100	11/19/2001	48,630	50,086	1,456	2.99%
Maintenance	Cemensky, Dale	100	7/1/1986	48,630	50,086	1,456	2.99%
Maintenance	Miller, Dan	50	2/5/2008	24,315	22,431	(1,884)	-7.75%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	34	5/1/1975	24,615	25,353	738	3.00%
				<u>146,190</u>	<u>147,956</u>	<u>1,766</u>	<u>1.21%</u>

**GENERAL LEDGER
DISTRIBUTION**

Salaries of regular employees	40101	146,190	147,956	1,766	1.21%
Employer contribution for pension	40120	20,780	21,656	876	4.22%
Employer contribution for insurance	40130	30,424	31,576	1,152	3.79%
		<u>197,394</u>	<u>201,188</u>	<u>3,794</u>	<u>1.92%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE	
Reid, William	7,212	7,697	271	424	8,392	
Cemensky, Dale	7,212	7,704	271	424	8,399	
Miller, Dan	3,230	3,852	127	212	4,191	
Neumann, Albert	4,002	2,617	129	144	2,890	
Retired Larson, Bruce (Exp. 11/01/09)	0	7,704	0	0	7,704	
		<u>21,656</u>	<u>29,574</u>	<u>798</u>	<u>1,204</u>	<u>31,576</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: PARKS MAINTENANCE	DIVISION: PARKS & RECREATION	DEPARTMENT CODE: 5214
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40104 Temporary Employees Regular	Temp. Salaries: Park Patrol -- May through Aug., Sept. weekends = \$12,672 (Same as 2008) Summer Maintenance Employees -- 4 workers for 85 days @ \$10/hr. = \$27,220 Skate Rink Attendants - 4 skate rink attendants for approximately 65 day winter season = \$13,788 (Same as 2008)	\$53,180	\$50,000
40220 Repair & Maintenance Supplies	Sprinkler maintenance supplies = \$3,000 200 tons of Ag-Lime = \$2,100 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	\$38,000
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	\$3,300	\$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
2009 BUDGET**

DEPARTMENT: PARKS MAINTENANCE	DIVISION: PARKS & RECREATION	DEPARTMENT CODE: 5214
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2008 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40380 Utility Service	Average actual. 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	\$25,000
40409 Cont. Serv/Refuse & Sanitation	Portable toilets at parks. Increased cleaning schedule for 2009	\$15,000	\$18,000
40411 Other Rentals	3 month rental of Harmon Park trailer @ \$500/mo. = \$1,500 3 month rental of Bromley Park trailer @ \$500/mo. = \$1,500 Set-up, delivery, dismantle, return and cleanup of both units = \$1,000	\$3,400	\$4,000
40433 Dues & Subscriptions	SportTurf Managers Association Membership	\$120	\$120
40438 Clothing Allowance	Maintenance Crew clothing allowance per contract	\$800	\$1,000

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: PARKS MAINTENANCE	DIVISION: PARKS & RECREATION	DEPARTMENT CODE: 5214
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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
2009 BUDGET
 REVENUE LINE ITEM DETAIL

DEPARTMENT: LIBRARY				DIVISION: LIBRARY					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
5500 31010	Current Ad Valorem Taxes	581,839	604,102	623,107	-	623,107	624,973	1,866	0.3%
5500 31020	Delinquent Ad Valorem Taxes	11,191	10,580	-	-	-	-	-	0.0%
5500 31030	Mobile Home Tax	-	90	-	-	-	-	-	0.0%
5500 31910	Penalties & Int On Ad Val Tax	-	545	-	-	-	-	-	0.0%
5500 35103	Library Fines	5,877	8,459	6,500	3,150	6,500	6,500	-	0.0%
5500 35150	Library Rental Fees	3,764	4,467	4,200	1,937	4,000	4,000	-	0.0%
5500 35230	Cont. & Don. Fr Private Source	659	300	500	-	500	500	-	0.0%
5500 36240	Other	1,970	1,541	1,000	983	1,000	1,500	500	50.0%
	Total Revenues	<u>605,300</u>	<u>630,084</u>	<u>635,307</u>	<u>6,070</u>	<u>635,107</u>	<u>637,473</u>	<u>2,366</u>	0.4%
	Total Expenditures	<u>596,077</u>	<u>614,754</u>	<u>635,307</u>		<u>617,081</u>	<u>637,473</u>	<u>20,392</u>	3.3%
	Surplus (deficit)	<u>9,223</u>	<u>15,330</u>	<u>-</u>	<u>6,070</u>	<u>18,026</u>	<u>-</u>	<u>(18,026)</u>	
5500 39200	Interfund Operating Transfers In/(Out)	1,220		-	6,070	18,026	-		

Dept. Code 213-5500

Library
2009 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
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Established a Teen Advisory Board to give teens more input on library programming and services
- <> Expanded computer classes and adult book discussions to include summer offerings
- <> Contracted with Better World Books to provide an outlet for discarded items
- <> Added Internet computers to meet increased demand
- <> Revised and updated Library Personnel Policy
- <> Hired and trained new employee and restructured job duties in anticipation of future retirements
- <> Rearranged children's area to provide easier access to growing collections

2009 OBJECTIVES

- <> Revise job descriptions to reflect changes in staffing and responsibilities
- <> Install updated signage for various collections
- <> Involve more staff in programming in order to expand programming options
- <> Add additional display furniture for audio visual area
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	8.00	8.00	8.00	8.00	8.00
WORK LOAD DATA					
Charged circulation (usage)	123,723	132,800	126,000	126,000	126,000
Interlibrary loans to other libraries	36,025	37,091	37,500	38,000	38,500
Inventory of (books, periodicals, etc)	91,000	90,000	90,000	90,000	90,000
Children enrolled in the summer reading program	595	659	625	625	625
Public internet use (hrs)	7,334	8,273	8,300	8,500	8,500

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: LIBRARY			DIVISION: LIBRARY				DEPT. CODE: 213-5500		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	341,834	343,726	356,664	131,880	356,664	327,896	(28,768)	-8.07%
40102	Full-Time Employees Overtime	-	-	-	(42)	-	-	-	0.00%
40104	Temporary Employees Regular	8,063	8,293	8,100	2,827	8,100	8,100	-	0.00%
40111	Severance	4,950	3,150	4,800	-	4,800	-	(4,800)	-100.00%
40120	Employers Cont. for Pensions	46,893	47,709	50,468	18,502	50,468	48,383	(2,085)	-4.13%
40130	Employer Paid Insurance	52,751	52,113	51,695	22,133	51,695	61,955	10,260	19.85%
40150	Workers Comp Ins. Premium	1,248	1,532	1,428	867	1,734	1,901	167	9.63%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40200	Office Supplies	2,938	3,705	3,600	2,402	3,600	3,800	200	5.56%
40210	Operating Supplies	868	703	1,200	562	1,200	1,200	-	0.00%
40220	Repair & Maintenance Supplies	653	397	600	132	600	600	-	0.00%
40230	Books, Materials & Periodicals	71,941	74,712	75,500	23,713	75,500	78,000	2,500	3.31%
40240	Minor Equipment & Furnishings	7,608	6,165	7,000	53	7,000	6,500	(500)	-7.14%
40320	Postage and Telephone	445	167	600	10	600	300	(300)	-50.00%
40330	Conferences, Training, Travel	445	551	1,000	196	1,000	1,000	-	0.00%
40350	Printing and Binding	436	2,325	3,100	900	3,100	7,100	4,000	129.03%
40360	Property & Liability Insurance	7,128	7,436	7,808	4,548	7,808	9,493	1,685	21.58%
40380	Utility Service	15,698	16,395	17,500	8,897	17,500	22,000	4,500	25.71%
40400	Repairs & Maint. (Contractual)	4,802	4,602	5,000	484	9,044	9,186	142	1.57%
40405	Other Contractual Services	21,142	21,792	25,100	8,485	25,100	26,000	900	3.59%
40408	Copier Maintenance Agreement	790	1,343	800	839	800	2,000	1,200	150.00%
40409	Cont. Serv/Refus & Sanitation	399	629	500	132	500	600	100	20.00%
40430	Miscellaneous	2,768	2,750	3,500	1,191	3,500	3,500	-	0.00%
40433	Dues & Subscriptions	10	10	300	-	300	200	(100)	-33.33%
40472	Honeywell Contract Maint.	2,267	3,869	4,044	1,963	-	-	-	0.00%
40475	Honeywell Guaranteed Savings	-	-	-	-	-	-	-	0.00%
40485	Emergencies & Contingencies	-	-	5,000	-	5,000	17,759	12,759	255.18%
40612	Interest Expense	-	10,680	-	-	-	-	-	0.00%
Total		596,077	614,754	635,307	230,674	635,613	637,473	1,860	0.29%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: LIBRARY		DIVISION: LIBRARY				DEPT. CODE: 213-5500			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	455,739	456,523	473,155	176,167	473,461	448,235	(25,226)	-5.33%
	Materials & Supplies	84,008	85,682	87,900	26,862	87,900	90,100	2,200	2.50%
	Services & Other Charges	56,330	61,869	74,252	27,645	74,252	99,138	24,886	33.52%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	10,680	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	596,077	614,754	635,307	230,674	635,613	637,473	1,860	0.29%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: LIBRARY	DIVISION: LIBRARY	DEPT. CODE: 213-5500
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Library Director	Kroschel, Jane	100	11/23/1979	79,440	79,440	-	0.00%
Adult Services Librarian	Halgren, Kathy	100	9/13/1999	60,168	60,168	-	0.00%
Children's Librarian	Lippolt, Susan	100	9/5/1989	60,168	60,168	-	0.00%
Technician-Paraprofessional	Kealy, lone	100	9/1/1972	45,697	45,707	10	0.02%
Sr Information Clerk	Wright, Diane	100	5/24/1976	45,697	-	(45,697)	-100.00%
Sr Information Clerk	Warecki, Shirley	75	12/2/1986	34,273	-	(34,273)	-100.00%
Information Clerk	Greenwood, Honora Haws	100	11/13/2007	-	32,909	32,909	100.00%
Information Clerk	Monsour, Carol	60	1/9/2007	17,364	-	(17,364)	-100.00%
Assistant Information Clerk	New Hire	67			16,595		
Assistant Information Clerk	Crider, Maureen	25	4/3/1995	7,370	-	(7,370)	-100.00%
Assistant Information Clerk	Wethern, Sarah	100	10/9/1997	6,486	32,909	26,423	407.39%
				<u>356,663</u>	<u>327,896</u>	<u>(45,362)</u>	<u>-12.72%</u>

**GENERAL LEDGER
DISTRIBUTION**

Salaries of regular employees	40101	356,663	327,896	(28,767)	-8.07%
Employer contribution for pension	40120	49,576	47,217	(2,359)	-4.76%
Employer contribution for insurance	40130	49,609	61,955	12,346	24.89%
		<u>455,848</u>	<u>437,068</u>	<u>(18,780)</u>	<u>-4.12%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Kroschel, Jane	11,439	7,697	396	424	8,517
Halgren, Kathy	8,664	7,697	268	424	8,389
Lippolt, Susan	8,664	9,713	268	424	10,405
Kealy, lone	6,582	9,713	218	424	10,355
Retires 12/08 Wright, Diane	-	7,697	-	-	7,697
New Hire	2,390	-	-	-	-
Greenwood, Honora	4,739	7,697	175	424	8,296
Wethern, Sarah	4,739	7,697	175	424	8,296
	<u>47,217</u>	<u>57,911</u>	<u>1,500</u>	<u>2,544</u>	<u>61,955</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: LIBRARY	DIVISION: LIBRARY	DEPARTMENT CODE: 213-5500
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees		\$356,664	\$329,584
40102 Full-Time Employees Overtime		\$0	\$0
40104 Temporary Employees Regular		\$8,100	\$8,100
40111 Severance		\$4,800	\$0
40120 Employers Cont. for Pensions		\$50,468	\$48,080
40130 Employer Paid Insurance		\$51,695	\$65,791
40150 Workers Comp Ins. Premium		\$1,428	\$1,901
40151 Workers Comp Deductible		\$0	\$0
40200 Office Supplies	Increased costs (paper, book jackets, lables, media cases, tape, barcodes)	\$3,600	\$3,800
40210 Operating Supplies	Kleenex, paper towels, soap, toilet tissue, trash bags	\$1,200	\$1,200
40220 Repair & Maintenance Supplies	light bulbs, tilters, hardware	\$600	\$600
40230 Books, Materials & Periodicals	Inflation and increased formats purchased	\$75,500	\$78,000
40240 Minor Equipment & Furnishings	Computer replacement (4) @ \$800 = \$4000. Additional furniture for AV section (\$1300) Printers, scanners (\$700), booktrucks. \$500.	\$7,000	\$6,500
40320 Postage and Telephone		\$600	\$300
40330 Conferences, Training, Travel			
40350 Printing and Binding	Charges for 4 pages in Parks/Rec brochure \$3,200 + Library Cards \$3,900	\$3,100	\$7,100
40360 Property & Liability Insurance		\$7,808	\$9,493
40380 Utility Service	Increased costs	\$17,500	\$22,000
40400 Repairs & Maint. (Contractual)	Upkeep on building; painting exterior trim and interior area; carpets/floor cleaning, windows, HVAC	\$5,000	\$5,000
40405 Other Contractual Services	Increase cost for automation support from Dakota Co Library(Automation costs \$12,300; Daily Delivery \$4,700) cleaning service (\$9,000)	\$25,100	\$26,000
40408 Xerox Maintenance Agreement	lease and maintenance (no netting of revenues)	\$800	\$2,000
40409 Cont. Serv/Refus & Sanitation		\$500	\$600

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: LIBRARY	DIVISION: LIBRARY	DEPARTMENT CODE: 213-5500
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40430 Miscellaneous	Maintain programming level cost increase for performers - Programs: Adult, Children \$2,000; Performers \$1,000; Program supplies \$500	\$3,500	\$3,500
40433 Dues & Subscriptions		\$300	\$200
40439 Ins Claims within Deductible		\$0	\$0
40472 Honeywell Contract Maint.	to Account 40400	\$4,044	\$0
40475 Honeywell Guaranteed Savings			
40485 Emergencies & Contingencies		\$5,000	\$17,759

