SPECIAL BUDGET & FINANCE COMMITTEE
CITY HALL CONFERENCE ROOM
JULY 7, 2015
4:00 P.M.
AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. New Postage Machine Quotes (page 6)
   B. Plan-It Software (page 13)
   C. Website (page 28)
   D. Community Gardens – Water Payments
   E. Fee Schedule (page 44)

IV. OLD BUSINESS
   A. Credit Card Payments – Update
   B. Proposed 2016 Budget (page 54)
      1. Council Salaries
      2. Initiative Foundation
      3. Township Contracts:
         a. Hockey Association Compost Site
         b. Lifeguards
         c. Trail
         d. Sand/Salt
         e. Oil Depot/RV Dump
         f. CodeRed
         g. EDAP

V. INFORMATIONAL
   A. Next Meeting – Tuesday, August 4, 2015 at 4:45 p.m.

VI. ADJOURN

*****Please contact Renee Eckerly if you can't attend the meeting.*****

Voting Members: Jean Soine, Belinda Ludwig, Elliot LaBeau, Neil Herzberg, and Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Budget & Finance Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Budget & Finance Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: July 7, 2015

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the December 8, 2014 and June 2, 2015 Budget & Finance Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from December 8, 2014 and June 2, 2015 Budget & Finance Committee meetings.

MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE

DECEMBER 8, 2014

Jean Soine called the meeting to order at 4:30 p.m. Other members present were Kay McDaniel, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Elliot LaBeau was absent. Also present were Mike Clark, Optimum Communications, Inc. and Kristi O'Brien, Marco.

> **Motion was made by Ludwig to approve the minutes from the October 20, 2014 and March 24, 2014 Budget & Finance Committee meetings with one correction in Council Chamber money transfer amounts. Seconded by McDaniel and unanimously carried.**

CITY PHONE SYSTEM

Optimum Communications, Inc.
Clark distributed an updated quote for a Toshiba system in the amount of $12,484.80 for 23 phones. The City currently has 8 phone lines. The lease would be for 23 payments and 13 voicemails or pay it out right for $430.73 with interest. The service agreement is 1 year in platinum – free. A service agreement for additional years would be approximately $1,500.00 - $2,000.00 or $125.00 per hour, no trip charge. Others businesses in the community that have this type of phone system include: Paynesville Area Schools, Teals, Ted's RV, and M & M Lumber (limited version). OCC can remote in with administration PC for an additional $600.00 after the first year. The timeline would be a week to 10 days turn around and then installation.

Marco
O'Brien reviewed a quote. Eckerly will check into T-1 line versus Mediacom at $300.00 per month voice of IP. System features:

- Allow for people to work from home with a voice over IP handset which is an additional cost
- Unified voicemail messaging
- Expandable features that can be utilized at a later time
- Web portal to get reports up to a week
- Can perform call recording
- Start with basics and move up from there
- Training – cut over date with statement of work would be the next step if selected
- Will teach the call flow
- Will remove the (4) trim line and 3 with additional buttons as they were not the correct phone for the City Hall
- $984.00 software assurance and voice support which includes a server and hand sets
- It was asked how long they would be on site – 30 minutes down
- Time line – 6 weeks, but could be done quicker
- Louis Industries has this phone system

SERVER

A quote to replace the server is estimated at $31,398.00. Eckerly will check on APC, sonic wall, switches, and when it was purchased. Eckerly told O'Brien that the quote was too high and to try again.

EMERGENCY MANAGEMENT DIRECTOR COMPUTER

Motion was made by McDaniel to approve the purchase of a computer for the Emergency Management Director and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

CITY PHONE SYSTEM CONTINUED

Motion was made by Soine to purchase a new City Phone System from OCC and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

NEXT MEETING

The next meeting is scheduled for Monday, January 12, 2015 at 4:30 p.m.

There being no further business, the meeting was adjourned.

MINUTES
BUDGET & FINANCE COMMITTEE

JUNE 2, 2015

Jean Soine called the meeting to order at 4:45 p.m. Other members present were Neil Herzberg, Elliot LaBeau, Belinda Ludwig, Finance Specialist.; and Renee Eckerly, City Administrator. Paul Wegner, Police Chief was also in attendance.

No meeting minutes were available for approval.

RFP FOR AUDITING SERVICES

The RFP for Auditing Services was reviewed.

> **Motion was made by Ludwig to approve the RFP For Auditing Services and recommend such to the City Council. Seconded by LaBeau and unanimously carried.**

2015 CONTRACTS

The Sheriff's Department will be giving the City a 60 day notice indicating termination of the contract for record management services with Stearns County. Wegner explained that the County does all the data entry and transcription. The recorders are approximately $400.00 each plus the computer software at $299.00. Wegner will work with Eckerly and come back with some options which may include contracting the services out or hiring someone.

2016 BUDGET

The Committee reviewed the General Fund:

Revenues

- Park Rental – Veterans Park decreased $400.00. The Committee suggested raising the weekend rate to $120.00 and make it $80.00 during the week (when it's not being rented as much).
- Fire Relief Aid – Increase $2,000.00
- Code Red – Increase $2,000.00 for participation payment from the Township and CentraCare
- Rental of Farm Land – Increase $8,000.00 due to the bids that came in much higher than last year
- Aviation Fuel – Increase $13,700.00
- Building Permit Fees – Increase $3,500.00 due to better economy and more activity
- Refund/Reimbursement – Reduced $40,000.00 due to not sharing the Building Official
- Reimbursement To Stearns County – Increased $3,000.00 for salt for Township

Expenditures

- Combining Emergency Management Director & Police Officer (Brady) – Wegner explained that the main reason to make Brady a fulltime officer is to put him in the school to addressing issues. Wegner has spoken to the school regarding donating $10,000.00 to the Police budget for such. If Klingfus is moved to fulltime; on-call coverage would almost be eliminated. Coverage would be 24/7. There would be a cost increase in salary as the

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police department position wage is higher than the emergency management position. Eckerly explained that she has reviewed this with Wenger and the hours needed between both positions/departments. Emergency Management could be covered with 10% (208 hours) mainly being needed in the warmer 6 months of the year. Eckerly is concerned of the total cost currently of wages at $1.1 million dollars in 2014. At the next meeting Eckerly will bring a payroll breakdown of the general fund and enterprise fund.

