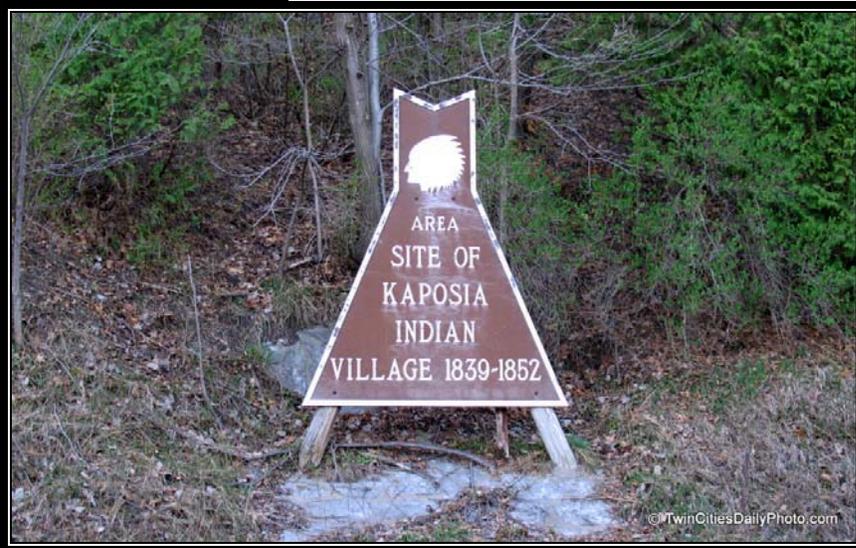


# CITY OF SOUTH ST. PAUL



# 2011 BUDGET

**2011 BUDGET**

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CITY OF SOUTH ST. PAUL  
**2011 BUDGET - SUMMARY**

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CITY OF SOUTH ST PAUL  
2011 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, 2015
Councilmember	Thomas Q. Seaberg	January 1, 2015

**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	

**2011 BUDGET**

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**Date:** December 6, 2010

**To:** Mayor Beth Baumann and the South St. Paul City Council

**From:** Stephen P. King, City Administrator *SPK*

**Subject:** ***Presentation and transmittal of the 2011 Budgets for the various funds of the City, including those supported by property taxes (General Fund, Library, and Debt Service)***

**INTRODUCTION:**

This memo accompanies proposed final 2011 Budgets for the various Operating, Debt Service, Enterprise and Internal Service Funds of the City. Two of the Operating Funds are supported by property taxes - the General Fund and the Library. The Debt Service and the Special Projects (Capital) funds are also supported by property taxes. Proposed final property tax levies in support of these Funds also accompany this memo. Of these four Funds, the General Fund is typically the focus of City Council Public Hearings on the Budget. The General Fund encompasses many of the most common functions of City government, including programs associated with Public Safety, Public Works, Parks/Recreation and other General Government activities.

The City's Budget structure has other Operating Funds that do not directly rely on property taxes and which include the Central Square Community Center, Wakota Arena, and the Airport Operating and Airport Capital Improvement Funds. These Operations are provided through other forms of revenue, which can include subsidies from the General Fund in the form of fund transfers and/or the contribution of services. The City's Budget structure also includes Enterprise Funds wherein expenses are primarily funded by fees charged to consumers for the provision of services. The City's Enterprise Funds include the Water/Sanitary Sewer Utility, the Stormwater Utility, and the Streetlight Utility. Finally, the City's Budget structure includes the Central Garage Fund, an Internal Service Fund. It constitutes a centralized accounting method for addressing the expenses of purchasing, maintaining and fueling the various vehicles and equipment used by the programs within the Operating Funds. Those program budgets include a line item 'payment' to the Central Garage Fund for these expenses, which includes a component for amortization of program vehicles and equipment. By this technique, the City saves for the replacement of vehicles and equipment, rather than purchasing through debt financing.

The budgets and levies will receive final consideration at a Public Hearing during the December 6, 2010 Council meeting. December 20, 2010 has also been set, if needed, as a continuation date. When adopted, the levies will be certified to Dakota County for collection in calendar year 2011. The Hearing dates and the preliminary 2011 budgets and levies for the General Fund, Library and Debt Service Funds were set during a Public Hearing on September 7, 2010 and are memorialized in City Council Resolution Number 2010-176. The budgets and levies to be considered on December 6<sup>th</sup> include changes to the preliminary budgets and levies adopted in September. The proposed final tax levy is slightly reduced and now constitutes a 5.7% increase over the 2010 Budget, rather than the 6.2% increase reflected in the preliminary levies. Total spending for these tax-supported funds has also been slightly reduced and now constitutes a 2.67% reduction from the total spending in the 2010 Budget.

### **NOTABLE 2011 BUDGET REVENUE CONSIDERATIONS**

The 2011 Budgets and Levies were again developed during a continuing period of major financial challenge and uncertainty. The economic volatility of the recent past and corresponding political gridlock at the State in response to it, have repeatedly required the City to reopen its Budget process for adjustments and retrenchment. The recent release of yet another dismal State budget forecast gives no comfort that things will soon change. What had been previously foreseen as a \$5.8 billion shortfall in the State of Minnesota's financial structure for the next biennium is now instead estimated at \$6.2 billion. It seems unavoidable that the State will need to substantially reduce its financial support to cities.

In anticipation of likely major new State aid cuts, the 2011 General Fund budget was proactively developed with assumptions about reduced State assistance in the form of Local Government Aid (LGA) and in the form of Market Value Homestead Credit aid. The budgeted 2011 General Fund revenues for these forms of State assistance were set \$725,000 less than was reflected in the 2010 Budget. Expressed in strategic terms, the Council anticipated that Market Value Homestead Credit aid would be cut in 2011 in the same measure as the cut experienced in 2010. In addition, the Council is determined to wean the City from LGA over a four-year period and therefore, the budgeted 2011 LGA revenue is approximately 25% less than the LGA revenue reflected in the 2010 revised Budget.

The bleak outlook for State finances is not the only revenue issue challenging the City budget process. Other key revenue sources for the General Fund have become unstable and unreliable because of the national economic recession. Manifestations have included diminished franchise fees, reduced development-related fees, and meager investment income. The 2011 budget therefore displays reduced revenue expectations in those areas.

Each year, cities certify property tax levies for the following year in stated aggregate dollar amounts and not by specific tax rate changes. For that reason, caution must be taken when considering the overall proposed percentage increase (5.7%) in the total levy, (when comparing 2010 to the proposed 2011 levies). It must be stressed that this percentage increase only applies to the aggregate or total levy and does not accurately predict the percentage change that will occur on individual parcels. In addition, falling property values have introduced a new factor of uncertainty into an already challenging budget environment. It has become very difficult to foresee how the impacts of budgeting decisions will fall on the various components of the City's property tax base. Property value has not decreased uniformly over all classes of property or even from one home to another. While the proposed 2011 property tax levy represents a collective 5.7% increase over 2010, it cannot be said that each property in the City will experience a change of their property tax by that same percentage. Properties with a significant drop in value may actually see a smaller percentage increase and properties that have retained value may see a larger percentage increase.

The fiscal challenge and uncertainty of the recent past revealed inadequacies in the City's financial reserves, which threatened to compromise the City's ability to weather financial storms without risking a downgrade of the City's credit rating. To guide the City's financial strategies toward weaning off of LGA, while concurrently moving to shore up the City's fund balances, the Mayor and City Council engaged the services of Ehlers and Associates for development of a multi-year Master Financial Plan, a long-range Capital Improvements Program (CIP), and a Utilities Rate Study. The Mayor and City Council also established policies in 2009 to help restore the General Fund and the General Programs Fund (the City's rainy day fund) balances to levels consistent with best practices. Also, during 2009 the City had the good fortune to realize two one-time revenue streams that helped restore fund balances. Those steps and prudent budget management during 2010 have helped ensure more stable fund balances for 2011 in the General Fund and General Program Fund balance.

The City Council is also now acting to implement the recommendations from the Utilities Rate Study performed by Ehlers and Associates. New rates will take effect in 2011. A key reason for the proposed change is that state law now requires cities to encourage water conservation and reduced consumption through the pricing for water service. In particular, the City must charge a higher per gallon rate to heavier users of water. This is done through a tiered rate system. In addition, the proposed rate changes would help the City address increasing utility service costs. The City's utility systems are aging and require not only increasing maintenance, but also renewal through planned and systematic infrastructure reinvestment. The recommended rates should pay for systematic infrastructure improvements, as outlined in a multi-year Capital Improvement Plan, while also ensuring fiscal stability for the Utility funds.

## **NOTABLE 2011 BUDGET EXPENDITURE CONSIDERATIONS**

In the course of dealing with national recession and persistently unreliable State financial assistance, the City Council and Staff have explored many options and ideas for dealing with the challenge of continuing to provide services in an era of shrinking resources. Easy budget cuts have been long past made and further cuts now affect basic services. Throughout this period, the City Council has actively examined the possibilities for major organizational restructuring as a means to reduced costs, greater efficiencies, and/or enhanced service delivery. For Budget year 2011, restructuring has moved from concept to implementation. As a result, the 2011 Budget includes the elimination or refashioning of a number of positions. Three full-time positions are being eliminated – the Director of Revenue Facilities, the Code Enforcement Officer, and a Parks-Recreation Secretary. With regard to the Director of Revenue Facilities role, the City Council is currently engaged in a discussion with the Airport Tenants Association about the possibility of temporary funding to enable continuation of an Airport Manager role. The Airport Special Revenue Fund currently includes an offer of funding from the Association as revenue to sustain a position. If the discussion does not lead to that conclusion, this Fund Budget can be easily amended to an earlier format that contemplated the full elimination of the Director of Revenue Facilities position. The 2011 Budget also includes the elimination of two part-time positions in the Police Department – a Community Services Officer (currently unfilled) and a Special Projects Coordinator.

The recent retirements of two Superintendents at the City's Service Center are leading to management, staffing and service changes for the City's Public Works operations. Two new maintenance workers are being added and the Service Center will expand its direct service responsibilities to include the grounds and building maintenance needs of Wakota Arena and the City Airport. The City has also contracted with Special School District #6 for part-time services to fill the requirements of a new Public Works Director position. The management change includes the creation of two new lead worker positions (utilizing existing staff) for the Streets and for the Parks/Recreation maintenance areas.

Department Directors were counseled at the beginning of the budget preparation process to aim for a 2.5% reduction of their General Fund program expenses in 2011. When reviewing proposed 2011 General Fund program budgets, the Council remained committed to maintaining funding level priority for Public Safety programs. Most of the other General Fund programs have budgeted reduced spending in 2011. The proposed 2011 General Fund expenditures are \$10,971,642, which is \$185,853 less than the 2010 Budget, which constitutes a 1.7% reduction.

Personnel expense is the largest category of expense in the General Fund program budgets. As in 2010, those budgets were prepared with no cost-of-living increases for personnel.

In addition to spending discipline in the General Fund, the 2011 Budget includes a very modest tax levy support of \$75,000 for Capital Improvement Program projects. In contrast, the 2010 Budget allocated \$150,000 of tax levy to CIP items.

CITY OF SOUTH ST PAUL  
2011 BUDGET

**TAX SUPPORTED FUNDS**

Spending and Taxes

	<i>restated (1)</i> BUDGET 2010	Budget 2011	BUDGET CHANGE 10 TO 11	
			\$	%
<b><u>TAXES</u></b>				
General Fund	\$6,139,584	\$6,566,699	\$427,115	6.9567%
Library	600,363	585,715	(14,648)	-2.4399%
Debt Service	565,739	652,719	86,980	15.3746%
Special Projects - Capital	148,913	75,000	(73,913)	-49.6350%
Total	<u>7,454,599</u>	<u>7,880,133</u>	425,534	5.7083%
<b><u>SPENDING</u></b>				
General Fund	\$11,157,495	\$10,971,642	(\$185,853)	-1.6657%
Library	614,813	603,515	(11,298)	-1.8376%
Debt Service	719,767	652,719	(67,048)	-9.3152%
Special Projects - Capital	148,913	75,000	(73,913)	-49.6350%
Total	<u>12,640,988</u>	<u>12,302,876</u>	(338,112)	-2.6747%

*(1) See note on the Tax Supported Fund Summary Schedule*

CITY OF SOUTH ST PAUL  
2011 BUDGET

**SUMMARY**

**TAX SUPPORTED FUNDS**

	GENERAL FUND	LIBRARY	SPECIAL PROJECTS	DEBT SERVICE	TOTAL 2011	<i>restated (1)</i> TOTAL 2010	BUDGET CHANGE 10 TO 11 \$ %	
<b>REVENUES</b>								
Property Tax Levy								
Property Taxes	\$6,375,199	\$585,715	\$75,000	\$652,719	<b>\$7,688,633</b>	\$7,054,599	\$634,034	8.99%
Market Value Homestead Credit	191,500	0	0	0	<b>191,500</b>	400,000	(208,500)	-52.13%
Subtotal Property Tax Levy	6,566,699	585,715	75,000	652,719	<b>7,880,133</b>	7,454,599	425,534	5.71%
Local Government Aid (LGA)	1,248,039	0	0	0	<b>1,248,039</b>	1,664,039	(416,000)	-25.00%
Fees	1,194,625	9,000	0	0	<b>1,203,625</b>	1,266,180	(62,555)	-4.94%
Intergovernmental	555,089	0	0	0	<b>555,089</b>	838,874	(283,785)	-33.83%
Charges For Services	1,110,484	5,000	0	0	<b>1,115,484</b>	928,350	187,134	20.16%
Miscellaneous	103,200	3,800	0	0	<b>107,000</b>	141,412	(34,412)	-24.33%
Transfers In	193,506	0	0	0	<b>193,506</b>	193,506	0	0.00%
<b>Total Revenues</b>	<b>\$10,971,642</b>	<b>\$603,515</b>	<b>\$75,000</b>	<b>\$652,719</b>	<b>\$12,302,876</b>	<b>\$12,486,960</b>	<b>(\$184,084)</b>	<b>-1.47%</b>
<b>APPROPRIATIONS</b>								
General Government	\$2,145,462	\$0	\$0	\$0	<b>\$2,145,462</b>	\$2,180,045	(\$34,583)	-1.59%
Public Safety	5,975,164	0	0	0	<b>5,975,164</b>	5,921,541	53,623	0.91%
Public Works	1,533,611	0	0	0	<b>1,533,611</b>	1,562,760	(29,149)	-1.87%
Recreation and Leisure Activities	988,864	603,515	0	0	<b>1,592,379</b>	1,770,704	(178,325)	-10.07%
Contingency	97,253	0	0	0	<b>97,253</b>	87,726	9,527	10.86%
Debt Service	0	0	0	652,719	<b>652,719</b>	719,767	(67,048)	-9.32%
Capital Improvements	0	0	75,000	0	<b>75,000</b>	148,913	(73,913)	-49.64%
Transfers Out	231,288	0	0	0	<b>231,288</b>	249,532	(18,244)	-7.31%
<b>Total Appropriations</b>	<b>\$10,971,642</b>	<b>\$603,515</b>	<b>\$75,000</b>	<b>\$652,719</b>	<b>\$12,302,876</b>	<b>\$12,640,988</b>	<b>(\$338,112)</b>	<b>-2.67%</b>

*(1) Beginning in 2011, tax levy financing for Capital Improvements will no longer be levied through the General Fund and then subsequently transferred out of the General Fund. Instead, the Capital Improvement levy will be directed to the Special Projects Fund. Because of this change of approach, the amounts for 2010 have been restated to provided consistency and to enable a clearer comparison of the years.*

CITY OF SOUTH ST PAUL  
**2011 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  
2011 BUDGET  
**GENERAL FUND SUMMARY**

**REVENUES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	BUDGET 2011	BUDGET CHANGE 10 REVISED TO 11	
							\$	%
<b><u>PROPERTY TAXES</u></b>								
31010	Current and Delinquent (*1)	\$3,899,317	\$4,095,179	<b>\$4,958,497</b>	\$4,284,919	<b>\$4,759,113</b>	\$474,194	11.1%
31040	Fiscal Disparities (*1)	1,025,336	1,276,379	<b>930,000</b>	1,498,812	<b>1,616,086</b>	117,274	7.8%
31030	Mobile Home Tax/Other	4,680	4,394	<b>0</b>	0	<b>0</b>	0	0.0%
	<i>Total Property Taxes</i>	<u>4,929,333</u>	<u>5,375,952</u>	<u>5,888,497</u>	<u>5,783,731</u>	<u><b>6,375,199</b></u>	<u>591,468</u>	<u>10.2%</u>
<b><u>FEES</u></b>								
31810	Franchise Fee - Xcel	853,151	714,099	<b>755,000</b>	679,500	<b>700,000</b>	20,500	3.0%
31811	Franchise Fee - Cable	43,064	45,737	<b>44,450</b>	46,162	<b>45,500</b>	(662)	
	License, Permit & Plan Fees	377,504	334,996	<b>353,830</b>	307,830	<b>327,725</b>	19,895	6.5%
3510x	Fines & Forfeits	103,386	103,122	<b>106,400</b>	108,400	<b>121,400</b>	13,000	12.0%
	<i>Total Fees</i>	<u>1,377,105</u>	<u>1,197,954</u>	<u>1,259,680</u>	<u>1,141,892</u>	<u><b>1,194,625</b></u>	<u>52,733</u>	<u>4.6%</u>
<b><u>INTERGOVERNMENTAL</u></b>								
33160	Federal	1,764	500	<b>0</b>	0	<b>0</b>	0	0.0%
	State -							
33401	Local Government Aid (Certified)	2,043,465	2,299,652	<b>2,378,984</b>	<b>2,378,984</b>	<b>2,227,416</b>	(151,568)	-6.4%
334xx	Allow. for LGA Unallotments (*2)	(354,804)	(309,852)	<b>(714,945)</b>	<b>(714,945)</b>	<b>(979,377)</b>	(264,432)	0.0%
33405	Market Value Homestead Credit (*1)	426,596	454,448	<b>400,000</b>	502,766	<b>191,500</b>	(311,266)	-61.9%
334xx	Allow. for MVHC Unallotments (*2)	0	0	<b>0</b>	<b>(337,153)</b>	<b>(337,153)</b>	0	0.0%
33418	MSA	137,768	144,680	<b>140,000</b>	140,000	<b>155,000</b>	15,000	10.7%
33419	MnDot	46,902	38,500	<b>38,500</b>	38,500	<b>38,500</b>	0	0.0%
33424	Police Aids	265,026	241,245	<b>175,000</b>	175,000	<b>165,000</b>	(10,000)	-5.7%
33423	Fire Aids	78,465	38,653	<b>0</b>	0	<b>0</b>	0	0.0%
33416	Police Training	10,414	10,307	<b>9,600</b>	9,600	<b>10,400</b>	800	8.3%
33422	Other State Grants & Aids	17,796	48,258	<b>16,414</b>	46,414	<b>41,000</b>	(5,414)	-11.7%
	County -						0	
33621	Recycling Grant	21,200	21,300	<b>21,300</b>	21,300	<b>21,300</b>	0	0.0%
31701	Gravel Tax	3,411	3,111	<b>3,000</b>	3,000	<b>3,100</b>	100	3.3%
33611	Road Maintenance	14,029	52,312	<b>34,875</b>	34,875	<b>34,875</b>	0	0.0%
33612	Traffic Signal	437	446	<b>400</b>	400	<b>400</b>	0	0.0%
33620	Other	2,230	7,025	<b>0</b>	0	<b>0</b>	0	0.0%
	Local -						0	
33634	School District - Police Services	36,126	37,402	<b>37,106</b>	52,491	<b>79,854</b>	27,363	52.1%
33635	School District - Senior Center	16,714	17,971	<b>18,679</b>	18,679	<b>18,813</b>	134	0.7%
33640	H.R.A. Share of Costs	16,500	18,500	<b>344,000</b>	344,000	<b>324,000</b>	(20,000)	-5.8%
33640	Other	0	0	<b>0</b>	0	<b>0</b>	0	0.0%
	<i>Total Intergovernmental</i>	<u>2,784,039</u>	<u>3,124,458</u>	<u>2,902,913</u>	<u>2,713,911</u>	<u><b>1,994,628</b></u>	<u>(719,283)</u>	<u>-26.5%</u>

CITY OF SOUTH ST PAUL  
2011 BUDGET  
**GENERAL FUND SUMMARY**

**REVENUES**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	BUDGET 2011	BUDGET CHANGE 10 REVISED TO 11	
							\$	%
<b><u>CHARGES FOR SERVICES</u></b>								
34000	2% Admin. Fee - Other Funds	101,300	113,400	<b>182,000</b>	182,000	<b>209,800</b>	27,800	15.3%
34005	PILOT (Payment in Lieu of tax)	0	0	<b>0</b>	27,715	<b>71,800</b>	44,085	159.1%
34110	Recorder's Fee	8,304	9,202	<b>8,300</b>	0	<b>8,300</b>	8,300	0.0%
34111	Engineering Project Fees	192,318	182,227	<b>125,000</b>	190,000	<b>125,000</b>	(65,000)	-34.2%
347xx	Parks & Recreation	209,269	188,065	<b>206,300</b>	197,400	<b>187,700</b>	(9,700)	-4.9%
	Internal Service Charges	0	0	<b>0</b>	0	<b>39,274</b>	39,274	0.0%
36221	Service Center Rent - Transfer	50,000	50,000	<b>50,000</b>	50,000	<b>50,000</b>	0	0.0%
34102	Rents - HRA	25,000	38,000	<b>38,000</b>	38,000	<b>38,000</b>	0	0.0%
34101	Rents - Other	19,241	20,241	<b>19,241</b>	19,241	<b>18,941</b>	(300)	-1.6%
34205	Ambulance Transport	43,235	169	<b>0</b>	0	<b>0</b>	0	0.0%
34206	Public Safety	5,209	5,240	<b>5,500</b>	5,500	<b>5,250</b>	(250)	-4.5%
34303	Public Works - Streets	11,303	17,729	<b>5,000</b>	5,000	<b>5,000</b>	0	0.0%
34500	Antenna and Other Charges	113,488	124,066	<b>129,978</b>	161,110	<b>190,657</b>	29,547	18.3%
34510	Barge Terminal Fee	89,200	135,344	<b>138,051</b>	138,051	<b>140,812</b>	2,761	2.0%
34xxx	Other	21,940	23,549	<b>16,980</b>	16,980	<b>19,950</b>	2,970	17.5%
	<i>Total Charges for Service</i>	<u>889,807</u>	<u>907,232</u>	<u>924,350</u>	<u>1,030,997</u>	<u><b>1,110,484</b></u>	<u>79,487</u>	<u>7.7%</u>
<b><u>MISCELLANEOUS</u></b>								
36210	Interest on Investments	51,542	32,637	<b>92,462</b>	62,462	<b>55,000</b>	(7,462)	-11.9%
	Other	44,403	185,007	<b>45,000</b>	45,000	<b>48,200</b>	3,200	7.1%
	<i>Total Miscellaneous</i>	<u>95,945</u>	<u>217,644</u>	<u>137,462</u>	<u>107,462</u>	<u><b>103,200</b></u>	<u>(4,262)</u>	<u>-4.0%</u>
<b><u>TRANSFERS IN</u></b>								
39200	Transfers In Storm Water Fee	55,000	40,000	<b>40,000</b>	40,000	<b>40,000</b>	0	0.0%
39200	Transfers In Water/Sewer (originally to C	100,000	100,000	<b>100,000</b>	100,000	<b>100,000</b>	0	0.0%
39200	Transfers In Street Light Utility	0	20,000	<b>20,000</b>	20,000	<b>20,000</b>	0	0.0%
39203	Transfers In (Other) - DCC rebate-other	0	101,183	<b>33,506</b>	33,506	<b>33,506</b>	0	0.0%
	Transfers In (Other) - Excess TIF	0	0	<b>0</b>	271,827	<b>0</b>	(271,827)	-100.0%
	Transfers In (Other) - SAC proceeds	29,418	1,500,000	<b>0</b>	0	<b>0</b>	0	0.0%
	<i>Total Transfers In</i>	<u>184,418</u>	<u>1,761,183</u>	<u>193,506</u>	<u>465,333</u>	<u><b>193,506</b></u>	<u>(271,827)</u>	<u>-58.4%</u>
<b>Total Revenues</b>		<u><b>\$10,260,647</b></u>	<u><b>\$12,584,423</b></u>	<u><b>\$11,306,408</b></u>	<u><b>\$11,243,326</b></u>	<u><b>\$10,971,642</b></u>	<u><b>(\$271,684)</b></u>	<u><b>-2.4%</b></u>