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: LIBRARY	DIVISION: LIBRARY	DEPARTMENT CODE: 213-5500
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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 Library Association Conference, Oct. 2009	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

CITY OF SOUTH ST PAUL
2009 BUDGET
 SPECIAL LEVY: BONDED INDEBTEDNESS

ACCT NO.	ACCOUNT DESCRIPTION	FINAL MATURITY DATE	2006 BUDGET	2007 BUDGET	CURRENT YEAR		2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
					2008 BUDGET	2008 REVISED		\$	%
<u>REVENUES</u>									
31010	Current Ad Valorem Taxes		<u>370,600</u>	<u>375,600</u>	<u>720,198</u>	720,198	<u>725,464</u>	<u>5,266</u>	0.73%
<u>EXPENDITURES</u>									
340	G.O. Improvement Bonds, Series 1994A	8/1/2009	65,000	67,400	64,300	64,300	66,500	2,200	3.42%
316	G.O. Refunding Park Bonds, Series 1995B	2/1/2010	100,400	96,500	92,600	92,600	99,000	6,400	6.91%
327/356	G. O. Bonds, Series 2000/G.O. Refund Series 2007B	2/1/2021	210,200	197,840	193,142	193,142	193,772	630	0.33%
353	G.O. Capital Improvement Bonds, Series 2006A	2/1/2027	0	294,949	294,949	294,949	294,739	(210)	-0.07%
355	G.O. Public Safety Revenue Bonds, Series 2007	2/1/2014	0	72,791	75,207	75,207	71,453	(3,754)	-4.99%
	Total		<u>375,600</u>	<u>729,480</u>	<u>720,198</u>	720,198	<u>725,464</u>	<u>5,266</u>	0.73%

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 BUDGET

**CENTRAL SQUARE COMMUNITY CENTER
SUMMARY**

	ACTUAL 2006	ACTUAL 2007	2008 BUDGET	REVISED 2008	2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
						\$	%
Revenues	\$ 199,415	\$ 211,356	\$ 199,300	\$ 199,300	\$ 205,100	\$ 5,800	2.9%
Expenditures	<u>172,847</u>	<u>183,783</u>	<u>180,019</u>	<u>180,019</u>	<u>195,363</u>	<u>15,344</u>	8.5%
Surplus / (Deficit)	<u>26,568</u>	<u>27,573</u>	<u>19,281</u>	<u>19,281</u>	<u>9,737</u>	<u>21,144</u>	109.7%
Year End Fund Balance	<u>54,431</u>	<u>82,004</u>	<u>101,285</u>	<u>101,285</u>	<u>111,022</u>		

CITY OF SOUTH ST PAUL
2009 BUDGET
 REVENUE LINE ITEM DETAIL

DEPARTMENT: CENTRAL SQUARE				DIVISION: PARK & RECREATION					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
5250 34600	Memberships	109,385	118,936	112,000	64,260	112,000	118,000	6,000	5.36%
5250 34605	Daily Admissions	56	-	-	-	-	-	-	0.00%
5250 34610	Programming	71,420	72,472	72,000	36,284	72,000	73,000	1,000	1.39%
5250 34620	Open Swim	8,143	5,406	8,000	1,348	8,000	7,000	(1,000)	-12.50%
5250 34630	Room Rental	6,157	3,597	6,000	1,523	6,000	6,000	-	0.00%
5250 34690	Miscellaneous	423	1,055	500	75	500	500	-	0.00%
5250 34720	Miscellaneous	39	-	-	-	-	-	-	0.00%
5250 34813	Vending	-	593	800	53	800	600	(200)	-25.00%
5250 35230	Cont. & Don. Fr Private Source	2,000	-	-	-	-	-	-	0.00%
5250 36210	Interest Earnings	1,792	9,297	-	-	-	-	-	0.00%
		<u>199,415</u>	<u>211,356</u>	<u>199,300</u>	<u>103,543</u>	<u>199,300</u>	<u>205,100</u>	<u>5,800</u>	2.91%

Dept. Code 250-5250

**Central Square
2009 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

2008 ACCOMPLISHMENTS

- <> Increased Senior Citizen programming with the IGH and WSP Senior Centers
- <> Provided new fitness classes for CSCC members and public
- <> Increased pool rentals by non-profit organizations
- <> Installation and set up of online registration system
- <> Updated membership policies including enrollment agreements and membership cancellations

2009 OBJECTIVES

- <> Implement online registration process for program registration
- <> Coordinate and Implement new leases for fitness room exercise equipment
- <> Provide lifeguard and WSI certification classes
- <> Streamline public meeting room scheduling, usage and financial reporting

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Technicians					
Clerical/support					
Temporary					
Total Staffing	0	0	0	0	0
WORK LOAD DATA					

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CENTRAL SQUARE	DIVISION: PARK & RECREATION	DEPT. CODE: 250-5250
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40102	Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	89,470	92,115	90,808	38,928	90,808	93,733	2,925	3.22%
40106	Independent Contractor	34,673	32,401	38,728	11,866	38,728	38,544	(184)	-0.48%
40120	Employers Cont. for Pensions	8,869	9,345	9,100	4,578	9,100	9,400	300	3.30%
40150	Workers Comp Ins. Premium	1,312	1,608	1,502	912	1,502	2,000	498	33.16%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40200	Office Supplies	-	-	-	-	-	-	-	0.00%
40210	Operating Supplies	3,695	5,945	6,595	1,402	6,595	6,600	5	0.08%
40240	Minor Equipment & Furnishings	6,718	10,553	-	-	-	3,900	3,900	100.00%
40250	Merchandise for Resale	197	-	300	-	300	300	-	0.00%
40320	Postage and Telephone	41	17	800	-	800	800	-	0.00%
40340	Advertising	941	5,308	3,900	724	3,900	3,900	-	0.00%
40350	Printing and Binding	-	55	250	-	250	250	-	0.00%
40400	Repairs & Maint. (Contractual)	2,343	100	2,000	183	2,000	2,000	-	0.00%
40411	Other Rentals	24,147	25,379	23,436	9,761	23,436	23,436	-	0.00%
40412	Credit Card/ACH Fees	431	957	1,500	-	1,500	1,500	-	0.00%
40433	Dues & Subscriptions	10	-	-	-	-	-	-	0.00%
40560	Building Fixtures & Improvement	-	-	1,100	3,795	1,100	9,000	7,900	718.18%
Total		172,847	183,783	180,019	72,149	180,019	195,363	15,344	8.52%

SUMMARY BY CATEGORY

Personal Services	134,324	135,469	140,138	56,284	140,138	143,677	3,539	2.53%
Materials & Supplies	10,610	16,498	6,895	1,402	6,895	10,800	3,905	56.64%
Services & Other Charges	27,913	31,816	31,886	10,668	31,886	31,886	0	0.00%
Capital Outlay	0	0	1,100	3,795	1,100	9,000	7,900	718.18%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	0	0	0	0	0	0	0	0.00%
Total	172,847	183,783	180,019	72,149	180,019	195,363	15,344	8.52%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CENTRAL SQUARE	DIVISION: CENTRAL SQUARE	DEPARTMENT CODE: 250-5250
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40104 Temporary Employees Regular	Building Supervisors, Child Watch Supervisors, Lifeguards, WSI Swim Instructors	\$ 90,808	\$ 93,733
40106 Independent Contractor	Skilled Instructors for specific programs such as fitness classes, karate, gymnastics	38,728	38,544
40120 Employers Cont. for Pensions	10% due to Permanent part-time EE's	9,100	9,400
40150 Workers Comp Ins. Premium	Insurance for Temp. Employees	1,502	2,000
40151 Workers Comp Deductible	Deductible for Temp. Employees	-	-
40210 Operating Supplies	Cleaning supplies \$400; fitness class supplies (see attached list, \$4076); building attendant apparel, aquatic supplies(2 rescue tube \$50 ea); and misc. - \$5,262 Medica Fit Choices Administrative Fee - \$750 Blue Cross/Blue Shield Frequent Fitness (MICHA) Administrative Fee - \$588	6,595	6,600
40240 Minor Equipment & Furnishings	Additonal Table Cart \$500, Lobby Fixtures \$600, Portable lifeguard chair \$400, Nautilus Nitro Legpress Machine \$2,400	-	3,900
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	250
40400 Repairs & Maint. (Contractual)	Repairs on fitness room and misc. Equipment as needed	2,000	2,000
40411 Other Rentals	New Cardio Lease 09-11: Based on former lease 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	Locker Room - Shower Privacy Improvements \$9,000	1,100	9,000

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CENTRAL SQUARE	DIVISION: CENTRAL SQUARE	DEPARTMENT CODE: 250-5250
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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 2009			

Projected Fiscal Year 2009

Programs / Independent Contractors
Year ending 2009

Programming Budget	Sessions Offered During Budget Year 2008	* 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										
Swim Less. (8 wk sess)													
Infant/Toddler	11	4	44	\$35	\$1,540	2	22	\$45	\$990	\$2,530	\$13	\$1,144	\$1,386
Level 1	11	4	44	\$35	\$1,540	2	22	\$45	\$990	\$2,530	\$13	\$1,144	\$1,386
Level 2	11	4	44	\$35	\$1,540	2	22	\$45	\$990	\$2,530	\$13	\$1,144	\$1,386
Level 3	11	4	44	\$35	\$1,540	2	22	\$45	\$990	\$2,530	\$13	\$1,144	\$1,386
Level 4	11	4	44	\$35	\$1,540	2	22	\$45	\$990	\$2,530	\$13	\$1,144	\$1,386
Level 5 & 6	11	3	33	\$35	\$1,155	1	11	\$45	\$495	\$1,650	\$13	\$1,144	\$506
			<u>253</u>		<u>\$8,855</u>		<u>121</u>		<u>\$5,445</u>	<u>\$14,300</u>		<u>\$6,864</u>	<u>\$7,436</u>
Gymnastics (7 wk sess.)													
Tiny Tumblers	7	7	49	\$40	\$1,960	1	5	\$50	\$250	\$2,210	\$20	\$1,540	\$670
Beginning Gymnastics 1	7	6	42	\$45	\$1,890	1	5	\$55	\$275	\$2,165	\$20	\$1,540	\$625
Beginning Gymnastics 2	7	6	42	\$45	\$1,890	1	11	\$55	\$605	\$2,495	\$20	\$3,080	-\$585
Intermediate 1	7	6	42	\$45	\$1,890	1	5	\$55	\$275	\$2,165	\$20	\$1,540	\$625
Intermediate 2	7	6	42	\$45	\$1,890	1	5	\$55	\$275	\$2,165	\$20	\$1,540	\$625
Advanced	5	6	30	\$75	\$2,250	1	5	\$85	\$425	\$2,675	\$20	\$1,540	\$1,135
Packer Training Team	4	6	24	\$75	\$1,800	1	4	\$85	\$340	\$2,140	\$20	\$1,540	\$600
			<u>271</u>		<u>\$13,570</u>		<u>40</u>		<u>\$2,445</u>	<u>\$16,015</u>		<u>\$12,320</u>	<u>\$3,695</u>
Fitness Classes (4 wk sess.)													
Total Body	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$25	\$1,200	\$156
Cardio Pump	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
Turbo Kick	24	5	120	\$15	\$1,800	2	48	\$19	\$912	\$2,712	\$25	\$1,200	\$1,512
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
PIYO	48	5	240	\$15	\$3,600	2	96	\$19	\$1,824	\$5,424	\$25	\$4,800	\$624
Cardio Dance	12	5	60	\$15	\$900	2	24	\$19	\$456	\$1,356	\$20	\$960	\$396
Cardio Core	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>1180</u>		<u>\$18,372</u>		<u>440</u>		<u>\$8,368</u>	<u>\$26,740</u>		<u>\$19,360</u>	<u>\$7,380</u>
										<u>\$57,055</u>		<u>\$38,544</u>	<u>\$18,511</u>

* Equals minimum number of participants for class to be offered

Temporary Employees
Central Square CC
Staffing Budget

Summer
2009

June-August 13 weeks

	Tentative Schedule	Hours per day	Total Hours Per Week	Rate of Pay	Weekly Staffing Expense
Building Supervisor/Reception					
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		
				\$11.00	\$684.75
Lifeguards					
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		
				\$10.25	\$471.50
WSI Instructors					
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
Child Watch					
Monday/Wednesday/Friday	9:00 a.m. - 12:00 p.m.	3.00	9.00		
Total			9.00		
				\$9.25	\$83.25
Pool/Building Coordinator					
Monday - Friday	9:00 a.m.-11:00 a.m.	2.00	10.00		
Total			10.00		
				\$13.50	\$135.00
Total Weekly Staffing Budget					\$1,862.00
Total June-Aug. Staffing Budget (13 weeks)					\$24,206.00

Temporary Employees Fall, Winter and Spring
Central Square CC Year Ending 2009
Staffing Budget Jan.-May & Sept.-Dec. 39 weeks

	Tentative Schedule	Hours per day	Total Hours Per Week	Rate of Pay	Weekly Staffing Expense
Building Supervisor/Reception					
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	\$11.00	\$745.25
Lifeguards					
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		
	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	\$10.25	\$297.25
WSI Instructors					
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
Child Watch					
Monday/Wednesday/Friday	9:00 a.m. - 12:00 p.m.	3.00	9.00		
Total			9.00	\$9.25	\$83.25
Pool/Building Coordinator					
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	\$13.50	\$405.00
Personal Training					
Tuesday/Thursday/Saturday	time varies	3.00	9.00		
Total			9.00	\$10.00	\$90.00
Total Weekly Staffing Budget					\$1,782.75
Total Jan.-May, Sept.-Dec. Staffing Budget (39 weeks)					\$69,527.25
Total June-August Staffing Budget (13 weeks)					\$24,206.00
Grand Total Yearly Part Time Staffing Budget					\$93,733.25

Central Square Community Center - Capital Improvement Program*

* Special School District 6 approves an annual CIP budget as part of their Buildings & Grounds budget.

The projects listed are intended to supplement the Buildings & Grounds CIP as approved and funded by the CSCC Capital Reserve Fund.