- Police Department Expenditures – Maintenance of Building – Increased $500.00 for frozen sewer lines
- Uniforms – Increased $500.00 to replace worn out uniforms
- New Equipment – Increased $2,000.00 for e-citation software mandated July 2016
- Transfer To Capital Improvement – increased $4,500.00 according to Wegner's depreciation schedule

NEXT MEETING

The next meeting is scheduled for Tuesday, July 7, 2015 at 4:00 p.m. The agenda will include bonding, financial advisor RFP, and 2015 contracts with the Township.

There being no further business, the meeting was adjourned at 6:15 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: July 7, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: New Postage Machine Quotes

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Please review the attached quotes from:

MAILFINANCE, Inc.		$139.00 per month
American Mailing Systems		$144.00 per month
	Or	$50.00 per month plus $95.00 for installation & set up

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to _____ and recommend such to the City Council.

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Renee Eckerly

From: Steve Jacobson <S.Jacobson@neopost.com>
Sent: Thursday, June 04, 2015 5:55 PM
To: Renee Eckerly
Subject: FW:
Attachments: 201506041658.pdf; MailFinance-State of MN WSCA-Lease-Agreement-City of Paynesville-IN600AF.doc; WSCA Letter to Lease - For City of Paynesville-IN600AF.doc

Hi Renee,

The dater is on the IN600 Auto-Feeding System. Attached is the back of your envelope on a sheet of paper. This way I could show you exactly what it looks like. The nice part is this selection for the dater is on the same screen as the Seal Only option we discussed earlier :)

My Tech's are working on the placement of the imprint on the Post Cards. The adjustment we discussed makes it better, but not up as high as you would need it, so they are looking to see what else they may be able to do. I'll scan one to you hopefully sometime tomorrow.

I have attached the Paperwork for the IN600AF with a 5# scale for you to review as well. I was off on my estimate of $135 a month it was actually $139, my bad.

Thanks Again

Steve Jacobson
Account Manager

Please note my new Email Address below

510 25th Ave North
St. Cloud, MN 56303
ph: 800 747-2870 x2104
fax 320 259-0526
cell 320 250-6684
s.jacobson@neopost.com

-----Original Message-----
From: ricoh@deatons.com [mailto:ricoh@deatons.com]
Sent: Thursday, June 04, 2015 4:59 PM
To: Steve Jacobson
Subject:

This E-mail was sent from "RNP0026734ACC97" (Aficio MP C3502).

Scan Date: 06.04.2015 16:58:46 (-0500)
Queries to: ricoh@deatons.com

06/04/2015

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AMERICAN MAILING MACHINES
A DIVISION OF Northland Business Systems
voice and imaging technologies

Price & Considerations for: City of Paynesville

Current: Neopost

Proposed System:

FP PostBase 45 automatic mail system: $ 144.00 per month + tax (63 months) (includes PostBase 45 auto-feed , meter rental, USPS rate updates, meter resets, Mail One Software for Accounting, Priority mail, Electronic Certified mail, and maintenance.)

OR

*****FP PostBase 45 Semi-auto mail sytem:** $ 50.00 per month + tax (63 months) (includes PostBase 45 semi-auto , meter rental, USPS rate updates, meter resets, and maintenance.)($ 95.00 installtion and set-up fee)

*** This system would be a direct apple to apple replacement for you current machine, but you would receive all the advantage of the PostBase system, at far less price. You can in fact, upgrade to the PostBase Automatic system for not that much more than your current cost and probably would be a much better fit for the application and volume of mail the City does.

The PostBase 45 will give you all of the following features;

*The only mid-ranged mail system with touch screen operation

*Ethernet connectable.

*Mail system has adjustable feed deck for feed angle of envelopes.

*Sealing in progress display (illuminated) to minimize feeding and sealing errors.

*Customer programmable touch screen select keys which allow for easy operation.

*High capacity ink delivery system. Up to 18,000 imprints.

*Positive flow envelope feed system with weighted feed arm assist to allow for first and last envelope feed in automatic feed mode.

*Easy access removal for envelope stoppage in sealing or printing stages of feeding.

*ERR (Electronic Return Receipt for Certified mail) services included.

*Local support and service provided for all customer service needs. Local phone contact for service, supplies and any customer service issue that may be needed.

FP

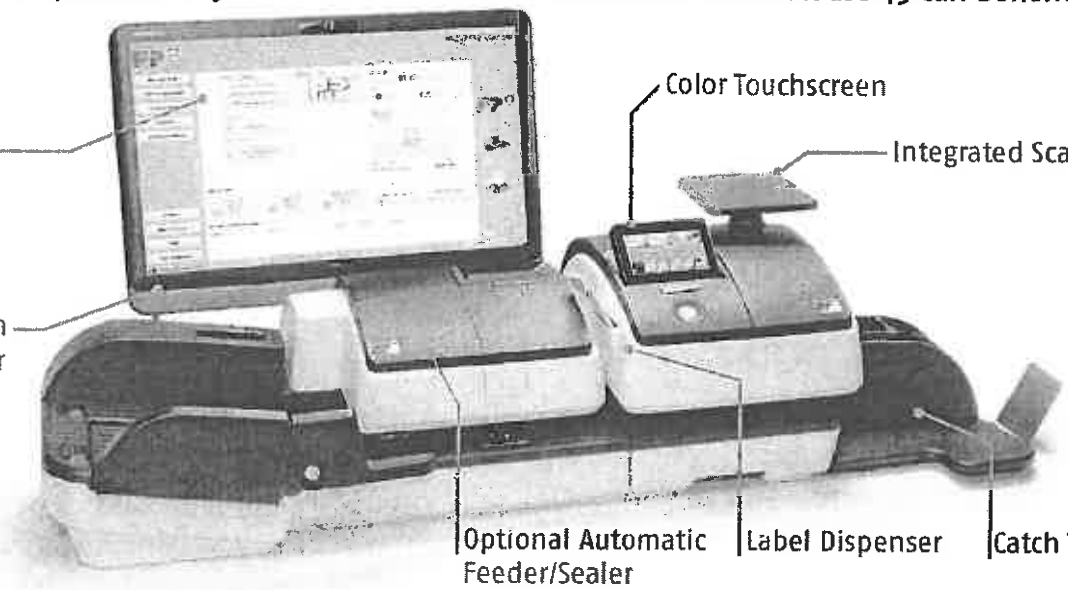
fp-usa.com

PostBase 45 with OneBase suite

YOUR PERFECT MAILING SYSTEM IS FINALLY HERE. CHOOSE FP.