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

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

CITY OF SOUTH ST PAUL  
2011 BUDGET  
**GENERAL FUND SUMMARY**

**EXPENDITURES**

Index Page No.	DEPT # - ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	BUDGET 2011	BUDGET CHANGE 10 REVISED TO 11	
							\$	%
<b><u>GENERAL GOVERNMENT</u></b>								
16	1100 - Mayor & Council	99,667	99,150	<b>103,925</b>	104,826	<b>102,611</b>	(2,215)	-2.11%
21	1200 - Computer Operations	113,680	126,615	<b>132,380</b>	132,380	<b>148,817</b>	16,437	12.42%
28	1320 - City Administrator	308,824	303,855	<b>333,660</b>	333,660	<b>339,762</b>	6,102	1.83%
33	1321 - Community Affairs Liaison	81,376	86,547	<b>87,734</b>	87,734	<b>86,814</b>	(920)	-1.05%
39	1330 - City Planner	96,914	106,553	<b>106,307</b>	106,307	<b>105,741</b>	(566)	-0.53%
44	1410 - City Clerk	163,208	149,743	<b>167,782</b>	169,572	<b>146,278</b>	(23,294)	-13.74%
52	1520 - Finance	322,069	337,867	<b>369,516</b>	369,516	<b>381,042</b>	11,526	3.12%
58	1610 - City Attorney	277,364	216,816	<b>250,000</b>	260,000	<b>250,000</b>	(10,000)	-3.85%
61	1940 - City Hall	264,582	253,169	<b>283,854</b>	264,448	<b>283,153</b>	18,705	7.07%
67	1970 - Recycling	55,225	61,591	<b>58,907</b>	58,865	<b>53,954</b>	(4,911)	-8.34%
72	2401 - Code Enforcement	261,519	286,098	<b>285,980</b>	283,201	<b>247,290</b>	(35,911)	-12.68%
	<i>Total General Government</i>	<u>2,044,428</u>	<u>2,028,004</u>	<u><b>2,180,045</b></u>	<u>2,170,509</u>	<u><b>2,145,462</b></u>	<u>(25,047)</u>	<u>-1.15%</u>
<b><u>PUBLIC SAFETY</u></b>								
77	1965 - Animal Control	21,413	10,991	<b>35,625</b>	18,364	<b>18,822</b>	458	2.49%
82	2100 - Police Protection	3,768,405	3,746,087	<b>3,885,608</b>	3,900,162	<b>3,974,039</b>	73,877	1.89%
96	2200 - Fire Department	2,234,006	1,837,622	<b>2,000,308</b>	2,000,308	<b>1,982,303</b>	(18,005)	-0.90%
	<i>Total Public Safety</i>	<u>6,023,824</u>	<u>5,594,700</u>	<u><b>5,921,541</b></u>	<u>5,918,834</u>	<u><b>5,975,164</b></u>	<u>56,330</u>	<u>0.95%</u>
<b><u>PUBLIC WORKS</u></b>								
100	3115 - Engineering	490,763	404,424	<b>401,095</b>	401,095	<b>365,347</b>	(35,748)	-8.91%
105	3120 - Public Works	1,367,466	1,121,761	<b>1,161,665</b>	1,160,936	<b>1,168,264</b>	7,328	0.63%
	<i>Total Eng./Public Works</i>	<u>1,858,229</u>	<u>1,526,185</u>	<u><b>1,562,760</b></u>	<u>1,562,031</u>	<u><b>1,533,611</b></u>	<u>(28,420)</u>	<u>-1.82%</u>
<b><u>PARKS AND RECREATION</u></b>								
113	5201 - Parks Administration	422,396	433,093	<b>439,214</b>	434,794	<b>370,554</b>	(64,240)	-14.77%
120	5207 - Splash Pool	73,441	69,237	<b>69,030</b>	62,164	<b>60,437</b>	(1,727)	-2.78%
124	5208 - Northview Pool	63,046	53,172	<b>67,197</b>	60,331	<b>54,834</b>	(5,497)	-9.11%
128	5209 - Recreation Programs	109,844	98,275	<b>117,062</b>	79,507	<b>70,746</b>	(8,761)	-11.02%
132	5214 - Parks Maintenance	515,651	454,935	<b>463,388</b>	466,406	<b>432,293</b>	(34,113)	-7.31%
	<i>Total Parks &amp; Recreation</i>	<u>1,184,378</u>	<u>1,108,712</u>	<u><b>1,155,891</b></u>	<u>1,103,202</u>	<u><b>988,864</b></u>	<u>(114,338)</u>	<u>-10.36%</u>
<b><u>CONTINGENCY</u></b>								
		0	0	<b>87,726</b>	87,726	<b>97,253</b>	9,527	10.86%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
**GENERAL FUND SUMMARY**

**EXPENDITURES**

Index Page No.	DEPT # - ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	BUDGET 2011	BUDGET CHANGE 10 REVISED TO 11 \$ %	
	<b><u>TRANSFERS OUT</u></b>							
	Special Projects Fund (CIP)	0	0	<b>148,913</b>	148,913	<b>0</b>	(148,913)	-100.00%
	City Hall Fund	0	0	<b>0</b>	0	<b>0</b>	-	0.00%
	Equipment (Technology) Fund	59,991	59,035	<b>74,532</b>	74,532	<b>69,560</b>	(4,972)	-6.67%
	Year end to cash flow fund	0	0	<b>0</b>	0	<b>0</b>	-	0.00%
	Wakota Arena (cover deficit)	200,000	175,000	<b>175,000</b>	175,000	<b>161,728</b>	(13,272)	-7.58%
	Library (Bring Fund Balance to Zero)	0	16,920	<b>0</b>	0	<b>0</b>	-	0.00%
	<i>Total Transfers Out</i>	<u>259,991</u>	<u>250,955</u>	<u><b>398,445</b></u>	<u>398,445</u>	<u><b>231,288</b></u>	<u>(167,157)</u>	<u>-41.95%</u>
	<b>Total Expenditures</b>	<u><u>\$11,370,850</u></u>	<u><u>\$10,508,556</u></u>	<u><u>\$11,306,408</u></u>	<u><u>\$11,240,747</u></u>	<u><u><b>\$10,971,642</b></u></u>	<u><u>(\$269,105)</u></u>	<u><u>-2.39%</u></u>
	Addition/(Decrease) to Fund Balance	<u><u>(\$1,110,203)</u></u>	<u><u>\$2,075,867</u></u>	<u><u>\$0</u></u>	<u><u>\$2,579</u></u>	<u><u><b>\$0</b></u></u>	<u><u>(\$2,579)</u></u>	

**2011 BUDGET**

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Dept. Code 1100

**Mayor and Council**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

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**2011 OBJECTIVES**

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	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Mayor	1.00	1.00	1.00	1.00	1.00
Councilmembers	6.00	6.00	6.00	6.00	6.00
Technicians					
Line Staff					
Clerical/support					
<b>Total Staffing</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>WORK LOAD DATA</b>					
Council Meetings	24	24	24	24	24
Worksessions	28	28	28	28	28
SMFD Board of Directors Meetings	22	22	12	12	12
HRA Board Meeting	12	12	12	12	12

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>MAYOR AND COUNCIL</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1100</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	49,800	49,800	49,800	16,600	49,800	<b>49,800</b>	-	0.00%
40120	Employers Cont. for Pensions	5,409	5,426	5,442	1,814	5,442	<b>5,458</b>	16	0.29%
40150	Workers Comp Ins. Premium	302	316	326	138	326	<b>298</b>	(28)	-8.59%
40200	Office Supplies	536	42	400	-	400	-	(400)	-100.00%
40300	Professional Services	97	130	500	250	500	<b>300</b>	(200)	-40.00%
40330	Conferences, Training, Travel	2,740	143	400	-	400	<b>200</b>	(200)	-50.00%
40340	Advertising	-	-	250	-	250	-	(250)	-100.00%
40360	Property & Liability Insurance	19,071	19,458	20,217	10,559	21,118	<b>22,305</b>	1,187	5.62%
40430	Miscellaneous	1,216	3,015	3,000	67	3,000	<b>2,500</b>	(500)	-16.67%
40433	Dues & Subscriptions	20,496	20,685	23,340	6,774	23,340	<b>21,500</b>	(1,840)	-7.88%
40486	Mayor's Contingency Expense	-	135	250	-	250	<b>250</b>	-	0.00%
Total		99,667	99,150	103,925	36,202	104,826	<b>102,611</b>	(2,215)	-2.11%

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

Personal Services	55,511	55,542	55,568	18,552	55,568	<b>55,556</b>	(12)	-0.02%
Materials & Supplies	536	42	400	-	400	-	(400)	-100.00%
Services & Other Charges	43,620	43,566	47,957	17,650	48,858	<b>47,055</b>	(1,803)	-3.69%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	99,667	99,150	103,925	36,202	104,826	<b>102,611</b>	(2,215)	-2.11%

**Computer Operations**  
**2011 BUDGET**  
Operational Fact Sheet

Dept. Code 1200

**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
- <>
- <>

**2010 ACCOMPLISHMENTS**

- <> Implemented RecTrac system upgrade for the Park and Recreational and Central Square Community Center
- <> Installed Audio/Video systems in the City Hall training, worksession and Police squad conference rooms
- <> Created Redundant NAS Backup Setup for DVR security systems at the Airport and Library
- <> Extended life of the Exchange Server
- <>
- <>

**2011 OBJECTIVES**

- <> Replace Exchange server
- <> Replace two Pix Servers
- <>
- <>



	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians	0.25	0.25	0.25	0.25	0.25
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**WORK LOAD DATA**

- Mainframe system backup done daily
- Police Updateing daily/weekely - County - Logis
- Hardware and software purchase/maintenance coordination
- Computer/Server Support and Updating
- Audio/Video Setup/Maintanence

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>COMPUTER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1200</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	83,176	88,271	88,984	32,856	88,984	<b>88,984</b>	-	0.00%
40102	Full-Time Employees Overtime	-	161	-	61	-	-	-	0.00%
40108	Accumulated Vacation/Comp	-	2,941	2,941	-	2,941	<b>2,941</b>	-	0.00%
40120	Employers Cont. for Pensions	10,841	12,160	13,467	4,487	13,467	<b>13,484</b>	17	0.13%
40130	Employer Paid Insurance	10,661	13,342	13,823	5,306	13,823	<b>13,823</b>	-	0.00%
40150	Workers Compensation	-	391	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	-	1,140	2,365	231	2,365	<b>2,365</b>	-	0.00%
40200	Office Supplies	-	-	100	-	100	<b>100</b>	-	0.00%
40210	Operating Supplies	1,195	2,701	6,000	1,853	6,000	<b>4,000</b>	(2,000)	-33.33%
40220	Repair & Maintenance Supplies	1,868	822	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	1,044	404	-	-	-	-	-	0.00%
40320	Postage and Telephone	-	-	-	-	-	<b>420</b>	420	100.00%
40330	Conferences, Training, Travel	54	-	-	-	-	-	-	0.00%
40400	Repairs & Maint. (Contractual)	4,841	4,282	4,700	1,440	4,700	<b>22,700</b>	18,000	382.98%
Total		<u>113,680</u>	<u>126,615</u>	<u>132,380</u>	<u>46,234</u>	<u>132,380</u>	<b><u>148,817</u></b>	16,437	12.42%

SUMMARY BY CATEGORY
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Personal Services	104,678	118,406	121,580	42,941	121,580	<b>121,597</b>	17	0.01%	
Materials & Supplies	4,107	3,927	6,100	1,853	6,100	<b>4,100</b>	(2,000)	-32.79%	
Services & Other Charges	4,895	4,282	4,700	1,440	4,700	<b>23,120</b>	18,420	391.91%	
Capital Outlay	-	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	-	0.00%
Total	<u>113,680</u>	<u>126,615</u>	<u>132,380</u>	<u>46,234</u>	<u>132,380</u>	<b><u>148,817</u></b>	<u>16,437</u>	12.42%	

Dept. Code 1320

**City Administrator**  
**2011 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.

**2010 ACCOMPLISHMENTS**

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**2011 OBJECTIVES**

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	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Technicians					
Clerical/support	1.00	1.00	1.00	1.00	1.00
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>WORK LOAD DATA</b>					
Resolutions Adopted	237	231	250	250	250
Ordinances Adopted	15	8	6	12	12

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY ADMINISTRATOR</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1320</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	192,316	194,972	197,226	72,523	197,226	<b>208,820</b>	11,594	5.88%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	16,709	5,672	-	-	-	-	-	0.00%
40108	Accumulated Vacation	-	13,332	17,377	-	17,377	<b>17,806</b>	429	2.47%
40120	Employers Cont. for Pensions	25,701	26,763	30,334	10,262	30,334	<b>31,111</b>	777	2.56%
40130	Employer Paid Insurance	27,817	22,756	23,647	9,026	23,647	<b>24,720</b>	1,073	4.54%
40150	Workers Comp Ins. Premium	3,217	3,249	3,353	1,424	3,353	<b>3,070</b>	(283)	-8.44%
40151	Workers Comp Deductible	-	-	-	690	-	-	-	0.00%
40170	Employer Contr to HCSP	-	2,400	7,598	231	7,598	<b>7,915</b>	317	4.17%
40200	Office Supplies	2,456	1,888	3,000	376	3,000	<b>3,000</b>	-	0.00%
40230	Books, Materials & Periodicals	208	-	250	-	250	<b>200</b>	(50)	-20.00%
40240	Minor Equipment & Furnishings	851	-	500	500	500	-	(500)	-100.00%
40300	Professional Services	-	605	10,000	-	10,000	<b>5,000</b>	(5,000)	-50.00%
40320	Postage and Telephone	710	863	800	125	800	<b>920</b>	120	15.00%
40330	Conferences, Training, Travel	13,515	7,546	11,700	2,586	11,700	<b>9,500</b>	(2,200)	-18.80%
40340	Advertising	-	-	500	-	500	-	(500)	-100.00%
40351	Reporter	22,152	21,038	22,300	7,676	22,300	<b>23,300</b>	1,000	4.48%
40430	Miscellaneous	930	422	2,500	89	2,500	<b>2,000</b>	(500)	-20.00%
40433	Dues & Subscriptions	2,242	2,349	2,575	1,276	2,575	<b>2,400</b>	(175)	-6.80%
Total		<u>308,824</u>	<u>303,855</u>	<u>333,660</u>	<u>106,784</u>	<u>333,660</u>	<b><u>339,762</u></b>	<u>6,102</u>	<u>1.83%</u>

SUMMARY BY CATEGORY
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Personal Services	265,760	269,144	279,535	94,156	279,535	<b>293,442</b>	13,907	4.98%
Materials & Supplies	3,515	1,888	3,750	876	3,750	<b>3,200</b>	(550)	-14.67%
Services & Other Charges	39,549	32,823	50,375	11,752	50,375	<b>43,120</b>	(7,255)	-14.40%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Total	<u>308,824</u>	<u>303,855</u>	<u>333,660</u>	<u>106,784</u>	<u>333,660</u>	<b><u>339,762</u></b>	<u>6,102</u>	<u>1.83%</u>

## Community Affairs Liaison

### 2011 BUDGET

#### Operational Fact Sheet

Dept. Code 1321

#### SERVICES PROVIDED

- <> Coordination of Volunteer Programs
- <> Staff person to facilitate and assist Mayor Baumann with the SSP Mayor's Youth Task Force
- <> Coordination of Community Events such as MN Night to Unite, the Great Halloween Get Together, the All City Garage
- <> Coordination of National Night Out
- <> Continue linking with Community Organizations to develop Community Ownership in South St. Paul in order to provide

#### 2010 ACCOMPLISHMENTS

- <> Coordination of Community Events such as MN Night to Unite, the Great Halloween Get Together, Food Drive
- <> Facilitate and assist Mayor Baumann with the SSP Mayor's Youth Task Force in finding things to do in SSP
- <> Coordinate volunteers within community for clean-up's, plantings, election judge trainees & community events
- <> Open dialogue with School District concerning the PYP, MYP and CAS volunteer hours.
- <> Continue to work on grant writing to bring new event and/or replace and/or pay for current community events
- <> Continue to build relationship between community groups and the City of South St. Paul
- <> Continue to build a positive media relationship within the City with press and media

#### 2011 OBJECTIVES

- <> Coordinate Community Events ( MN Night to Unite, the Great Halloween Get Together, Annual Food Drive, Etc.)
- <> Facilitate and assist Mayor Baumann with the SSP Mayor's Youth Task Force
- <> Coordinate and find new volunteer opportunities within the City to save fiscal dollars
- <> Continue to build relationship between community groups and the City of South St. Paul
- <> Continue to build a positive media relationship within the City with press and media

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Line Staff	1.00	1.00	1.00	1.00	1.00
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

#### WORK LOAD DATA

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>COMMUNITY AFFAIRS LIAISON</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1321</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	55,316	58,472	60,777	22,417	60,777	<b>60,777</b>	-	0.00%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	7,773	8,368	8,904	3,251	8,904	<b>9,056</b>	152	1.71%
40130	Employer Paid Insurance	6,082	7,302	7,312	3,116	7,312	<b>7,312</b>	-	0.00%
40150	Workers Comp Ins. Premium	1,837	1,873	1,882	2,049	1,882	<b>1,850</b>	(32)	-1.70%
40170	Employer Contr to HCSP	-	285	300	115	300	<b>300</b>	-	0.00%
40200	Office Supplies	1,885	1,534	1,339	639	1,339	<b>1,339</b>	-	0.00%
40210	Operating Supplies	6,665	7,222	5,250	1,419	5,250	<b>4,750</b>	(500)	-9.52%
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	795	947	780	-	780	<b>780</b>	-	0.00%
40330	Conferences, Training, Travel	603	45	1,000	-	1,000	<b>500</b>	(500)	-50.00%
40340	Advertising	268	259	-	-	-	-	-	0.00%
40340	Miscellaneous	37	91	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	115	149	190	45	190	<b>150</b>	(40)	-21.05%
Total		81,376	86,547	87,734	33,051	87,734	<b>86,814</b>	(920)	-1.05%

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

Personal Services	71,008	76,300	79,175	30,948	79,175	<b>79,295</b>	120	0.15%
Materials & Supplies	8,550	8,756	6,589	2,058	6,589	<b>6,089</b>	(500)	-7.59%
Services & Other Charges	1,818	1,491	1,970	45	1,970	<b>1,430</b>	(540)	-27.41%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	81,376	86,547	87,734	33,051	87,734	<b>86,814</b>	(920)	-1.05%

Dept. Code 1330

**City Planner**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Continue Staff Review Committee for planning cases
- <> Continue Code Enforcement Program
- <> Continued work on Comprehensive Plan Update - SSP 2030 Plan
- <> Effective resolution of code enforcement
- <> Proposed several ordinance amendments to improve codes
- <> Created architectural design/standards
- <> Worked on several grant applications (DNR, SHIP, LCA-Met Council)

**2011 OBJECTIVES**

- <> Continue meeting needs of development plan reviews and other planning applications
- <> Along with City Building Official and Code Enforcement Officer, address Code Enforcement issues
- <> Continue Stockyards redevelopment planning effort
- <> Create 494 Corridor design criteria/standards
- <> Continue work on Odor Ordinance



	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>WORK LOAD DATA</b>					
Public Hearings	45	25	30	35	40
Site Plan reviews	4	0	1	2	2
Planning Comm. Mtgs.	15	9	12	12	12

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY PLANNER</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1330</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	71,912	75,680	75,807	27,990	75,807	<b>75,807</b>	-	0.00%
40102	Full-Time Employees Overtime	3,824	239	-	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	-	4,373	4,373	-	4,373	<b>4,373</b>	-	0.00%
40120	Employers Cont. for Pensions	10,093	10,653	11,746	3,875	11,746	<b>11,630</b>	(116)	-0.99%
40130	Employer Paid Insurance	8,416	11,338	8,487	4,490	8,487	<b>8,487</b>	-	0.00%
40150	Workers Compensation	-	361	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	-	1,108	2,349	231	2,349	<b>2,349</b>	-	0.00%
40200	Office Supplies	525	258	350	260	350	<b>350</b>	-	0.00%
40210	Operating Supplies	35	-	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	-	-	200	-	200	<b>100</b>	(100)	-50.00%
40300	Professional Services	-	405	-	-	-	-	-	0.00%
40320	Postage and Telephone	918	961	1,000	-	1,000	<b>1,000</b>	-	0.00%
40330	Conferences, Training, Travel	341	407	845	116	845	<b>845</b>	-	0.00%
40340	Advertising	585	313	700	328	700	<b>350</b>	(350)	-50.00%
40430	Miscellaneous	-	-	-	-	-	-	-	0.00%
40433	Dues & Subscriptions	265	457	450	-	450	<b>450</b>	-	0.00%
Total		96,914	106,553	106,307	37,290	106,307	<b>105,741</b>	(566)	-0.53%

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

Personal Services	94,245	103,752	102,762	36,586	102,762	<b>102,646</b>	(116)	-0.11%
Materials & Supplies	560	258	550	260	550	<b>450</b>	(100)	-18.18%
Services & Other Charges	2,109	2,543	2,995	444	2,995	<b>2,645</b>	(350)	-11.69%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	96,914	106,553	106,307	37,290	106,307	<b>105,741</b>	(566)	-0.53%

Dept. Code 1410

**City Clerk**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Conduct 2010 State Primary and General Election
- <> Completed process for Administrative Citations
- <> Continue to make progress in the City's Rental Housing Program

**2011 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

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	0.79	0.79	0.79	0.79	0.79
Supervisors					
Technicians					
Line staff					
Clerical/support	0.90	0.90	0.80	0.80	0.80
<b>Total Staffing</b>	<b>1.69</b>	<b>1.69</b>	<b>1.59</b>	<b>1.59</b>	<b>1.59</b>
<b>WORK LOAD DATA</b>					
Business licenses issued	100	202	125	125	125
Rental licenses issued	280	525	460	600	650
# of elections	2	1	2	0	2
Election judges trained	43	42	45	0	45
Number of Voters Served	12,300	2,975	12,000	0	12,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY CLERK</b>		DIVISION: <b>GENERAL GOVERNMENT</b>					DEPT. CODE: <b>1410</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	85,692	93,431	90,915	34,767	90,915	<b>85,549</b>	(5,366)	-5.90%
40102	Full-Time Employees Overtime	1,357	498	1,000	-	2,000	-	(2,000)	-100.00%
40104	Temporary Employees Regular	15,258	-	16,000	-	16,000	-	(16,000)	-100.00%
40108	Accumulated Vacation/Comp	1,596	5,549	5,549	-	5,549	<b>5,549</b>	-	0.00%
40112	Service Recognition Award	2,801	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	12,611	12,329	14,279	4,852	14,279	<b>13,595</b>	(684)	-4.79%
40130	Employer Paid Insurance	14,983	14,191	14,295	5,873	14,295	<b>14,299</b>	4	0.03%
40140	Unemployment Comp. Ins Prem.	-	-	-	-	-	<b>3,912</b>	3,912	100.00%
40150	Workers Comp Ins. Premium	223	232	240	102	240	<b>220</b>	(20)	-8.33%
40151	Workers Comp Deductible	51	625	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	474	627	654	252	654	<b>654</b>	-	0.00%
40200	Office Supplies	3,031	2,532	3,000	1,031	3,000	<b>2,500</b>	(500)	-16.67%
40210	Operating Supplies	4,207	3,252	4,000	682	4,000	<b>3,000</b>	(1,000)	-25.00%
40220	Repair & Maintenance Supplies	6	-	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	2,452	-	-	-	790	-	(790)	-100.00%
40300	Professional Services	5,016	6,730	7,400	2,998	7,400	<b>8,500</b>	1,100	14.86%
40320	Postage and Telephone	2,446	4,038	2,400	156	2,400	<b>2,400</b>	-	0.00%
40330	Conferences, Training, Travel	930	667	700	454	700	<b>700</b>	-	0.00%
40340	Advertising	1,260	1,108	1,450	533	1,450	<b>1,200</b>	(250)	-17.24%
40350	Printing and Binding	4	-	-	-	-	-	-	0.00%
40400	Repairs & Maint. (Contractual)	1,500	1,500	1,500	1,500	1,500	<b>1,500</b>	-	0.00%
40405	Other Contracted Services	88	-	-	-	-	-	-	0.00%
40408	Copier Maintenance Agreement	5,427	2,334	2,500	815	2,500	<b>2,500</b>	-	0.00%
40411	Other Rentals	1,700	-	1,700	-	1,700	-	(1,700)	-100.00%
40433	Dues & Subscriptions	95	100	200	225	200	<b>200</b>	-	0.00%
Total		<u>163,208</u>	<u>149,743</u>	<u>167,782</u>	<u>54,240</u>	<u>169,572</u>	<b><u>146,278</u></b>	<u>(23,294)</u>	<u>-13.74%</u>

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY CLERK</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1410</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	135,046	127,482	142,932	45,846	143,932	<b>123,778</b>	(20,154)	-14.00%
Materials & Supplies	9,696	5,784	7,000	1,713	7,790	<b>5,500</b>	(2,290)	-29.40%
Services & Other Charges	18,466	16,477	17,850	6,681	17,850	<b>17,000</b>	(850)	-4.76%
Transfers	-	-	-	-	-	-	-	0.00%
Total	163,208	149,743	167,782	54,240	169,572	<b>146,278</b>	(23,294)	-13.74%

Dept. Code 1520

**Finance**  
**2011 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.

**2010 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.
- <> Revised the capital improvement program using the Plan-It! Software to better predict future expenditures.
- <> Improved monthly or quarterly reconciliations for all balance sheet accounts where appropriate

**2011 OBJECTIVES**

- <> Implement a new financial and accounting system
- <> Update or create all policies pertaining to internal controls.