2009

Project:	Cost:
1. Locker Room - Shower Privacy Improve	\$ 9,000
Total:	<u>\$ 9,000</u>

2010

Project:	Cost:
1. Family Locker Room Shower	\$ 12,000
Total:	<u>\$ 12,000</u>

2011 (2011 projects have not been approved by the CSCC Board as of September 8, 2008)

Project:	Cost:
1. Replacement Exterior Signage (2 signs)	\$ 6,000
2. Replacment Outdoor Play Structure	\$ 35,000
Total:	<u>\$ 41,000</u>

CITY OF SOUTH ST PAUL
2009 BUDGET

WAKOTA ARENA SPECIAL REVENUE FUND

ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	BUDGET 2008	REVISED 2008	BUDGET 2009	BUDGET CHANGE 08 REVISED TO 09	
						\$	%
REVENUES:							
Charges for Arena Ice Services	760,172	743,458	731,850	742,408	753,045	10,637	1.4%
Other (Annex Rent, Donations)	74,291	66,217	93,203	68,304	82,750	14,446	21.1%
Operating Transfer	0	113,000	200,000	399,976	175,000	(224,976)	-56.2%
Total Revenues	<u>834,463</u>	<u>922,675</u>	<u>1,025,053</u>	<u>1,210,688</u>	<u>1,010,795</u>	(199,893)	-16.5%
EXPENDITURES:							
Operations	859,771	843,277	711,398	759,828	759,785	(43)	0.0%
Capital Outlay	0	0	0	199,976	0	(199,976)	-100.0%
Interest Expense (Debt Service)	0	43,957	14,200	30,000	23,000	(7,000)	-23.3%
Bond Payments (transfer out)	165,678	163,203	161,828	161,828	164,078	2,250	1.4%
Operating Transfer	0	0	0	0	0	0	0.0%
Total Expenditures	<u>1,025,449</u>	<u>1,050,437</u>	<u>887,426</u>	<u>1,151,632</u>	<u>946,863</u>	(204,769)	-17.8%
Net Change in Fund Balance	<u>(190,986)</u>	<u>(127,762)</u>	<u>137,627</u>	<u>59,056</u>	<u>63,932</u>		
Fund Balance (Internal Loan)	(263,018)	(390,780)	(253,153)	(331,724)	(267,792)		

CITY OF SOUTH ST PAUL
2009 BUDGET
 REVENUE LINE ITEM DETAIL

DEPARTMENT: WAKOTA ARENA				DIVISION: WAKOTA ARENA					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 8/31/2008	2008 REVISED		\$	%
5127 34101	Rent	64,648	66,217	68,204	68,204	68,204	70,250	2,046	3.0%
5127 34801	Ice Rentals-Fall & Winter	359,737	401,224	393,500	205,547	396,488	410,670	14,182	3.6%
5127 34802	Ice Rentals-Summer	157,475	163,910	160,000	106,222	157,420	167,475	10,055	6.4%
5127 34803	Ice Rentals-Other (Identify)	2,893	2,541	3,000	-	1,500	3,000	1,500	100.0%
5127 34804	Ticket Sales For Games	56,696	29,887	34,000	42,476	50,000	34,500	(15,500)	-31.0%
5127 34805	Public Skating	13,374	14,446	12,000	9,727	12,000	12,000	-	0.0%
5127 34806	Figure Skating	9,872	9,419	6,750	5,565	7,500	7,000	(500)	-6.7%
5127 34807	Concession Sales	104,850	98,878	100,000	55,657	100,000	100,000	-	0.0%
5127 34809	Skate Shop-Rental-Lease	7,200	7,200	8,200	4,800	8,200	8,200	-	0.0%
5127 34810	Dry Floor		4,212	-	-	-	-	-	0.0%
5127 34811	Sign Rental	3,736	1,785	7,200	170	2,000	3,000	1,000	50.0%
5127 34813	Vending	7,062	7,756	7,200	6,132	7,300	7,200	(100)	-1.4%
5127 34814	Other	37,277	2,200	-			-	-	0.0%
5127 35230	Cont. & Don. Fr Private Source	9,643	-	25,000	-	100	12,500	12,400	12400.0%
5127 39200	Interfund Operating Transfers	-	113,000	200,000	-	399,976	175,000	(224,976)	-56.2%
	Total Revenues	<u>834,463</u>	<u>922,675</u>	<u>1,025,054</u>	<u>504,500</u>	<u>1,210,688</u>	<u>1,010,795</u>	<u>(199,893)</u>	-16.5%

Dept. Code 243-5127

Wakota Arena
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

- <> Rent the Building for Figure Skating, Hockey, Roller Hockey, & Trade Shows
- <> Provide Concession Sales to Public
- <> Host Youth, High School and Independent League Tournaments

2008 ACCOMPLISHMENTS

- <> Painted all of Rink #1 Locker Rooms and Bathrooms
- <> Increase Sign Sales in Partnership with SSP Youth, Red Line or Blue Line Clubs
- <> Sold over 3,600 hours of Ice
- <> Held 6 Special Events (Halloween Skate, Silver Skate Races.....)

2009 OBJECTIVES

- <> Increase Sign Sales in Partnership with SSP Youth, Red Line or Blue Line Clubs
- <> Plan for the Retirement of Long Term Rink Manager and full Staffing Plan of Arena
- <> Set Long Term Financing Plan in Concert with City Council, Staff and Users

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	2.00
Technicians					
Line staff	0.50	0.50	0.50	1.50	1.50
Clerical/support					
Total Staffing	1.50	1.50	1.50	2.50	3.50
WORK LOAD DATA					
Hours of ice rented	3,624	3,724	3,723	3,690	3,740
Varsity and JV Games	115	104	116	104	110

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: WAKOTA ARENA		DIVISION: WAKOTA ARENA					DEPT. CODE: 243-5127		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 8/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	74,407	82,792	119,210	42,058	82,378	130,476	48,098	58.4%
40102	Full-Time Employees Overtime	790	274	400	(12)	400	600	200	50.0%
40104	Temporary Employees Regular	154,574	161,344	100,000	102,008	166,550	100,000	(66,550)	-40.0%
40106	Independent Contractor	13,692	12,286	14,000	11,715	14,000	14,000	-	0.0%
40108	Accumulated Vacation	-	-	-	-	9,869	6,175	(3,694)	-37.4%
40120	Employers Cont. for Pensions	24,921	26,693	24,518	16,397	34,052	30,235	(3,817)	-11.2%
40130	Employer Paid Insurance	14,310	19,246	29,328	11,417	25,057	24,844	(213)	-0.9%
40140	Unemployment Comp. Ins Prem.	143	-	-	717	-	-	-	0.0%
40150	Workers Comp Ins. Premium	2,912	3,648	3,360	3,077	3,360	4,473	1,113	33.1%
40151	Workers Comp Deductible	-	2,043	2,000	59	2,000	2,000	-	0.0%
40170	Employer Contr to HCSP	-	-	-	392	600	600	-	0.0%
40200	Office Supplies	1,987	961	1,000	872	1,000	1,100	100	10.0%
40210	Operating Supplies	-	-	-	-	-	-	-	0.0%
40220	Repair & Maintenance Supplies	66,742	81,877	48,000	37,699	48,000	55,000	7,000	14.6%
40240	Minor Equipment & Furnishings	1,689	780	2,000	-	2,000	2,000	-	0.0%
40250	Merchandise for Resale	55,790	56,181	47,000	28,594	47,000	48,500	1,500	3.2%
40300	Professional Services	2,739	7,095	1,000	2,028	1,000	2,500	1,500	150.0%
40320	Postage and Telephone	272	115	50	12	50	250	200	400.0%
40330	Conferences, Training, Travel	135	385	900	272	900	900	-	0.0%
40340	Advertising	100	200	100	197	100	200	100	100.0%
40360	Property & Liability Insurance	8,563	8,950	9,398	5,474	10,948	11,427	479	4.4%
40380	Utility Service	189,340	193,318	198,000	121,777	198,000	210,000	12,000	6.1%
40400	Repairs & Maint. (Contractual)	197,095	132,891	60,000	29,191	60,000	60,000	-	0.0%
40404	2% Administration Fee	15,000	15,000	15,000	-	15,000	15,000	-	0.0%
40408	Copier Maintenance Agreement	-	-	-	349	1,200	1,200	-	0.0%
40409	Cont. Serv/Refus & Sanitation	1,742	1,943	1,750	971	1,750	1,900	150	8.6%
40410	Central Garage Rental Charge	8,798	9,237	9,469	-	9,699	10,136	437	4.5%
40433	Dues & Subscriptions	665	780	600	410	600	600	-	0.0%
40438	Clothing Allowance	-	250	400	-	400	400	-	0.0%
40451	Refund & Reimbursements	480	614	1,000	1,271	1,000	1,300	300	30.0%
40453	Remittance of Rev/Other Agency	718	-	-	-	-	-	-	0.0%
40472	Honeywell Contract Maint.	12,133	24,374	22,915	16,881	22,915	23,969	1,054	4.6%
40484	Non-Recurring Cost (Sales Tax)	10,034	-	-	-	-	-	-	0.0%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: WAKOTA ARENA		DIVISION: WAKOTA ARENA					DEPT. CODE: 243-5127		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 8/31/2008	2008 REVISED		\$	%
40580	Other Equipment	-	-	-	-	199,976	-	(199,976)	-100.0%
40612	Interest Expense	-	43,957	14,200	-	30,000	23,000	(7,000)	-23.3%
40720	Operating Transfer (Debt Service)	165,678	163,203	161,828	-	161,828	164,078	2,250	1.4%
Total		<u>1,025,449</u>	<u>1,050,437</u>	<u>887,426</u>	<u>433,826</u>	<u>1,151,632</u>	946,863	(204,769)	-17.8%

SUMMARY BY CATEGORY

Personal Services	285,749	308,326	292,816	187,828	338,266	313,403	(24,863)	-7.4%
Materials & Supplies	126,208	139,799	98,000	67,165	98,000	106,600	8,600	8.8%
Services & Other Charges	447,814	395,152	320,582	178,833	323,562	339,782	16,220	5.0%
Capital Outlay	-	-	-	-	199,976	-	(199,976)	-100.0%
Debt Service (Interest expense)	-	43,957	14,200	-	30,000	23,000	(7,000)	-23.3%
Transfers (Debt Service)	165,678	163,203	161,828	-	161,828	164,078	2,250	1.4%
Total	<u>1,025,449</u>	<u>1,050,437</u>	<u>887,426</u>	<u>433,826</u>	<u>1,151,632</u>	946,863	(204,769)	-17.8%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: WAKOTA ARENA	DIVISION: WAKOTA ARENA	DEPT. CODE: 243-5127
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Manager Wakota Arena	Rakness, Richard	100	12/16/1987	59,957	64,219	4,262	7.1%
Maintenance	Wallace, Michael	50	10/4/2004	4,676	0	(4,676)	-100.0%
Maintenance	Miller, Dan	50	2/5/2008	17,745	22,431	4,686	26.4%
Maintenance	New Hire	100	1/1/2009	0	43,826	43,826	100.0%
				<u>82,378</u>	<u>130,476</u>	<u>48,098</u>	<u>58.4%</u>

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	82,378	130,476	48,098	58.4%
Employer contribution for pension	40120	12,591	19,678	7,087	56.3%
Employer contribution for insurance	40130	17,627	24,844	7,217	40.9%
		<u>112,596</u>	<u>174,998</u>	<u>62,402</u>	<u>55.4%</u>

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Rakness, Richard	10,137	10,625	344	435	11,404
Miller, Dan	3,230	4,128	153	218	4,499
New Hire	6,311	8,256	250	435	8,941
		<u>19,678</u>	<u>23,009</u>	<u>747</u>	<u>24,844</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: WAKOTA ARENA	DIVISION: WAKOTA ARENA	DEPARTMENT CODE: 243-5127
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
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.	\$ 119,210	\$ 130,476
40102 Full-Time Employees Overtime		400	600
40104 Temporary Employees Regular		100,000	100,000
40106 Independent Contractor	Learn to Skate Instructors, Game Officials	14,000	14,000
40108 Accumulated Vacation		-	6,175
40120 Employers Cont. for Pensions		24,518	30,235
40130 Employer Paid Insurance	Health and Life Insurances	29,328	24,844
40140 Unemployment Comp. Ins Prem.		-	-
40150 Workers Comp Ins. Premium		3,360	4,473
40151 Workers Comp Deductible		2,000	2,000
40170 Employer Contribution to HCSP		-	600
40200 Office Supplies	Copy paper, letter head, envelopes and misc supplies	1,000	1,100
40220 Repair & Maintenance Supplies	Bathroom Paper Products, Cleaning Supplies, Propane and Auto Gas, Cooling Tower Chemicals, Paint	48,000	55,000
40240 Minor Equipment & Furnishings	New gas rink edger \$1,650, Misc hand tools \$350	2,000	2,000
40250 Merchandise for Resale	Candy, Gum, Soda for the Concession Stand	47,000	48,500
40300 Professional Services	Arena share of City Audit (\$710), City Attorney \$1790	1,000	2,500
40320 Postage and Telephone		50	250
40330 Conferences, Training, Travel	See detail sheet	900	900
40340 Advertising	Lets Play Hockey	100	200
40360 Property & Liability Insurance	LMCIT	9,398	11,427
40380 Utility Service	Electric and Natural Gas	198,000	210,000
40400 Repairs & Maint. (Contractual)	Contractual repairs for the rink cooling system, dasher boards, and the building	60,000	60,000
40404 2% Administration Fee	Per City Policy	15,000	15,000

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: WAKOTA ARENA	DIVISION: WAKOTA ARENA	DEPARTMENT CODE: 243-5127
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40408 Copier Service Agreement	Service Agreement (per copy price) new in 2008	-	1,200
40409 Cont. Serv/Refus & Sanitation	5 cubic yard container	1,750	1,900
40410 Central Garage Rental Charge	Contribution to equipment fund to pay for replacement of the 2 Ice Resurfacers	9,469	10,136
40430 Miscellaneous		-	-
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	1,300
40472 Honeywell Contract Maint.	Repair and preventative maintenance contract on HVAC and dehumidication equipment in the Arena. Contract expires in August of 2009	22,915	23,969
40612 Interest Expense		14,200	14,200
40719 Transfer to Capital Proj. Fund	Repayment of Bonds (ends 2018)	161,828	164,078