PostBase 45 with OneBase suite

Introducing the FP PostBase 45. This total solution brings best-in-class mailing technology, smooth feeding and intuitive operation to your office environment. Learn how the PostBase 45 can benefit you.



OneBase Suite

THE "ONE" SOFTWARE TO CONTROL YOUR MAILING SYSTEM

RemoteOne Innovative and convenient operation of the PostBase from your PC keyboard or optional 23" all-in-one touchscreen PC.

ReportOne Simple and secure recording of usage data, managing and analyzing accounts, and generating custom reports.

MailOne 2.0 Record, Analyze, and Report Mailroom Expenses; Instantly Access USPS® Commercial-Base Pricing Discounts; Process USPS® Confirm Services Automatically; Print Shipping Labels; E-Certified Electronic Return Receipt; Run Customized Reports.

COLOR TOUCHSCREEN

Easily navigate through the PostBase's menu of choices: advertisements, class of mail, special services, and more.

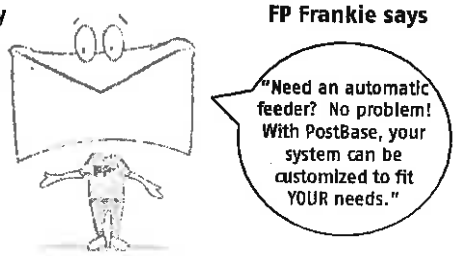
CUSTOMIZE WITH COLOR

Make your mailing system stand out by choosing from a variety of colors.

MyOneFP ONLINE PORTAL

Access additional services for the PostBase as well as other offers related to your mailing system.

FP Frankie says



SPECIFICATIONS

Hardware	PostBase 45
Color touchscreen	yes
Letter thickness	over 3/8"
Label dispenser	yes
Letter tray	yes
Moistener	yes
Automatic feeder/sealer	optional
Processing speed (letters per minute)	45
Integrated scale, capacity in lbs	10lb (optional 15lb)
– Differential weighing	optional
External scale (NTEP)	optional 30lb, 70lb
High speed postage download (LAN)	yes
Analog modem postage download	optional
Ink	HP Inkjet (up to 14,000 impressions)
Dimensions – Semi-Auto	28" (L) x 13.6" (W) x 11.8" (H)
Dimensions – Auto	48" (L) x 15.4" (W) x 11.8" (H)
Software	
Portal access	yes
RemoteOne (PC control software)	yes
ReportOne (account management)	optional
MailOne (mail management & shipping)	optional
Accounts	20 (optional 50/100/200)
Customizable meter advertisements	20
Free sample meter advertisements	yes - 3 standard
Customizable SMS text messages	10

Subject to technical modifications.

12150 Nicollet Avenue South
Burnsville, MN 55337
P (952) 894-4204 F (952) 894-7903
www.americanmailingmachine.com

AMERICAN MAILING MACHINES
A Division of Northland Business Systems

FP

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: July 7, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Plan – It Software

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Please review the attached information regarding the capital improvement software.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to _____.

Jennifer Welling

From: Renee Eckerly
Sent: Wednesday, July 01, 2015 12:53 PM
To: Jennifer Welling
Subject: FW: Plan-It CIP Software Demo & Information - BUDGET & FINANCE AGENDA
Attachments: FAQ.pdf; CIP Benefits&Prioritization .pdf; PlanIt Pricing2015.pdf; 03-Project Detail SmGr#1.pdf; 16-Projects by Dept.pdf; 44-Projects by Source.pdf; 29-Projects by Category.pdf; 51-Sources & Uses Detail.pdf; References.pdf

Renee Eckerly
City Administrator/Economic Development Director
City of Paynesville
(320) 243-3714 ext. 227
Fax (320) 243-3713

From: Renee Eckerly
Sent: Tuesday, April 28, 2015 9:08 AM
To: Belinda Ludwig
Subject: FW: Plan-It CIP Software Demo & Information

Meeting is changed to May 6 at 10 – 11am

Renee Eckerly
City Administrator
City of Paynesville
(320) 243-3714 ext. 227
Fax (320) 243-3713

From: Bill Leskee [mailto:bleskee@cipsoftware.com]
Sent: Thursday, April 16, 2015 11:03 AM
To: Renee Eckerly
Subject: Plan-It CIP Software Demo & Information

Hi Renee:
Thank you for taking time to talk with me today and your interest in the ***Plan-It!*© Capital Planning Software.**

I'm glad we could set up a time to go through a demo of Plan-It (Tuesday, April 28th @ 10:00CST). We can get all your questions answered at that time. In preparation for this meeting, I am forwarding some information that may be useful. You can...
1) Review the attached information:
-- a list of 200+ cities and counties using Plan-It **(including 69 in Minnesota)**;
-- a 'Frequently Asked Questions' (FAQ) sheet;
-- a list of typical benefits of doing a CIP and parameters for prioritizing projects;
-- a pricing sheet (Paynesville qualifies for the 25% "Small City" discount);
-- a few examples of the 60+ reports generated by Plan-It.
2) Visit the Plan-It website "CIPsoftware.com" for more information and to read the latest Plan-It news.

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3) Install the FREE 90-DAY DEMO. For a 'hands-on' look either before or after we do the web seminar (if you have Microsoft Access loaded on your PC):

First: Create a folder on your C:\ drive called "PlanIt" (C:\PlanIt).

Second: Copy "**CIPsoftware.com/Upgrades/V5R3/PlanItDemoV5R3.zip**" to your browser, then "Open." In the next window, click on "Extract all files" and "Next" to get into the Extraction Wizard. In this window, browse to where it will extract two files to your C:\PlanIt folder and click "Next", then "Finish" when it has been successful. You can now close the .zip window if it is still open.

Third: Go to the C:\PlanIt location and double click on the 'Planit2000.mdb' file. This will start Plan-It (for convenience, you may want to create a shortcut to this file so it opens from a double-click from your desktop).