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>Estimate</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>STAFFING</b>					
Dept. Heads	0.80	0.80	0.80	0.80	0.80
Supervisors	1.00	1.00	1.00	1.00	1.00
Professional	0.00	0.00	0.00	0.00	1.00
Clerical/support	1.00	1.30	1.30	1.30	1.30
<b>Total Staffing</b>	<b>2.80</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	<b>4.10</b>
<b>WORK LOAD DATA</b>					
A/P Checks used	5,051	4,380	5,000	5,100	6,100
Electronic Payments (A/P)	233	220	300	300	300
P/R Checks used	4,840	4,879	5,000	5,000	5,400
W-2's issued	319	299	300	320	320
1099's issued	99	80	110	130	130
Budget pages	236	221	245	275	275

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FINANCE</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1520</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	186,018	201,783	208,177	76,559	208,177	<b>215,327</b>	7,150	3.43%
40102	Full-Time Employees Overtime	281	73	500	-	500	-	(500)	-100.00%
40108	Accumulated Vacation/Comp	3,486	7,017	7,333	-	7,333	<b>7,649</b>	316	4.31%
40120	Employers Cont. for Pensions	26,330	26,580	31,572	10,860	31,572	<b>32,669</b>	1,097	3.47%
40130	Employer Paid Insurance	19,431	17,820	31,038	11,451	31,038	<b>31,062</b>	24	0.08%
40135	Retiree Paid Insurance Charge	16,596	9,713	10,938	4,303	10,938	<b>10,938</b>	-	0.00%
40150	Workers Comp Ins. Premium	1,151	1,201	1,240	526	1,240	<b>1,136</b>	(104)	-8.39%
40170	Employer Contr to HCSP	2,028	7,824	6,101	565	6,101	<b>6,252</b>	151	2.48%
40200	Office Supplies	5,241	8,042	8,000	2,019	8,000	<b>7,025</b>	(975)	-12.19%
40210	Operating Supplies	-	109	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	87	460	750	-	750	<b>350</b>	(400)	-53.33%
40240	Minor Equipment & Furnishings	4,389	69	-	448	-	-	-	0.00%
40300	Professional Services	7,956	7,581	9,075	5,078	9,075	<b>13,325</b>	4,250	46.83%
40320	Postage and Telephone	1,587	2,307	2,500	-	2,500	<b>2,300</b>	(200)	-8.00%
40330	Conferences, Training, Travel	3,490	1,513	2,340	455	2,340	<b>2,340</b>	-	0.00%
40340	Advertising	472	401	725	28	725	<b>450</b>	(275)	-37.93%
40350	Printing and Binding	825	833	900	39	900	<b>900</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	24,011	29,173	31,953	14,913	31,953	<b>33,415</b>	1,462	4.58%
40405	Other Contractual Services	8,745	3,700	3,864	2,151	3,864	<b>3,359</b>	(505)	-13.07%
40430	Miscellaneous - (Operating Exp)	9,410	10,200	11,790	7,249	11,790	<b>11,825</b>	35	0.30%
40433	Dues & Subscriptions	535	530	720	455	720	<b>720</b>	-	0.00%
40800	Interest/Finance Charge	-	938	-	-	-	-	-	0.00%
<b>Total</b>		<b>322,069</b>	<b>337,867</b>	<b>369,516</b>	<b>137,099</b>	<b>369,516</b>	<b>381,042</b>	<b>11,526</b>	<b>3.12%</b>

<b>SUMMARY BY CATEGORY</b>
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Personal Services	255,321	272,011	296,899	104,264	296,899	<b>305,033</b>	8,134	2.74%
Materials & Supplies	9,717	8,680	8,750	2,467	8,750	<b>7,375</b>	(1,375)	-15.71%
Services & Other Charges	57,031	57,176	63,867	30,368	63,867	<b>68,634</b>	4,767	7.46%
Capital Outlay	-	-	-	-	-	-	-	0.00%
<b>Total</b>	<b>322,069</b>	<b>337,867</b>	<b>369,516</b>	<b>137,099</b>	<b>369,516</b>	<b>381,042</b>	<b>11,526</b>	<b>3.12%</b>

Dept. Code 1610

**Attorney**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

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

**2011 OBJECTIVES**

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

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads	Contract	Contract	Contract	Contract	Contract
Supervisors					
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WORK LOAD DATA</b>					
Billable Civil Case Hours	800	800	800	800	800
Billable Criminal Case Hours	1,600	1,600	1,600	1,600	1,600

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ATTORNEY</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1610</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40230	Books, Materials & Periodicals	-	-	-	-	-	-	-	0.00%
40300	Professional Services	103,256	52,043	57,000	16,671	52,000	<b>47,000</b>	(5,000)	-9.62%
40304	Professional Svcs Criminal	174,108	146,457	175,000	59,983	190,000	<b>185,000</b>	(5,000)	-2.63%
40306	Professional Services - Retainer	-	18,316	18,000	6,049	18,000	<b>18,000</b>	-	0.00%
	Total	<u>277,364</u>	<u>216,816</u>	<u>250,000</u>	<u>82,703</u>	<u>260,000</u>	<b>250,000</b>	(10,000)	-3.85%

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

Personal Services	-	-	-	-	-	-	-	-	0.00%
Materials & Supplies	-	-	-	-	-	-	-	-	0.00%
Services & Other Charges	277,364	216,816	250,000	82,703	260,000	<b>250,000</b>	(10,000)	-	-3.85%
Capital Outlay	-	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	-	0.00%
Total	<u>277,364</u>	<u>216,816</u>	<u>250,000</u>	<u>82,703</u>	<u>260,000</u>	<b>250,000</b>	(10,000)	-	-3.85%

Dept. Code 1940

**City Hall**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Continue steps to conserve energy to reduce the overall costs
- <> Maintained new phone system
- <> Changed out lights in apparatus bay in Fire Dept
- <> Building and ground maintenance kept at a very high level
- <> Continued preventative maintenance on elevator, alarm, generator, HVAC, sprinkler and other vital systems
- <>

**2011 OBJECTIVES**

- <> Continue preventative maintenance on elevator, alarm, generator, HVAC, sprinkler and other vital systems
- <> Continue steps to conserve energy by changing habits and practices
- <> Install four new pipe bollards at the Fire Dept
- <> Building and ground maintenance kept at a very high level

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Supervisors	0.25	0.25	0.25	0.25	0.25
Technicians					
Line staff	0.75	0.75	0.75	0.75	0.75
Clerical/support					
<b>Total Staffing</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**WORK LOAD DATA**

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

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CITY HALL</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>1940</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	52,641	56,878	54,364	20,071	54,364	<b>54,364</b>	-	0.00%
40102	Full-Time Employees Overtime	339	482	500	182	500	<b>500</b>	-	0.00%
40104	Temporary Employees Regular	6,526	7,885	6,500	3,763	6,500	<b>7,500</b>	1,000	15.38%
40108	Accumulated Vacation/Comp	356	1,240	1,292	-	1,292	<b>1,292</b>	-	0.00%
40112	Service Recognition	-	-	-	840	-	-	-	0.00%
40120	Employers Cont. for Pensions	7,892	8,521	8,722	3,318	8,722	<b>8,844</b>	122	1.40%
40130	Employer Paid Insurance	9,467	9,180	9,122	3,604	9,122	<b>9,122</b>	-	0.00%
40150	Workers Comp Ins. Premium	2,378	2,481	2,562	1,088	2,562	<b>2,346</b>	(216)	-8.43%
40170	Employer Contr to HCSP	150	144	150	58	150	<b>150</b>	-	0.00%
40210	Operating Supplies	7,288	6,333	6,000	1,939	6,000	<b>6,000</b>	-	0.00%
40220	Repair & Maintenance Supplies	6,555	3,758	5,500	3,541	7,700	<b>5,500</b>	(2,200)	-28.57%
40240	Minor Equipment & Furnishings	419	115	500	80	500	<b>700</b>	200	40.00%
40300	Professional Services	223	140	250	20	250	<b>250</b>	-	0.00%
40320	Postage and Telephone	16,970	17,690	17,000	4,664	17,000	<b>26,000</b>	9,000	52.94%
40360	Property & Liability Insurance	8,341	8,510	8,842	4,618	9,236	<b>9,755</b>	519	5.62%
40380	Utility Service	102,056	84,164	119,000	29,002	97,000	<b>99,000</b>	2,000	2.06%
40400	Repairs & Maint. (Contractual)	40,057	43,277	40,600	19,936	40,600	<b>48,880</b>	8,280	20.39%
40409	Cont. Serv/Refuse & Sanitation	2,674	2,121	2,700	704	2,700	<b>2,700</b>	-	0.00%
40438	Clothing Allowance	250	250	250	250	250	<b>250</b>	-	0.00%
Total		264,582	253,169	283,854	97,678	264,448	<b>283,153</b>	18,705	7.07%
<b>SUMMARY BY CATEGORY</b>									
Personal Services		79,749	86,811	83,212	32,924	83,212	<b>84,118</b>	906	1.09%
Materials & Supplies		14,262	10,206	12,000	5,560	14,200	<b>12,200</b>	(2,000)	-14.08%
Services & Other Charges		170,571	156,152	188,642	59,194	167,036	<b>186,835</b>	19,799	11.85%
Capital Outlay		-	-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	-	0.00%
Total		264,582	253,169	283,854	97,678	264,448	<b>283,153</b>	18,705	7.07%

Dept. Code 1970

**Recycling**  
**2011 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
- <>
- <>
- <>

**2010 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

**2011 OBJECTIVES**

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

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads	0.21	0.21	0.21	0.21	0.21
Supervisors					
Technicians					
Line staff					
Clerical/support					
<b>Total Staffing</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>

**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	211	236	122	150	150
Containers collected/dumped	40	45	33	35	35

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>RECYCLING</b>	DIVISION: <b>GENERAL GOVERNMENT</b>	DEPT. CODE: <b>1970</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	14,555	15,395	15,339	5,664	15,339	<b>15,339</b>	-	0.00%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	10,644	10,064	9,000	1,864	9,000	<b>9,000</b>	-	0.00%
40108	Accumulated Vacation/Comp	1,520	1,475	1,475	-	1,475	<b>1,475</b>	-	0.00%
40112	Service Recognition Award	745	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	2,960	2,874	3,152	919	3,110	<b>3,199</b>	89	2.86%
40130	Employer Paid Insurance	2,915	2,484	2,465	1,018	2,465	<b>2,465</b>	-	0.00%
40170	Employer Contr to HCSP	126	121	126	49	126	<b>126</b>	-	0.00%
40200	Office Supplies	513	598	1,000	308	1,000	<b>1,000</b>	-	0.00%
40210	Operating Supplies	30	-	-	-	-	-	-	0.00%
40330	Conferences, Training, Travel	215	226	500	120	500	<b>500</b>	-	0.00%
40350	Printing and Binding	1,754	2,205	3,000	444	3,000	<b>3,000</b>	-	0.00%
40405	Other Contractual Services	2,026	1,782	2,000	491	2,000	<b>2,000</b>	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	501	457	900	75	900	<b>900</b>	-	0.00%
40430	Miscellaneous	18	125	300	701	300	<b>300</b>	-	0.00%
40433	Dues & Subscriptions	150	-	150	-	150	<b>150</b>	-	0.00%
40440	Recycling Education	489	640	1,500	-	1,500	<b>1,500</b>	-	0.00%
40445	Clean Up Day	16,064	23,145	18,000	200	18,000	<b>13,000</b>	(5,000)	-27.78%
Total		55,225	61,591	58,907	11,853	58,865	<b>53,954</b>	(4,911)	-8.34%

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

Personal Services	33,465	32,413	31,557	9,514	31,515	31,604	89	0.28%
Materials & Supplies	543	598	1,000	308	1,000	1,000	-	0.00%
Services & Other Charges	21,217	28,580	26,350	2,031	26,350	21,350	(5,000)	-18.98%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	55,225	61,591	58,907	11,853	58,865	<b>53,954</b>	(4,911)	-8.34%

Dept. Code 2401

**Code Enforcement**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Coordinate with Planner on Code Enforcement issues with businesses
- <> Continue to perform all building permits inspections as required
- <> Provided services for graffiti abatement, lawn cutting and snow shoveling on foreclosures and problem properties
- <>
- <>

**2011 OBJECTIVES**

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

	<b>ACTUAL</b> <b>2008</b>	<b>ACTUAL</b> <b>2009</b>	<b>ESTIMATE</b> <b>2010</b>	<b>PROPOSED</b> <b>2011</b>	<b>PROJECTED</b> <b>2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	2.00	2.00	2.00	1.49	1.49
Clerical/support	1.00	1.00	1.00	1.00	1.00
<b>Total Staffing</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.49</b>	<b>2.49</b>
<b>WORK LOAD DATA</b>					
# of permits	638	732	600	650	650
Valuation (in millions)	14.5	8.5	12.0	10.0	10.0
Permit Fees Collected	268,000	194,000	225,000	225,000	225,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CODE ENFORCEMENT</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>2401</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	166,496	170,995	174,458	64,407	172,034	<b>124,555</b>	(47,479)	-27.60%
40102	Full-Time Employees Overtime	1,430	-	500	-	500	<b>500</b>	-	0.00%
40106	Independent Contractor	13,020	21,084	22,000	5,805	22,000	<b>20,000</b>	(2,000)	-9.09%
40120	Employers Cont. for Pensions	22,801	24,027	25,641	9,162	25,286	<b>25,754</b>	468	1.85%
40130	Employer Paid Insurance	24,547	25,408	25,273	10,157	25,273	<b>27,747</b>	2,474	9.79%
40135	Retiree Paid Insurance Charge	7,704	7,697	7,697	3,340	7,697	<b>7,697</b>	-	0.00%
40150	Workers Comp Ins. Premium	2,479	2,444	2,519	1,069	2,519	<b>2,307</b>	(212)	-8.42%
40170	Employer Contr to HCSP	-	855	900	346	900	<b>675</b>	(225)	-25.00%
40200	Office Supplies	1,844	676	2,000	131	2,000	<b>1,000</b>	(1,000)	-50.00%
40210	Operating Supplies	107	-	250	-	250	<b>250</b>	-	0.00%
40230	Books, Materials & Periodicals	63	-	150	81	150	<b>150</b>	-	0.00%
40300	Professional Services	-	-	-	-	-	<b>2,000</b>	2,000	100.00%
40320	Postage and Telephone	1,401	2,339	2,200	231	2,200	<b>2,200</b>	-	0.00%
40330	Conferences, Training, Travel	1,194	534	1,400	454	1,400	<b>1,400</b>	-	0.00%
40400	Repairs and Maint. - Contractual	7,588	19,027	10,000	1,955	10,000	<b>20,000</b>	10,000	100.00%
40410	Central garage Rental Charge	10,280	10,742	10,742	2,686	10,742	<b>10,690</b>	(52)	-0.48%
40430	Miscellaneous	250	-	-	-	-	<b>-</b>	-	0.00%
40433	Dues & Subscriptions	315	270	250	100	250	<b>365</b>	115	46.00%
	Total	261,519	286,098	285,980	99,924	283,201	<b>247,290</b>	(35,911)	-12.68%

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

Personal Services	238,477	252,510	258,988	94,286	256,209	<b>209,235</b>	(46,974)	-18.33%
Materials & Supplies	2,014	676	2,400	212	2,400	<b>1,400</b>	(1,000)	-41.67%
Services & Other Charges	21,028	32,912	24,592	5,426	24,592	<b>36,655</b>	12,063	49.05%
Capital Outlay	-	-	-	-	-	<b>-</b>	-	0.00%
Total	261,519	286,098	285,980	99,924	283,201	<b>247,290</b>	(35,911)	-12.68%

Dept. Code 1965

**Animal Control**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Animal Control and Apprehension
- <> Follow-up on Nuisance and Animal Complaints
- <> Provide ongoing public education relating to Animal ordinances

**2011 OBJECTIVES**

- <> Continue Animal Control and Apprehension
- <> Continue public education efforts
- <> Continue efforts to reduce animal nuisances

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff					
Clerical/support	0.50	0.50	0.50	0.25	0.25
<b>Total Staffing</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.25</b>	<b>0.25</b>
<b>WORK LOAD DATA</b>					
Dogs impounded	136	87	87	100	100
Cats impounded	67	6	25	25	25
animal calls for service	690	746	750	775	775

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ANIMAL CONTROL</b>		DIVISION: <b>PUBLIC SAFETY</b>					DEPT. CODE: <b>1965</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	12,906	6,939	16,523	2,530	8,794	<b>9,201</b>	407	4.63%
40102	Full-Time Employees Overtime	44	-	-	25	-	-	-	0.00%
40108	Accumulated Vacation	-	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	1,456	976	2,420	374	1,288	<b>1,371</b>	83	6.44%
40150	Workers Comp Ins. Premium	354	369	382	162	382	<b>350</b>	(32)	-8.38%
40210	Operating Supplies	120	-	500	-	500	<b>500</b>	-	0.00%
40300	Professional Services	6,533	2,707	15,000	804	7,000	<b>7,000</b>	-	0.00%
40330	Training	-	-	800	-	400	<b>400</b>	-	0.00%
Total		21,413	10,991	35,625	3,895	18,364	<b>18,822</b>	458	2.49%

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

Personal Services	14,760	8,284	19,325	3,091	10,464	<b>10,922</b>	458	4.38%
Materials & Supplies	120	-	500	-	500	<b>500</b>	500	100.00%
Services & Other Charges	6,533	2,707	15,800	804	7,400	<b>7,400</b>	-	0.00%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	21,413	10,991	35,625	3,895	18,364	<b>18,822</b>	958	5.22%

Dept. Code 2100

**Police Protection**  
**2011 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

**2010 ACCOMPLISHMENTS**

- <> Continue implementing department staffing plan
- <> Implementing revised South St. Paul Emergency Operations Plan
- <> Transitioning to new Records Management System
- <> Re-organization of Police Property Room
- <> Continueing partnerships with other Dakota County agencies, Traffic Safety Partnerships, Drug Task Force, Domestic Preparedness, Mutual Aid Assistance

**2011 OBJECTIVES**

- <> Continue implementing department staffing plan - pro-active community response
- <> Continue reviewing and revising department policies and procedures
- <> Continuing transition to new records Management System including Citizen on Line Reporting
- <> Encourage and maintain effective lines of communication both within and outside the police department
- <> Expand and build upon community outreach initiatives
- <> Continue staff development efforts to deal effectively deal with changing department and community needs

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	7.00	7.00	7.00	7.00	6.00
Line staff	18.00	18.00	18.00	19.00	19.00
Clerical/support	4.00	3.50	3.50	3.50	3.50
Community Svc Officers	1.00	0.50	0.50	0.50	0.50
<b>Total Staffing</b>	<b>31.00</b>	<b>30.00</b>	<b>30.00</b>	<b>31.00</b>	<b>30.00</b>