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: WAKOTA ARENA	DIVISION: WAKOTA ARENA	DEPARTMENT CODE: 243-5127
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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 Ice Arena Manager Association (MIAMA) Fall Conference Bay Lake MN	Allows Arena Manager to talk in person to industry leader and vendors	\$800	\$800
MIAMA Spring Conference Bloomington MN	This conference specializes ice and building maintenance.	\$100	\$100

CITY OF SOUTH ST PAUL
2009 BUDGET
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

*** Series 1997A Called 2-1-04

CITY OF SOUTH ST PAUL
2009 BUDGET

AIRPORT SPECIAL REVENUE FUND

ACCOUNT DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2008 REVISED	2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
						\$	%
REVENUES:							
State Grants and Aids	29,269	29,269	29,259	29,259	29,259	0	0.0%
Charges for Services	848,493	817,751	1,172,094	1,215,853	1,373,804	157,951	13.5%
Other	3,148	9,727	1,500	1,420	1,500	80	5.3%
Operating Transfers	0	0	0	0	0	0	0.0%
Total Revenues	<u>880,910</u>	<u>856,747</u>	<u>1,202,853</u>	<u>1,246,532</u>	<u>1,404,563</u>	<u>158,031</u>	13.1%
EXPENDITURES:							
Personal Services	124,533	127,437	175,373	156,472	208,326	51,854	29.6%
Materials & Supplies	501,969	527,748	640,724	768,259	799,494	31,235	4.9%
Services & Other Charges	144,057	143,746	116,832	121,576	144,978	23,402	20.0%
Capital Outlay	18,351	134,573	615,000	0	3,000	3,000	0.5%
Debt Service	0	151,457	78,696	138,696	128,696	(10,000)	-12.7%
Operating Transfers	0	0	0	0	38,500	38,500	0.0%
Total Expenditures	<u>788,910</u>	<u>1,084,961</u>	<u>1,626,625</u>	<u>1,185,003</u>	<u>1,322,994</u>	<u>137,991</u>	8.5%
Net Change in Fund Balance	<u>92,000</u>	<u>(228,214)</u>	<u>(423,772)</u>	<u>61,529</u>	<u>81,569</u>	<u>20,040</u>	
Fund Balance (Internal Loan)	(953,277)	(1,181,491)	(1,605,263)	(1,119,962)	(1,038,393)		

CITY OF SOUTH ST PAUL
2009 BUDGET
 REVENUE LINE ITEM DETAIL

DEPARTMENT: AIRPORT				DIVISION: AIRPORT					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
9020 33400	State Grants And Aids	29,269	29,269	29,259	-	29,259	29,259	-	0.0%
9020 34807	Concession Sales	622	116	-	30	-	-	-	0.0%
9020 34921	Rent Of Hangars	290,975	299,345	475,819	187,542	398,693	523,961	125,268	31.4%
9020 34924	Airport Fuel Receipts	553,797	517,796	695,175	167,535	814,960	847,543	32,583	4.0%
9020 34925	Airport Gate Card	3,721	610	1,100	331	1,420	1,500	80	5.6%
9020 34926	Airport Vending Sales	1,367	1,611	1,500	675	2,200	2,300	100	4.5%
9020 35101	Court Fines/other	120	-	-	-	-	-	-	0.0%
9020 36210	Interest Earnings	1,039	-	-	-	-	-	-	0.0%
9020 39103	Sale of Capital Asset	-	8,000	-	-	-	-	-	0.0%
9020 39200	Interfund Operating Transfers	-	-	-	-	-	-	-	0.0%
	Total Revenues	<u>880,910</u>	<u>856,747</u>	<u>1,202,853</u>	<u>356,113</u>	<u>1,246,532</u>	<u>1,404,563</u>	<u>158,031</u>	12.7%

Dept. Code 245-9020

Airport
2009 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
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Complete Construction of West Hangar Area
- <> Begin Leasing West Hangar Area Lots
- <> Demolished East and West Barracks and Constructed New BRS Building
- <> Reconstructed 5 Taxi Lanes
- <>
- <>

2009 OBJECTIVES

- <> Complete West Hangar Area Leasing
- <> Land the State Patrol and move them into remodeled Hangar #2 or a new hangar
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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					
Total Staffing	2.00	2.00	2.00	3.00	3.00
WORK LOAD DATA					
Gallons of fuel sold	165,488	171,385	165,000	172,000	176,500
aircraft operations	51,076	52,865	54,980	57,200	57,200
# of based aircraft at SSP	232	239	249	252	255

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: AIRPORT		DIVISION: AIRPORT					DEPT. CODE: 245-9020		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	77,176	72,969	119,620	26,764	82,487	123,334	40,847	49.5%
40102	Full-Time Employees Overtime	-	-	920	(8)	-	1,313	1,313	100.0%
40104	Temporary Employees Regular	20,490	24,967	11,070	7,529	31,722	33,440	1,718	5.4%
40108	Accumulated Vacation/Comp	-	-	-	-	9,053	6,155	(2,898)	-32.0%
40120	Employers Cont. for Pensions	11,325	11,844	16,473	4,163	18,741	21,304	2,563	13.7%
40130	Employer Paid Insurance	13,954	15,698	25,472	5,911	11,649	19,760	8,111	69.6%
40150	Workers Comp Ins. Premium	1,588	1,959	1,818	1,104	2,220	2,420	200	9.0%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.0%
40170	Employer Contr to HCSP	-	-	-	231	600	600	-	0.0%
40200	Office Supplies	835	1,579	1,000	722	1,200	1,400	200	16.7%
40210	Operating Supplies	2,303	90	-	57	-	-	-	0.0%
40220	Repair & Maintenance Supplies	37,790	27,716	32,000	15,468	32,000	36,000	4,000	12.5%
40230	Books, Materials & Periodicals	103	-	100	-	100	100	-	0.0%
40240	Minor Equipment & Furnishings	4,695	8,562	6,000	294	6,000	3,000	(3,000)	-50.0%
40250	Merchandise for Resale	456,243	489,801	601,624	217,676	728,959	758,994	30,035	4.1%
40300	Professional Services	3,901	17,210	7,500	(1,609)	4,880	7,500	2,620	53.7%
40320	Postage and Telephone	2,427	4,003	2,400	687	2,400	2,750	350	14.6%
40330	Conferences, Training, Travel	484	890	1,290	175	1,290	2,120	830	64.3%
40340	Advertising	1,260	1,193	1,800	1,584	1,800	4,200	2,400	133.3%
40360	Property & Liability Insurance	36,671	38,345	40,262	23,453	46,906	48,953	2,047	4.4%
40380	Utility Service	16,680	15,982	17,780	5,721	17,780	19,735	1,955	11.0%
40400	Repairs & Maint. (Contractual)	44,807	51,138	31,200	6,849	31,200	44,500	13,300	42.6%
40404	2% Administration Fee	6,000	6,000	6,000	-	6,000	6,000	-	0.0%
40409	Cont. Serv/Refus & Sanitation	368	468	400	142	400	400	-	0.0%
40410	Central garage Rental Charge	7,245	7,641	7,875	-	7,875	8,110	235	3.0%
40430	Miscellaneous	87	591	-	-	-	-	-	0.0%
40433	Dues & Subscriptions	355	285	325	135	360	360	-	0.0%
40439	Ins Claims Within Deductible	1,345	-	-	-	-	-	-	0.0%
40453	Remittance of Rev/Other Agency	40	-	-	685	685	350	(335)	-48.9%
40484	Non-Recurring Cost	3,100	-	-	-	-	-	-	0.0%
40487	Bad debt expense	19,287	-	-	-	-	-	-	0.0%
40510	Land	-	-	525,000	-	-	-	-	0.0%
40520	Building and Structures	-	-	40,000	-	-	-	-	0.0%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: AIRPORT		DIVISION: AIRPORT					DEPT. CODE: 245-9020		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40530	Impr. Other Than Buildings	13,988	-	48,000	-	-	-	-	0.0%
40570	Office Equipment & Furnishings	-	-	2,000	-	-	-	-	0.0%
40580	Other Equipment	4,363	134,573	-	-	-	3,000	3,000	100.0%
40602	Other Long-Term Debt-Principal	-	34,420	38,696	15,645	38,696	38,696	-	0.0%
40612	Interest Expense	-	117,037	40,000	-	100,000	90,000	(10,000)	-10.0%
40719	Transfer Out	-	-	-	-	-	38,500	38,500	100.0%
	Total	<u>788,910</u>	<u>1,084,961</u>	<u>1,626,625</u>	<u>333,378</u>	<u>1,185,003</u>	<u>1,322,994</u>	<u>137,991</u>	<u>11.6%</u>

SUMMARY BY CATEGORY

Personal Services	124,533	127,437	175,373	45,694	156,472	208,326	51,854	33.1%
Materials & Supplies	501,969	527,748	640,724	234,217	768,259	799,494	31,235	4.1%
Services & Other Charges	144,057	143,746	116,832	37,822	121,576	144,978	23,402	19.2%
Capital Outlay	18,351	134,573	615,000	-	-	3,000	3,000	100.0%
Debt Service	-	151,457	78,696	15,645	138,696	128,696	(10,000)	-7.2%
Transfers	-	-	-	-	-	38,500	38,500	100.0%
Total	<u>788,910</u>	<u>1,084,961</u>	<u>1,626,625</u>	<u>333,378</u>	<u>1,185,003</u>	<u>1,322,994</u>	<u>137,991</u>	<u>11.6%</u>

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: AIRPORT	DIVISION: AIRPORT	DEPT. CODE: 245-9020
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Director of Revenue Facilities	Burke, Glenn	100	5/31/1994	72,457	78,472	6,015	8.3%
Maintenance	New Position	100	1/1/2008	10,030	44,862	34,832	347.3%
				<u>82,487</u>	<u>123,334</u>	<u>40,847</u>	49.5%

**GENERAL LEDGER
DISTRIBUTION**

Salaries of regular employees	40101	82,487	123,334	40,847	49.5%
Employer contribution for pension	40120	18,741	18,646	(95)	-0.5%
Employer contribution for insurance	40130	22,756	39,822	17,066	75.0%
		<u>123,984</u>	<u>181,802</u>	<u>57,818</u>	46.6%

FRINGE BENEFITS

		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Director of Revenue Facilities	Burke, Glenn	12,186	11,504	393	435	24,518
Maintenance	New Position	6,460	8,256	153	435	15,304
		<u>18,646</u>	<u>19,760</u>	<u>546</u>	<u>870</u>	<u>39,822</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: AIRPORT	DIVISION: AIRPORT	DEPARTMENT CODE: 245-9020
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40101 Salaries of Regular Employees	Airport Manager, Intern and Service Worker	\$119,620	\$123,334
40102 Full-Time Employees Overtime	40 Hours for Snow Removal	\$920	\$1,313
40104 Temporary Employees Regular	Weekend building Attendant (cleaner) Saturday, Sunday and Holiday's 7 hours each day. Summer help (grass mowing) 16 weeks (40 hours)	\$11,070	\$33,440
40108 Accumulated Vacation/Comp	Supervisor Association Benefit	\$0	\$6,155
40120 Employers Cont. for Pensions		\$16,473	\$21,304
40130 Employer Paid Insurance		\$25,472	\$19,760
40150 Workers Comp Ins. Premium		\$1,818	\$2,420
40151 Workers Comp Deductible		\$0	\$0
40170 Employer Contr to HCSP	Supervisor Association Benefit	\$0	\$600
40200 Office Supplies	Printing, Paper, envelopes, pens ...	\$1,000	\$1,400
40210 Operating Supplies		\$0	\$0
40220 Repair & Maintenance Supplies	Parts for vehicle maintenance, fuel, building maintenance, pavement maintenance, painting supplies, cleaning products,	\$32,000	\$36,000
40230 Books, Materials & Periodicals		\$100	\$100
40240 Minor Equipment & Furnishings	One weed trimmer \$350, Misc small hand tools \$400, Replace 14 year old snow blower \$1,050, 14 Root Fuel System Rolling Ladder \$1,200.	\$6,000	\$6,000
40250 Merchandise for Resale	Fuel	\$601,624	\$758,994
40300 Professional Services	Legal Services \$2,000, Architectual Fee for State Patrol \$4,650, City Audit (\$852)	\$7,500	\$7,500
40320 Postage and Telephone	Office and Fuel system phones, One Cell Phone, Monitoring of Fire sprinkler System	\$2,400	\$2,750
40330 Conferences, Training, Travel	Large increase caused by state conference was in Minneapolis in 2008, in St Cloud in 2009	\$1,290	\$2,120
40340 Advertising	MN Flyer Magazine \$1,200, Midwest Flyer \$3,100	\$1,800	\$4,200

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: AIRPORT	DIVISION: AIRPORT	DEPARTMENT CODE: 245-9020
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40360 Property & Liability Insurance	Product Liability Insurance for fuel system, Airport Liability Ins., Property Insurance	\$40,262	\$48,953
40380 Utility Service	Runway Lights, Terminal Building, Fuel system, automatic gates, exterior lighting	\$17,780	\$19,735
40400 Repairs & Maint. (Contractual)	Repairs to roofs, pavement, hangar doors, fuel system, phone system, Crack sealing, Pavement sealers	\$31,200	\$44,500
40404 2% Administration Fee		\$6,000	\$6,000
40409 Cont. Serv/Refus & Sanitation	Dumpster Service once per week	\$400	\$400
40410 Central garage Rental Charge		\$7,875	\$8,110
40430 Miscellaneous		\$0	\$0
40433 Dues & Subscriptions	American Assoc of Airport \$210, MN Council of Airports \$100, Great Lakes Airport Mgrs \$50.	\$360	\$360
40453 Remittance of Rev/Other Agency	Storm Water Permit \$100, Hazardous Material Licence (Fuel System) \$150, Fuel Meter Inspection Fee \$100	\$685	\$350
40510 Land		\$0	\$0
	New Hangar Door for Hangar #5 to replace door from 1942	\$0	\$0
40520 Building and Structures		\$0	\$0
40530 Impr. Other Than Buildings		\$0	\$0
40580 Other Equipment	Power Washer \$3,000	\$0	\$3,000
40602 Other Long-Term Debt-Principal	20-Unit South Tee Hangar Debt Expire in 2017, and Debt Service for 380 Airport Road (BRS)	\$38,696	\$38,696
40612 Interest Expense	Long Term Debt Interest Expense	\$40,000	\$90,000
40719 Transfer Out	Airports Share of Capital Improvement Projects in the Airport Capital Improvement Fund	\$0	\$38,500