Fourth: You will be prompted for the following on the first screen: Username ---"1" , Password ---"plan". There are demo projects included to help you get going and see what a completed project record looks like. Start by setting up the parameters so they are unique to your organization (Administration tab), then enter/edit data (Data tab), and print reports (Reports tab). If you were to purchase a Plan-It license, you would also receive a Users Guide (a MS-Word file) and a Project Request Form (Excel spreadsheet file) that can be modified and used to get project data from your departments. *In addition, data input to this demo can be saved if you decide to purchase a license - so you won't have to re-type anything!*

4) See *Plan-It* CIP examples. Several Plan-It customers post CIP reports to their municipal websites. Most are stand-alone reports but some are included in Budget documents. Viewing reports created by over eighty municipalities will give you a good idea of how others are using Plan-It. Search for Plan-It CIPs using a map! Copy "**google.com/maps/d/edit?mid=zxPE907Qr6pl.kjlYu6ldbDtU**" to your browser. Once at Google Maps, scroll or zoom in to an area and move the map around using your mouse. Then click on a location pin. It will show current information - the year they started using Plan-It, population and links to the municipal website and their Plan-It reports (red pins have a CIP link...green pins don't). You can also click on a particular customer name from the list on the left sidebar.
Some suggested example reports include:
– The City of Otsego, MN (pop. 14,138) - copy to your browser
"**ci.otsego.mn.us/index.asp?Type=B_BASIC&SEC={EF8FBDBF-5219-4431-BA0A-23D5722EA228}**"
– The City of Andover, MN (pop. 26,588) - look for a link at the bottom right side of the page
"**andovermn.gov/134/Finance**"
– The City of Fitchburg, WI (pop. 25,665) at "**city.fitchburg.wi.us/176/Capital-Improvement-Plan**"
– The City of Robbinsdale, MN (pop. 14,123) at "**ci.robbinsdale.mn.us/FinanceInformation.shtml**"
– The City of Faribault, MN (pop. 20,818) at "**ci.faribault.mn.us/departments/finance/cip**"
– The City of Edina, MN (pop. 49,050) at "**edinamn.gov/index.php?section=finance**"

I trust this information will be useful in understanding the system and talking with others who may be involved in your CIP process.

Again, thank you for your interest and I look forward to talking with you on the 28th.

Bill Leskee | CEO
Strategic Insights, Inc.
1440 10th St. #209
Bellingham, WA 98225
(952) 994-1744
CIPsoftware.com

Benefits of using *Plan-It*:
- *Plan-It* can save a lot of time and effort every year in updating the Capital Plan (much easier than spreadsheets);
- *Plan-It* can help you develop a better CIP document, with graphics and easy-to-read reports generated automatically;
- *Plan-It* can give you better financial management by easily organizing your expenditure, funding souce and fund revenue data;
- *Plan-It* can streamline the CIP process by having various people managing their own project information;
- *Plan-It* can help you deal with Budget challenges through project prioritization and playing of 'What-If' games;
- *Plan-It* can save you from paying consultant fees by allowing the internal production of the CIP;
- *Plan-It* can retrieve key project documents for better project management
- *Plan-It* can begin building a historical record of projects and equipment purchases (especially useful when there is turnover in staff);
- *Plan-It* can facilitate the uploading of reports to your website;
- *Plan-It* can include graphics (photos, maps, drawings, etc.)
- *Plan-It* can be implemented for a very reasonable cost.

Some quick facts about *Plan-It*:

- Helping cities prepare great CIPs since 1997
- Small, medium and large sized municipalities
- Uses the powerful Microsoft Access database, but users don't need to know how to use Access!
- Updated annually with new features
- Saves time and trouble in CIP development
- Users love the ease of use; elected officials enjoy the 5- and 10-year reports
- Easy installation through e-mail & internet download
- Optional 'user-level' security
- Upload CIP reports easily to your website
- Great customer service and support

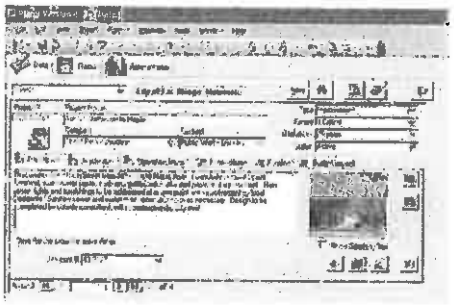
Frequently Asked Questions (FAQs)

What can Plan-It do for me?

Plan-It, the leader in CIP software, provides an easy way to plan for future infrastructure projects and equipment purchases. It will save you time in the budgeting process, produce an outstanding Capital Improvement Plan and help you make better decisions about how you are spending your resources in coming years. It collects information such as project description and justification, expenditure amounts and funding sources. There are 65 automatic reports that summarize the data in many useful ways (in 5,6 and 10-year formats).

How many municipalities use Plan-It?

Since 1998, when the first user was installed, the Plan-It community has grown significantly. There are currently around 200 cities and counties in the US and Canada using Plan-It.



Why is it better than what I am using now (e.g., spreadsheets)?

- Spreadsheets are difficult to manage year to year. Much time is spent adding/deleting columns, tying worksheets together and making sure formulas work.
- Plan-It makes data entry simple – just fill in the blanks.
- It is easy to have people in many departments sharing the data entry responsibility
- Graphics, such as pictures or maps, can easily be added to reports to make a better final document
- Automatically-generated reports produce a superior final document for decision-maker review
- With a large user base, you benefit from ideas requested by other users and put in new versions
- Links to key project documents can be made

First Year Cost
Base Software - 1 User Department
($1,350)
Each Additional User Department
(add $675)

Annual Renewal Cost
50% of First Year Cost at time of renewal

Small City Discount
25% off for cities with populations under 5,000

How much does it cost?

Plan-It is sold on a licensed basis, with a 'First Year' cost and an annual renewal cost. A 25% discount is given to small cities (under 5,000 population). The cost varies, based on the number of user departments (with an unlimited number of installed PCs in each). Additional departments may be added at any time for a reduced cost. A typical "1-User" customer will pay $995/$1,350 for the first year and $499.50/$675 annually for the upgrade and license continuation.

Is there technical support?

Technical support is, for the most part, available at no cost. If you have a quick question, want to talk over the best way to structure your data or if you have technical issues, you can call Strategic Insights at any time. If your issue requires programming support, there may be a charge to cover that cost. Nearly all questions are answered at no cost to users.

What are the technical requirements?

Any 32 or 64-bit version of Windows and Microsoft Access '07, '10 or '13 must be installed on each user's PC. No user knowledge of Access is required, however. If necessary, you can download Access from Microsoft at no cost.

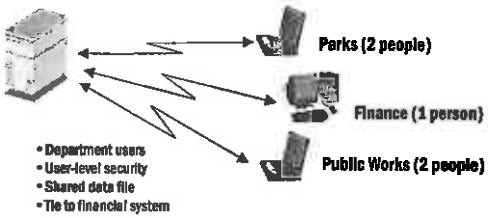
Can Plan-It interface with my financial system?