**WORK LOAD DATA**

Calls for service	17,073	16,490	17,000	17,000	17,000
Part I Offenses	697	705	750	900	900
Part II Offenses	1,504	1,367	1,500	1,800	1,800
Felony charges	194	195	210	225	225
DUI	158	196	225	240	250
Traffic Crashes	279	292	320	320	320
Sel. Traffic Viol.	808	858	925	1,000	1,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>POLICE PROTECTION</b>			DIVISION: <b>PUBLIC SAFETY</b>				DEPT. CODE: <b>2100</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	1,972,634	2,017,925	2,016,771	736,260	2,023,042	<b>2,081,807</b>	58,765	2.90%
40102	Full-Time Employees Overtime	92,407	70,708	83,650	13,889	83,650	<b>81,000</b>	(2,650)	-3.17%
40104	Temporary Employees Regular	2,631	12,655	13,000	3,264	13,000	-	(13,000)	-100.00%
40106	Independent Contractor	2,484	2,730	6,100	758	6,100	<b>5,500</b>	(600)	-9.84%
40108	Accumulated Vacation	102,728	74,000	101,000	6,666	101,000	<b>101,000</b>	-	0.00%
40111	Severance	-	3,100	30,000	2,600	30,000	<b>30,000</b>	-	0.00%
40112	Service Recognition	-	5,281	-	100	-	-	-	0.00%
40120	Employers Cont. for Pensions	285,053	311,607	339,960	115,195	342,046	<b>350,735</b>	8,689	2.54%
40122	Annual Amortization of Deficit	106,261	-	-	-	-	-	-	0.00%
40130	Employer Paid Insurance	214,509	241,474	245,286	100,543	248,198	<b>262,861</b>	14,663	5.91%
40135	Retiree Paid Insurance Charge	74,673	82,506	68,720	38,803	68,720	<b>71,927</b>	3,207	4.67%
40150	Workers Comp Ins. Premium	73,663	76,835	79,345	33,686	79,345	<b>72,650</b>	(6,695)	-8.44%
40151	Workers Comp Deductible	2,909	3,414	5,000	5,422	5,000	<b>5,000</b>	-	0.00%
40170	Employer Contr to HCSP	91,422	21,980	27,810	3,543	27,810	<b>41,117</b>	13,307	47.85%
40200	Office Supplies	6,233	5,657	6,100	1,825	6,100	<b>6,100</b>	-	0.00%
40210	Operating Supplies	29,038	37,112	31,450	4,938	31,450	<b>32,650</b>	1,200	3.82%
40220	Repair & Maintenance Supplies	2,129	1,645	3,225	321	3,225	<b>2,000</b>	(1,225)	-37.98%
40230	Books, Materials & Periodicals	-	-	-	-	-	-	-	0.00%
40240	Minor Equipment & Furnishings	611	7,581	5,450	1,054	5,450	<b>4,700</b>	(750)	-13.76%
40300	Professional Services	2,363	2,866	5,600	785	5,600	<b>3,000</b>	(2,600)	-46.43%
40305	Dispatch Services	273,216	360,813	355,064	147,945	355,064	<b>374,549</b>	19,485	5.49%
40320	Postage and Telephone	37,493	35,985	46,666	6,461	46,666	<b>44,576</b>	(2,090)	-4.48%
40330	Conferences, Training, Travel	13,445	14,493	22,755	7,055	22,755	<b>25,635</b>	2,880	12.66%
40340	Advertising	573	-	1,300	25	1,300	<b>600</b>	(700)	-53.85%
40350	Printing and Binding	204	-	300	-	300	<b>300</b>	-	0.00%
40360	Property & Liability Insurance	48,383	49,365	51,291	26,788	53,576	<b>56,589</b>	3,013	5.62%
40380	Utility Service	670	625	675	161	675	<b>675</b>	-	0.00%
40400	Repairs & Maint. (Contractual)	19,362	12,973	33,880	2,969	33,880	<b>33,910</b>	30	0.09%
40405	Other Contractual Services	58,927	58,331	58,338	20,959	58,338	<b>42,943</b>	(15,395)	-26.39%
40410	Central Garage Rental Charge	183,101	191,340	193,712	48,428	193,712	<b>193,705</b>	(7)	0.00%
40430	Miscellaneous	14,946	7,117	12,825	7,492	12,825	<b>12,975</b>	150	1.17%
40433	Dues & Subscriptions	2,565	3,362	2,035	855	2,035	<b>2,035</b>	-	0.00%
40438	Clothing Allowance	31,078	23,921	21,300	8,197	22,300	<b>23,000</b>	700	3.14%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>POLICE PROTECTION</b>		DIVISION: <b>PUBLIC SAFETY</b>					DEPT. CODE: <b>2100</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40439	Ins Claims within Deductible	5,838	735	5,000	500	5,000	<b>5,000</b>	-	0.00%
40800	Interest/Finance Charge	77	31	-	-	-	-	-	0.00%
40580	Other Equipment	16,779	7,920	12,000	-	12,000	<b>5,500</b>	(6,500)	-54.17%
	Total	<u>3,768,405</u>	<u>3,746,087</u>	<u>3,885,608</u>	<u>1,347,487</u>	<u>3,900,162</u>	<b>3,974,039</b>	73,877	1.89%
<b>SUMMARY BY CATEGORY</b>									
	Personal Services	3,021,374	2,924,215	3,016,642	1,060,729	3,027,911	<b>3,103,597</b>	75,686	2.50%
	Materials & Supplies	38,011	51,995	46,225	8,138	46,225	<b>45,450</b>	(775)	-1.68%
	Services & Other Charges	692,241	761,957	810,741	278,620	814,026	<b>819,492</b>	5,466	0.67%
	Capital Outlay	16,779	7,920	12,000	-	12,000	<b>5,500</b>	(6,500)	-54.17%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	<u>3,768,405</u>	<u>3,746,087</u>	<u>3,885,608</u>	<u>1,347,487</u>	<u>3,900,162</u>	<b>3,974,039</b>	73,877	1.89%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FIRE DEPARTMENT</b>		DIVISION: <b>PUBLIC SAFETY</b>					DEPT. CODE: <b>2200</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11		
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%	
40101	Salaries of Regular Employees	-	-	-	-	-	-	-	0.00%	
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%	
40108	Accumulated Vacation	-	-	-	-	-	-	-	0.00%	
40111	Severance	-	-	-	-	-	-	-	0.00%	
40120	Employers Cont. for Pensions	-	-	-	-	-	-	-	0.00%	
40122	Annual Amortization of Deficit	224,204	-	-	-	-	-	-	0.00%	
40130	Employer Paid Insurance	-	-	-	-	-	-	-	0.00%	
40135	Retiree Paid Insurance Charge	79,210	78,865	74,313	31,825	74,313	<b>57,194</b>	(17,119)	-23.04%	
40150	Workers Comp Ins. Premium	4,123	-	-	-	-	-	-	0.00%	
40151	Workers Comp Deductible	1,508	-	-	-	-	-	-	0.00%	
40200	Office Supplies	12	-	-	-	-	-	-	0.00%	
40210	Operating Supplies	-	-	-	-	-	-	-	0.00%	
40220	Repair & Maintenance Supplies	-	-	-	-	-	-	-	0.00%	
40230	Books, Materials & Periodicals	-	-	-	-	-	-	-	0.00%	
40240	Minor Equipment & Furnishings	-	-	-	-	-	-	-	0.00%	
40300	Professional Services	1,904,673 **	1,748,713	1,910,995	955,498	1,910,995 *	<b>1,910,109</b>	(886)	-0.05%	
40303	Training and Expenditures	-	-	-	-	-	-	-	0.00%	
40305	Dispatch Services	-	-	-	-	-	-	-	0.00%	
40320	Postage and Telephone	47	44	-	-	-	-	-	0.00%	
40330	Conferences, Training, Travel	126	-	-	-	-	-	-	0.00%	
40304	Advertising	170	-	-	-	-	-	-	0.00%	
40360	Property & Liability Insurance	7,136	-	-	-	-	-	-	0.00%	
40400	Repairs & Maint. (Contractual)	9,797	10,000	15,000	3,750	15,000	<b>15,000</b>	-	0.00%	
40405	Other Contractual Services	3,000	-	-	-	-	-	-	0.00%	
40408	Copier Maintenance Agreement	-	-	-	-	-	-	-	0.00%	
40410	Central Garage Rental Charge	-	-	-	-	-	-	-	0.00%	
40430	Miscellaneous	-	-	-	-	-	-	-	0.00%	
40433	Dues & Subscriptions	-	-	-	-	-	-	-	0.00%	
40438	Clothing Allowance	-	-	-	-	-	-	-	0.00%	
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%	
Total		2,234,006	1,837,622	2,000,308	991,073	2,000,308	<b>1,982,303</b>	(18,005)	-0.90%	

\* 1/2 South Metro Fire Department Adopted budget for 2011.

\*\* City received a rebate of \$87,672 in 2009 for services provided in 2008. The amount presented does not include the rebate.

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>FIRE DEPARTMENT</b>		DIVISION: <b>PUBLIC SAFETY</b>				DEPT. CODE: <b>2200</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
<b>SUMMARY BY CATEGORY</b>									
	Personal Services	309,045	78,865	74,313	31,825	74,313	<b>57,194</b>	(17,119)	-23.04%
	Materials & Supplies	12	-	-	-	-	-	-	0.00%
	Services & Other Charges	1,924,949	1,758,757	1,925,995	959,248	1,925,995	<b>1,925,109</b>	(886)	-0.05%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Debt Service	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	2,234,006	1,837,622	2,000,308	991,073	2,000,308	<b>1,982,303</b>	(18,005)	-0.90%

Dept. Code 3115

**Engineering**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Continue Implementation of Mill & Overlay and Full Depth Bituminous Removal & Replacement Program
- <> Worked on Pond testing - Seidls, Anderson & LeVander
- <> Worked on catchbasin, storm water collection repairs
- <> Reimplemented annual sidewalk repair program
- <> Designed and implemented work on Wakota Arena Parking Lot project
- <> Completed work on Water Booster Station & Reservoir project
- <> Worked on MCES Forcemain project on Hardman
- <> Worked on Danner's portion of the Levee re-establishment
- <> Worked with County on MRRT Trail into Inver Grove Heights
- <> Worked with County on South Concord Street Improvements and adjoining streets

**2011 OBJECTIVES**

- <> Continue Mill & Overlay, Bituminous Removal & Replacement and street reconstruction programs
- <> Continue Sidewalk repair program
- <> Continue work on Oak Park BRR Program
- <> Continue work on MCES Forcemain project
- <> Work on 18th Avenue South street reconstruction
- <> Continue pond testing at Seidls, Anderson and Levander
- <> Continue work with MCES on forcemain project
- <> Continue to work with County on South Concord Street improvements



	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	0.60	0.60	0.60	0.60	0.60
Supervisors	1.75	1.75	1.75	1.25	1.25
Technicians	2.00	1.00	1.00	1.00	1.00
Line staff	0.00	0.00	0.00	0.00	0.00
Clerical/support	0.50	0.50	0.50	0.50	0.50
<b>Total Staffing</b>	<b>4.85</b>	<b>3.85</b>	<b>3.85</b>	<b>3.35</b>	<b>3.35</b>
<b>WORK LOAD DATA</b>					
# of Projects:	24	12	8	15	15
\$ Amounts ( in millions)	3.0	2.1	5.3	2.0	2.2
Blocks of sts/alley rehabbed:	27	8	0	24	20
SF of concrete sidewalk repaired	12,000	1,000	1,000	5,000	5,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>ENGINEERING</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>3115</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	312,990	268,307	269,837	99,123	269,837	<b>238,065</b>	(31,772)	-11.77%
40102	Full-Time Employees Overtime	14,019	2,688	2,500	485	2,500	<b>2,500</b>	-	0.00%
40108	Accumulated Vacation	5,140	8,604	8,856	-	8,856	<b>8,856</b>	-	0.00%
40112	Service Recognition	-	-	-	2,519	-	-	-	0.00%
40120	Employers Cont. for Pensions	45,641	38,335	40,828	14,425	40,828	<b>36,350</b>	(4,478)	-10.97%
40130	Employer Paid Insurance	42,459	32,619	30,167	13,622	30,167	<b>30,358</b>	191	0.63%
40135	Retiree Paid Insurance Charge	16,036	9,713	9,713	4,001	9,713	<b>9,713</b>	-	0.00%
40140	Unemployment Comp Ins	-	7,220	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	2,663	2,512	2,588	1,099	2,588	<b>2,370</b>	(218)	-8.42%
40151	Workers Comp Deductible	2,308	383	1,000	2,492	1,000	<b>2,000</b>	1,000	100.00%
40170	Employer Contr to HCSP	6,528	5,269	4,895	734	4,895	<b>4,335</b>	(560)	-11.44%
40200	Office Supplies	3,185	1,842	3,500	1,492	3,500	<b>3,500</b>	-	0.00%
40210	Operating Supplies	304	215	250	75	250	<b>250</b>	-	0.00%
40240	Minor Equipment & Furnishings	118	427	1,000	10	1,000	<b>500</b>	(500)	-50.00%
40300	Professional Services	2,824	432	2,500	-	2,500	<b>2,150</b>	(350)	-14.00%
40320	Postage and Telephone	3,507	2,800	2,600	467	2,600	<b>2,600</b>	-	0.00%
40330	Conferences, Training, Travel	4,346	4,366	4,566	2,228	4,566	<b>5,566</b>	1,000	21.90%
40400	Repairs & Maint. (Contractual)	4,904	2,869	5,000	3,389	5,000	<b>5,000</b>	-	0.00%
40410	Central Garage Rental Charge	14,678	15,338	10,145	2,536	10,145	<b>10,084</b>	(61)	-0.60%
40433	Dues & Subscriptions	9,113	485	1,150	332	1,150	<b>1,150</b>	-	0.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
Total		<u>490,763</u>	<u>404,424</u>	<u>401,095</u>	<u>149,029</u>	<u>401,095</u>	<b><u>365,347</u></b>	<u>(35,748)</u>	<u>-8.91%</u>
SUMMARY BY CATEGORY									
	Personal Services	447,784	375,650	370,384	138,500	370,384	<b>334,547</b>	(35,837)	-9.68%
	Materials & Supplies	3,607	2,484	4,750	1,577	4,750	<b>4,250</b>	(500)	-10.53%
	Services & Other Charges	39,372	26,290	25,961	8,952	25,961	<b>26,550</b>	589	2.27%
	Capital Outlay	-	-	-	-	-	-	-	0.00%
	Transfers	-	-	-	-	-	-	-	0.00%
	Total	<u>490,763</u>	<u>404,424</u>	<u>401,095</u>	<u>149,029</u>	<u>401,095</u>	<b><u>365,347</u></b>	<u>(35,748)</u>	<u>-8.91%</u>

Dept. Code 3120

**Public Works  
2011 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
- <>

**2010 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
- <>
- <>
- <>

**2011 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 & implement re-organization of management

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	1.00	1.00	1.00
Technicians					
Line staff	7.00	6.00	6.00	6.00	6.00
Clerical/support	0.40	0.40	0.40	0.40	0.40
<b>Total Staffing</b>	<b>8.40</b>	<b>7.40</b>	<b>7.40</b>	<b>7.40</b>	<b>7.40</b>
<b>WORK LOAD DATA</b>					
Tons of salt/sand purchased	2,264	1,673	1,800	1,800	1,800
# of snow/ice events:	12	12	12	12	12
Tons of asphalt for patching	348	340	400	350	350
Miles of street & alley improved:	2.0	1.0	0.0	2.0	2.5

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PUBLIC WORKS</b>			DIVISION: <b>PUBLIC WORKS</b>				DEPT. CODE: <b>3120</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	400,389	374,422	379,701	138,477	371,195	<b>355,079</b>	(16,116)	-4.34%
40102	Full-Time Employees Overtime	21,641	21,946	17,500	6,518	17,500	<b>17,500</b>	-	0.00%
40108	Accumulated Vacation/Comp	6,995	7,170	7,170	-	11,252	-	(11,252)	-100.00%
40111	Severance	4,200	-	-	-	2,236	-	(2,236)	-100.00%
40120	Employers Cont. for Pensions	59,379	56,540	61,392	20,516	61,698	<b>55,516</b>	(6,182)	-10.02%
40130	Employer Paid Insurance	64,559	58,804	60,891	23,204	60,891	<b>61,261</b>	370	0.61%
40135	Retiree Paid Insurance Charge	-	16,685	7,697	9,630	7,697	<b>7,697</b>	-	0.00%
40150	Workers Comp Ins. Premium	24,814	25,629	26,463	11,235	26,463	<b>24,231</b>	(2,232)	-8.43%
40151	Workers Comp Deductible	6,274	2,973	2,500	1,975	2,500	<b>4,000</b>	1,500	60.00%
40170	Employer Contr to HCSP	11,807	577	600	231	600	<b>600</b>	-	0.00%
40200	Office Supplies	502	258	1,000	-	1,000	<b>1,000</b>	-	0.00%
40210	Operating Supplies	4,466	1,584	2,500	730	2,500	<b>2,000</b>	(500)	-20.00%
40220	Repair & Maintenance Supplies	164,978	126,289	140,000	82,090	140,000	<b>140,000</b>	-	0.00%
40221	Sealcoating & Tree Maintenance	55,798	61,105	82,500	-	82,500	<b>82,500</b>	-	0.00%
40240	Minor Equipment & Furnishings	4,372	-	-	-	-	-	-	0.00%
40300	Professional Services	5,154	3,126	5,000	848	5,000	<b>62,800</b>	57,800	1156.00%
40320	Postage and Telephone	7,654	7,483	8,000	2,749	8,000	<b>2,000</b>	(6,000)	-75.00%
40330	Conferences, Training, Travel	535	-	500	-	500	<b>500</b>	-	0.00%
40360	Property & Liability Insurance	24,410	24,910	25,877	15,015	27,030	<b>28,550</b>	1,520	5.62%
40380	Utility Service	186,596	28,836	30,000	10,682	30,000	<b>25,000</b>	(5,000)	-16.67%
40400	Repairs & Maint. (Contractual)	43,331	18,831	17,500	3,431	17,500	<b>17,500</b>	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	4,350	3,924	4,000	1,422	4,000	<b>4,000</b>	-	0.00%
40410	Central garage Rental Charge	254,467	269,724	269,724	67,431	269,724	<b>268,880</b>	(844)	-0.31%
40433	Dues & Subscriptions	585	600	650	-	650	<b>650</b>	-	0.00%
40438	Clothing Allowance	4,210	3,156	4,000	604	4,000	<b>4,000</b>	-	0.00%
40439	Ins Claims within Deductible	6,000	500	3,000	-	3,000	<b>3,000</b>	-	0.00%
40800	Interest/Finance Charge	-	2	-	-	-	-	-	0.00%
40580	Other Equipment	-	6,687	3,500	3,155	3,500	-	(3,500)	-100.00%
Total		1,367,466	1,121,761	1,161,665	399,943	1,160,936	<b>1,168,264</b>	7,328	0.63%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PUBLIC WORKS</b>	DIVISION: <b>PUBLIC WORKS</b>	DEPT. CODE: <b>3120</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%

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

Personal Services	600,058	564,746	563,914	211,786	562,032	<b>525,884</b>	(36,148)	-6.43%
Materials & Supplies	230,116	189,236	226,000	82,820	226,000	<b>225,500</b>	(500)	-0.22%
Services & Other Charges	537,292	361,092	368,251	102,182	369,404	<b>416,880</b>	47,476	12.85%
Capital Outlay	-	6,687	3,500	3,155	3,500	-	(3,500)	-100.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	1,367,466	1,121,761	1,161,665	399,943	1,160,936	<b>1,168,264</b>	7,328	0.63%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; RECREATION</b>				DIVISION: <b>PARK &amp; RECREATION</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
5000 33635	School District Six	\$ -	\$ -	\$ 18,679	\$ -	\$ 18,679	<b>\$ 18,813</b>	\$ 134	0.72%
5000 34720	Misc Revenue P&R	75	-	100	28	100	<b>100</b>	-	0.00%
5000 34721	Season Tickets	16,130	13,567	18,000	763	13,000	<b>14,000</b>	1,000	7.69%
5000 34731	Summer Programs	58,462	57,695	59,000	17,389	20,000	<b>22,000</b>	2,000	10.00%
5000 34733	Fall, Winter & Spring Programs	27,950	14,733	30,000	1,597	30,000	<b>16,000</b>	(14,000)	-46.67%
5000 34734	Parks Field Rental (Adults)	31,285	27,523	30,000	-	30,000	<b>30,000</b>	-	0.00%
5000 34735	Parks Facilities Rental	8,227	10,925	9,000	6,753	9,000	<b>9,000</b>	-	0.00%
5000 34736	Trip Fees Recreation Est. Fy 20	-	-	-	-	-	-	-	0.00%
5000 34737	Field Usage Fees (Youth Assoc.)	5,958	15,430	10,000	-	10,000	<b>10,000</b>	-	0.00%
5000 34738	Garden & Picnic Kit Rental	1,446	1,457	1,400	1,959	2,000	<b>1,400</b>	(600)	-30.00%
5000 34739	Kaposia Dog Area Membership	1,393	1,291	1,500	3,681	6,000	<b>4,000</b>	(2,000)	-33.33%
5000 34740	Disc Golf Admissions	-	-	-	1,308	30,000	<b>30,000</b>	-	0.00%
5000 36240	Other	-	3,220	-	-	-	<b>3,200</b>	3,200	100.00%
5000 36241	Cash Over/Short	-	542	-	-	-	-	-	0.00%
5201 34720	Misc Revenue P&R	-	424	-	-	-	-	-	0.00%
5207 34723	Splash Pool Admissions	22,433	18,178	15,500	-	15,500	<b>18,000</b>	2,500	16.13%
5207 34725	Splash Pool Concessions -Taxable	7,706	5,874	8,000	-	8,000	<b>8,000</b>	-	0.00%
5207 34726	Splash Pool Parties	1,066	901	800	-	800	<b>1,000</b>	200	25.00%
5207 34727	Splash Pool Swim Program	1,061	1,191	1,000	-	1,000	<b>1,000</b>	-	0.00%
5207 34733	Fall, Winter & Spring Programs	-	-	-	-	-	-	-	0.00%
5207 36241	Cash Over/Short	-	113	-	-	-	-	-	0.00%
5208 34722	Northview Pool Admissions	13,018	9,054	12,000	-	12,000	<b>10,000</b>	(2,000)	-16.67%
5208 34724	Northview Pool Concessions -Taxable	10,059	6,822	10,000	-	10,000	<b>10,000</b>	-	0.00%
5208 36241	Cash Over/Short	-	(6)	-	-	-	-	-	0.00%
5209 34731	Summer Programs	-	-	-	-	-	-	-	0.00%
5209 34733	Fall, Winter & Spring Programs	-	-	-	-	-	-	-	0.00%
5209 35232	Contributions from Lions Club	-	-	-	-	-	-	-	0.00%
5209 35233	Contributions from VFW #295	-	-	-	-	-	-	-	0.00%
		<u>206,269</u>	<u>188,934</u>	<u>224,979</u>	<u>33,478</u>	<u>216,079</u>	<u><b>206,513</b></u>	<u>(9,566)</u>	-4.43%

**Park and Rec Administration**  
**2011 BUDGET**  
Operational Fact Sheet

Dept. Code 5201

**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

**2010 ACCOMPLISHMENTS**

- <> Entered into an agreement with Fairway Flyerz to collect revenue at Kaposia Disc Golf Course
- <> Offered new and diverse programming including Going Green with Granny and Adult Leagues
- <> Expanded Parks and Recreation Advisory Commission Work Plan to include Dog Park events
- <> Increased revenue by requiring Off-Leash Dog Park membership
- <> Modified personnel practices involving seasonal and independent contractors

**2011 OBJECTIVES**

- <> Increase revenue while maintaining and reducing expenditures
- <> Evaluate fees and charges in cooperation with the Parks and Recreation Advisory Commission and City Council
- <> Explore and evaluate partnerships with community groups and organizations
- <> Evaluate marketing and advertising frequency and expenditures

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	1.60	2.00	2.00	2.00	2.00
Technicians					
Line staff					
Clerical/support	1.50	1.50	1.50	1.50	1.50
<b>Total Staffing</b>	<b>4.10</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

**WORK LOAD DATA**

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>		DIVISION: <b>PARK &amp; RECREATION</b>					DEPT. CODE: <b>5201</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	280,625	296,052	303,037	111,476	303,037	<b>257,224</b>	(45,813)	-15.12%
40102	Full-Time Employees Overtime	(62)	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	3,947	-	4,020	-	-	-	-	0.00%
40108	Accumulated Vacation/Comp	10,053	15,649	16,033	-	16,033	<b>16,033</b>	-	0.00%
40112	Service Recognition Award	2,994	3,352	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	40,623	42,673	47,052	17,005	47,052	<b>40,780</b>	(6,272)	-13.33%
40130	Employer Paid Insurance	22,383	20,847	20,809	8,514	20,809	<b>12,533</b>	(8,276)	-39.77%
40150	Workers Comp Ins. Premium	7,638	7,954	8,213	3,487	8,213	<b>7,521</b>	(692)	-8.43%
40151	Workers Comp Deductible	-	2,500	-	-	-	-	-	0.00%
40170	Employer Contr to HCSP	7,188	6,255	4,387	808	4,387	<b>3,943</b>	(444)	-10.12%
40200	Office Supplies	2,982	2,508	3,000	1,088	3,000	<b>3,000</b>	-	0.00%
40210	Operating Supplies	810	1,692	2,500	1,255	2,500	<b>2,000</b>	(500)	-20.00%
40220	Repair & Maintenance Supplies	161	-	-	-	-	-	-	0.00%
40230	Books, Materials & Periodicals	-	-	75	-	75	-	(75)	-100.00%
40240	Minor Equipment & Furnishings	985	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	5,010	5,213	5,328	1,655	5,328	<b>5,580</b>	252	4.73%
40330	Conferences, Training, Travel	4,589	1,946	3,140	760	3,140	<b>3,140</b>	-	0.00%
40340	Advertising	320	-	400	-	-	-	-	0.00%
40351	Brochure Publication	26,106	17,422	13,000	11,099	13,000	<b>10,100</b>	(2,900)	-22.31%
40400	Repairs & Maint. (Contractual)	5,083	6,762	6,300	691	6,300	<b>6,800</b>	500	7.94%
40412	Credit Card/ACH Fees	1	1,027	900	443	900	<b>800</b>	(100)	-11.11%
40433	Dues & Subscriptions	760	1,220	1,020	-	1,020	<b>1,100</b>	80	7.84%
40438	Clothing Allowance	159	-	-	-	-	-	-	0.00%
40800	Interest/Finance Charge	41	21	-	-	-	-	-	0.00%
	Total	422,396	433,093	439,214	158,281	434,794	<b>370,554</b>	(64,240)	-14.77%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARK &amp; REC ADMINISTRATION</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5201</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	375,389	395,282	403,551	141,290	399,531	338,034	(61,497)	-15.39%
Materials & Supplies	4,938	4,200	5,575	2,343	5,575	5,000	(575)	-10.31%
Services & Other Charges	42,069	33,611	30,088	14,648	29,688	27,520	(2,168)	-7.30%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	422,396	433,093	439,214	158,281	434,794	<b>370,554</b>	(64,240)	-14.77%

Dept. Code 5207

**Splash Pool**  
**2011 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: 12:30 - 7:00 p.m.
- <> Concession sales

**2010 ACCOMPLISHMENTS**

- <> Replaced signage to comply with MDH requirements
- <> Renovated concession area and storage to comply with MDH requirements
- <> Increased concession sales and revenue
- <> Painted interior of pool building

**2011 OBJECTIVES**

- <> Replace pool deck umbrellas
- <> Increase concession sales and revenue
- <> Plan potential mini-golf course in the area of the former McLain Pool
- <> Comply with MDH requirements and mechanical upgrades

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	12	12	12	12	12
Clerical/support					
<b>Total Staffing</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>WORK LOAD DATA</b>					
Uses: Avg Daily Attd x season	11,523	7,471	11,000	11,000	11,000
Seasons Tickets (both pools)	623	537	700	700	700
Employed (both pools)	24	24	24	24	24