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: AIRPORT	DIVISION: AIRPORT	DEPARTMENT CODE: 245-9020
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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 St Cloud	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	\$980
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	\$840
Minnesota Council of Airports	8 St Paul Meetings, and 3 out state meetings	One Person Attending	\$300
Total All Meetings			\$2,120

2009 Airport Operating Revenue Estimate

Rentals				
Hangars and Buildings				
	Monthly Rents		Total	
	<u>2008</u>	<u>2009</u>	<u>2008</u>	<u>2009</u>
380 Airport Rd(BRS Land Lease, PILOT)	\$ -	\$ 1,747	\$ -	\$ 20,958
Hangar # 2	\$ 3,000	\$ 3,780	\$ 18,000	\$ 45,360
Hangar # 3	\$ 2,270	\$ 2,270	\$ 13,622	\$ 27,245
Hangar # 4	\$ 3,000	\$ 3,780	\$ 18,000	\$ 45,360
Hangar # 5	\$ 3,000	\$ 3,780	\$ 18,000	\$ 45,360
Hangar # 6-8	\$ 7,500	\$ 7,560	\$ 45,000	\$ 90,720
314 Airport Road	\$ 256	\$ 263	\$ 3,067	\$ 3,162
273 Foxtrot Lane	\$ 398	\$ 410	\$ 4,782	\$ 4,925
North Tee Hangar	\$ 204	\$ 204	\$ 29,376	\$ 29,376
South Tee Hangar	\$ 221	\$ 221	\$ 51,948	\$ 54,600
T- Building Office	\$ 350	\$ 350	\$ 1,050	\$ 4,200
Total Rentals	\$ 20,199	\$ 22,619	\$ 202,845	\$ 371,266
Landleases			\$ 131,605	\$ 143,895
Aircraft Parking			\$ 8,630	\$ 8,800
Total Rentals			\$ 343,080	\$ 523,961
Fuel				
Fuel System			\$ 814,960	\$ 847,543
Miscellaneous Revenue				
Vending			\$ 2,200	\$ 2,300
Misc (Clothing, Gate Cards, Other)			\$ 1,420	\$ 1,500
State Operating Grant			\$ 29,259	\$ 29,259
Total Miscellaneous Revenue			\$ 32,879	\$ 33,059
Total Airport Operating Revenues			\$ 1,190,919	\$ 1,404,563

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

CITY OF SOUTH ST PAUL
2009 BUDGET

AIRPORT CAPITAL IMPROVEMENT FUND

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	2008 BUDGET	ACTUAL 9/31/08	2009 BUDGET	BUDGET CHANGE 08 TO 09	
							\$	%
REVENUES:								
33160	Federal Grants	1,365,743	124,725	500,000	388,496	213,750	(286,250)	-57.3%
334xx	State Grants	13,382	1,028	74,600	156,194	60,500	(14,100)	-18.9%
33630	Local Government Grants & Aid	0	0	0	0	0	0	0.0%
39101	User Improvement Fees	0	0	295,410	184,725	178,450	(116,960)	-39.6%
	Other Revenue	0	0	0	0	0	0	0.0%
	Hangar Loan from State (0%)	0	375,490	0	0	0	0	0.0%
	Transfer In (Airport operating fund)	0	0	0	0	38,500	38,500	
	Total Revenues	<u>1,379,125</u>	<u>501,243</u>	<u>870,010</u>	<u>729,415</u>	<u>491,200</u>	<u>(378,810)</u>	
EXPENDITURES:								
402xx	Materials & Supplies	0	0	0	0	0	0	0.0%
403xx	Services & Other Charges	1,500	0	0	0	0	0	0.0%
40510	Land	136,279	0	525,000	175,000	225,000	(300,000)	-57.1%
40520	Buildings & Structures	92,911	0	40,000	0	44,000	4,000	10.0%
40530	Improvement Other than Bldgs.	1,969,317	42,183	48,000	423,712	55,000	7,000	14.6%
40550	Motor Vehicles	0	0	30,000	0	0	(30,000)	-100.0%
405xx	Other Equipment	14,899	0	0	0	0	0	0.0%
40602	Other Long Term Debt - Principle	0	0	0	0	0	0	0.0%
40612	Interest Expense	0	79,466	0	0	55,000	55,000	0.0%
40720	Operating Transfer	0	0	0	0	0	0	0.0%
	Total Expenditures	<u>2,214,906</u>	<u>121,649</u>	<u>643,000</u>	<u>598,712</u>	<u>379,000</u>	<u>(264,000)</u>	
	Net Change in Fund Balance	<u>(835,781)</u>	<u>379,594</u>	<u>227,010</u>	<u>130,703</u>	<u>112,200</u>	<u>(114,810)</u>	
	Fund Balance (Internal Loan)	(1,256,001)	(876,407)	(649,397)	(745,704)	(633,504)		

Airport Capital Improvement Grants 2009

Project	Cost of Project	State Grant	FAA Grant	Net Cost to City	
				Improvement fees	Operating Fund (Transfer In)
Obstruction Removal	\$ 225,000		\$ 213,750	\$ 11,250	
Hangar #5 - Replace 1940 Hangar Door with new bi-fold door	\$ 44,000	\$ 22,000			\$ 22,000
Reconstruct Parking Lot Between Hangars 4 & 5, Lysdale Flying Service and Wipaire	\$ 55,000	\$ 38,500			\$ 16,500
Total	\$ 324,000	\$ 60,500	\$ 213,750	\$ 11,250	\$ 38,500

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 FINANCIAL PLAN

Storm Water Enterprise Fund

ACTIVITY DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR		2009 FINANCIAL PLAN	FIN. PLAN CHANGE 08 TO 09	
			2008 FIN. PLAN	2008 REVISED		\$	%
Revenue:							
Revenue	533,416	649,874	-	363,500	360,100	360,100	100.0%
Total Revenues	<u>533,416</u>	<u>649,874</u>	<u>-</u>	<u>363,500</u>	<u>360,100</u>	<u>360,100</u>	
Expenditures:							
Operating	7,884	14,257	-	84,161	39,950	39,950	
Capital	377,668	446,318	-	50,000	500,000	500,000	100.0%
Total Expenditures	<u>385,552</u>	<u>460,575</u>	<u>-</u>	<u>134,161</u>	<u>539,950</u>	<u>539,950</u>	
Other Financing Sources/(Uses)							
Operating transfer	(55,000)	(55,000)	-	(55,000)	(40,000)	-40,000	0.0%
Fund balance transfer to Capital Improvement Program	(48,494)	(18,353)	-	-	(50,000)	-50,000	0.0%
Total Other Financing Sources/(Uses)	<u>(103,494)</u>	<u>(73,353)</u>	<u>-</u>	<u>(55,000)</u>	<u>(90,000)</u>	<u>90,000</u>	
Net Surplus (Deficit)	<u>44,370</u>	<u>115,946</u>	<u>0</u>	<u>174,339</u>	<u>(269,850)</u>	<u>(269,850)</u>	
END OF YEAR CASH & INVESTMENTS BALANCE	<u>202,779</u>	<u>318,725</u>	<u>318,725</u>	<u>493,064</u>	<u>223,214</u>		

CITY OF SOUTH ST PAUL
2009 BUDGET
REVENUE LINE ITEM DETAIL

DIVISION: **STORM WATER UTILITY**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 Budget	Actual 5/31/2008	2008 REVISED		\$	%
0000 33400	State Grants and Aids	182,211	263,977	-	77	-	-	-	0.0%
0000 36210	Interest Earnings	8,273	42,616	-	-	25,000	25,000	-	0.0%
0000 37501	Single Family Residential	190,302	190,396	-	78,966	190,000	190,000	-	0.0%
0000 37502	Multi-Family Residential	14,569	14,650	-	5,885	14,500	14,500	-	0.0%
0000 37503	Commercial	40,290	40,102	-	16,767	40,000	40,000	-	0.0%
0000 37504	Industrial	79,729	79,435	-	36,024	75,800	72,400	(3,400)	-4.5%
0000 37505	Churches, Private School, Cmtry	3,959	3,929	-	1,481	3,900	3,900	-	0.0%
0000 37506	Airport Hangars	3,875	3,880	-	1,929	3,800	3,800	-	0.0%
0000 37507	Vacant Developable Land	5,136	5,570	-	2,907	5,500	5,500	-	0.0%
0000 37560	Penalties	5,072	5,319	-	3,984	5,000	5,000	-	0.0%
		533,416	649,874	-	148,020	363,500	360,100	(3,400)	-0.9%

SUMMARY BY CATEGORY

Interest Earnings	8,273	42,616	-	-	25,000	25,000	-	0.0%
Miscellaneous Revenue	182,211	263,977	-	77	-	-	-	0.0%
Water Revenue	337,860	337,962	-	143,959	333,500	330,100	(3,400)	-1.0%
Sewer Revenue	5,072	5,319	-	3,984	5,000	5,000	-	0.0%
Total	533,416	649,874	-	148,020	363,500	360,100	(3,400)	-0.9%
Operating	351,205	385,897	-	147,943	363,500	360,100	(3,400)	-0.9%
Capital - State Grants and Aids	182,211	263,977	-	77	-	-	-	0.0%
Total	533,416	649,874	-	148,020	363,500	360,100	(3,400)	-0.9%

Dept. Code 610-9500

**Storm Water Sewer
2009 BUDGET
Operational Fact Sheet**

SERVICES PROVIDED

- <> Maintenance of City's storm water system including sewers, ponds, flood wall and levee systems
- <> Street sweeping, catch basin cleaning and all other NPDES activities as prescribed by the City's MPCA storm water permit
- <> Review of all development plans and storm sewer projects
- <> Participation in WMO including annual dues payment
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Performed all activities related to NPDES permit from MPCA, including preparation of annual report to MPCA
- <> Installed storm sewer upgrades as part of annual street rehabilitation program and CSAH 56 project
- <> Established stand alone budget for storm water activities
- <>
- <>
- <>
- <>
- <>

2009 OBJECTIVES

- <> Continue all activities related to NPDES permit from MPCA and annual report
- <> Continue storm sewer upgrades as part of annual street rehabilitation program
- <> Rehabilitate Poplar St storm sewer system in advance of South Concord St. project
- <> Implement Anderson Pond/Southview Pond improvements with WSP as per feasibility report
- <>
- <>



	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Line Staff					
Clerical/support					
Total Staffing					

WORK LOAD DATA

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: STORM WATER	DIVISION: STORM WATER UTILITY	DEPT. CODE: 610-9500
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40220	Repair & Maintenance Supplies	7,884	-	-	-	-	-	-	0.0%
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.0%
40300	Professional Services	-	-	-	-	84,161	10,000	(74,161)	-88.1%
40340	Advertising	-	7	-	-	-	-	-	0.0%
40400	Repairs & Maint. (Contractual)	-	14,250	-	-	-	21,600	21,600	100.0%
40433	Dues and Subscriptions	-	-	-	-	-	8,350	8,350	100.0%
40530	Improvements Other than Bldgs	377,668	446,318	-	30,942	50,000	500,000	450,000	900.0%
40719	Transfer To Capital Project Fund	48,494	18,353	-	-	-	50,000	50,000	100.0%
40720	Operating Transfers	55,000	55,000	-	-	55,000	40,000	(15,000)	-27.3%
Total		489,046	533,928	-	30,942	189,161	629,950	440,789	233.0%

SUMMARY BY CATEGORY

Materials & Supplies	7,884	-	-	-	-	-	-	-	0.0%
Services & Other Charges	-	14,257	-	-	84,161	39,950	(44,211)	-52.5%	
Capital Outlay	377,668	446,318	-	30,942	50,000	500,000	450,000	900.0%	
Transfers	103,494	73,353	-	-	55,000	90,000	35,000	63.6%	
Total	489,046	533,928	-	30,942	189,161	629,950	440,789	233.0%	
Operating	62,884	69,257	-	-	139,161	79,950	(59,211)	-42.5%	
Capital	426,162	464,671	-	30,942	50,000	550,000	500,000	1000.0%	
Total	489,046	533,928	-	30,942	189,161	629,950	440,789	233.0%	

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT:	DIVISION: STORM WATER UTILITY	DEPARTMENT CODE: 610-9500
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 FINANCIAL PLAN REQUEST
40220 Repair & Maintenance Supplies		\$0	\$0
40240 Minor Equipment & Furnishings		\$0	\$0
40300 Professional Services	Contractual services from a consultant which may be needed to comply with NPDES mandated storm water initiatives. Consultants to perform reviews of development plans to insure compliance with City management plan.	\$0	\$10,000
40400 Repairs & Maintenance (Contractual)	Contractual Street sweeping 3 weeks in both Spring and Fall	\$0	\$21,600
40433 Dues and Subscriptions	WMO annual dues as per JPA	\$0	\$8,350
40530 Improvements Other than Buildings	Poplar St. Storm water improvements \$100,000	\$50,000	\$500,000
	Anderson Pond/Southview Pond improvements \$400,000 (\$50,000 for 2008)		
40719 Transfer to Capital Project Fund	Annual participation of Storm Water Fund for storm related improvements in annual M&O, BRR and street reconstruction programs \$50,000	\$0	\$50,000
40720 Operating Transfer	Transfer for general operations in public works and engineering attributable to storm water activities	\$55,000	\$40,000

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 FINANCIAL PLAN

Street Light Enterprise Fund

ACTIVITY DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR		2009 FINANCIAL PLAN	FIN. PLAN CHANGE 08 TO 09	
			2008 FIN. PLAN	2008 REVISED		\$	%
Revenue:							
Revenue	-	-	-	-	210,000	210,000	100.0%
Total Revenues	-	-	-	-	210,000	210,000	
Expenditures:							
Operating	-	-	-	-	164,000	164,000	
Capital	-	-	-	-	-	0	0.0%
Total Expenditures	-	-	-	-	164,000	164,000	
Other Financing Sources/(Uses)							
Operating transfer	-	-	-	-	(20,000)	-20,000	0.0%
Fund balance transfer to Capital Improvement Program	-	-	-	-	-	0	0.0%
Total Other Financing Sources/(Uses)	-	-	-	-	(20,000)	20,000	
Net Surplus (Deficit)	0	0	0	0	26,000	26,000	
END OF YEAR CASH & INVESTMENTS BALANCE	0	0	0	0	26,000		