Yes. Through the use of an Excel spreadsheet, Plan-It can import information from whatever financial system you use to create "Budget vs. Actual" reports.

What kind of system security is there?

Plan-It has optional user-level security where rights to key areas or functions can be granted on an individual or group basis.

Typical Multi-User Installation Example



Can I do fund forecasting?

Yes. By entering up to 10 years of projected revenues for your funds, reports can be generated that show cash flows through your funds.

How can I learn more about Plan-It?

Upon request, you can receive an email with example reports, detailed license information and user references (with links to city websites so you can take a look at what finished Plan-It CIPs look like).

Can I get a demo?

Free downloadable demos or an online web seminar demo are both options. Just let us know what works best for you.

How do I get going using Plan-It?

After letting Strategic Insights know you would like a license, we provide an email with the files you need and will help you get installed. Additional training can be done at the time of installation to make sure you or other users are comfortable using Plan-It.

Contact us: bleskee@CIPsoftware.com or (952) 994-1744

Plan-It! Software Pricing

Base Software License

Plan-It base software includes all the functions needed to enter, store and edit data and print reports. The annual cost is determined by the number of departments (not people) who will be logging on to the software at your site. State sales taxes additional where required.

Minimum system requirements include:

- MS Access 2007, 2010 or 2013 (32 or 64-bit version)
- Microsoft Windows (Any version)

Plan-It is offered on an annual license basis, with system expiration occurring after twelve months. Upon renewal, an updated version is supplied that includes additional screen features, reports, system enhancements or functionality improvements made to the base system. *Plan-It* enhancements are based on requests from those using the software. In most circumstances, files are sent via email attachment for quick installation.

The base software also includes a User's Guide, Project Request Form template and initial user training.

FIRST YEAR COST

Base Software: 1 User-Department ($1,350)

Each Additional User-Department (add $675)

ANNUAL RENEWAL COST

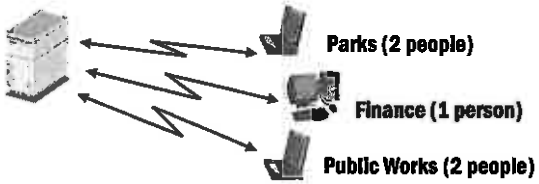
50% of First Year Cost at time of renewal

25%+ SMALL CITY DISCOUNT

Cities with populations less than 5,000 receive a 25%+ discount on both the First Year & Renewal Costs (base software license is $995)

Example "1 User-Department" License

Example "3 User-Department" License



(Optional) Technical Support

Though *Plan-It* requires little support, users may choose to receive up to 3 hours per license period in support of the installed system or purchase support on an as-needed basis. This Includes technical support for system compatibility or usability issues as well as programming associated with the user's Microsoft Access upgrades.

SUPPORT OPTIONS

3 Hours of Support $150

-or-

Hourly Support @ $150/hr

(Optional) Plan-It! Business Services

- **Data Pre-Loading.** Save time by having *Plan-It* delivered with your current CIP data already entered.
- **Group Training (beyond initial introduction).** These sessions help users become more effective and efficient.

Variable cost based on the project scope. Upon request, no-obligation project proposals will be supplied.

City of McKenzie, Washington

Capital Improvement Plan

2016 thru 2020

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Administration								
Upgrade Accounting System	ADM-14-001	3	50,000					50,000
New Copy Machine	ADM-15-001	2	2,400					2,400
Administration Total			52,400					52,400
Fire Department								
Purchase Generator: Fire Station #2	F-13-001	3		8,000				8,000
Women's Locker Room Addition: Fire Station #1	F-14-001	1		30,000	300,000			330,000
Fire Sprinkler System: Fire Station #1	F-14-002	4		30,000				30,000
Rehab Parking Lot: Fire Station #2	F-14-003	3		17,000				17,000
Replace Carpeting: Fire Station #1	F-14-004	2			15,000			15,000
Fire Vehicle Replacement Program	F-15-001	1		15,000	180,000	20,000	32,000	247,000
Fire Department Total				100,000	495,000	20,000	32,000	647,000
Library								
Remodel Children's Room: Library	L-13-001	n/a	194,000	10,000				204,000
New Lighting	L-14-001	n/a	2,000	2,000	2,000	2,000	2,000	10,000
Library Total			196,000	12,000	2,000	2,000	2,000	214,000
Parks and Recreation								
Annual Tennis Court Rehabilitation	P&R-10-004	3	16,000	17,000	18,000	19,000	20,000	90,000
New Storage Shed: Central Park	P&R-13-001	2	17,500					17,500
Play Equipment: Central	P&R-13-002	3					10,000	10,000
Grading/Seeding	P&R-14-001	3	20,000	10,000	10,000			40,000
Baseball Field Construction	P&R-14-002	1	15,000	50,000	120,000	100,000	160,000	445,000
New Playground: Arden Park	P&R-15-001	2	82,000	180,000	180,000			442,000
Parks and Recreation Total			150,500	257,000	328,000	119,000	190,000	1,044,500
Police Department								
Upgrade Telephone/911 System	POL-12-001	1	50,000	400,000	43,000			493,000
Mobile Terminals	POL-12-002	2	20,000	20,000	20,000			60,000
Squad Car Replacement	POL-15-001	2	16,800					16,800
Police Department Total			86,800	420,000	63,000			569,800
Street Department								
Ash St. (Jefferson to Maple)	STR-14-002	1	44,000	50,000	490,000	100,000	100,000	784,000
Annual Street Paving	STR-15-001	2		1,150,000	700,000	750,000	800,000	3,400,000
Purchase 4x4 Ford Truck	STR-15-002	2	18,500					18,500
Cloverleaf interchange at Main and Vine	STR-15-003	2			100,000			100,000
Street Department Total			62,500	1,200,000	1,290,000	850,000	900,000	4,302,500