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SPLASH POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5207</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	33,299	30,385	36,378	342	30,000	<b>32,878</b>	2,878	9.59%
40120	Employers Cont. for Pensions	2,836	2,824	2,783	45	2,295	<b>2,515</b>	220	9.59%
40150	Workers Comp Ins. Premium	2,480	2,585	2,669	1,133	2,669	<b>2,444</b>	(225)	-8.43%
40210	Operating Supplies	898	4,628	3,000	2,151	3,000	<b>3,000</b>	-	0.00%
40220	Repair & Maintenance Supplies	510	5,650	500	23	500	<b>500</b>	-	0.00%
40240	Minor Equipment & Furnishings	344	-	100	-	100	<b>100</b>	-	0.00%
40250	Merchandise for Resale	6,865	5,613	6,500	9	6,500	<b>6,000</b>	(500)	-7.69%
40350	Printing and Binding	-	-	-	-	-	-	-	0.00%
40380	Utility Service	17,194	11,160	17,000	1,190	17,000	<b>13,000</b>	(4,000)	-23.53%
40400	Repairs & Maint. (Contractual)	9,015	6,392	-	-	-	-	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	-	-	100	-	100	-	(100)	-100.00%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.00%
Total		73,441	69,237	69,030	4,893	62,164	<b>60,437</b>	(1,727)	-2.78%

<b>SUMMARY BY CATEGORY</b>
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Personal Services	38,615	35,794	41,830	1,520	34,964	<b>37,837</b>	2,873	8.22%
Materials & Supplies	8,617	15,891	10,100	2,183	10,100	<b>9,600</b>	(500)	-4.95%
Services & Other Charges	26,209	17,552	17,100	1,190	17,100	<b>13,000</b>	(4,100)	-23.98%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	73,441	69,237	69,030	4,893	62,164	<b>60,437</b>	(1,727)	-2.78%

Dept. Code 5208

**Northview Pool**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Increased pool attendance
- <> Increased concession offerings for increased revenue
- <> Replaced diving board stand
- <> Painted pool shell
- <> Renovated concession area and storage to comply with MDH requirements

**2011 OBJECTIVES**

- <> Increase concession sales and revenue
- <> Continue to partner with community groups to provide special events for the community
- <> Comply with MDH requirements and mechanical upgrades
- <> Continue to improve deck area and amenities for customers
- <> Evaluate long-term uses for wading pool area

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line staff	14	14	16	16	16
Clerical/support					
<b>Total Staffing</b>	<b>14</b>	<b>14</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>WORK LOAD DATA</b>					
Uses: Avg Daily Attd x season	8,802	5,716	9,000	9,000	9,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>NORTHVIEW POOL</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5208</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	33,827	27,337	36,378	342	30,000	<b>32,878</b>	2,878	9.59%
40106	Independent Contractor	72	-	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	2,731	2,496	2,783	45	2,295	<b>2,515</b>	220	9.59%
40150	Workers Comp Ins. Premium	2,577	2,688	2,775	1,178	2,775	<b>2,541</b>	(234)	-8.43%
40210	Operating Supplies	822	2,087	300	1,840	300	<b>300</b>	-	0.00%
40220	Repair & Maintenance Supplies	415	4,072	1,000	297	1,000	<b>1,000</b>	-	0.00%
40240	Minor Equipment & Furnishings	162	-	100	-	100	<b>100</b>	-	0.00%
40250	Merchandise for Resale	6,026	5,759	7,000	9	7,000	<b>6,000</b>	(1,000)	-14.29%
40320	Postage and Telephone	-	-	-	-	-	-	-	0.00%
40350	Printing and Binding	-	-	-	-	-	-	-	0.00%
40380	Utility Service	14,150	7,597	14,000	207	14,000	<b>9,000</b>	(5,000)	-35.71%
40400	Repairs & Maint. (Contractual)	2,264	1,136	-	-	-	-	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	-	-	-	-	-	-	-	0.00%
40439	Insurance claims within Deduct.	-	-	-	-	-	-	-	0.00%
40530	Improvements other than building	-	-	2,861	4,515	2,861	<b>500</b>	(2,361)	-82.52%
Total		63,046	53,172	67,197	8,433	60,331	<b>54,834</b>	(5,497)	-9.11%

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

Personal Services	39,207	32,521	41,936	1,565	35,070	<b>37,934</b>	2,864	8.17%
Materials & Supplies	7,425	11,918	8,400	2,146	8,400	<b>7,400</b>	(1,000)	-11.90%
Services & Other Charges	16,414	8,733	14,000	207	14,000	<b>9,000</b>	(5,000)	-35.71%
Capital Outlay	-	-	2,861	4,515	2,861	<b>500</b>	(2,361)	-82.52%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	63,046	53,172	67,197	8,433	60,331	<b>54,834</b>	(5,497)	-9.11%

## Recreation Programs

### 2011 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

#### 2010 ACCOMPLISHMENTS

<>

Increased fees and charges to generate revenue

<>

Increased online registration options

<>

Increased environmental programming

<>

Added sponsors for special events

#### 2011 OBJECTIVES

<>

Increase Adult Programming

<>

Increase fees to generate revenue

<>

Explore Adult Softball administration

<>

Partner with surrounding communities to offer additional sport leagues and camps

	ACTUAL 2008	ACTUAL 2009	ESTIMATE 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Technicians					
Line Staff (Seasonal)	100	100	100	100	100
Clerical/support					
<b>Total Staffing</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>WORK LOAD DATA</b>					
Recreation programs	256	239	275	275	275
Recreation program users	14,800	13,900	15,000	15,000	15,000
Youth Football players	363	374	375	375	375
Shelter rentals	70	67	75	75	75
Kaposia	39	39	45	45	45
Lorraine	31	28	30	30	30
Pavilion rentals	30	41	70	70	70
Seasonal staff	65	65	65	65	65
Volunteer coaches	90	90	90	90	90

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>RECREATION PROGRAMS</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5209</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	32,105	28,066	65,400	72	32,000	<b>24,300</b>	(7,700)	-24.06%
40106	Independent Contractor	29,332	26,831	1,600	-	-	<b>1,600</b>	1,600	100.00%
40120	Employers Cont. for Pensions	2,514	2,050	5,003	6	2,448	<b>2,448</b>	-	0.00%
40150	Workers Comp Ins. Premium	3,973	4,144	4,279	1,817	4,279	<b>3,918</b>	(361)	-8.44%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40210	Operating Supplies	28,925	26,550	29,000	2,117	29,000	<b>26,700</b>	(2,300)	-7.93%
40230	Books, Materials & Periodicals	-	-	-	-	-	-	-	0.00%
40320	Postage and Telephone	518	181	-	-	-	-	-	0.00%
40340	Advertising	-	-	-	-	-	-	-	0.00%
40410	Central garage Rental Charge	5,531	5,780	5,780	1,445	5,780	<b>5,780</b>	-	0.00%
40433	Dues and Subscriptions	310	-	-	-	-	-	-	0.00%
40452	Trips & Tours	6,636	4,673	6,000	428	6,000	<b>6,000</b>	-	0.00%
40461	Senior Citizens Program	-	-	-	-	-	-	-	0.00%
Total		109,844	98,275	117,062	5,885	79,507	<b>70,746</b>	(8,761)	-11.02%

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

Personal Services	67,924	61,091	76,282	1,895	38,727	<b>32,266</b>	(6,461)	-16.68%
Materials & Supplies	28,925	26,550	29,000	2,117	29,000	<b>26,700</b>	(2,300)	-7.93%
Services & Other Charges	12,995	10,634	11,780	1,873	11,780	<b>11,780</b>	-	0.00%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	109,844	98,275	117,062	5,885	79,507	<b>70,746</b>	(8,761)	-11.02%

Dept. Code 5214

**Parks Maintenance**  
**2011 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

**2010 ACCOMPLISHMENTS**

- <> Installed Veterans Memorial at Veterans Field
- <> Painted Northview Pool Shell
- <> Renovated roof at Northview Pool
- <> Installed five memorial benches and eight memorial bricks
- <> Remodeled restrooms at Kaposia Park Pavilion

**2011 OBJECTIVES**

- <> Continue exterior building renovation with painting and replacement of fixtures
- <> Renovate kitchen area at Kaposia Park Pavilion
- <> Improve disc golf course erosion and landscaping
- <> Improve low-maintenance landscaping and plantings system-wide

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	0.33	0.33	0.33	0.33	0.33
Line staff	2.5	2.5	2.5	2.5	2.5
Clerical/support	0.1	0.1	0.1	0.1	0.1
Seasonal Employees	10	10	10	10	10
<b>Total Staffing</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>	<b>12.93</b>
<b>WORK LOAD DATA</b>					
Supervised Rinks	4	4	4	4	4
Rinks maintained (daily)	9	9	9	9	9
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)	5	5	5	5	5
Picnic shelter/pavilion reservations	100	125	125	125	125
Pools maintained (daily)	2	2	2	2	2
Athletic Fields Maint. for games	1617	1600	1600	1600	1600
Tournament Maint. Total	10	10	10	10	10

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARKS MAINTENANCE</b>		DIVISION: <b>PARK &amp; RECREATION</b>					DEPT. CODE: <b>5214</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	142,807	149,526	148,579	45,859	145,730	<b>133,938</b>	(11,792)	-8.09%
40102	Full-Time Employees Overtime	9,610	3,903	4,500	722	4,500	<b>4,000</b>	(500)	-11.11%
40104	Temporary Employees Regular	59,638	43,597	50,000	12,904	50,000	<b>50,000</b>	-	0.00%
40108	Accumulated Vacation	1,089	2,438	2,438	-	6,961	-	(6,961)	-100.00%
40112	Service Recognition	-	-	-	1,268	311	-	(311)	-100.00%
40120	Employers Cont. for Pensions	25,514	24,992	27,550	7,638	26,979	<b>24,312</b>	(2,667)	-9.89%
40130	Employer Paid Insurance	22,644	23,990	23,660	4,677	24,328	<b>23,213</b>	(1,115)	-4.58%
40135	Retiree Paid Insurance Charge	7,704	6,419	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	7,505	7,927	8,189	3,477	8,189	<b>7,498</b>	(691)	-8.44%
40170	Employer Contr to HCSP	204	196	204	78	204	-	(204)	-100.00%
40220	Repair & Maintenance Supplies	67,125	40,469	37,500	4,005	37,500	<b>37,500</b>	-	0.00%
40240	Minor Equipment & Furnishings	13,552	2,559	3,300	250	3,300	<b>3,300</b>	-	0.00%
40320	Postage and Telephone	835	824	1,000	269	1,000	<b>900</b>	(100)	-10.00%
40330	Conferences, Training, Travel	12	-	-	-	-	-	-	0.00%
40360	Property & Liability Insurance	19,816	20,218	21,007	10,971	21,943	<b>23,177</b>	1,234	5.62%
40380	Utility Service	18,213	8,808	18,000	3,040	18,000	<b>10,000</b>	(8,000)	-44.44%
40400	Repairs & Maint. (Contractual)	33,368	34,612	24,000	5,199	24,000	<b>24,000</b>	-	0.00%
40409	Cont. Serv/Refuse & Sanitation	19,112	15,100	19,000	1,798	19,000	<b>16,000</b>	(3,000)	-15.79%
40410	Central garage Rental Charge	61,181	64,267	69,461	17,365	69,461	<b>69,455</b>	(6)	-0.01%
40411	Other Rentals	4,457	3,597	4,000	1,810	4,000	<b>4,000</b>	-	0.00%
40433	Dues & Subscriptions	212	35	-	-	-	-	-	0.00%
40438	Clothing Allowance	1,046	867	1,000	108	1,000	<b>1,000</b>	-	0.00%
40439	Ins Claims within Deductible	-	548	-	-	-	-	-	0.00%
40800	Interest/Finance Charge	7	43	-	-	-	-	-	0.00%
	Total	515,651	454,935	463,388	121,438	466,406	<b>432,293</b>	(34,113)	-7.31%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>PARKS MAINTENANCE</b>	DIVISION: <b>PARK &amp; RECREATION</b>	DEPT. CODE: <b>5214</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	276,715	262,988	265,120	76,623	267,202	<b>242,961</b>	(24,241)	-9.07%
Materials & Supplies	80,677	43,028	40,800	4,255	40,800	<b>40,800</b>	-	0.00%
Services & Other Charges	158,259	148,919	157,468	40,560	158,404	<b>148,532</b>	(9,872)	-6.23%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Debt Service	-	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	-	0.00%
Total	515,651	454,935	463,388	121,438	466,406	<b>432,293</b>	(34,113)	-7.31%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>				DIVISION: <b>LIBRARY</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
5500 31010	Current Ad Valorem Taxes	591,825	566,312	600,363	-	600,363	<b>585,715</b>	(14,648)	-2.4%
5500 31020	Delinquent Ad Valorem Taxes	15,406	15,811	-	-	-	-	-	0.0%
5500 31030	Mobile Home Tax	92	90	-	-	-	-	-	0.0%
5500 31910	Penalties & Int On Ad Val Tax	921	1,038	-	-	-	-	-	0.0%
5500 33160	Federal Grants - Other	-	-	-	1,950	-	-	-	0.0%
5500 35103	Library Fines	6,668	11,700	6,500	3,838	6,500	<b>9,000</b>	2,500	38.5%
5500 35150	Library Rental Fees	4,011	5,296	4,000	1,884	4,000	<b>5,000</b>	1,000	25.0%
5500 35230	Cont. & Don. Fr Private Source	200	170	2,450	-	2,450	<b>1,800</b>	(650)	-26.5%
5500 36240	Other	1,593	2,345	1,500	941	1,500	<b>2,000</b>	500	33.3%
	<b>Total Revenues</b>	<u>620,716</u>	<u>602,762</u>	<u>614,813</u>	<u>8,613</u>	<u>614,813</u>	<u>603,515</u>	<u>(11,298)</u>	-1.8%
	<b>Total Expenditures</b>	<u>645,308</u>	<u>610,802</u>	<u>614,813</u>	<u>205,730</u>	<u>622,528</u>	<u>603,515</u>	<u>(19,013)</u>	-3.1%
	<b>Surplus (deficit)</b>	<u>(24,592)</u>	<u>(8,040)</u>	<u>-</u>	<u>(197,117)</u>	<u>(7,715)</u>	<u>-</u>	<u>7,715</u>	
5500 39200	Interfund Operating Transfers In/(Out)	1,220	8,040	-	197,117	7,715	-		

Dept. Code 213-5500

**Library**  
**2011 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
- <>
- <>
- <>

**2010 ACCOMPLISHMENTS**

- <> Completed inventory and weeding in fiction collection
- <> Interviewed and hired new children's librarian
- <> Introduced public to new catalog searching "Aquabrowser"
- <> Introduced new audio book format "Playaways"
- <> Revised job description to reflect changes in staffing and responsibilities
- <> Planned programs using Legacy funds
- <> Ordered and installed new computers made possible through the Gates Online Hardware Grant

**2011 OBJECTIVES**

- <> Prepare for and train for installation of new ILS "Symphony"
- <> Complete Phase 2 of Gates Online Hardware Grant
- <> Transition to new Library Director
- <> Increase outreach to schools and day care centers

	<b>ACTUAL 2007</b>	<b>ACTUAL 2008</b>	<b>ESTIMATE 2009</b>	<b>PROPOSED 2010</b>	<b>PROJECTED 2011</b>
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors	2.00	2.00	2.00	2.00	2.00
Technicians	4.00	4.00	4.00	1.00	1.00
Line staff				2.00	2.00
Clerical/support	1.00	1.00	1.00	2.00	2.00
<b>Total Staffing</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>WORK LOAD DATA</b>					
Charged circulation (usage)	132,800	140,493	140,216	140,000	140,000
Interlibrary loans to other libraries	37,091	45,584	54,402	55,000	55,000
Inventory of (books, periodicals, etc)	90,000	90,000	90,000	90,000	90,000
Children enrolled in the summer reading program	659	594	532	550	550
Public internet use (hrs)	8,273	9,714	11,703	12,000	13,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>			DIVISION: <b>LIBRARY</b>				DEPT. CODE: <b>213-5500</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	348,947	328,270	325,261	116,761	321,693	<b>286,890</b>	(34,803)	-10.82%
40102	Full-Time Employees Overtime	-	-	-	-	-	-	-	0.00%
40104	Temporary Employees Regular	7,306	7,666	7,500	2,998	7,500	<b>7,500</b>	-	0.00%
40108	Accumulated Vacation	1,399	-	-	3,652	11,628	-	(11,628)	-100.00%
40111	Severance	4,800	-	-	3,150	4,650	-	(4,650)	-100.00%
40120	Employers Cont. for Pensions	49,558	46,209	48,730	17,145	48,457	<b>43,865</b>	(4,592)	-9.48%
40130	Employer Paid Insurance	50,113	46,733	45,977	17,905	45,977	<b>35,750</b>	(10,227)	-22.24%
40135	Retiree Paid Insurance Charge	-	7,697	7,697	5,289	7,697	<b>25,107</b>	17,410	226.19%
40150	Workers Comp Ins. Premium	1,814	1,893	1,954	830	1,954	<b>1,789</b>	(165)	-8.44%
40151	Workers Comp Deductible	-	-	-	-	-	-	-	0.00%
40200	Office Supplies	4,658	3,994	4,000	1,482	4,000	<b>4,000</b>	-	0.00%
40210	Operating Supplies	1,233	1,368	1,200	209	1,200	<b>1,200</b>	-	0.00%
40220	Repair & Maintenance Supplies	540	465	600	389	600	<b>600</b>	-	0.00%
40230	Books, Materials & Periodicals	75,890	80,233	78,000	25,763	78,000	<b>78,000</b>	-	0.00%
40240	Minor Equipment & Furnishings	4,408	4,174	6,000	1,134	6,000	<b>4,000</b>	(2,000)	-33.33%
40320	Postage and Telephone	404	258	400	-	400	<b>1,612</b>	1,212	303.00%
40330	Conferences, Training, Travel	647	481	775	-	775	<b>775</b>	-	0.00%
40350	Printing and Binding	1,728	7,048	2,000	731	2,000	<b>4,500</b>	2,500	125.00%
40360	Property & Liability Insurance	9,006	9,189	9,547	4,986	9,973	<b>10,533</b>	560	5.62%
40380	Utility Service	17,536	15,213	22,000	5,964	16,000	<b>20,000</b>	4,000	25.00%
40400	Repairs & Maint. (Contractual)	2,932	6,288	9,024	3,167	9,024	<b>9,024</b>	-	0.00%
40404	2% Administration Fee	-	12,100	-	3,100	12,400	<b>12,400</b>	-	0.00%
40405	Other Contractual Services	23,981	24,276	26,500	8,771	26,500	<b>26,500</b>	-	0.00%
40408	Copier Maintenance Agreement	1,682	1,765	2,000	784	2,000	<b>2,000</b>	-	0.00%
40409	Cont. Serv/Refus & Sanitation	418	377	600	126	600	<b>500</b>	(100)	-16.67%
40430	Miscellaneous	2,885	3,073	3,500	795	3,500	<b>3,000</b>	(500)	-14.29%
40433	Dues & Subscriptions	10	-	-	-	-	-	-	0.00%
40472	Honeywell Contract Maint.	3,995	2,032	-	-	-	-	-	0.00%
40485	Emergencies & Contingencies	-	-	11,548	-	-	<b>23,970</b>	23,970	100.00%
40720	Operating Transfer	29,418	-	-	-	-	-	-	0.00%
	Total	<u>645,308</u>	<u>610,802</u>	<u>614,813</u>	<u>225,131</u>	<u>622,528</u>	<b><u>603,515</u></b>	<u>(19,013)</u>	<u>-3.05%</u>

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>LIBRARY</b>	DIVISION: <b>LIBRARY</b>	DEPT. CODE: <b>213-5500</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%

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

Personal Services	463,937	438,468	437,119	167,730	449,556	<b>400,901</b>	(48,655)	-10.82%
Materials & Supplies	86,729	90,234	89,800	28,977	89,800	<b>87,800</b>	(2,000)	-2.23%
Services & Other Charges	65,224	82,100	87,894	28,424	83,172	<b>114,814</b>	31,642	38.04%
Capital Outlay	-	-	-	-	-	-	-	0.00%
Transfers	29,418	-	-	-	-	-	-	0.00%
Total	645,308	610,802	614,813	225,131	622,528	<b>603,515</b>	(19,013)	-3.05%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
SPECIAL LEVY: BONDED INDEBTEDNESS

ACCT NO.	ACCOUNT DESCRIPTION	FINAL MATURITY DATE	2008 BUDGET	2009 BUDGET	CURRENT YEAR		2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
					2010 BUDGET	2010 REVISED		\$	%
<b>REVENUES</b>									
31010	Current Ad Valorem Taxes		<u>720,198</u>	<u>725,464</u>	<u>565,739</u>	565,739	<u>652,719</u>	<u>86,980</u>	15.37%
<b>EXPENDITURES</b>									
340	G.O. Improvement Bonds, Series 1994A	8/1/2009	64,300	66,500	<b>61,620</b>	61,620	-	(61,620)	-100.00%
316	G.O. Refunding Park Bonds, Series 1995B	2/1/2010	92,600	99,000	<b>92,408</b>	92,408	-	(92,408)	-100.00%
327/356	G. O. Bonds, Series 2000/G.O. Refund Series 2007B	2/1/2021	193,142	193,772	<b>194,402</b>	194,402	<b>194,402</b>	0	0.00%
353	G.O. Capital Improvement Bonds, Series 2006A	2/1/2027	294,949	294,739	<b>293,689</b>	293,689	<b>292,849</b>	(840)	-0.29%
355	G.O. Public Safety Revenue Bonds, Series 2007	2/1/2014	75,207	71,453	<b>77,648</b>	77,648	<b>77,648</b>	0	0.00%
357	G.O. Capital Improvement Bonds, Series 2008	2/1/2030	-	-	-	-	<b>5,169</b>	5,169	100.00%
	Cap Equip Lease Rev Bonds - 2010A	12/15/2019	-	-	-	-	<b>82,651</b>	82,651	100.00%
	Total		<u>720,198</u>	<u>725,464</u>	<u>719,767</u>	<u>719,767</u>	<u>652,719</u>	<u>(67,048)</u>	-9.32%

CITY OF SOUTH ST PAUL  
2011 BUDGET

**CENTRAL SQUARE COMMUNITY CENTER  
SUMMARY**

	ACTUAL 2008	ACTUAL 2009	2010 BUDGET	REVISED 2010	2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11 \$ %	
<b>Revenues</b>	\$ 222,648	\$ 216,606	\$ 210,500	\$ 210,500	\$ 226,250	\$ 15,750	7.5%
<b>Expenditures</b>							
Operational	184,624	168,246	199,802	199,802	221,964	22,162	11.1%
Capital Outlay	-	-	41,000	41,000	60,000	19,000	46.3%
<b>Total</b>	<u>184,624</u>	<u>168,246</u>	<u>240,802</u>	<u>240,802</u>	<u>281,964</u>	<u>41,162</u>	
Operational Surplus/(deficit)	38,024	48,360	10,698	10,698	4,286	(6,412)	-59.9%
"Capital Funds" contribution	-	-	(41,000)	(41,000)	(60,000)	(19,000)	0.0%
<b>Change in Fund Balance</b>	<u>38,024</u>	<u>48,360</u>	<u>(30,302)</u>	<u>(30,302)</u>	<u>(55,714)</u>	<u>(25,412)</u>	0.0%
<b>Year End Fund Balance**</b>	<u>120,028</u>	<u>168,388</u>	<u>138,086</u>	<u>138,086</u>	<u>82,372</u>		

\*\* Per management agreement - fund balance is considered "Capital Funds"

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL SQUARE</b>				DIVISION: <b>PARK &amp; RECREATION</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
5250 34600	Memberships	126,220	131,044	122,000	67,130	122,000	<b>136,000</b>	14,000	11.48%
5250 34605	Daily Admissions	-	195	-	28	-	-	-	0.00%
5250 34610	Programming	76,124	72,484	76,000	38,227	76,000	<b>76,000</b>	-	0.00%
5250 34620	Open Swim	5,760	6,396	6,000	2,216	6,000	<b>6,000</b>	-	0.00%
5250 34630	Room Rental	6,724	1,150	6,000	501	6,000	<b>3,000</b>	(3,000)	-50.00%
5250 34690	Miscellaneous	430	241	500	5	500	<b>250</b>	(250)	-50.00%
5250 34720	Miscellaneous	-	-	-	-	-	-	-	0.00%
5250 34813	Vending	53	-	-	-	-	-	-	0.00%
5250 35230	Cont. & Don. Fr Private Source	-	-	-	-	-	-	-	0.00%
5250 36210	Interest Earnings	7,337	5,096	-	-	-	<b>5,000</b>	5,000	100.00%
		<u>222,648</u>	<u>216,606</u>	<u>210,500</u>	<u>108,107</u>	<u>210,500</u>	<b><u>226,250</u></b>	<u>15,750</u>	7.48%