CITY OF SOUTH ST PAUL
2009 BUDGET
 REVENUE LINE ITEM DETAIL

DIVISION: **STREET LIGHT UTILITY**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 Budget	Actual 5/31/2008	2008 REVISED		\$	%
0000 33400	State Grants and Aids	-	-	-	-	-	-	-	0.0%
0000 36210	Interest Earnings	-	-	-	-	-	-	-	0.0%
0000 37501	Single Family Residential	-	-	-	-	-	136,000	136,000	100.0%
0000 37502	Multi-Family Residential	-	-	-	-	-	10,000	10,000	100.0%
0000 37503	Commercial	-	-	-	-	-	20,000	20,000	100.0%
0000 37504	Industrial	-	-	-	-	-	35,000	35,000	100.0%
0000 37505	Churches, Private School	-	-	-	-	-	2,000	2,000	100.0%
0000 37506	Airport Hangars	-	-	-	-	-	2,000	2,000	100.0%
0000 37507	Vacant Developable Land	-	-	-	-	-	-	-	0.0%
0000 37508	Duplexes	-	-	-	-	-	4,000	4,000	100.0%
0000 37560	Penalties	-	-	-	-	-	1,000	1,000	100.0%
		-	-	-	-	-	210,000	210,000	100.0%
SUMMARY BY CATEGORY									
Intergovernmental revenue		-	-	-	-	-	-	-	0.0%
Interest Earnings		-	-	-	-	-	-	-	0.0%
Street Light Revenue		-	-	-	-	-	210,000	210,000	100.0%
Total		-	-	-	-	-	210,000	210,000	100.0%
Operating		-	-	-	-	-	210,000	210,000	100.0%
Capital - State Grants and Aids		-	-	-	-	-	-	-	0.0%
Total		-	-	-	-	-	210,000	210,000	100.0%

Dept. Code 615-9600

Street Light
2009 BUDGET
Operational Fact Sheet

SERVICES PROVIDED

- <> Utility energy costs are funded by this Fund
- <> Contractual Electric/Pole repairs
- <> Purchases of Street light Poles
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Created Utility Fund through adoption of City Ordinance
- <>
- <>
- <>
- <>
- <>
- <>
- <>

2009 OBJECTIVES

- <> Implement adopted rates by resolution
- <>
- <>
- <>
- <>
- <>



	ACTUAL	ACTUAL	ESTIMATE	PROPOSED	PROJECTED
	2006	2007	2008	2009	2010

STAFFING

Dept. Heads
Supervisors
Line Staff
Clerical/support
Total Staffing

WORK LOAD DATA

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: STREET LIGHT		DIVISION: STREET LIGHT UTILITY					DEPT. CODE: 615-9600		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40220	Repair & Maintenance Supplies	-	-	-	-	-	-	-	0.0%
40240	Minor Equipment & Furnishings	-	-	-	-	-	5,000	5,000	100.0%
40300	Professional Services	-	-	-	-	-	-	-	0.0%
40380	Utility Service	-	-	-	-	-	155,000	-	-
40340	Advertising	-	-	-	-	-	-	-	0.0%
40400	Repairs & Maint. (Contractual)	-	-	-	-	-	4,000	4,000	100.0%
40433	Dues and Subscriptions	-	-	-	-	-	-	-	0.0%
40530	Improvements Other than Bldgs	-	-	-	-	-	-	-	0.0%
40719	Transfer To Capital Project Fund	-	-	-	-	-	-	-	0.0%
40720	Operating Transfers	-	-	-	-	-	20,000	20,000	100.0%
	Total	-	-	-	-	-	184,000	29,000	100.0%
SUMMARY BY CATEGORY									
	Materials & Supplies	-	-	-	-	-	5,000	5,000	100.0%
	Services & Other Charges	-	-	-	-	-	159,000	4,000	100.0%
	Capital Outlay	-	-	-	-	-	-	-	0.0%
	Transfers	-	-	-	-	-	20,000	20,000	100.0%
	Total	-	-	-	-	-	184,000	29,000	100.0%
	Operating	0	0	-	-	0	184,000	184,000	100.0%
	Capital	0	0	-	0	0	0	-	0.0%
	Total	0	0	-	0	0	184,000	184,000	100.0%

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT:	DIVISION: STREET LIGHT UTILITY	DEPARTMENT CODE: 610-9500
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 FINANCIAL PLAN REQUEST
40220 Repair & Maintenance Supplies		\$0	\$0
40240 Minor Equipment & Furnishings	Pole purchases and Other Equipment/Parts	\$0	\$5,000
40300 Professional Services		\$0	\$0
40380 Utility Costs	Energy Costs (Xcel Energy)	\$0	\$155,000
40400 Repairs & Maintenance (Contractual)	Contractual Electric/Pole repairs	\$0	\$4,000
40433 Dues and Subscriptions		\$0	\$0
40530 Improvements Other than Buildings		\$0	\$0
40719 Transfer to Capital Project Fund		\$0	\$0
40720 Operating Transfer	Transfer for general operations (staff time and equipment costs) in the General Fund attributable to street light activities	\$0	\$20,000

2009 BUDGET

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CITY OF SOUTH ST PAUL
2009 FINANCIAL PLAN

Water and Sewer Enterprise Fund

ACTIVITY DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR		2009 FINANCIAL PLAN	FIN. PLAN CHANGE 08 TO 09	
			2008 FIN. PLAN	2008 ESTIMATE		\$	%
WATER:							
Revenue (includes 1/2 Interest & Misc Revenue)	1,338,859	1,433,953	1,296,450	1,296,450	1,276,450	(20,000)	-1.5%
Expense (includes 1/2 of Utility Admin)	<u>847,950</u>	<u>1,030,881</u>	<u>1,020,728</u>	<u>1,012,773</u>	1,165,126	<u>144,398</u>	14.1%
Water Income (Loss)	<u>490,909</u>	<u>403,072</u>	<u>275,722</u>	<u>283,677</u>	111,324	<u>(164,398)</u>	
SEWER:							
Revenue (includes 1/2 Interest & Misc Revenue)	2,819,165	3,365,449	3,150,212	3,249,712	3,121,900	(28,312)	-0.9%
Expense (includes 1/2 of Utility Admin)	<u>2,375,649</u>	<u>2,517,939</u>	<u>2,974,984</u>	<u>2,967,324</u>	2,958,623	<u>(16,361)</u>	-0.5%
Sewer Income (Loss)	<u>443,516</u>	<u>847,510</u>	<u>175,228</u>	<u>282,388</u>	163,277	<u>(11,951)</u>	
OTHER:							
Operating transfer	(150,000)	(150,000)	(150,000)	(150,000)	(100,000)	50,000	0.0%
Fund balance transfer to Capital Improvement Program	<u>(186,779)</u>	<u>(326,909)</u>	<u>(215,000)</u>	<u>(215,000)</u>	(100,000)	<u>115,000</u>	0.0%
TOTAL SURPLUS (DEFICIT)	<u><u>597,646</u></u>	<u><u>773,673</u></u>	<u><u>85,950</u></u>	<u><u>201,065</u></u>	<u>74,601</u>	<u><u>(11,349)</u></u>	
END OF YEAR CASH & INVESTMENTS BALANCE	<u><u>1,680,772</u></u>	<u><u>2,454,445</u></u>	<u><u>2,540,395</u></u>	<u><u>2,655,510</u></u>	<u>2,730,111</u>		

CITY OF SOUTH ST PAUL
2009 BUDGET
REVENUE LINE ITEM DETAIL

DIVISION: WATER & SEWER									
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 Budget	Actual 5/31/2008	2008 REVISED		\$	%
9320	34952	285	420	300	75	300	300	-	0.0%
9320	36102	136	-	-	-	-	-	-	0.0%
9320	36103	(23,654)	-	-	-	-	-	-	0.0%
9320	36104	20,979	-	21,000	6,615	-	-	-	0.0%
9320	36106	7,258	5,682	8,000	1,714	8,000	8,000	-	0.0%
9320	36210	44,426	222,025	35,000	-	35,000	35,000	-	0.0%
9320	36240	429	518	500	87	500	500	-	0.0%
9320	36241	-	-	-	-	-	-	-	0.0%
9400	37110	566,836	560,454	525,000	67,576	535,500	535,500	-	0.0%
9400	37120	227,577	239,406	220,000	68,677	220,000	200,000	(20,000)	-9.1%
9400	37130	130,266	125,741	125,000	16,254	125,000	125,000	-	0.0%
9400	37131	91,429	72,283	99,800	13,242	99,800	99,800	-	0.0%
9400	37150	8,247	7,367	8,000	4,805	8,000	8,000	-	0.0%
9400	37151	201,792	218,633	201,000	33,538	201,000	201,000	-	0.0%
9400	37155	41,356	43,388	42,000	7,170	42,000	42,000	-	0.0%
9400	37160	37,161	43,734	35,000	12,563	35,000	35,000	-	0.0%
9400	37170	4,922	4,160	4,000	-	4,000	4,000	-	0.0%
9400	37171	1,050	300	750	600	750	750	-	0.0%
9400	37172	3,293	4,164	3,500	1,835	3,500	3,500	-	0.0%
9450	37210	1,684,004	1,840,075	1,790,000	310,539	1,900,000	1,900,000	-	0.0%
9450	37220	1,048,034	1,201,989	1,267,812	364,219	1,267,812	1,140,000	(127,812)	-10.1%
9450	37270	25,000	165,288	25,000	-	25,000	25,000	-	0.0%
9450	37272	-	-	-	-	-	-	-	0.0%
9450	37360	37,196	43,775	35,000	12,579	35,000	35,000	-	0.0%
		4,158,022	4,799,402	4,446,662	922,088	4,546,162	4,398,350	(147,812)	-3.3%

SUMMARY BY CATEGORY

Interest Earnings	44,426	222,025	35,000	-	35,000	35,000	-	0.0%
Miscellaneous Revenue	5,433	6,620	29,800	8,491	8,800	8,800	-	0.0%
Water Revenue	1,313,929	1,319,630	1,264,050	226,260	1,274,550	1,254,550	(20,000)	-1.6%
Sewer Revenue	2,794,234	3,251,127	3,117,812	687,337	3,227,812	3,100,000	(127,812)	-4.0%
Total	4,158,022	4,799,402	4,446,662	922,088	4,546,162	4,398,350	(147,812)	-3.3%

Utility Billing Administration

2009 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
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Implement sewer rate increase for 2008
- <> Upgrade meter reading software
- <> Implement Street Light Utility fund
- <>
- <>
- <>

2009 OBJECTIVES

- <> Continue converting to radio meter reads
- <>
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	1.70	1.70	1.40	1.45	1.50
WORK LOAD DATA					
Penalty revenue	\$74,000	\$95,000	\$100,000	\$105,000	\$105,000
Delinquent certifications	578	650	675	750	700
Utility bills issued	28,471	28,575	28,750	29,000	29,000

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: UTILITY ADMIN/BILLING	DIVISION: WATER AND SEWER	DEPT. CODE: 605-9320
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Full -Time Employees - Regular	72,934	82,572	85,337	32,684	78,359	80,850	2,491	3.2%
40102	Full -Time Employees - Overtime	-	368	-	184	-	-	-	0.0%
40108	Accumulated Vacation/Comp	4,344	1,013	-	-	2,223	1,520	(703)	-31.6%
40111	Severance	1,370	-	-	-	-	-	-	0.0%
40120	Employers Cont. for Pensions	10,930	11,466	12,075	4,595	12,181	12,080	(101)	-0.8%
40130	Employer Paid Insurance	10,909	10,218	15,530	5,939	13,391	13,391	-	0.0%
40150	Workers Comp Ins. Premium	264	288	302	183	302	402	100	33.1%
40170	Employer Contr to HCSP	-	-	-	705	1,221	616	(605)	-49.5%
40200	Office Supplies	3,780	3,913	3,700	1,547	3,700	4,000	300	8.1%
40220	Repair & Maintenance Supplies	80	-	-	-	-	-	-	0.0%
40240	Minor Equipment & Furnishings	527	776	100	-	100	100	-	0.0%
40300	Professional Services	5,000	8,509	8,500	(2,560)	8,500	9,500	1,000	11.8%
40320	Postage and Telephone	11,865	11,953	14,000	4,961	14,000	14,000	-	0.0%
40330	Conferences, Training, Travel	2,059	4,440	4,995	4,302	4,995	4,970	(25)	-0.5%
40400	Repairs & Maint. (Contractual)	5,036	-	8,000	-	8,000	5,300	(2,700)	-33.8%
40404	2% Administration Fee	67,000	67,000	67,000	-	67,000	67,000	-	0.0%
40405	Other Contractual Services	2,624	2,780	2,500	1,047	2,500	3,250	750	30.0%
40412	Credit Card/ACH Fees	-	-	200	-	200	-	(200)	-100.0%
Total		198,722	205,296	222,239	53,587	216,672	216,979	307	0.1%

SUMMARY BY CATEGORY

Personal Services	100,751	105,925	113,244	44,290	107,677	108,859	1,182	1.1%
Materials & Supplies	4,387	4,689	3,800	1,547	3,800	4,100	300	7.9%
Services & Other Charges	93,584	94,682	105,195	7,750	105,195	104,020	(1,175)	-1.1%
Capital Outlay	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfers	-	-	-	-	-	-	-	0.0%
Total	198,722	205,296	222,239	53,587	216,672	216,979	307	0.1%

**SALARY INFORMATION
2009 FINANCIAL PLAN**

DEPARTMENT: UTILITY ADMIN/BILLING	DIVISION: WATER AND SEWER	DEPT. CODE: 605-9320
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Deputy City Clerk	Buecksler, Shirley	10	11/6/2006	3,975	4,165	190	4.8%
Accounting Clerk-Utility	Sperl, Mary	100	4/29/2002	47,320	47,325	5	0.0%
City Engineer	Sachi, John	10	10/28/1991	10,473	11,156	683	6.5%
Finance Director	Feldman, Josh	20	11/6/2007	16,591	18,204	1,613	9.7%
				<u>78,359</u>	<u>80,850</u>	<u>2,491</u>	3.2%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	78,359	80,850	2,491	3.2%
Employer contribution for pension	40120	12,464	11,861	(603)	-4.8%
Employer contribution for insurance	40130	11,267	13,391	2,124	18.9%
		<u>102,090</u>	<u>106,102</u>	<u>4,012</u>	3.9%