City of McKenzie, Washington

Capital Improvement Plan

2016 thru 2020

PROJECTS BY CATEGORY

Category	Project#	Priority	2016	2017	2018	2019	2020	Total
Buildings								
Women's Locker Room Addition: Fire Station #1	F-14-001	1		30,000	300,000			*330,000*
Fire Sprinkler System: Fire Station #1	F-14-002	4		30,000				*30,000*
Rehab Parking Lot: Fire Station #2	F-14-003	3		17,000				*17,000*
Replace Carpeting: Fire Station #1	F-14-004	2			15,000			*15,000*
Remodel Children's Room: Library	L-13-001	n/a	194,000	10,000				*204,000*
New Lighting	L-14-001	n/a	2,000	2,000	2,000	2,000	2,000	*10,000*
Buildings Total			**196,000**	**89,000**	**317,000**	**2,000**	**2,000**	***606,000***
Equipment: Computers								
Upgrade Accounting System	ADM-14-001	3	50,000					*50,000*
Mobile Terminals	POL-12-002	2	20,000	20,000	20,000			*60,000*
Equipment: Computers Total			**70,000**	**20,000**	**20,000**			***110,000***
Equipment: Miscellaneous								
New Copy Machine	ADM-15-001	2	2,400					*2,400*
Purchase Generator: Fire Station #2	F-13-001	3		8,000				*8,000*
Upgrade Telephone/911 System	POL-12-001	1	50,000	400,000	43,000			*493,000*
Equipment: Miscellaneous Total			**52,400**	**408,000**	**43,000**			***503,400***
Park Improvements								
Annual Tennis Court Rehabilitation	P&R-10-004	3	16,000	17,000	18,000	19,000	20,000	*90,000*
Grading/Seeding	P&R-14-001	3	20,000	10,000	10,000			*40,000*
New Playground: Arden Park	P&R-15-001	2	82,000	180,000	180,000			*442,000*
Park Improvements Total			**118,000**	**207,000**	**208,000**	**19,000**	**20,000**	***572,000***
Park: Central Park								
New Storage Shed: Central Park	P&R-13-001	2	17,500					*17,500*
Play Equipment: Central	P&R-13-002	3					10,000	*10,000*
Park: Central Park Total			**17,500**				**10,000**	***27,500***
Park: Memorial Park								
Baseball Field Construction	P&R-14-002	1	15,000	50,000	120,000	100,000	160,000	*445,000*
Park: Memorial Park Total			**15,000**	**50,000**	**120,000**	**100,000**	**160,000**	***445,000***
Street Construction								
Cloverleaf interchange at Main and Vine	STR-15-003	2			100,000			*100,000*
Street Construction Total					**100,000**			***100,000***

EXAMPLE BENEFITS OF CAPITAL IMPROVEMENT PLANNING

PLANNING/COMMUNITY BENEFITS

- Helps ensure that public funds are spent on projects compatible with the Comprehensive Plan
- Enables citizens to gain a long-range picture of future activities and responsibilities
- Foresee repair & replacement needs
- Gain overall perspective on new development
- Select projects with most pressing needs
- Coordinate capital improvements with growth and expansion.
- Helps schedule projects over time so the different steps in the development of an area logically follow each other (e.g., the sewer line is replaced and then the street is paved)
- Allows for adequate lead-time to schedule the various tasks needed to plan, design and build new facilities
- Identifies the needs and directs attention to community deficiencies and stimulates action to correct them
- Coordinates and describes work activities with developers, other governmental agencies, public utilities, and the public to assure appropriate services are rendered when and where necessary
- Reduces project implementation problems due to inadequate planning and design time which can lead to building facilities which do not meet the community needs as well as they might
- Speeds the development of the Annual Budget
- Provides continuity in improvement planning with changes in Council and staff

LEGAL BENEFITS

- Meets requirements set out in state statutes (e.g., Minnesota)
- Protect municipality from potential claims (lays out course of action to improve known problems in infrastructure)
- Provides safeguards against public improvements becoming problems or liabilities to the City

ECONOMIC DEVELOPMENT BENEFITS

- Demonstrates to potential industry that city has plan to maintain infrastructure and community amenities
- Helps ensure that projects most attractive to businesses are undertaken
- Helps to protect property values due to care of infrastructure
- Informs private investors of City's long-range plan so they can undertake appropriate projects

FISCAL BENEFITS

- Aids in budgeting process (current year expenditures identified)
- Balances desire to increase service levels with available revenues
- Equipment planning keeps departments operating efficiently (right equipment when needed)
- Assures that maximum benefit is derived from available funds since needs would be planned in advance, in a logical manner and on an impartial basis for the entire community.
- Gives city ability to demonstrate uses for "setaside" funds.
- Fulfill requirements for CIP bond

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- Develops a major policy setting tool as well as a financial management tool to bring together the needs and desires for facilities with the financial capacity of the City.
- Allows for a methodology to react to sudden reductions in revenue sources
- Coordinates the level of capital expenditures from year to year in an effort to stabilize the tax rate.
- Process identifies projects that will lower current and future operating costs
- Helps prevent costly emergency repairs to buildings and infrastructure
- Coordinates capital costs with revenue sources to avoid increasing the debt service demands on the budget.
- Allows for advance acquisition of land, which can greatly reduce the land costs for a project.
- Prevent projects from being done too soon (unnecessary carrying costs) or too late (done in a crisis situation with higher costs)
- Enables the City to more fully participate in Federal and State Grants-in-Aid programs, where plans are made in advance to take advantage of anticipated or unanticipated fund openings
- Helps maintain a stable budget
- (MN) Bonds issued for projects approved under a CIP are exempt from referendum requirements for city halls, pubic works and public safety facilities.
- Helps to avoid sharp changes in tax structure and indebtedness by spacing projects appropriately
- Helps preserve or enhance a City's credit/bond rating
- Aids coordination of public/private cooperative projects (eliminate duplication of efforts)
- Provides a financial planning document so necessary funding mechanisms are available when needed.
- Helps to avoid concentration of funding on any single project

POLITICAL BENEFITS

- Helps balance needs across all departments & eliminate projects favored by one or more groups, but with lower overall priority
- Helps maintain a stable tax base
- Promotes coordination and cooperation within city departments
- Assists the City Council in making decisions relative to capital expenditures. Capital expenditure decisions are critical because they are generally irreversible for an extended period of time. Mistakes, in such circumstances, are long lasting and likely to be very costly.
- Helps ensure that tax money is spent on projects the public wants

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EXAMPLE CIP PROJECT PRIORITIZATION CRITERIA

Evaluate projects based on:

- level of contribution to City's adopted goals and objectives
- environmental impact/benefit
- health and safety benefits
- degree to which it improves facility accessibility (ADA)
- economic development impacts
- effect on regional relationships
- level of prior commitments
- technical feasibility
- risks associated with delays
- level of anticipated use of facility/infrastructure
- degree to which it serves the community at large
- degree to which it serves children, seniors or other targeted social groups
- other sources of financial contribution (e.g., grants)
- community enhancement/beautification
- adherence to a departmental plans (e.g., Sewer Plan, Park Plan)
- amount of sweat equity contributions/donations
- tourism benefit
- historical preservation
- degree to which it satisfies legal requirements/mandates
- degree to which it reduces liability exposure
- degree to which it improves revenue potential
- level at which it enhances existing programs
- being a response to neighborhood group or other group
- necessity to maintain existing asset
- degree to which it improves efficiency of City operations
- effect on operating and maintenance costs
- payback period
- availability of municipal funding
- degree to which it is needed to maintain level of service
- represents a commitment to an on-going multi-jurisdictional effort
- degree to which it provides recreational opportunities and facilities
- degree to which it protects property
- degree to which it corrects a deficiency in public infrastructure
- facilitates the delivery of a vital public service or new service
- encourages/facilitates expansion of services
- expected life of improvement/equipment purchase
- relationship to county or regional goals
- dependency of other projects

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Capital Improvement Plan 2016 *thru* 2020

City of McKenzie, Washington

Project # STR-14-002

Project Name Ash St. (Jefferson to Maple)

Type Improvement
Useful Life 25 years
Category Street Reconstruction
Account #: 53-1440209

Department Street Department
Contact Public Works Director
Priority 1 Critical

Description

Total Project Cost: $894,000

Reconstruction of Ash Street from Jefferson to Maple Ave. To include complete base removal, storm sewer repair, curb and gutter, sidewalks and pavement replacement. New street lights and furnishings to be addressed at a later point, with involvement by local residents. Sanitary sewer and water main reconstructions as necessary. Design to be completed by outside consultant, with construction by City staff.

Justification

Street is highly deteriorated, with signs of major stress related to frequent and growing truck traffic. ADT growing from 1,000 in 2010 to over 3,500 in 2025. Significant growth on East side, with Industrial Park development demands more stable road base and inclusion of utilities to the area.

Prior	Expenditures	2016	2017	2018	2019	2020	Total	Future
10,000	Planning/Design		50,000				50,000	100,000
Total	Construction/Maintenance	44,000		490,000	100,000	100,000	734,000	Total
	Total	44,000	50,000	490,000	100,000	100,000	784,000	

Prior	Funding Sources	2016	2017	2018	2019	2020	Total	Future
10,000	Street Fund	22,000		490,000	50,000		562,000	100,000
Total	Water Fund	22,000	50,000		50,000	100,000	222,000	Total
	Total	44,000	50,000	490,000	100,000	100,000	784,000	

Budget Impact/Other

Additional snowplow, patching and sweeping costs ongoing. Further community involvement should be sought regarding streetscaping aspects (at additional cost).

Budget Items	2016	2017	2018	2019	2020	Total	Future
Staff Cost			2,000	2,000	2,000	6,000	2,200
Supplies/Materials			200	200	200	600	Total
Total			2,200	2,200	2,200	6,600	

City of McKenzie, Washington

Capital Improvement Plan

2016 thru 2020

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
General Fund								
Upgrade Accounting System	ADM-14-001	3	50,000					50,000
New Copy Machine	ADM-15-001	2	2,400					2,400
Women's Locker Room Addition: Fire Station #1	F-14-001	1		30,000	300,000			330,000
Fire Sprinkler System: Fire Station #1	F-14-002	4		30,000				30,000
Rehab Parking Lot: Fire Station #2	F-14-003	3		17,000				17,000
Replace Carpeting: Fire Station #1	F-14-004	2			15,000			15,000
Remodel Children's Room: Library	L-13-001	n/a	54,000	10,000				64,000
New Lighting	L-14-001	n/a	2,000	2,000	2,000	2,000	2,000	10,000
New Storage Shed: Central Park	P&R-13-001	2	7,500					7,500
Play Equipment: Central	P&R-13-002	3					10,000	10,000
Baseball Field Construction	P&R-14-002	1				60,000		60,000
Upgrade Telephone/911 System	POL-12-001	1	50,000	300,000	43,000			393,000
Mobile Terminals	POL-12-002	2	20,000	20,000	20,000			60,000
Squad Car Replacement	POL-15-001	2	16,800					16,800
Purchase 4x4 Ford Truck	STR-15-002	2	18,500					18,500
General Fund Total			**221,200**	**409,000**	**380,000**	**62,000**	**12,000**	**1,084,200**
Park Improvement Fund								
Annual Tennis Court Rehabilitation	P&R-10-004	3	16,000	17,000	18,000	19,000	20,000	90,000
New Storage Shed: Central Park	P&R-13-001	2	10,000					10,000
Grading/Seeding	P&R-14-001	3	20,000	10,000	10,000			40,000
Baseball Field Construction	P&R-14-002	1	15,000	50,000	120,000	40,000	160,000	385,000
New Playground: Arden Park	P&R-15-001	2	82,000	180,000	180,000			442,000
Park Improvement Fund Total			**143,000**	**257,000**	**328,000**	**59,000**	**180,000**	**967,000**
Sewer Fund								
Watermain to New Tower	W&S-15-001	1		25,000	50,000			75,000
Watermain: Area #3 (5th St. to Main)	W&S-15-002	2		50,000				50,000
Reconstruct Watermain: Lincoln Ave.	W&S-15-003	2	33,000	200,000				233,000
Sewer Fund Total			**33,000**	**275,000**	**50,000**			**358,000**
State Aid								
Remodel Children's Room: Library	L-13-001	n/a	140,000					140,000
Upgrade Telephone/911 System	POL-12-001	1		100,000				100,000
Annual Street Paving	STR-15-001	2					250,000	250,000
State Aid Total			**140,000**	**100,000**			**250,000**	**490,000**
Street Fund								