Dept. Code 250-5250

**Central Square**  
**2011 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

**2010 ACCOMPLISHMENTS**

- <> Purchased and installed new Activity Room HDTV and LCD Projector
- <> Updated cable television to digital
- <> Improved showers in locker room area with privacy partitions
- <> Offered Customer Appreciation Days
- <> Updated Audio/Visual Components in Centennial Room South

**2011 OBJECTIVES**

- <> Replacement of original Lobby and Centennial Room Furniture
- <> Replacement of original strength equipment (Phase One)
- <> Expand teen programming and offers
- <> Technology: Update building surveillance and security. Explore building-wide Wi-Fi offering

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads					
Technicians					
Clerical/support				0.5	0.5
Temporary	6	6	6	6	6
<b>Total Staffing</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.5</b>	<b>6.5</b>
<b>WORK LOAD DATA</b>					
Memberships	733	827	750	800	850
Activites and Classes offered	489	910	500	500	500
Meeting Room users	569	479	500	500	500

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL SQUARE</b>		DIVISION: <b>CENTRAL SQUARE</b>					DEPT. CODE: <b>250-5250</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	-	-	26,000	-	26,000	<b>50,017</b>	24,017	92.37%
40104	Temporary Employees Regular	86,024	80,630	103,937	41,365	103,937	<b>100,437</b>	(3,500)	-3.37%
40106	Independent Contractor	27,898	30,634	-	-	-	-	-	0.00%
40120	Employers Cont. for Pensions	9,906	11,299	11,695	5,238	11,695	<b>15,404</b>	3,709	31.71%
40140	Unemployment Comp. Ins. Prem.	-	967	-	-	-	-	-	0.00%
40150	Workers Comp Ins. Premium	1,908	2,001	2,056	873	2,056	<b>1,882</b>	(174)	-8.46%
40210	Operating Supplies	4,806	7,679	15,000	1,429	15,000	<b>19,060</b>	4,060	27.07%
40240	Minor Equipment & Furnishings	31,395	5,042	2,300	-	2,300	<b>3,000</b>	700	30.43%
40250	Merchandise for Resale	-	90	-	-	-	-	-	0.00%
40320	Postage and Telephone	126	164	800	-	800	<b>800</b>	-	0.00%
40340	Advertising	2,856	3,729	3,900	287	3,900	<b>3,900</b>	-	0.00%
40350	Printing and Binding	-	-	200	-	200	<b>200</b>	-	0.00%
40351	Quarterly Brochure Publication	-	-	9,250	-	9,250	<b>2,600</b>	(6,650)	-71.89%
40400	Repairs & Maint. (Contractual)	183	3,080	2,000	595	2,000	<b>2,000</b>	-	0.00%
40411	Other Rentals	19,522	20,953	20,964	10,477	20,964	<b>20,964</b>	-	0.00%
40412	Credit Card/ACH Fees	-	1,978	1,700	881	1,700	<b>1,700</b>	-	0.00%
40560	Building Fixtures & Improvement	-	-	41,000	1,873	41,000	<b>48,000</b>	7,000	17.07%
40580	Other Equipment	-	-	-	-	-	<b>12,000</b>		100.00%
Total		184,624	168,246	240,802	63,018	240,802	<b>281,964</b>	29,162	12.11%
<b>SUMMARY BY CATEGORY</b>									
		125,736	125,531	143,688	47,476	143,688	<b>167,740</b>	24,052	16.74%
Personal Services		36,201	12,811	17,300	1,429	17,300	<b>22,060</b>	4,760	27.51%
Materials & Supplies		22,687	29,904	38,814	12,240	38,814	<b>32,164</b>	(6,650)	-17.13%
Services & Other Charges		0	0	41,000	1,873	41,000	<b>60,000</b>	7,000	17.07%
Capital Outlay		0	0	0	0	0	<b>0</b>	0	0.00%
Debt Service		0	0	0	0	0	<b>0</b>	0	0.00%
Transfers		0	0	0	0	0	<b>0</b>	0	0.00%
Total		184,624	168,246	240,802	63,018	240,802	<b>281,964</b>	29,162	12.11%

CITY OF SOUTH ST PAUL  
2011 BUDGET

**WAKOTA ARENA SPECIAL REVENUE FUND**

ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	BUDGET 2011	BUDGET CHANGE 10 REVISED TO 11 \$ %	
<b>REVENUES:</b>							
Charges for Arena Ice Services	730,146	732,410	796,320	628,560	<b>700,230</b>	71,670	11.4%
Other (Annex Rent, Donations)	68,204	70,250	72,358	72,358	<b>74,528</b>	2,170	3.0%
Operating Transfers	200,000	175,000	175,000	175,000	<b>175,000</b>	0	0.0%
Capital Transfers	221,260	0	0	302,500	<b>0</b>	(302,500)	-100.0%
Total Revenues	1,219,610	977,660	1,043,678	1,178,418	<b>949,758</b>	(228,660)	-19.4%
<b>EXPENDITURES:</b>							
Operations	778,054	700,346	725,022	648,558	<b>732,788</b>	84,230	13.0%
Capital Outlay	221,260	13,858	180,000	360,000	<b>83,000</b>	(277,000)	-76.9%
Interest Expense (Debt Service)	30,007	19,634	23,000	23,000	<b>23,000</b>	0	0.0%
Bond Payments (transfer out)	160,453	162,353	165,628	165,628	<b>161,728</b>	(3,900)	-2.4%
Operating Transfer	0	0	0	0	<b>0</b>	0	0.0%
Total Expenditures	1,189,774	896,191	1,093,650	1,197,186	<b>1,000,516</b>	(196,670)	-16.4%
Net Change in Fund Balance	29,836	81,469	(49,972)	(18,768)	<b>(50,758)</b>		
<b>Cash and Invest. (Internal Loan)</b>	(390,780)	(309,311)	(359,283)	(328,079)	<b>(378,837)</b>		

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 REVENUE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>				DIVISION: <b>WAKOTA ARENA</b>					
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
5127 34101	Rent	68,204	70,250	72,358	72,357	72,358	<b>74,528</b>	2,170	3.0%
5127 34801	Ice Rentals-Fall & Winter	390,195	391,710	444,870	250,412	421,000	<b>411,180</b>	(9,820)	-2.3%
5127 34802	Ice Rentals-Summer	148,605	161,836	178,250	56,158	83,400	<b>131,500</b>	48,100	57.7%
5127 34803	Ice Rentals-Other (Identify)	-	-	3,000	-	-	-	-	0.0%
5127 34804	Ticket Sales For Games	54,146	44,433	38,000	10,659	16,700	<b>36,000</b>	19,300	115.6%
5127 34805	Public Skating	15,659	13,808	14,000	4,903	9,900	<b>9,500</b>	(400)	-4.0%
5127 34806	Figure Skating	12,067	9,462	8,000	351	2,660	<b>7,000</b>	4,340	163.2%
5127 34807	Concession Sales	94,477	98,182	94,000	38,633	81,000	<b>90,000</b>	9,000	11.1%
5127 34809	Skate Shop-Rental-Lease	7,200	7,700	7,200	4,804	7,200	<b>7,200</b>	-	0.0%
5127 34810	Dry Floor	-	-	-	-	-	-	-	0.0%
5127 34811	Sign Rental	(479)	239	3,000	1,500	1,500	<b>3,000</b>	1,500	100.0%
5127 34813	Vending	7,076	4,574	6,000	2,874	5,200	<b>4,850</b>	(350)	-6.7%
5127 34814	Other	1,200	466	-	-	-	-	-	0.0%
5127 35230	Cont. & Don. Fr Private Source	-	-	-	-	-	-	-	0.0%
5127 35232	Contributions from Lions Club	-	-	-	100	-	-	-	0.0%
5127 36240	Other	-	-	-	100	-	-	-	0.0%
5127 36241	Cash Over/Short	-	-	-	1	-	-	-	0.0%
5127 39200	Interfund Operating Transfers	200,000	175,000	175,000	87,500	175,000	175,000	-	0.0%
5127 39200	Interfund Capital Transfers	221,260	-	-	-	302,500	-	(302,500)	-100.0%
	<b>Total Revenues</b>	<u>1,219,610</u>	<u>977,660</u>	<u>1,043,678</u>	<u>530,352</u>	<u>1,178,418</u>	<u><b>949,758</b></u>	<u>(228,660)</u>	<u>-19.4%</u>

Dept. Code 243-5127

**Wakota Arena**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Completed extensive painting project through arena
- <> Sold over 3,700 hours of Ice
- <> Held 3 Special Events ( Halloween Skate, Silver Skate Races.....)
- <> Hired assistant arena manager
- Awarded \$100,000 no match energy efficiency grant to replace lighting through the facility

**2011 OBJECTIVES**

- <> Increase Sign Sales
- <> Continue arena improvements and upgrades
- <> Increase Ice sales
- Continue to reduce expences

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>PROPOSED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors	1.00	1.00	2.00	2.00	2.00
Technicians					
Line staff	0.50	0.50	0.50	0.50	0.50
Clerical/support					
<b>Total Staffing</b>	<b>1.50</b>	<b>1.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>WORK LOAD DATA</b>					
Hours of ice rented	3,723	3,717	3,685	3,700	3,700
Varsity and JV Games	116	104	104	108	108

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>		DIVISION: <b>WAKOTA ARENA</b>					DEPT. CODE: <b>243-5127</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	74,356	77,063	80,890	58,271	94,443	<b>103,901</b>	9,458	10.0%
40102	Full-Time Employees Overtime	-	70	600	-	-	-	-	0.0%
40104	Temporary Employees Regular	156,114	143,472	100,000	73,401	114,000	<b>115,000</b>	1,000	0.9%
40106	Independent Contractor	14,342	5,563	5,500	-	-	-	-	0.0%
40108	Accumulated Vacation	6,509	8,930	1,702	-	2,667	<b>3,588</b>	921	34.5%
40112	Service Recognition	-	1,284	-	-	-	-	-	0.0%
40120	Employers Cont. for Pensions	27,118	27,135	19,749	16,602	22,241	<b>24,807</b>	2,566	11.5%
40130	Employer Paid Insurance	16,735	11,888	15,878	10,939	18,090	<b>22,361</b>	4,271	23.6%
40135	Retiree Paid Insurance Charge	-	1,514	10,119	4,546	10,119	<b>10,119</b>	-	0.0%
40140	Unemployment Comp. Ins Prem.	815	5,152	1,800	1,802	2,500	<b>2,000</b>	(500)	-20.0%
40150	Workers Comp Ins. Premium	4,269	4,394	4,598	2,903	4,598	<b>4,210</b>	(388)	-8.4%
40151	Workers Comp Deductible	59	-	2,000	107	500	<b>500</b>	-	0.0%
40170	Employer Contr to HCSP	600	614	600	606	2,600	<b>3,682</b>	1,082	41.6%
40200	Office Supplies	895	808	1,100	296	1,100	<b>1,200</b>	100	9.1%
40210	Operating Supplies	34	15	-	-	-	-	-	0.0%
40220	Repair & Maintenance Supplies	74,022	48,537	48,000	30,688	54,000	<b>54,520</b>	520	1.0%
40240	Minor Equipment & Furnishings	-	1,808	4,305	6,400	7,000	<b>5,885</b>	(1,115)	-15.9%
40250	Merchandise for Resale	55,371	55,623	48,000	28,820	48,000	<b>48,000</b>	-	0.0%
40300	Professional Services	4,295	4,225	2,500	5,400	6,700	<b>6,800</b>	100	1.5%
40320	Postage and Telephone	25	55	150	530	650	<b>5,945</b>	5,295	814.6%
40330	Conferences, Training, Travel	714	959	900	355	1,300	<b>1,300</b>	-	0.0%
40340	Advertising	547	471	275	74	275	<b>750</b>	475	172.7%
40360	Property & Liability Insurance	10,840	11,061	11,492	9,003	12,004	<b>12,679</b>	675	5.6%
40380	Utility Service	195,248	173,781	186,930	84,346	144,300	<b>168,300</b>	24,000	16.6%
40400	Repairs & Maint. (Contractual)	83,472	58,160	62,500	35,902	45,000	<b>52,000</b>	7,000	15.6%
40403	Internal Labor Charge	-	-	-	-	-	<b>20,657</b>	20,657	100.0%
40404	2% Administration Fee	15,000	15,000	16,300	8,150	16,300	<b>16,100</b>	(200)	-1.2%
40408	Copier Maintenance Agreement	719	622	940	171	600	<b>516</b>	1,200	200.0%
40409	Cont. Serv/Refus & Sanitation	1,513	2,027	2,000	1,004	2,000	<b>2,000</b>	-	0.0%
40410	Central Garage Rental Charge	9,699	10,136	10,136	5,068	10,136	<b>17,500</b>	7,364	72.7%
40433	Dues & Subscriptions	690	821	600	527	600	<b>800</b>	200	33.3%
40438	Clothing Allowance	-	2,771	400	-	400	<b>1,500</b>	1,100	275.0%
40439	Ins Claims within Deductible	-	1,106	-	-	-	-	-	0.0%
40451	Refund & Reimbursements	1,416	1,909	2,000	-	2,000	<b>1,000</b>	(1,000)	-50.0%
40453	Remittance of Rev/Other Agency	-	-	-	-	-	-	-	0.0%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WAKOTA ARENA</b>	DIVISION: <b>WAKOTA ARENA</b>	DEPT. CODE: <b>243-5127</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40472	Honeywell Contract Maint.	22,637	23,372	24,435	17,966	24,435	<b>25,168</b>	733	3.0%
40485	Emergencies and Contingency	-	-	58,623	-	-	-	-	0.0%
40520	Buildings and Structures	221,260	-	-	-	-	-	-	0.0%
40530	Improvements other than Bldgs	-	-	180,000	129,214	302,000	-	(302,000)	-100.0%
40560	Building Fixtures and Imprvmts	-	13,858	-	-	14,000	<b>45,000</b>	31,000	221.4%
40580	Other Equipment	-	-	-	-	44,000	<b>38,000</b>	(6,000)	-13.6%
40612	Interest Expense	30,007	19,634	23,000	-	23,000	<b>23,000</b>	-	0.0%
40720	Operating Transfer (Debt Service)	160,453	162,353	165,628	-	165,628	<b>161,728</b>	(3,900)	-2.4%
Total		<u>1,189,774</u>	<u>896,191</u>	<u>1,093,650</u>	<u>533,091</u>	<u>1,197,186</u>	<b><u>1,000,516</u></b>	<u>(195,386)</u>	<u>-16.3%</u>

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

Personal Services	300,917	287,079	243,436	169,177	271,758	<b>290,168</b>	18,410	6.8%
Materials & Supplies	130,322	106,791	101,405	66,204	110,100	<b>109,605</b>	587	0.5%
Services & Other Charges	346,815	306,476	380,181	168,496	266,700	<b>333,015</b>	67,599	25.3%
Capital Outlay	221,260	13,858	180,000	129,214	360,000	<b>83,000</b>	(277,000)	-76.9%
Debt Service (Interest expense)	30,007	19,634	23,000	-	23,000	<b>23,000</b>	-	0.0%
Transfers (Debt Service)	160,453	162,353	165,628	-	165,628	<b>161,728</b>	(3,900)	-2.4%
Total	<u>1,189,774</u>	<u>896,191</u>	<u>1,093,650</u>	<u>533,091</u>	<u>1,197,186</u>	<b><u>1,000,516</u></b>	<u>(194,304)</u>	<u>-16.2%</u>

CITY OF SOUTH ST PAUL  
2011 BUDGET

**AIRPORT SPECIAL REVENUE FUND**

ACCOUNT DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 REVISED	<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11 \$ %	
<b>REVENUES:</b>							
State Grants and Aids	118,635	29,269	29,259	29,269	<b>29,269</b>	0	0.0%
Charges for Services	995,505	809,929	1,056,551	972,104	<b>1,012,190</b>	40,086	3.8%
Contribution and Donation	0	0	0	0	<b>41,200</b>	41,200	0.0%
Other	2,610	15,484	2,620	8,526	<b>3,500</b>	(5,026)	-191.8%
Operating Transfers	0	0	0	0	<b>0</b>	0	0.0%
Total Revenues	<u>1,116,750</u>	<u>854,682</u>	<u>1,088,430</u>	<u>1,009,899</u>	<b><u>1,086,159</u></b>	<u>76,260</u>	7.0%
<b>EXPENDITURES:</b>							
Personal Services	140,924	160,658	162,949	147,925	<b>159,371</b>	11,446	7.0%
Materials & Supplies	673,814	470,163	554,855	557,399	<b>586,352</b>	28,953	5.2%
Services & Other Charges	142,755	131,846	156,868	158,802	<b>173,845</b>	15,043	9.6%
Capital Outlay	11,275	0	8,700	7,200	<b>0</b>	(7,200)	-82.8%
Debt Service	109,508	74,066	128,696	68,696	<b>68,696</b>	0	0.0%
Operating Transfers	0	0	28,500	28,500	<b>32,400</b>	3,900	13.7%
Total Expenditures	<u>1,078,276</u>	<u>836,733</u>	<u>1,040,568</u>	<u>968,522</u>	<b><u>1,020,664</u></b>	<u>52,142</u>	5.0%
Net Change in Fund Balance	<u>38,474</u>	<u>17,949</u>	<u>47,862</u>	<u>41,377</u>	<b><u>65,495</u></b>	<u>24,118</u>	
<b>Cash and Invest. (Internal Loan)</b>	(1,143,162)	(1,125,213)	(1,077,351)	(1,083,836)	(1,018,341)		

Dept. Code 245-9020

**Airport**  
**2011 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
- <>
- <>
- <>

**2010 ACCOMPLISHMENTS**

- <> Completed 1st Phase of Obstruction Removal Program
- <> Begin Administrative Phase 2 of Obstruction Program
- <> Received Approved Transportation Security Administration Security Plan for Fleming Field
- <> Assist City Planner to Develop Exterior Building Standards for the Airport
- <>
- <>

**2011 OBJECTIVES**

- <> Develop Long Term Capital Improvement Plan in Conjunction with Finance Department
- <> Begin FAA required Environmental Assessment on Phase III Obstruction removal (Homes or alternatives) and Airport Layout Plan
- <>

	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads	1.00	1.00	1.00	1.00	1.00
Supervisors					
Technicians					
Line staff	1.00	1.00	1.00	2.00	2.00
Clerical/support					
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>
<b>WORK LOAD DATA</b>					
Gallons of fuel sold	171,385	161,088	165,000	172,000	176,500
aircraft operations	52,865	53,808	54,980	57,200	57,200
# of based aircraft at SSP	239	241	249	252	255

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>AIRPORT</b>		DIVISION: <b>AIRPORT</b>					DEPT. CODE: <b>245-9020</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	82,764	81,159	82,283	52,209	82,283	<b>71,156</b>	(11,127)	-13.5%
40102	Full-Time Employees Overtime	93	165	1,313	23	23	-	(23)	-100.0%
40104	Temporary Employees Regular	26,100	39,079	41,755	23,480	29,680	<b>23,835</b>	(5,845)	-19.7%
40108	Accumulated Vacation/Comp	2,431	6,155	6,448	-	6,448	<b>7,170</b>	722	11.2%
40112	Service Recognition	-	4,001	-	-	-	-	-	0.0%
40120	Employers Cont. for Pensions	12,737	14,961	16,294	9,827	15,465	<b>12,974</b>	(2,491)	-16.1%
40130	Employer Paid Insurance	13,889	9,815	11,768	6,343	10,938	<b>11,260</b>	322	2.9%
40140	Unemployment Comp Ins	-	18	-	-	-	-	-	0.0%
40150	Workers Comp Ins. Premium	2,310	1,871	2,488	1,571	2,488	<b>2,278</b>	(210)	-8.4%
40151	Workers Comp Deductible	-	588	-	-	-	-	-	0.0%
40170	Employer Contr to HCSP	600	2,846	600	392	600	<b>660</b>	60	10.0%
40200	Office Supplies	2,045	1,117	1,200	513	713	<b>1,050</b>	337	47.3%
40220	Repair & Maintenance Supplies	44,115	41,057	38,000	21,419	32,592	<b>34,000</b>	1,408	4.3%
40230	Books, Materials & Periodicals	18	-	48	-	-	-	-	0.0%
40240	Minor Equipment & Furnishings	1,104	6,302	1,150	1,243	1,150	<b>650</b>	(500)	-43.5%
40250	Merchandise for Resale	626,451	421,687	514,457	363,613	522,944	<b>550,652</b>	27,708	5.3%
40300	Professional Services	8,979	3,133	6,900	12,658	17,165	<b>2,900</b>	(14,265)	-83.1%
40320	Postage and Telephone	4,028	3,999	4,000	2,641	3,860	<b>4,060</b>	200	5.2%
40330	Conferences, Training, Travel	651	155	1,880	523	1,023	<b>600</b>	(423)	-41.3%
40340	Advertising	5,088	2,720	4,520	1,986	4,520	<b>5,184</b>	664	14.7%
40360	Property & Liability Insurance	46,442	47,385	49,233	38,570	51,427	<b>54,318</b>	2,891	5.6%
40380	Utility Service	18,853	25,832	16,550	14,027	18,430	<b>18,980</b>	550	3.0%
40400	Repairs & Maint. (Contractual)	42,571	30,851	45,000	12,048	32,400	<b>36,000</b>	3,600	11.1%
40403	Internal Labor Charge	-	-	-	-	-	<b>20,657</b>	20,657	100.0%
40404	2% Administration Fee	6,000	6,000	19,100	9,550	19,100	<b>20,899</b>	1,799	9.4%
40409	Cont. Serv/Refus & Sanitation	1,030	551	528	244	528	<b>540</b>	12	2.3%
40410	Central Garage Rental Charge	7,988	8,347	8,347	4,174	8,347	<b>8,597</b>	250	3.0%
40430	Miscellaneous	-	103	-	-	-	-	-	0.0%
40433	Dues & Subscriptions	370	2,705	360	1,527	1,527	<b>360</b>	(1,167)	-76.4%
40453	Remittance of Rev/Other Agency	755	40	450	-	450	<b>750</b>	300	66.7%
40484	Non-Recurring Cost	-	25	-	25	25	-	(25)	-100.0%
40530	Impr. Other Than Buildings	11,275	-	-	-	-	-	-	0.0%
40580	Other Equipment	-	-	8,700	-	7,200	-	(7,200)	-100.0%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>AIRPORT</b>		DIVISION: <b>AIRPORT</b>					DEPT. CODE: <b>245-9020</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40602	Other Long-Term Debt-Principal	37,549	37,549	38,696	21,904	38,696	<b>38,696</b>	-	0.0%
40612	Interest Expense	71,959	36,517	90,000	30,000	30,000	<b>30,000</b>	-	0.0%
40719	Transfer Out	-	-	28,500	-	28,500	<b>32,400</b>	3,900	13.7%
	Total	<u>1,078,195</u>	<u>836,733</u>	<u>1,040,568</u>	<u>665,072</u>	<u>968,522</u>	<b>990,626</b>	<u>22,104</u>	<u>2.3%</u>
SUMMARY BY CATEGORY									
	Personal Services	140,924	160,658	162,949	93,845	147,925	<b>129,333</b>	(18,592)	-12.6%
	Materials & Supplies	673,733	470,163	554,855	399,446	557,399	<b>586,352</b>	28,953	5.2%
	Services & Other Charges	142,755	131,846	156,868	110,631	158,802	<b>173,845</b>	15,043	9.5%
	Capital Outlay	11,275	-	8,700	21,904	7,200	-	(7,200)	-100.0%
	Debt Service	109,508	74,066	128,696	73,808	68,696	<b>68,696</b>	-	0.0%
	Transfers	-	-	28,500	-	28,500	<b>32,400</b>	3,900	13.7%
	Total	<u>1,078,195</u>	<u>836,733</u>	<u>1,040,568</u>	<u>699,634</u>	<u>968,522</u>	<b>990,626</b>	<u>22,104</u>	<u>2.3%</u>