FRINGE BENEFITS

		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Deputy City Clerk	Buecksler, Shirley	600	826	24	44	894
Accounting Clerk-Utility	Sperl, Mary	6,815	8,256	262	435	8,953
City Engineer	Sachi, John	1,668	1,150	51	44	1,245
Finance Director	Feldman, Josh	2,778	2,125	87	87	2,299
		<u>11,861</u>	<u>12,357</u>	<u>424</u>	<u>610</u>	<u>13,391</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: UTILITY ADMIN/BILLING	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9320
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 FINANCIAL PLAN REQUEST
40200 Office Supplies	Water Bills, Envelopes, Final Read Forms, Computer Paper, Misc., pens	\$3,700	\$4,000
40220 Repair & Maintenance Supplies			
40240 Minor Equipment & Furnishings	Misc.	\$100	\$100
40300 Professional Services	Audit - Increased cost for new audit standards	\$8,500	\$9,500
40320 Postage and Telephone	Annual Permit Fee(175.) Shipping Handheld Devices, Address Corrections on Bills, Postage on Water Bills and Finals, Letters, Certification Letters (12,150 w/ postage rate increase)	\$14,000	\$14,000
40330 Conferences, Training, Travel	Training EZ-Route (750); Harris User Group Conference (4000); InTown Classes (350); Mileage Bank Runs (145)	\$4,995	\$5,245
40400 Repairs & Maint. (Contractual)	EZ-Route Maint	\$8,000	\$5,300
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	\$2,500	\$3,250
40412 Credit Card/ACH Fees	Utility ACH Fees	\$200	\$0

**CONFERENCE AND TRAINING REQUEST
2009 FINANCIAL PLAN**

DEPARTMENT: UTILITY ADMIN/BILLING	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9320
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED FIN. PLAN REQUEST
Local training	Technical training		\$350
Mileage to banks and miscellaneous training	includes City Engineer car allowance		\$620
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 Assistant Finance Director to receive in depth training in financial system software.	\$2,000	\$4,000
	Total		<hr/> \$4,970

Dept. Code 605-9400

Water
2009 BUDGET
 Operational Fact Sheet

SERVICES PROVIDED

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

2008 ACCOMPLISHMENTS

- <> Re-build 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
- <>

2009 OBJECTIVES

- <> Re-build water system where necessary in conjunction with street rehabilitation program
- <> Various gate valve & hydrant replacement
- <> Rehab of SCADA system and its components
- <> Continue radio read installations in industrial park and other areas
- <> Install emergency generator for well #4
- <> Begin construction on 1MG concrete reservoir & pumphouse #5

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	2.86	2.86	2.86	2.86	2.86
WORK LOAD DATA					
Water pumped (million gallons)	1,195	1,239	1,250	1,250	1,250
Customers served	6,900	6,900	6,900	6,900	6,900
Watermain Breaks	10	15	10	10	10

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: WATER		DIVISION: WATER & SEWER					DEPT. CODE: 605-9400		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 FIN. PLAN	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	169,273	158,895	152,293	68,593	146,383	152,202	5,819	4.0%
40102	Full-Time Employees Overtime	8,929	13,754	10,000	3,780	10,000	10,000	-	0.0%
40104	Temporary Employees Regular	8,264	7,347	6,000	3,499	6,000	6,000	-	0.0%
40108	Accumulated Vacation/Compenstor	-	4,016	-	-	3,096	3,010	(86)	-2.8%
40120	Employers Cont. for Pensions	23,995	25,258	23,424	10,144	22,477	24,681	2,204	9.8%
40130	Employer Paid Insurance	24,720	24,292	27,932	10,919	25,593	23,477	(2,116)	-8.3%
40150	Workers Comp Ins. Premium	2,968	3,435	3,397	2,074	3,397	4,522	1,125	33.1%
40170	Employer Contr to HCSP	-	-	-	752	929	288	(641)	-69.0%
40200	Office Supplies	281	20	500	-	500	100	(400)	-80.0%
40210	Operating Supplies	-	35	-	-	-	-	-	0.0%
40220	Repair & Maintenance Supplies	140,491	78,514	80,000	26,864	80,000	80,000	-	0.0%
40230	Books, Materials & Periodicals	-	43	-	-	-	-	-	0.0%
40240	Minor Equipment & Furnishings	4,885	-	6,500	-	6,500	-	(6,500)	-100.0%
40300	Professional Services	16,304	20,975	40,000	3,223	40,000	20,000	(20,000)	-50.0%
40320	Postage and Telephone	10,752	11,641	10,000	4,780	10,000	10,000	-	0.0%
40330	Conferences, Training, Travel	1,402	1,264	1,924	885	1,924	1,960	36	1.9%
40360	Property & Liability Insurance	20,698	21,597	22,677	13,209	22,677	27,572	4,895	21.6%
40380	Utility Service	160,168	149,897	170,000	34,037	170,000	170,000	-	0.0%
40400	Repairs & Maint. (Contractual)	48,640	291,353	60,000	8,370	60,000	60,000	-	0.0%
40407	City of St. Paul Water Charges	4,243	5,243	4,300	827	4,300	5,400	1,100	25.6%
40410	Central garage Rental Charge	27,839	29,231	29,761	-	29,761	36,424	6,663	22.4%
40411	Other Rentals	25,000	25,000	25,000	-	25,000	25,000	-	0.0%
40433	Dues & Subscriptions	1,727	1,789	2,000	2,163	2,000	2,000	-	0.0%
40438	Clothing Allowance	527	880	1,000	148	1,000	1,000	-	0.0%
40450	Payment to State Water Surcharge	38,324	42,132	38,400	10,533	38,400	45,000	6,600	17.2%
40453	Remittance of Rev/Other Agency	9,157	11,622	12,000	12,295	12,000	13,000	1,000	8.3%
40530	Impr. Other Than Buildings	-	-	157,500	3,313	157,500	310,000	152,500	96.8%
40580	Other Equipment	-	-	25,000	-	25,000	25,000	-	0.0%
40719	Transfer to Capital Project Fund	99,997	326,909	90,000	-	90,000	50,000	(40,000)	-44.4%
40720	Operating Transfers	150,000	150,000	150,000	-	150,000	100,000	(50,000)	-33.3%
Total		998,584	1,405,142	1,149,608	220,408	1,144,437	1,206,636	62,199	5.4%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: WATER	DIVISION: WATER & SEWER	DEPT. CODE: 605-9400
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 FIN. PLAN	ACTUAL 5/31/2008	2008 REVISED		\$	%

SUMMARY BY CATEGORY

Personal Services	238,149	236,997	223,046	99,761	217,875	224,180	6,305	2.9%
Materials & Supplies	145,657	78,612	87,000	26,864	87,000	80,100	(6,900)	-7.9%
Services & Other Charges	364,781	612,624	417,062	90,470	417,062	417,356	294	0.1%
Capital Outlay	0	0	182,500	3,313	182,500	335,000	152,500	83.6%
Transfers	249,997	476,909	240,000	0	240,000	150,000	(90,000)	-37.5%
Total	<u>998,584</u>	<u>1,405,142</u>	<u>1,149,608</u>	<u>220,408</u>	<u>1,144,437</u>	<u>1,206,636</u>	<u>62,199</u>	<u>5.4%</u>
Operating	898,587	1,078,233	877,108	217,095	871,937	821,636	(50,301)	-5.8%
Capital	99,997	326,909	272,500	3,313	272,500	385,000	112,500	41.3%
Total	<u>998,584</u>	<u>1,405,142</u>	<u>1,149,608</u>	<u>220,408</u>	<u>1,144,437</u>	<u>1,206,636</u>	<u>62,199</u>	<u>5.4%</u>

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: WATER	DIVISION: WATER & SEWER	DEPT. CODE: 605-9400
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Engineer	Sachi, John	15	10/28/1991	15,710	16,733	1,023	6.5%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	33	5/1/1975	23,891	24,607	716	3.0%
Secretary-Engineering	Nelson, Linda	13	6/14/1993	6,152	6,071	(81)	-1.3%
Maintenance	Evazich, Donald	50	2/14/1994	24,315	26,198	1,883	7.7%
Service Worker	Paape, Peter	100	7/7/1980	50,877	52,395	1,518	3.0%
Service Worker	Pince, Daniel	50	7/30/1984	25,438	26,198	760	3.0%
				<u>146,383</u>	<u>152,202</u>	<u>5,819</u>	4.0%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	146,383	152,202	5,819	4.0%
Employer contribution for pension	40120	22,477	22,349	(128)	-0.6%
Employer contribution for insurance	40130	25,593	23,477	(2,116)	-8.3%
		<u>194,453</u>	<u>198,028</u>	<u>3,575</u>	1.8%

FRINGE BENEFITS		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
City Engineer	Sachi, John	2,502	1,726	76	65	1,867
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	3,884	3,362	125	144	3,631
Secretary-Engineering	Nelson, Linda	874	0	39	0	39
Maintenance	Evazich, Donald	3,772	4,128	139	218	4,485
Service Worker	Paape, Peter	7,545	8,256	279	435	8,970
Service Worker	Pince, Daniel	3,772	4,128	139	218	4,485
		<u>22,349</u>	<u>21,600</u>	<u>797</u>	<u>1,080</u>	<u>23,477</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: WATER	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9400
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST
40300 Professional Services	Include water tests, drug tests, utility notification agency, and repairs to the water control system. \$10,000 Use consultant to prepare comprehensive Capital Improvement Plan for Water & Sewer System. \$10,000	\$40,000	\$20,000
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	Check and gate valve replacement near Well #3 \$10,000 SCADA upgrades to eliminate Newport tower & other repeaters. \$120,000 Well #4 Emergency Generator \$125,000 North End Water System correction \$55,000	\$157,500	\$310,000
40580 Other Equipment	Radio Read Heads	\$25,000	\$25,000
40719 Transfer to Capital Project Fund	Replace valves & hydrants as part of street rehabilitation program. \$50,000	\$90,000	\$50,000
40720 Transfer to project fund	Transfer to General Fund to offset property tax increase due to City Hall Bonds. (Transfer was to offset City Hall Costs.)	\$150,000	\$100,000

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: WATER	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9400
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT BUDGET	2009 BUDGET REQUEST

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: WATER	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9400
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED FIN. PLAN REQUEST
State Certification Water School	Needed to keep State certification for operators' licenses.	2 @ \$500	\$1,000
Engineer's Annual Car allowance	20% of \$4800		\$960
		Total	\$1,960

Dept. Code 605-9450

**Sanitary Sewer
2009 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
- <>
- <>
- <>

2008 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
- <>
- <>
- <>
- <>
- <>

2009 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
- <>
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ESTIMATE 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
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
Total Staffing	2.86	2.86	2.86	2.86	2.86
WORK LOAD DATA					
Customers served:	6,934	6,870	6,950	6,950	6,950
Gallons (000's) of wastewater treated:	1,200	1,250	1,250	1,250	1,250

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: SANITARY SEWER		DIVISION: WATER AND SEWER					DEPT. CODE: 605-9450		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	150,182	154,085	152,293	53,613	146,383	149,893	3,510	2.4%
40102	Full-Time Employees Overtime	8,749	10,577	9,000	3,370	9,000	9,000	-	0.0%
40104	Temporary Employees Regular	-	-	4,000	-	4,000	4,000	-	0.0%
40108	Accumulated Vac/Compensation	-	4,016	-	-	3,096	3,010	(86)	-2.8%
40111	Severance	-	-	-	3,780	-	-	-	0.0%
40120	Employers Cont. for Pensions	21,598	22,762	23,130	8,012	22,477	24,051	1,574	7.0%
40130	Employer Paid Insurance	20,558	21,676	27,872	7,878	25,533	22,833	(2,700)	-10.6%
40150	Workers Comp Ins. Premium	4,412	5,988	5,049	3,066	5,049	6,721	1,672	33.1%
40170	Employer Contr to HCSP	-	-	-	752	929	288	(641)	-69.0%
40220	Repair & Maintenance Supplies	557	4,327	2,500	2,316	2,500	2,500	-	0.0%
40240	Minor Equipment & Furnishings	-	-	1,000	-	1,000	1,000	-	0.0%
40300	Professional Services	4,304	27,207	12,000	6,889	12,000	12,000	-	0.0%
40320	Postage and Telephone	189	210	500	107	500	300	(200)	-40.0%
40330	Conferences, Training, Travel	752	336	2,424	267	2,424	1,960	(464)	-19.1%
40360	Property & Liability Insurance	4,981	5,199	5,459	3,180	5,459	6,637	1,178	21.6%
40380	Utility Service	10,762	10,870	15,000	5,038	15,000	15,000	-	0.0%
40400	Repairs & Maint. (Contractual)	638	5,448	15,000	1,255	15,000	15,000	-	0.0%
40406	Metro Waste Control Comm.	1,985,319	2,080,695	2,152,910	1,076,455	2,152,910	2,263,567	110,657	5.1%
40407	Other City Water/Sewer Charges	-	1,925	-	-	-	-	-	0.0%
40409	Cont. Serv/Refus & Sanitation	417	378	300	222	300	450	150	50.0%
40410	Central Garage Rental Charge	32,344	33,962	34,728	-	34,728	36,424	1,696	4.9%
40411	Other Rentals	25,000	25,000	25,000	-	25,000	25,000	-	0.0%
40438	Clothing Allowance	526	630	700	148	700	500	(200)	-28.6%
40439	Ins Claims within Deductible	5,000	-	-	-	-	-	-	0.0%
40530	Improvements Other then Bldgs	-	-	375,000	37,402	375,000	250,000	(125,000)	-33.3%
40719	Transfer To Capital Project Fund	86,782	-	125,000	-	125,000	50,000	(75,000)	-60.0%
40720	Operating Transfers	-	-	-	-	-	-	-	0.0%
Total		2,363,070	2,415,291	2,988,865	1,213,750	2,983,988	2,900,134	(83,854)	-2.8%