CITY OF SOUTH ST PAUL  
2011 BUDGET

**AIRPORT CAPITAL IMPROVEMENT FUND**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	2010 BUDGET	2010 REVISED	ACTUAL 8/31/10	<b>2011 BUDGET</b>	BUDGET CHANGE 10 TO 11	
								\$	%
<b>REVENUES:</b>									
33160	Federal Grants	199,111	180,278	150,000	246,693	246,249	<b>150,000</b>	0	0.0%
334xx	State Grants	108,956	31,598	49,000	41,300	0	<b>58,100</b>	9,100	18.6%
33630	Local Government Grants & Aid	0	0	0	0	0	<b>0</b>	0	0.0%
39101	User Improvement Fees	0	0	180,000	48,993	40,284	<b>98,042</b>	(81,958)	-45.5%
	Other Revenue	0	0	0	1,464	1,464	<b>0</b>	0	0.0%
	Hangar Loan from State (0%)	0	0	0	0	0	<b>0</b>	0	0.0%
	Transfer In (Airport operating fund)	0	0	28,500	28,500	0	<b>32,400</b>	3,900	0.0%
	Total Revenues	<u>308,067</u>	<u>211,876</u>	<u>407,500</u>	<u>366,950</u>	<u>287,997</u>	<b><u>338,542</u></b>	<u>(68,958)</u>	
<b>EXPENDITURES:</b>									
402xx	Materials & Supplies	0	0	0	0	0	<b>0</b>	0	0.0%
403xx	Services & Other Charges	54,677	219,345	227,500	79,786	23,786	<b>157,500</b>	(70,000)	0.0%
40510	Land	0	0	0	0	0	<b>0</b>	0	0.0%
40520	Buildings & Structures	0	0	0	0	0	<b>0</b>	0	0.0%
40530	Improvement Other than Bldgs.	447,397	2,909	0	59,000	0	<b>70,000</b>	70,000	0.0%
40550	Motor Vehicles	0	0	0	0	0	<b>0</b>	0	0.0%
405xx	Other Equipment	0	0	0	0	0	<b>13,000</b>	13,000	0.0%
40602	Other Long Term Debt - Principle	0	0	0	0	0	<b>0</b>	0	0.0%
40612	Interest Expense	43,333	29,212	35,000	30,000	30,000	30,000	(5,000)	0.0%
40720	Operating Transfer	0	0	0	0	0	<b>0</b>	0	0.0%
	Total Expenditures	<u>545,407</u>	<u>251,466</u>	<u>262,500</u>	<u>168,786</u>	<u>53,786</u>	<b><u>270,500</u></b>	<u>8,000</u>	
	Net Change in Fund Balance	<u>(237,340)</u>	<u>(39,590)</u>	<u>145,000</u>	<u>198,164</u>	<u>234,211</u>	<b><u>68,042</u></b>	<u>(76,958)</u>	
	Cash and Invest. (Internal Loan)	(876,407)	(915,997)	(770,997)	(717,833)	(681,786)	(649,791)		

## Airport Capital Improvement Grants 2011

Project	Cost of Project	State Grant	FAA Grant	Net Cost to City	
				Improvement fees	Operating Fund (Transfer In)
Environment Assessment and Airport Layout Plan (Required by FAA)	\$ 157,500		\$ 150,000		\$ 7,500
Asphalt Maintenance Crack Seal & Slurry Seal	\$ 70,000	\$ 49,000			\$ 21,000
Loader Tires	\$ 13,000	\$ 9,100			\$ 3,900
<b>Total</b>	<b>\$ 240,500</b>	<b>\$ 58,100</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 32,400</b>

CITY OF SOUTH ST PAUL  
2011 FINANCIAL PLAN

**Storm Water Enterprise Fund**

ACTIVITY DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR		2011 FINANCIAL PLAN	FIN. PLAN CHANGE 10 TO 11	
			2010 FIN. PLAN	2010 REVISED		\$	%
<b>Revenue:</b>							
Revenue - 2 % increase	382,512	382,512	363,700	362,700	<b>366,616</b>	2,916	0.8%
Total Revenues	<u>382,512</u>	<u>382,512</u>	<u>363,700</u>	<u>362,700</u>	<u><b>366,616</b></u>	<u>2,916</u>	0.8%
<b>Expenditures:</b>							
Operating	89,566	117,027	47,950	66,050	<b>69,850</b>	21,900	45.7%
Capital	-	-	400,000	50,000	<b>170,000</b>	(230,000)	-57.5%
Total Expenditures	<u>89,566</u>	<u>117,027</u>	<u>447,950</u>	<u>116,050</u>	<u><b>239,850</b></u>	<u>(208,100)</u>	-46.5%
<b>Other Financing Sources/(Uses)</b>							
Operating transfer	-	(40,000)	(40,000)	(40,000)	<b>(40,000)</b>	0	0.0%
Fund balance transfer to Capital Improvement Program	(19,599)	(13,331)	(170,000)	(251,000)	<b>(446,000)</b>	-276,000	0.0%
Total Other Financing Sources/(Uses)	<u>(19,599)</u>	<u>(53,331)</u>	<u>(210,000)</u>	<u>(291,000)</u>	<u><b>(486,000)</b></u>	<u>276,000</u>	0.0%
Net Surplus (Deficit)	<u>273,347</u>	<u>212,154</u>	<u>(294,250)</u>	<u>(44,350)</u>	<u>(359,234)</u>	<u>(64,984)</u>	
END OF YEAR CASH & INVESTMENTS BALANCE	<u>202,779</u>	<u>414,933</u>	<u>120,683</u>	<u>370,583</u>	<u><b>11,349</b></u>		

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 REVENUE LINE ITEM DETAIL

DIVISION: **STORM WATER UTILITY**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 Budget	Actual 8/31/2010	2010 REVISED		\$	%
0000 33630	State Grants and Aids	77	226,400	-	-	-	-	-	0.0%
0000 34814	Other - (Southview Pond) reimb	-	-	-	-	-	-	-	0.0%
0000 36210	Interest Earnings	39,009	17,979	25,000	-	16,000	<b>13,000</b>	(3,000)	-18.8%
0000 37501	Single Family Residential	191,261	190,849	190,000	78,714	190,000	<b>193,800</b>	3,800	2.0%
0000 37502	Multi-Family Residential	15,278	15,582	15,000	6,152	15,000	<b>15,300</b>	300	2.0%
0000 37503	Commercial	41,040	44,158	40,000	18,426	45,000	<b>45,900</b>	900	2.0%
0000 37504	Industrial	75,694	72,417	75,000	33,323	75,000	<b>76,500</b>	1,500	2.0%
0000 37505	Churches, Private School, Cmtry	3,935	4,022	3,900	1,520	4,000	<b>4,080</b>	80	2.0%
0000 37506	Airport Hangars	3,821	3,950	3,800	2,033	4,000	<b>4,182</b>	182	4.6%
0000 37507	Vacant Developable Land	6,734	7,743	6,000	3,501	7,700	<b>7,854</b>	154	2.0%
0000 37560	Penalties	5,663	6,052	5,000	4,321	6,000	<b>6,000</b>	-	0.0%
		382,512	589,152	363,700	147,990	362,700	<b>366,616</b>	3,916	1.1%
<b>SUMMARY BY CATEGORY</b>									
Interest Earnings		39,009	17,979	25,000	-	16,000	<b>13,000</b>	(3,000)	-18.8%
Miscellaneous Revenue		77	226,400	-	-	-	-	-	0.0%
Water Revenue		337,763	338,721	333,700	143,669	340,700	<b>347,616</b>	6,916	2.0%
Sewer Revenue		5,663	6,052	5,000	4,321	6,000	<b>6,000</b>	-	0.0%
Total		382,512	589,152	363,700	147,990	362,700	<b>366,616</b>	3,916	1.1%
Operating		382,435	362,752	363,700	147,990	362,700	366,616	3,916	1.1%
Capital - State Grants and Aids		77	226,400	-	0	-	-	-	0.0%
Total		382,512	589,152	363,700	147,990	362,700	366,616	3,916	1.1%

Dept. Code 610-9500

**Storm Water Sewer  
2011 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
- <>
- <>

**2010 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
- <> Rehabilitated Poplar Street storm sewer system in advance of South Concord Street project
- <> Implemented Anderson Pond/Southview Pond improvements with WSP as per feasibility report
- <> Began Floodwall/levee recertification
- <> Continue participation in WMO
- <> Began pond testing with Met Council
- <>
- <>

**2011 OBJECTIVES**

- <> Continue all activities related to NPDES permit from MPCA and annual report
- <> Continue storm sewer upgrades as part of annual street rehabilitation program
- <> Continue storm sewer upgrades as part of annual street rehabilitation program and CSAH 56 project
- <> Implement Floodwall/levee recertification
- <> Continue participation in WMO
- <> Continue pond testing with Met Council



	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	2007	2008	2009	2010	2011

**STAFFING**

- Dept. Heads
- Supervisors
- Line Staff
- Clerical/support
- Total Staffing**

**WORK LOAD DATA**

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>STORM WATER</b>		DIVISION: <b>STORM WATER UTILITY</b>					DEPT. CODE: <b>610-9500</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40200	Office Supplies	-	-	-	16	-	-	-	0.0%
40220	Repair & Maintenance Supplies	-	-	-	981	2,000	<b>2,000</b>	-	0.0%
40300	Professional Services	89,301	10,183	10,000	4,457	10,000	<b>10,000</b>	-	0.0%
40380	Utility Services	-	2,620	2,000	7,384	10,000	<b>10,000</b>	-	0.0%
40400	Repairs & Maint. (Contractual)	255	95,906	27,600	15,130	27,600	<b>32,600</b>	5,000	18.1%
40404	2% Administration Fee	-	-	-	4,050	8,100	<b>6,900</b>	(1,200)	-14.8%
40433	Dues and Subscriptions	-	8,318	8,350	8,318	8,350	<b>8,350</b>	-	0.0%
40491	Disposal of Fixed Assets	10	-	-	-	-	-	-	0.0%
40530	Improvements Other than Bldgs	-	-	400,000	18,123	50,000	<b>170,000</b>	120,000	240.0%
40719	Transfer To Capital Project Fund	19,599	13,331	170,000	-	211,000	<b>446,000</b>	235,000	111.4%
40720	Operating Transfers	-	40,000	40,000	20,000	40,000	<b>40,000</b>	-	0.0%
Total		<u>109,165</u>	<u>170,358</u>	<u>657,950</u>	<u>78,459</u>	<u>367,050</u>	<b><u>725,850</u></b>	<u>358,800</u>	97.8%

SUMMARY BY CATEGORY

Materials & Supplies	-	-	-	16	-	-	-	-	0.0%
Services & Other Charges	89,566	117,027	47,950	40,336	66,050	69,850	69,850	3,800	5.8%
Capital Outlay	-	-	400,000	18,123	50,000	170,000	170,000	120,000	240.0%
Transfers	19,599	53,331	210,000	20,000	251,000	486,000	486,000	235,000	93.6%
Total	<u>109,165</u>	<u>170,358</u>	<u>657,950</u>	<u>78,475</u>	<u>367,050</u>	<u>725,850</u>	<u>725,850</u>	<u>358,800</u>	97.8%
Operating	89,556	157,027	87,950	60,336	106,050	109,850	109,850	3,800	3.6%
Capital	19,599	13,331	570,000	18,123	261,000	616,000	616,000	355,000	136.0%
Total	<u>109,155</u>	<u>170,358</u>	<u>657,950</u>	<u>78,459</u>	<u>367,050</u>	<u>725,850</u>	<u>725,850</u>	<u>358,800</u>	97.8%

CITY OF SOUTH ST PAUL  
2011 FINANCIAL PLAN

**Street Light Enterprise Fund**

ACTIVITY DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR		BUDGET 2011	BUDGET CHANGE 10 TO 11	
			2010 FIN. PLAN	2010 REVISED		\$	%
<b>Revenue:</b>							
Revenue	-	204,363	213,700	212,100	<b>210,000</b>	-3,700	-1.7%
Total Revenues	-	204,363	213,700	212,100	<b>210,000</b>	-3,700	
<b>Expenditures:</b>							
Operating	-	168,199	184,000	178,100	<b>188,100</b>	4,100	
Capital	-	-	-	-	-	0	0.0%
Total Expenditures	-	168,199	184,000	178,100	<b>188,100</b>	4,100	
<b>Other Financing Sources/(Uses)</b>							
Operating transfer	-	(20,000)	(20,000)	(20,000)	<b>(20,000)</b>	0	0.0%
Fund balance transfer to Capital Improvement Program	-	-	-	-	-	0	0.0%
Total Other Financing Sources/(Uses)	-	(20,000)	(20,000)	(20,000)	<b>(20,000)</b>	0	
Net Surplus (Deficit)	0	16,164	9,700	14,000	1,900	(7,800)	
END OF YEAR CASH & INVESTMENTS BALANCE	0	16,164	25,864	30,164	<b>27,764</b>		

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
REVENUE LINE ITEM DETAIL

DIVISION: **STREET LIGHT UTILITY**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 Budget	Actual 8/31/2010	2010 REVISED		\$	%
0000 33400	State Grants and Aids	-	-	-	-	-	-	-	0.0%
0000 36210	Interest Earnings	-	-	10,000	-	6,000	<b>5,000</b>	(1,000)	-16.7%
0000 37501	Single Family Residential	-	138,248	144,000	56,968	138,000	<b>138,000</b>	-	0.0%
0000 37502	Multi-Family Residential	-	19,858	19,200	8,224	19,800	<b>19,800</b>	-	0.0%
0000 37503	Commercial	-	33,076	29,000	14,399	33,000	<b>33,000</b>	-	0.0%
0000 37504	Industrial	-	1,582	1,600	791	1,600	<b>1,600</b>	-	0.0%
0000 37505	Churches, Private School	-	1,912	1,900	725	1,900	<b>1,900</b>	-	0.0%
0000 37506	Airport Hangars	-	3,291	2,000	1,690	3,300	<b>3,400</b>	100	3.0%
0000 37507	Vacant Developable Land	-	-	-	-	-	-	-	0.0%
0000 37508	Duplexes	-	4,398	4,500	1,953	4,500	<b>4,500</b>	-	0.0%
0000 37560	Penalties	-	1,998	1,500	2,863	4,000	<b>2,800</b>	(1,200)	-30.0%
		-	204,363	213,700	87,613	212,100	<b>210,000</b>	(2,100)	-1.0%
<b>SUMMARY BY CATEGORY</b>									
	Intergovernmental revenue	-	-	-	-	-	-	-	0.0%
	Interest Earnings	-	-	10,000	-	6,000	<b>5,000</b>	(1,000)	-16.7%
	Street Light Revenue	-	204,363	203,700	87,613	206,100	<b>205,000</b>	(1,100)	-0.5%
	Total	-	204,363	213,700	87,613	212,100	<b>210,000</b>	(2,100)	-1.0%
	Operating	-	204,363	213,700	87,613	212,100	<b>210,000</b>	(2,100)	-1.0%
	Capital - State Grants and Aids	-	-	-	-	-	-	-	0.0%
	Total	-	204,363	213,700	87,613	212,100	<b>210,000</b>	(2,100)	-1.0%

Dept. Code 615-9600

**Street Light**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Begin South Concord Street Lighting System
- <> Continue upgraded signal system on TH 156
- <> Added signal and lights at 7th Avenue & I-494
- <> Added lights at roundabouts on Wentworth
- <> Added signal and lights at Thompson Ave & TH 52
- <>
- <>
- <>

**2011 OBJECTIVES**

- <> Install new lighting system on South Concord Street
- <> Study replacement lighting on Concord Exchange
- <> Upgrade another signal system on TH 156
- <> Repair electrical system on Grand Gateway
- <>
- <>



	ACTUAL 2007	ACTUAL 2008	ESTIMATE 2009	PROPOSED 2010	PROJECTED 2011
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Line Staff					
Clerical/support					
<b>Total Staffing</b>					

**WORK LOAD DATA**

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>STREET LIGHT</b>		DIVISION: <b>STREET LIGHT UTILITY</b>					DEPT. CODE: <b>615-9600</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11		
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%	
40220	Repair & Maintenance Supplies	-	-	-	-	-	-	-	0.0%	
40240	Minor Equipment & Furnishings	-	-	5,000	-	5,000	<b>5,000</b>	-	0.0%	
40300	Professional Services	-	55	-	-	-	-	-	0.0%	
40380	Utility Service	-	165,780	165,000	90,898	165,000	<b>165,000</b>	-	0.0%	
40340	Advertising	-	-	-	-	-	-	-	0.0%	
40400	Repairs & Maint. (Contractual)	-	1,405	4,000	907	4,000	<b>4,000</b>	-	0.0%	
40404	2% Administration Fee	-	-	-	-	4,100	<b>4,100</b>	-	0.0%	
40433	Dues and Subscriptions	-	-	-	-	-	-	-	0.0%	
40800	Interest/Finance Charge	-	959	-	-	-	-	-	0.0%	
40530	Improvements Other than Bldgs	-	-	10,000	-	-	<b>10,000</b>	10,000	100.0%	
40719	Transfer To Capital Project Fund	-	-	-	-	-	-	-	0.0%	
40720	Operating Transfers	-	20,000	20,000	10,000	20,000	<b>20,000</b>	-	0.0%	
Total		-	188,199	204,000	101,805	198,100	<b>208,100</b>	10,000	5.0%	

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

Materials & Supplies	-	-	5,000	-	5,000	5,000	-	0.0%
Services & Other Charges	-	168,199	169,000	91,805	173,100	173,100	-	0.0%
Capital Outlay	-	-	10,000	-	-	10,000	10,000	100.0%
Transfers	-	20,000	20,000	10,000	20,000	20,000	-	0.0%
Total	-	188,199	204,000	101,805	198,100	208,100	10,000	5.0%
Operating	-	188,199	194,000	101,805	198,100	198,100	-	0.0%
Capital	-	-	10,000	-	-	10,000	10,000	100.0%
Total	-	188,199	204,000	101,805	198,100	208,100	10,000	5.0%

CITY OF SOUTH ST PAUL  
2011 FINANCIAL PLAN

## Water and Sewer Enterprise Fund

ACTIVITY DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR		BUDGET 2011	FIN. PLAN CHANGE 10 TO 11	
			2010 Budget	2010 Revised		\$	%
<b>WATER:</b>							
Revenue (includes 1/2 Interest & Misc Revenue)	1,383,093	1,344,711	1,286,450	1,339,550	<b>1,536,088</b>	249,638	19.4%
Expense (includes 1/2 of Utility Admin)	<u>890,684</u>	<u>1,000,886</u>	<u>1,313,451</u>	<u>1,174,357</u>	<b>937,006</b>	<u>(376,445)</u>	-28.7%
Water Income (Loss)	<u>492,409</u>	<u>343,825</u>	<u>(27,001)</u>	165,193	<b>599,082</b>	<u>626,083</u>	
<b>SEWER:</b>							
Revenue (includes 1/2 Interest & Misc Revenue)	3,502,747	4,667,078	3,228,900	3,374,400	<b>3,438,488</b>	209,588	6.5%
Expense (includes 1/2 of Utility Admin)	<u>2,844,852</u>	<u>2,729,743</u>	<u>3,101,211</u>	<u>3,075,789</u>	<b>2,944,103</b>	<u>(157,108)</u>	-5.1%
Sewer Income (Loss)	<u>657,895</u>	<u>1,937,335</u>	<u>127,689</u>	298,611	<b>494,385</b>	<u>366,696</u>	
<b>OTHER:</b>							
Operating transfer	(100,000)	(1,700,000)	(100,000)	(100,000)	<b>(100,000)</b>	0	0.0%
Transfer of SAC proceeds	0	0	0	0	<b>0</b>	0	0.0%
Fund balance transfer to Capital Improvement Program	<u>(25,454)</u>	<u>(20,157)</u>	<u>(715,000)</u>	<u>(715,000)</u>	<b>(1,092,000)</b>	<u>(377,000)</u>	0.0%
<b>TOTAL SURPLUS (DEFICIT)</b>	<u><u>1,024,850</u></u>	<u><u>561,003</u></u>	<u><u>(714,312)</u></u>	<u><u>(351,196)</u></u>	<b><u>(98,533)</u></b>	<u><u>615,779</u></u>	
<b>END OF YEAR CASH &amp; INVESTMENTS BALANCE</b>	<u><u>1,680,772</u></u>	<u><u>2,241,775</u></u>	<u><u>1,527,463</u></u>	<u><u>1,890,579</u></u>	<b><u>1,792,046</u></b>		

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
REVENUE LINE ITEM DETAIL

DIVISION: WATER & SEWER									
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 Budget	Actual 8/31/2010	2010 REVISED		\$	%
9320 34952	Bad Check Charge	435	465	300	225	300	<b>476</b>	176	58.7%
9320 36102	Prepayments At County	-	-	-	-	-	-	-	0.0%
9320 36103	Current Installments	-	-	-	-	-	-	-	0.0%
9320 36104	Delinquent Installments	-	-	-	-	-	-	-	0.0%
9320 36106	Penalties And Interest	5,720	5,923	8,000	3,749	8,000	<b>8,000</b>	-	0.0%
9320 36210	Interest Earnings	149,148	117,741	35,000	-	100,000	<b>90,000</b>	(10,000)	-10.0%
9320 36240	Other	4,632	1,848	500	-	500	<b>500</b>	-	0.0%
9320 36241	Cash Over/Short	-	-	-	-	-	-	-	0.0%
9400 37110	General Customer-Water	515,814	524,246	535,500	173,314	515,000	<b>579,375</b>	64,375	12.5%
9400 37120	Heavy Industries-Water	245,216	220,519	200,000	119,129	240,000	<b>324,000</b>	84,000	35.0%
9400 37130	Commercial Customer Water	134,541	136,680	125,000	45,929	125,000	<b>140,625</b>	15,625	12.5%
9400 37131	Commercial Water No Tax	92,926	91,469	99,800	36,017	99,800	<b>112,275</b>	12,475	12.5%
9400 37150	Water Meter & Conn Permit	12,278	3,713	8,000	-	4,000	<b>4,000</b>	-	0.0%
9400 37151	Water Service Charges	202,712	202,507	201,000	83,994	201,000	<b>226,125</b>	25,125	12.5%
9400 37155	Water Surcharge	43,535	43,526	42,000	18,033	42,000	<b>42,000</b>	-	0.0%
9400 37160	Penalties-Water	48,763	50,343	45,000	19,687	45,000	<b>45,000</b>	-	0.0%
9400 37170	Other-Water	526	-	4,000	-	4,000	<b>4,000</b>	-	0.0%
9400 37171	Hydrant Rent	1,200	1,050	750	1,350	1,350	<b>1,200</b>	(150)	-11.1%
9400 37172	Miscellaneous Charges-Water	5,614	7,669	3,500	6,178	8,000	<b>8,000</b>	-	0.0%
9450 37210	General Customer-Sewer	1,900,057	1,866,440	1,850,000	736,995	1,850,000	<b>1,924,000</b>	74,000	4.0%
9450 37220	Heavy Industries-Sewer	1,308,636	1,173,271	1,140,000	623,044	1,300,000	<b>1,415,000</b>	115,000	8.8%
9450 37270	Sac Charges	165,288	1,514,000	172,000	-	120,000	-	(120,000)	-100.0%
9450 37272	Miscellaneous Charges-Sewer	-	-	-	-	-	-	-	0.0%
9450 37360	Penalties-Sewer	48,799	50,379	45,000	19,720	50,000	<b>50,000</b>	-	0.0%
		4,885,840	6,011,789	4,515,350	1,887,364	4,713,950	<b>4,974,576</b>	260,626	5.5%

<b>SUMMARY BY CATEGORY</b>
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Interest Earnings	149,148	117,741	35,000	-	100,000	<b>90,000</b>	(10,000)	-10.0%
Miscellaneous Revenue	10,787	8,236	8,800	3,974	8,800	<b>8,976</b>	176	2.0%
Water Revenue	1,303,125	1,281,722	1,264,550	503,631	1,285,150	<b>1,486,600</b>	201,450	15.7%
Sewer Revenue	3,422,780	4,604,090	3,207,000	1,379,759	3,320,000	<b>3,389,000</b>	69,000	2.1%
Total	4,885,840	6,011,789	4,515,350	1,887,364	4,713,950	<b>4,974,576</b>	260,626	5.5%

## Utility Billing Administration

### 2011 BUDGET

#### Operational Fact Sheet

Dept. Code 605-9320

#### SERVICES PROVIDED

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

#### 2010 ACCOMPLISHMENTS

- <> Implement Utility Rate increases for 2011
- <>
- <>
- <>
- <>
- <>

#### 2011 OBJECTIVES

- <> Continue converting to radio meter reads
- <> Evaluate/Implement a new Utility Billing System
- <> Upgrade meter reading software and Utility software
- <> Convert PID numbers in accordance with County change

	ACTUAL 2008	ACTUAL 2009	BUDGETED 2010	PROPOSED 2011	PROJECTED 2012
<b>STAFFING</b>					
Dept. Heads	0.30	0.30	0.30	0.30	0.30
Supervisors	0.00	0.00	0.00	0.05	0.10
Technicians					
Line staff					
Clerical/support	1.40	1.40	1.10	1.10	1.10
<b>Total Staffing</b>	<b>1.70</b>	<b>1.70</b>	<b>1.40</b>	<b>1.45</b>	<b>1.50</b>
<b>WORK LOAD DATA</b>					
Penalty Revenue Water	\$48,763	\$50,343	\$45,000	\$45,000	\$45,000
Penalty Revenue Sewer	\$48,799	\$50,379	\$45,000	\$50,000	\$50,000
Penalty Revenue Storm Sewer	\$5,663	\$6,052	\$5,000	\$6,000	\$6,000
Penalty Revenue Street Light	\$0	\$1,998	\$1,500	\$4,000	\$2,800
Delinquent certifications	679	698	700	750	700
Utility bills issued	28,702	28,805	28,690	29,000	29,000

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>UTILITY ADMIN/BILLING</b>	DIVISION: <b>WATER AND SEWER</b>	DEPT. CODE: <b>605-9320</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40101	Full -Time Employees - Regular	86,587	82,185	85,458	52,680	85,458	<b>72,523</b>	(12,935)	-15.1%
40102	Full -Time Employees - Overtime	210	24	-	30	-	<b>600</b>	600	100.0%
40108	Accumulated Vacation/Comp	1,312	1,520	1,567	-	1,567	<b>1,186</b>	(381)	-24.3%
40120	Employers Cont. for Pensions	12,297	11,685	12,749	7,519	12,749	<b>11,153</b>	(1,596)	-12.5%
40130	Employer Paid Insurance	13,934	12,170	12,608	8,694	12,608	<b>13,135</b>	527	4.2%
40150	Workers Comp Ins. Premium	384	400	413	261	413	<b>379</b>	(34)	-8.2%
40170	Employer Contr to HCSP	816	1,691	1,223	334	1,223	<b>924</b>	(299)	-24.4%
40200	Office Supplies	6,119	2,749	4,500	1,867	4,500	<b>4,500</b>	-	0.0%
40240	Minor Equipment & Furnishings	104	7	100	341	100	<b>100</b>	-	0.0%
40300	Professional Services	7,206	18,094	9,500	12,251	16,000	<b>14,000</b>	(2,000)	-12.5%
40320	Postage and Telephone	12,667	12,626	14,000	8,085	14,000	<b>15,000</b>	1,000	7.1%
40330	Conferences, Training, Travel	4,108	480	1,650	314	1,650	<b>1,260</b>	(390)	-23.6%
40400	Repairs & Maint. (Contractual)	-	1,650	5,300	-	5,300	<b>1,700</b>	(3,600)	-67.9%
40404	2% Administration Fee	67,000	67,000	89,600	44,800	89,600	<b>101,400</b>	11,800	13.2%
40405	Other Contractual Services	2,762	3,985	3,250	2,327	3,250	<b>3,250</b>	-	0.0%
Total		215,506	216,266	241,918	139,503	248,418	<b>241,110</b>	(7,308)	-2.9%

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

Personal Services	115,540	109,675	114,018	69,518	114,018	<b>99,900</b>	(14,118)	-12.4%
Materials & Supplies	6,223	2,756	4,600	2,208	4,600	<b>4,600</b>	-	0.0%
Services & Other Charges	93,743	103,835	123,300	67,777	129,800	<b>136,610</b>	6,810	5.2%
Capital Outlay	-	-	-	-	-	-	-	0.0%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfers	-	-	-	-	-	-	-	0.0%
Total	215,506	216,266	241,918	139,503	248,418	<b>241,110</b>	(7,308)	-2.9%

Dept. Code 605-9400

**Water**  
**2011 BUDGET**  
 Operational Fact Sheet

**SERVICES PROVIDED**

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

**2010 ACCOMPLISHMENTS**

- <> Re-build water system where necessary in conjunction with Hardman Ave MCES project
- <> Various gate valve & hydrant replacements
- <> Completed construction of replacement of 1 MG concrete reservoir
- <> Completed rehab of SCADA system and its components
- <> Installed emergency generator for well #1
- <> Evaluated all flat roofs on well houses

**2011 OBJECTIVES**

- <> Re-build water system where necessary in conjunction with street rehabilitation program
- <> Various gate valve & hydrant replacement
- <> Rebuilt sanitary sewer and water system in Phase 2 of South Concord Street. Installed low pressure zone improvements for south end of city
- <> Began comprehensive radio read installations
- <> Completed Hardman MCES upgrades
- <> Completed South Concord St improvements
- <> Reroofed two well houses
- <> Painting of the 19th Ave Water Tower

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PROJECTED</b>
	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>STAFFING</b>					
Dept. Heads	0.15	0.15	0.15	0.15	0.15
Supervisors	0.33	0.33	0.33	0.16	0.16
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support	0.38	0.38	0.38	0.38	0.38
<b>Total Staffing</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.69</b>	<b>2.69</b>
<b>WORK LOAD DATA</b>					
Water pumped ( million gallons)	1,180	1,130	1,200	1,200	1,200
Customers served	6,900	6,850	6,900	6,900	6,900
Watermain Breaks	12	22	25	15	15

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WATER</b>			DIVISION: <b>WATER &amp; SEWER</b>				DEPT. CODE: <b>605-9400</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	181,848	173,332	152,293	98,962	124,866	<b>135,389</b>	10,523	8.4%
40102	Full-Time Employees Overtime	11,134	11,842	12,000	4,967	10,000	<b>10,000</b>	-	0.0%
40104	Temporary Employees Regular	8,481	17,328	15,000	8,330	15,000	<b>15,000</b>	-	0.0%
40108	Accumulated Vacation/Compensatory	1,758	7,796	3,010	-	3,010	<b>1,470</b>	(1,540)	-51.2%
40111	Severance	-	4,060	-	-	-	-	-	0.0%
40112	Service Recognition	-	-	-	1,230	1,230	-	(1,230)	-100.0%
40120	Employers Cont. for Pensions	27,489	29,459	26,062	16,223	20,915	<b>23,189</b>	2,274	10.9%
40130	Employer Paid Insurance	25,830	26,746	21,429	13,943	21,429	<b>20,215</b>	(1,214)	-5.7%
40135	Retiree Paid Insurance Charge	-	-	7,704	-	7,704	<b>17,017</b>	9,313	120.9%
40150	Workers Comp Ins. Premium	4,329	4,502	4,649	2,935	4,649	<b>623</b>	(4,026)	-86.6%
40170	Employer Contr to HCSP	929	1,006	725	222	725	-	(725)	-100.0%
40200	Office Supplies	-	-	100	-	100	-	(100)	-100.0%
40210	Operating Supplies	72	-	-	-	-	-	-	0.0%
40220	Repair & Maintenance Supplies	88,963	99,371	90,000	67,981	90,000	<b>90,000</b>	-	0.0%
40230	Books, Materials & Periodicals	-	-	-	-	-	<b>500</b>	500	100.0%
40300	Professional Services	18,600	17,872	25,000	10,726	25,000	<b>24,850</b>	(150)	-0.6%
40320	Postage and Telephone	11,396	10,033	12,000	951	3,000	<b>3,000</b>	-	0.0%
40330	Conferences, Training, Travel	3,145	1,645	1,990	1,052	1,990	<b>1,990</b>	-	0.0%
40360	Property & Liability Insurance	26,157	26,689	27,730	14,483	27,730	<b>30,594</b>	2,864	10.3%
40380	Utility Service	191,369	169,747	180,000	43,760	180,000	<b>180,000</b>	-	0.0%
40400	Repairs & Maint. (Contractual)	59,173	160,983	75,000	4,494	75,000	<b>80,000</b>	5,000	6.7%
40407	City of St. Paul Water Charges	6,023	6,290	5,400	676	5,400	<b>5,400</b>	-	0.0%
40410	Central garage Rental Charge	29,761	31,300	31,300	7,825	31,300	<b>31,194</b>	(106)	-0.3%
40411	Other Rentals	25,000	25,000	25,000	-	25,000	<b>25,000</b>	-	0.0%
40433	Dues & Subscriptions	2,386	1,959	2,000	1,752	2,000	<b>2,000</b>	-	0.0%
40437	Other	-	-	-	2,100	-	-	-	0.0%
40438	Clothing Allowance	1,189	965	1,200	164	1,200	<b>1,200</b>	-	0.0%
40439	Ins Claims Within Deductible	2,631	-	-	-	-	-	-	0.0%
40450	Payment to State Water Surcharge	42,973	43,252	45,000	10,813	45,000	<b>44,000</b>	(1,000)	-2.2%
40453	Remittance of Rev/Other Agency	12,295	10,281	13,000	12,604	13,000	<b>12,000</b>	(1,000)	-7.7%
40530	Impr. Other Than Buildings	-	11,295	409,900	38,514	309,900	<b>59,900</b>	(250,000)	-80.7%
40580	Other Equipment	-	-	5,000	-	5,000	-	(5,000)	-100.0%
40719	Transfer to Capital Project Fund	8,329	8,726	505,000	-	505,000	<b>870,000</b>	365,000	72.3%
40720	Operating Transfers	100,000	100,000	100,000	25,000	100,000	<b>100,000</b>	-	0.0%
	Total	891,260	1,001,479	1,797,492	389,707	1,655,148	<b>1,784,531</b>	129,383	7.8%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>WATER</b>	DIVISION: <b>WATER &amp; SEWER</b>	DEPT. CODE: <b>605-9400</b>
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ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%

SUMMARY BY CATEGORY
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Personal Services	261,798	276,071	242,872	146,812	209,528	<b>222,903</b>	13,375	6.4%
Materials & Supplies	89,035	99,371	90,100	67,981	90,100	<b>90,500</b>	400	0.4%
Services & Other Charges	432,098	506,016	444,620	111,400	435,620	<b>441,228</b>	5,608	1.3%
Capital Outlay	0	11,295	414,900	38,514	314,900	<b>59,900</b>	(255,000)	-81.0%
Transfers	108,329	108,726	605,000	25,000	605,000	<b>970,000</b>	365,000	60.3%
Total	891,260	1,001,479	1,797,492	389,707	1,655,148	<b>1,784,531</b>	129,383	7.8%
Operating	882,931	981,458	877,592	351,193	835,248	<b>854,631</b>	19,383	2.3%
Capital	8,329	20,021	919,900	38,514	819,900	<b>929,900</b>	110,000	13.4%
Total	891,260	1,001,479	1,797,492	389,707	1,655,148	<b>1,784,531</b>	129,383	7.8%

Dept. Code 605-9450

**Sanitary Sewer  
2011 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
- <>
- <>
- <>

**2010 ACCOMPLISHMENTS**

- <> Continue to isolate infiltration areas to remedy inflow
- <> Worked with Xcel on their program to contractually televise and analyze a portion of the city sanitary sewer system and recommend repair/maintenance plan, if needed
- <> Started design of sewer separation project in Hardman triangle area
- <> Installed emergency generator at Waterous Lift Station.
- <> Upgrade sanitary sewer in South Concord St as part of County project
- <>
- <>

**2011 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
- <> Continue sewer separation project in Hardman triangle area
- <> Reroof Waterous Lift Station
- <>

	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ESTIMATE 2010</b>	<b>PROPOSED 2011</b>	<b>PROJECTED 2012</b>
<b>STAFFING</b>					
Dept. Heads	0.15	0.15	0.15	0.15	0.15
Supervisors	0.33	0.33	0.33	0.16	0.16
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support	0.38	0.38	0.38	0.38	0.38
<b>Total Staffing</b>	<b>2.86</b>	<b>2.86</b>	<b>2.86</b>	<b>2.69</b>	<b>2.69</b>
<b>WORK LOAD DATA</b>					
Customers served:	6,870	6,850	6,950	6,950	6,950
Gallons (000's) of wastewater treated:	1,250	1,230	1,150	1,100	1,100

CITY OF SOUTH ST PAUL  
**2010 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SANITARY SEWER</b>			DIVISION: <b>WATER AND SEWER</b>				DEPT. CODE: <b>605-9450</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	126,027	127,093	149,984	54,229	124,866	<b>135,389</b>	10,523	8.4%
40102	Full-Time Employees Overtime	8,853	9,512	9,000	1,715	9,000	<b>9,000</b>	-	0.0%
40104	Temporary Employees Regular	-	-	4,000	-	4,000	<b>4,000</b>	-	0.0%
40108	Accumulated Vac/Compensation	1,758	3,010	3,010	-	3,010	<b>1,470</b>	(1,540)	-51.2%
40111	Severance	3,780	-	-	-	-	-	-	0.0%
40112	Service Recognition	-	-	-	1,230	-	-	-	0.0%
40120	Employers Cont. for Pensions	19,822	19,321	22,415	8,183	18,861	<b>22,426</b>	3,565	18.9%
40130	Employer Paid Insurance	17,415	17,183	21,414	7,873	21,414	<b>24,365</b>	2,951	13.8%
40150	Workers Comp Ins. Premium	6,467	6,693	6,909	2,933	6,909	<b>6,327</b>	(582)	-8.4%
40170	Employer Contr to HCSP	929	1,006	725	130	725	<b>623</b>	(102)	-14.1%
40220	Repair & Maintenance Supplies	8,802	2,030	2,000	211	2,000	<b>2,000</b>	-	0.0%
40240	Minor Equipment & Furnishings	-	81	1,000	-	1,000	<b>1,000</b>	-	0.0%
40300	Professional Services	31,038 *	30,984	12,000	931	12,000	<b>25,600</b>	13,600	113.3%
40320	Postage and Telephone	180	107	300	37	300	<b>300</b>	-	0.0%
40330	Conferences, Training, Travel	693	795	1,990	277	1,990	<b>2,110</b>	120	6.0%
40360	Property & Liability Insurance	6,297	6,424	6,676	3,487	6,676	<b>7,366</b>	690	10.3%
40380	Utility Service	11,066	10,255	15,000	4,484	15,000	<b>15,000</b>	-	0.0%
40400	Repairs & Maint. (Contractual)	10,051 *	17,906	15,000	214	15,000	<b>15,000</b>	-	0.0%
40406	Metro Waste Control Comm.	2,152,910	2,263,567	2,421,055	1,008,773	2,421,055	<b>2,477,699</b>	56,644	2.3%
40407	Other City Water/Sewer Charges	2,479	2,479	-	-	-	-	-	0.0%
40409	Cont. Serv/Refus & Sanitation	597	579	650	158	650	<b>650</b>	-	0.0%
40410	Central Garage Rental Charge	34,728	36,424	36,424	9,106	36,424	<b>36,403</b>	(21)	-0.1%
40411	Other Rentals	25,000	25,000	25,000	-	25,000	<b>25,000</b>	-	0.0%
40438	Clothing Allowance	689	964	700	164	700	<b>900</b>	200	28.6%
40439	Ins Claims within Deductible	-	-	-	-	-	-	-	0.0%
40530	Improvements Other than Bldgs	267,518 *	40,197	225,000	-	225,000	<b>9,000</b>	(216,000)	-96.0%
40719	Transfer To Capital Project Fund	17,125	11,431	210,000	-	210,000	<b>222,000</b>	12,000	5.7%
40720	Transfer of SAC Proceeds	-	-	-	-	-	-	-	0.0%
40720	Operating Transfers	-	1,600,000	-	-	-	-	-	0.0%
<b>Total</b>		<b>2,754,224</b>	<b>4,233,041</b>	<b>3,190,252</b>	<b>1,104,135</b>	<b>3,161,580</b>	<b>3,043,628</b>	<b>(117,952)</b>	<b>-3.7%</b>

\* - 2008 restatement due to prior period accounting adjustment

CITY OF SOUTH ST PAUL  
**2010 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>SANITARY SEWER</b>		DIVISION: <b>WATER AND SEWER</b>				DEPT. CODE: <b>605-9450</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 5/31/2010	2010 REVISED		\$	%
<b>SUMMARY BY CATEGORY</b>									
	Personal Services	185,051	183,818	217,457	76,293	188,785	203,600	14,815	7.8%
	Materials & Supplies	8,802	2,111	3,000	211	3,000	3,000	-	0.0%
	Services & Other Charges	2,275,728	2,395,484	2,534,795	1,027,631	2,534,795	2,606,028	71,233	2.8%
	Capital Outlay	267,518	40,197	225,000	-	225,000	9,000	(216,000)	-96.0%
	Transfers	17,125	1,611,431	210,000	-	210,000	222,000	12,000	5.7%
	Total	2,754,224	4,233,041	3,190,252	1,104,135	3,161,580	<b>3,043,628</b>	(117,952)	-3.7%
	Operating	2,469,581	4,181,413	2,755,252	1,104,135	2,726,580	2,812,628	86,048	3.2%
	Capital	284,643	51,628	435,000	0	435,000	231,000	(204,000)	-46.9%
	Total	2,754,224	4,233,041	3,190,252	1,104,135	3,161,580	3,043,628	(117,952)	-3.7%

CITY OF SOUTH ST PAUL  
2011 FINANCIAL PLAN

**CENTRAL GARAGE INTERNAL SERVICE FUND**

ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	BUDGET 2010	REVISED 2010	2011 BUDGET	BUDGET CHANGE 10 TO 11	
							\$	%
<b>REVENUES:</b>								
36210	Interest on Investments	27,091	16,454	25,000	14,000	<b>11,000</b>	(14,000)	-56.0%
36240	Other	2,751	4,422	-	-	-	-	0.0%
38401	Equipment Use & Repair - City Depts.	621,414	653,398	645,771	643,398	<b>652,020</b>	6,249	1.0%
39101	Sale of Fixed Assets	27,580	699	35,000	20,000	<b>700</b>	(34,300)	-98.0%
	Total Revenues	<u>678,836</u>	<u>674,973</u>	<u>705,771</u>	<u>677,398</u>	<b><u>663,720</u></b>	<u>(42,051)</u>	-6.0%
<b>EXPENDITURES:</b>								
	Operations	610,249	434,275	515,732	510,799	<b>512,875</b>	(2,857)	-0.6%
	Capital Outlay/Disposals	302,122	98,731	193,763	193,763	<b>323,300</b>	129,537	66.9%
	Total Expenditures	<u>912,371</u>	<u>533,006</u>	<u>709,495</u>	<u>704,562</u>	<b><u>836,175</u></b>	<u>126,680</u>	n/a
<b>Other Financing Sources/(Uses)</b>								
	Transfers Out	<u>304,361</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	Net Surplus (Deficit)	<u>(537,896)</u>	<u>141,967</u>	<u>(3,724)</u>	<u>(27,164)</u>	<u>(172,455)</u>	<u>(168,731)</u>	
	Year End Cash and Investment Balance	<u>1,680,772</u>	<u>1,822,739</u>	<u>1,819,015</u>	<u>1,795,575</u>	<b><u>1,623,120</u></b>		

Dept. Code 703-9951

**Central Garage**  
**2011 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
- <>
- <>
- <>
- <>

**2010 ACCOMPLISHMENTS**

- <> Continue maintenance on all equipment and vehicles
- <> Purchased 3 new police vehicles
- <> Provide in-house care of fire department vehicle equipment
- <> Purchased Asphalt Roller
- <> Purchased 18" High Flow Planer for Bobcat Skid Steer Loader (milling attachment)
- <> Purchased Dodge Dakota Pickup truck for Engineering Dept
- <>

**2011 OBJECTIVES**

- <> Continue maintenance on all equipment and vehicles
- <> Purchase 2 new police vehicles and changeovers
- <> Provide in-house maintenance on all Fire Department vehicles
- <> Purchase 2011 Pickup Truck for Service Center
- <> Purchase 2011 Dump truck with plow and sander
- <> Purchase 2 new riding lawn mowers & 3 walk behind mowers
- <> Continue annual trade-in of Bobcat

	<b>ACTUAL 2007</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>PROPOSED 2010</b>	<b>PROJECTED 2011</b>
<b>STAFFING</b>					
Dept. Heads					
Supervisors					
Line Staff	2.00	2.00	2.00	2.00	2.00
Clerical/support					
<b>Total Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**WORK LOAD DATA**

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

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL GARAGE</b>		DIVISION: <b>PUBLIC WORKS</b>					DEPT. CODE: <b>703-9951</b>		
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			2011 BUDGET	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
40101	Salaries of Regular Employees	105,176	105,972	104,790	65,869	95,883	<b>95,639</b>	(244)	-0.3%
40102	Full-Time Employees Overtime	3,748	359	1,000	397	1,000	<b>1,000</b>	-	0.0%
40108	Accumulated Vac/Compensatory	-	-	-	-	818	-	(818)	-100.0%
40111	Severance	-	-	-	-	1,960	-	(1,960)	-100.0%
40120	Employers Cont. for Pensions	15,348	15,424	15,352	9,591	15,565	<b>14,399</b>	(1,166)	-7.5%
40130	Employer Paid Insurance	15,677	16,798	16,800	10,923	16,800	<b>16,769</b>	(31)	-0.2%
40150	Workers Comp Ins. Premium	3,772	3,922	4,049	2,556	4,049	<b>3,708</b>	(341)	-8.4%
40200	Office Supplies	12	-	-	-	-	-	-	0.0%
40210	Operating Supplies	161,854	103,127	160,000	71,649	160,000	<b>165,000</b>	5,000	3.1%
40220	Repair & Maintenance Supplies	167,257	135,568	150,000	97,264	150,000	<b>150,000</b>	-	0.0%
40240	Minor Equipment & Furnishings	2,521	2,186	2,780	1,525	2,780	<b>3,020</b>	240	8.6%
40300	Professional Services	4,408	4,240	6,000	3,358	6,000	<b>6,000</b>	-	0.0%
40320	Postage and Telephone	-	299	-	-	-	-	-	0.0%
40330	Conferences, Training, Travel	150	180	3,500	-	3,500	<b>3,500</b>	-	0.0%
40340	Advertising	154	-	-	-	-	-	-	0.0%
40360	Property & Liability Insurance	20,811	21,231	22,061	17,283	23,044	<b>24,340</b>	1,296	5.6%
40400	Repairs & Maint. (Contractual)	6,606	10,304	15,000	8,387	15,000	<b>15,000</b>	-	0.0%
40404	2% Administration Fee	13,300	13,300	12,900	6,450	12,900	<b>13,000</b>	100	0.8%
40438	Clothing Allowance	1,131	1,365	1,500	873	1,500	<b>1,500</b>	-	0.0%
40491	Disposal of Fixed Asset	88,324	-	-	-	-	-	-	0.0%
40550	Motor Vehicles	279,778	75,287	121,350	113,034	121,350	<b>231,100</b>	109,750	90.4%
40580	Other Equipment	22,344	23,444	72,413	64,280	72,413	<b>92,200</b>	19,787	27.3%
40800	Interest/Finance Charge	-	-	-	44	-	-	-	0.0%
<b>Total</b>		<b>912,371</b>	<b>533,006</b>	<b>709,495</b>	<b>473,483</b>	<b>704,562</b>	<b>836,175</b>	<b>131,613</b>	<b>18.7%</b>

**SUMMARY BY CATEGORY**

Personal Services	143,721	142,475	141,991	89,336	136,075	<b>131,515</b>	(4,560)	-3.4%
Materials & Supplies	331,644	240,881	312,780	170,438	312,780	<b>318,020</b>	5,240	1.7%
Services & Other Charges	134,884	50,919	60,961	36,351	61,944	<b>63,340</b>	1,396	2.3%
Capital Outlay	302,122	98,731	193,763	177,314	193,763	<b>323,300</b>	129,537	66.9%
Debt Service	-	-	-	-	-	-	-	0.0%
Transfers	-	-	-	44	-	-	-	0.0%

CITY OF SOUTH ST PAUL  
**2011 BUDGET**  
 EXPENDITURE LINE ITEM DETAIL

DEPARTMENT: <b>CENTRAL GARAGE</b>		DIVISION: <b>PUBLIC WORKS</b>				DEPT. CODE: <b>703-9951</b>			
ACCT NO.	ACCOUNT DESCRIPTION	ACTUAL 2008	ACTUAL 2009	CURRENT YEAR			<b>2011 BUDGET</b>	BUDGET CHANGE 10 REVISED TO 11	
				2010 BUDGET	ACTUAL 8/31/2010	2010 REVISED		\$	%
	Total	912,371	533,006	709,495	473,483	704,562	<b>836,175</b>	131,613	18.7%