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: SANITARY SEWER		DIVISION: WATER AND SEWER				DEPT. CODE: 605-9450			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
SUMMARY BY CATEGORY									
	Personal Services	205,499	219,104	221,344	80,471	216,467	219,796	3,329	1.5%
	Materials & Supplies	557	4,327	3,500	2,316	3,500	3,500	-	0.0%
	Services & Other Charges	2,070,232	2,191,860	2,264,021	1,093,561	2,264,021	2,376,838	112,817	5.0%
	Capital Outlay	-	-	375,000	37,402	375,000	250,000	(125,000)	-33.3%
	Transfers	86,782	-	125,000	-	125,000	50,000	(75,000)	-60.0%
	Total	2,363,070	2,415,291	2,988,865	1,213,750	2,983,988	2,900,134	(83,854)	-2.8%
	Operating	2,276,288	2,415,291	2,488,865	1,176,348	2,483,988	2,600,134	116,146	4.7%
	Capital	86,782	0	500,000	37,402	500,000	300,000	(200,000)	-40.0%
	Total	2,363,070	2,415,291	2,988,865	1,213,750	2,983,988	2,900,134	(83,854)	-2.8%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: SANITARY SEWER	DIVISION: WATER AND SEWER	DEPT. CODE: 605-9450
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
City Engineer	Sachi, John	15	10/28/1991	15,710	16,733	1,023	6.5%
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	33	5/1/1975	23,891	24,607	716	3.0%
Secretary-Engineering	Nelson, Linda	13	6/14/1993	6,152	6,071	(81)	-1.3%
Service Worker	Evazich, Donald	50	2/14/1994	24,315	26,198	1,883	7.7%
Service Worker	Brown, Bob	100	2/19/1980	50,877	50,086	(791)	-1.6%
Service Worker	Pince, Daniel	50	7/30/1984	25,438	26,198	760	3.0%
				<u>146,383</u>	<u>149,893</u>	<u>3,510</u>	2.4%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	146,383	149,893	3,510	2.4%
Employer contribution for pension	40120	22,477	22,016	(461)	-2.1%
Employer contribution for insurance	40130	25,533	22,833	(2,700)	-10.6%
		<u>194,393</u>	<u>194,742</u>	<u>349</u>	0.2%

FRINGE BENEFITS		PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
City Engineer	Sachi, John	2,502	1,726	76	65	1,867
Pub. Wks. Supt-Wtr & Swr	Neumann, Albert	3,884	2,726	125	144	2,995
Secretary-Engineering	Nelson, Linda	874	-	39	-	39
Service Worker	Evazich, Donald	3,772	4,128	139	218	4,485
Service Worker	Brown, Bob	7,212	8,256	271	435	8,962
Service Worker	Pince, Daniel	3,772	4,128	139	218	4,485
		<u>22,016</u>	<u>20,964</u>	<u>789</u>	<u>1,080</u>	<u>22,833</u>

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: SANITARY SEWER	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9450
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 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
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	\$15,000	\$15,000
40400 Repairs & Maintenance (Contractual)	Contracted sewer main repairs.	\$15,000	\$15,000
40406 MCES Disposal	Met Council Disposal, as per Met Council General memo.	\$2,152,910	\$2,263,567
40530 Improvements Other than Bldgs	Electrical Generator at Waterous Lift Station \$125,000 Implement I/I Study Plan (required as per surcharge from MCES) Re-lining of CMP main in south end of City. \$125,000	\$375,000	\$250,000
40719 Transfer to Capital Project Fund	Includes normal replacements as part of street reconstruction program. \$50,000	\$375,000	\$50,000

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: SANITARY SEWER	DIVISION: WATER AND SEWER	DEPARTMENT CODE: 605-9450
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NAME, LOCATION AND DATE OF CONFERENCE/TRAINING	JUSTIFICATION AND BENEFITS OF CONFERENCE/TRAINING	EST. COST PER PERSON NO. ATTENDING	ESTIMATED FIN. PLAN REQUEST
Sanitary Sewer Operator's School	To maintain certification for sanitary sewer workers (one new worker assigned to sewer dept.)	2 @ \$500/ea	\$1,000
Engineer's Annual Car Allowance	20% of \$4800		\$960
		Total	\$1,960

CITY OF SOUTH ST PAUL
2009 FINANCIAL PLAN

CENTRAL GARAGE INTERNAL SERVICE FUND

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	FINANCIAL PLAN 2008	Revised 2008	2009 FINANCIAL PLAN	FIN. PLAN CHANGE 08 TO 09 \$ %	
REVENUES:								
36210	Interest on Investments	31,001	76,082	35,000	35,000	35,000	-	0.0%
36240	Other	30	773	-	-	-	-	0.0%
38401	Equipment Use & Repair - City Depts.	631,957	663,767	611,415	611,415	643,398	31,983	5.2%
39101	Sale of Fixed Assets	(5,820)	12,523	40,000	40,000	35,000	(5,000)	-12.5%
39200	Interfund Operating Transfer - Zamboni	-	-	-	-	-	-	0.0%
	Total Revenues	<u>657,168</u>	<u>753,145</u>	<u>686,415</u>	<u>686,415</u>	<u>713,398</u>	<u>26,983</u>	3.9%
EXPENDITURES:								
	Operations	440,711	524,998	485,112	495,141	539,061	53,949	11.1%
	Capital Outlay/Disposals	4,999	275,082	361,700	361,700	159,450	(202,250)	-55.9%
	Total Expenditures	<u>445,710</u>	<u>800,080</u>	<u>846,812</u>	<u>856,841</u>	<u>698,511</u>	<u>(148,301)</u>	n/a
Other Financing Sources/(Uses)								
	Transfers Out	<u>0</u>	<u>304,361</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	Net Surplus (Deficit)	<u>211,458</u>	<u>(351,296)</u>	<u>(160,397)</u>	<u>(170,426)</u>	<u>14,887</u>	<u>175,284</u>	
	Year End Cash and Investment Balance	<u>1,680,772</u>	<u>1,329,476</u>	<u>1,169,079</u>	<u>1,159,050</u>	<u>1,173,937</u>		

Dept. Code 703-9951

Central Garage
2009 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
- <>
- <>
- <>
- <>

2008 ACCOMPLISHMENTS

- <> Continue maintenance on all equipment and vehicles
- <> Purchased 3 new police vehicles
- <> Purchased 2 new trucks
- <> Provide in-house care of fire department vehicle equipment
- <> Purchased new diagnostic computer equipment
- <> Purchased new 4 wheel engaging mobile lift
- <>

2009 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 Dodge Dakota Pickup extended cab truck
- <>
- <>
- <>

	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	PROPOSED 2009	PROJECTED 2010
STAFFING					
Dept. Heads					
Supervisors					
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support					
Total Staffing	2.00	2.00	2.00	2.00	2.00

WORK LOAD DATA

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

CITY OF SOUTH ST PAUL
2009 BUDGET
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: CENTRAL GARAGE			DIVISION: PUBLIC WORKS				DEPT. CODE: 703-9951		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2006	ACTUAL 2007	CURRENT YEAR			2009 BUDGET	BUDGET CHANGE 08 REVISED TO 09	
				2008 BUDGET	ACTUAL 5/31/2008	2008 REVISED		\$	%
40101	Salaries of Regular Employees	97,505	104,509	92,850	39,586	101,754	104,790	3,036	3.0%
40102	Full-Time Employees Overtime	2,506	6,033	2,000	1,486	2,000	2,000	-	0.0%
40120	Employers Cont. for Pensions	13,559	14,928	13,421	5,801	14,398	15,378	980	6.8%
40130	Employer Paid Insurance	12,869	14,887	16,488	6,620	16,636	17,940	1,304	7.8%
40150	Workers Comp Ins. Premium	2,582	3,393	2,959	1,797	2,959	3,939	980	33.1%
40200	Office Supplies	84	29	-	-	-	-	-	0.0%
40210	Operating Supplies	121,296	150,098	150,000	54,907	150,000	160,000	10,000	6.7%
40220	Repair & Maintenance Supplies	135,474	164,820	150,000	50,647	150,000	165,000	15,000	10.0%
40240	Minor Equipment & Furnishings	18,886	14,742	1,354	-	1,354	2,780	1,426	105.3%
40300	Professional Services	2,520	7,215	3,000	2,061	3,000	6,000	3,000	100.0%
40320	Postage and Telephone	-	-	-	-	-	-	-	0.0%
40330	Conferences, Training, Travel	299	2,198	5,200	-	5,200	3,500	(1,700)	-32.7%
40360	Property & Liability Insurance	16,466	17,181	18,040	10,509	18,040	21,934	3,894	21.6%
40400	Repairs & Maint. (Contractual)	(160)	10,100	15,000	1,488	15,000	15,000	-	0.0%
40404	2% Administration Fee	12,900	13,300	13,300	-	13,300	13,300	-	0.0%
40420	Depreciation	-	29	-	-	-	-	-	0.0%
40438	Clothing Allowance	1,020	1,505	1,500	330	1,500	1,500	-	0.0%
40484	Non-Recurring Cost	2,905	31	-	-	-	6,000	6,000	100.0%
40550	Motor Vehicles	4,999	252,738	291,700	164,283	291,700	110,250	(181,450)	-62.2%
40580	Other Equipment	-	22,344	70,000	22,905	78,167	49,200	(28,967)	-37.1%
40720	Operating Transfer	-	304,361	-	-	-	-	-	0.0%
Total		445,710	1,104,441	846,812	362,420	865,008	698,511	(166,497)	-19.2%

SUMMARY BY CATEGORY

Personal Services	129,021	143,750	127,718	55,290	137,747	144,047	6,300	4.6%
Materials & Supplies	275,740	329,689	301,354	105,554	301,354	327,780	26,426	8.8%
Services & Other Charges	35,950	51,559	56,040	14,388	56,040	67,234	11,194	20.0%
Capital Outlay	4,999	275,082	361,700	187,188	369,867	159,450	(210,417)	-56.9%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfers	-	304,361	-	-	-	-	-	0.0%
Total	445,710	1,104,441	846,812	362,420	865,008	698,511	(166,497)	-19.2%

**SALARY INFORMATION
2009 BUDGET**

DEPARTMENT: CENTRAL GARAGE	DIVISION: PUBLIC WORKS	DEPT. CODE: 703-9951
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POSITION	NAME	% OF TIME	D.O.E.	REVISED 2008	BUDGET 2009	\$ CHANGE	% CHANGE
Mechanic	Barton, Tim	100	5/20/1996	50,877	52,395	1,518	3.0%
Mechanic	Knack, Michael D	100	1/5/1998	50,877	52,395	1,518	3.0%
				101,754	104,790	3,036	3.0%

GENERAL LEDGER DISTRIBUTION

Salaries of regular employees	40101	101,754	104,790	3,036	3.0%
Employer contribution for pension	40120	14,398	15,090	692	4.8%
Employer contribution for insurance	40130	16,636	17,940	1,304	7.8%
		132,788	137,820	5,032	3.8%

FRINGE BENEFITS

	PENSION	HEALTH INSURANCE	LIFE & DISABILITY	DENTAL INSURANCE	TOTAL INSURANCE
Barton, Tim	7,545	8,256	279	435	8,970
Knack, Michael D	7,545	8,256	279	435	8,970
	15,090	16,512	558	870	17,940

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CENTRAL GARAGE	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 703-9951
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 FINANCIAL PLAN
40210 Operating Supplies	Fuel for all equipment, increase due to rising cost of fuel	\$150,000	\$160,000
40220 Repair & Maintenance Supplies	Parts and shop supplies for equipment repairs.	\$150,000	\$165,000
40240 Minor Equipment & Furnishings	Mechanics tool allowance 2 @ \$730 Chain Saws 2 @ \$350 Weed Whips 2 @ \$310	\$1,354	\$2,780
40300 Professional Services	Audit and other professional services.	\$3,000	\$6,000
40400 Repair & Maintenance Contractual	Miscellaneous vehicle repairs unable to be fixed inhouse. (\$10,000) Sandblast & repaint truck boxes, bodies & beds & sanders to keep fleet better looking and possibly increase service life of vehicles (\$5,000)	\$15,000	\$15,000
40550 Vehicles			
3 - Police Vehicles	1 - 2007 Ford Crown Victoria Unit #2152 with 55,000 miles - replace with a 2009 Ford Crown Victoria. \$25,500 1 - 2001 Ford Taurus Unit #2161 with 55,000 miles - replace with a 2009 midsize 4 door Sedan \$22,000 1 - 2000 Ford Crown Victoria Unit # 2164 with 55,000 miles - replace with a 2009 Midsize 4 door Sedan \$22,000	\$291,700	\$110,250

**DETAIL OF OTHER OPERATING COSTS
2009 BUDGET**

DEPARTMENT: CENTRAL GARAGE	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 703-9951
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ACCOUNT NUMBER AND ACCOUNT TITLE	ITEM DESCRIPTION AND EXPLANATION OF 2009 REQUEST	2008 CURRENT FINANCIAL PLAN	2009 FINANCIAL PLAN
<p>1 - Pickup Truck</p> <p>40580 Other Equipment</p>	<p>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 2009 Squad Proposal prepared by Police Dept. for details on squads and changeovers) \$13,750</p> <p>1 - 1995 Pickup with 38,000 miles, unit #205 - replace with a 2009 Dodge Dakota Pickup with extended cab \$27,000</p> <p>Skid steer loaders (Bobcat) purchase/trade in (less trade in of \$19,000 recorded as revenue) \$22,000</p> <p>Asphalt roller - trade in of bigger roller with smaller one, needed for patching streets \$16,000</p> <p>Tire replacement for loader. Original tires of 1992 loader, worn out and many deep cuts on sidewalls. 4 @ \$2800 \$11,200</p>	<p>\$70,000</p>	<p>\$49,200</p>

**CONFERENCE AND TRAINING REQUEST
2009 BUDGET**

DEPARTMENT: CENTRAL GARAGE	DIVISION: PUBLIC WORKS	DEPARTMENT CODE: 703-9951
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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/\$1,750	\$3,500

2009 Budget

Central Garage Departmental Charges

Account # 40410

Account	Department	2009 Financial Plan
2100	Police	\$191,340
2200	Fire	0
2401	Code Enforcement	10,742
3115	Engineering	15,338
3120	Public Works	269,724
5209	Parks & Recreation	5,780
5214	Parks Maintenance	64,267
5127	Arena	10,136
9020	Airport	8,347
9400	Water	31,300
9450	Sewer	36,424
	TOTAL	\$643,398