City of McKenzie, Washington

Capital Improvement Plan

2016 thru 2020

SOURCES AND USES OF FUNDS

Source		2016	2017	2018	2019	2020
Park Improvement Fund						
Beginning Balance		25,000	47,000	(43,200)	(73,200)	57,800
Revenues and Other Fund Sources						
Revenue						
Park Fees		176,000	188,000	192,000	201,000	212,000
	Total	176,000	188,000	192,000	201,000	212,000
Other Fund Sources						
Sale of Equipment		0	43,800	0	0	0
Transfer from General Fund		0	0	30,000	0	0
	Total	0	43,800	30,000	0	0
Total Revenues and Other Fund Sources		176,000	231,800	222,000	201,000	212,000
Total Funds Available		201,000	278,800	178,800	127,800	269,800
Expenditures and Uses						
Capital Projects & Equipment						
Parks and Recreation						
Annual Tennis Court Rehabilitation	P&R-10-004	(16,000)	(17,000)	(18,000)	(19,000)	(20,000)
New Storage Shed: Central Park	P&R-13-001	(10,000)	0	0	0	0
Grading/Seeding	P&R-14-001	(20,000)	(10,000)	(10,000)	0	0
Baseball Field Construction	P&R-14-002	(15,000)	(50,000)	(20,000)	(40,000)	(160,000)
New Playground: Arden Park	P&R-15-001	(82,000)	(180,000)	(180,000)	0	0
	Total	(143,000)	(257,000)	(228,000)	(59,000)	(180,000)
Other Uses						
Sale of Equipment		0	(33,000)	0	0	0
Transfers Out		(11,000)	(32,000)	(24,000)	(11,000)	(11,000)
	Total	(11,000)	(65,000)	(24,000)	(11,000)	(11,000)
Total Expenditures and Uses		(154,000)	(322,000)	(252,000)	(70,000)	(191,000)
Change in Fund Balance		22,000	(90,200)	(30,000)	131,000	21,000
Ending Balance		47,000	(43,200)	(73,200)	57,800	78,800

Current Customer List

(210 in the United States and Canada)

ARIZONA (3)
Lake Havasu City *(52,527)*
Pinetop-Lakeside *(4,282)*
Yuma *(93,064)*

ARKANSAS (1)
Hot Springs *(35,587)*

BRITISH COLUMBIA (1)
Pitt Meadows *(17,736)*

CALIFORNIA (14)
American Canyon *(19,454)*
Benicia *(27,618)*
Brawley *(24,953)*
Cambria *(6,032)*
Carmel-by-the-Sea *(3,722)*
Desert Rec District *(300,000)*
El Centro *(42,598)*
Madera *(61,416)*
Monterey Co. *(415,057)*
Napa *(76,915)*
Salinas Valley SWA
Tuolumne Co. *(55,365)*
Ukiah *(16,075)*
Yountville *(2,933)*

CONNECTICUT (3)
Coventry *(12,435)*
Monroe *(19,479)*
Newtown *(27,560)*

DELAWARE (1)
Dover *(36,047)*

FLORIDA (1)
Dunedin *(35,354)*

GEORGIA (3)
Atlanta Airport *(447,841)*
Bulloch Co. *(70,217)*
Doraville *(8,429)*

ILLINOIS (10)
Champaign Park District
East Moline *(21,302)*
Highland Park *(29,882)*
Lake County Forest Preserves
Lake Forest *(19,375)*
Lombard *(43,165)*
Mascoutah *(7,483)*
Mount Prospect *(54,771)*
Palatine *(68,557)*
Wheeling *(37,648)*

IOWA (19)
Algona *(5,560)*
Ankeny *(45,582)*
Bondurant *(3,860)*
Boone *(12,661)*
Burlington *(25,725)*
Carroll *(10,103)*
Cedar Rapids *(126,326)*
Coralville *(19,692)*
Grinnell *(9,218)*
Iowa City *(70,133)*
Marion *(34,768)*
Manchester (5,179)
Marshalltown *(27,552)*
Newton *(15,136)*
Orange City *(6,004)*
Sheldon *(5,188)*
Spencer *(11,233)*
Strawberry Pt. *(1,279)*
Waukee *(13,790)*

KANSAS (8)
Edwardsville *(4,340)*
Ellis *(2,062)*
Ellis Co. *(28,452)*
Gardner *(19,123)*
Marysville *(3,295)*
Olathe *(125,872)*
Salina Schools: USD 305 *(47,846)*
Sedgwick Co. *(498,365)*

MAINE (1)
Windham *(17,001)*

MARYLAND (4)
Aberdeen *(15,120)*
Hagerstown *(39,662)*
Hyattsville *(17,557)*
Ocean City *(7,102)*

MICHIGAN (4)
Howell *(9,489)*
Ironwood *(5,387)*
Livingston Co. Sewer
Pinckney *(2,427)*

MINNESOTA (69)
Albert Lea *(18,016)*
Andover *(30,598)*
Annandale *(3,228)*
Anoka *(17,142)*
Arden Hills *(9,552)*
Bemidji *(13,431)*
Blaine *(57,186)*
Bloomington *(82,893)*
Brooklyn Park *(75,781)*
Burnsville *(60,306)*
Cambridge *(8,111)*
Champlin *(23,089)*
Chanhassen *(22,952)*
Chaska *(23,770)*
Cloquet *(12,124)*
Columbia Heights *(19,496)*
Delano *(5,464)*
Duluth *(86,128)*
Eagan *(64,206)*
E. Grand Forks *(8,601)*
Eden Prairie *(60,797)*
Edina *(47,941)*
Elk River *(22,974)*
Fairfax *(1,235)*
Faribault *(23,352)*
Faribault HRA
Fergus Falls *(13,138)*
Forest Lake *(18,375)*
Fosston *(1,527)*
Gaylord *(2,305)*
Golden Valley *(20,371)*
Grand Rapids *(10,869)*
Grand Rapids Public Utility
Hopkins *(17,591)*
Hutchinson *(14,178)*
Hutchinson Utilities Commission
Jackson County *(10,266)*
Lake City *(5,005)*
Lexington *(2,063)*
Luverne *(4,745)*
Maple Grove *(61,567)*
Marshall *(13,680)*
Minnetonka *(49,734)*
Minnetonka Econ. Devel
Monticello *(12,759)*
Mora *(3,571)*
Mountain Iron *(2,869)*
North Branch *(10,125)*
Northfield *(20,515)*
Oak Park Hts *(4,339)*
Osseo *(2,471)*
Otsego *(13,571)*
Owatonna *(25,599)*
Plymouth *(70,576)*
Ramsey *(23,668)*
Red Wing *(16,459)*
Robbinsdale *(13,953)*
Rogers *(8,597)*
Scandia *(3,936)*
Scott Co. *(129,928)*
Sherburn *(1,128)*
Shorewood *(7,307)*
South St. Paul *(20,160)*
Stillwater *(18,225)*
St. Louis Park *(45,250)*
Swift Co. *(9,783)*
Victoria *(7,345)*
Washington Co. *(238,136)*
Windom *(4,646)*

MISSOURI (4)
Jackson Co. *(676,350)*
Pleasant Hill *(8,113)*
Raymore *(19,206)*
Raytown *(29,526)*

MONTANA (1)
Flathead Co. *(90,928)*

NEBRASKA (5)
Fort Calhoun *(908)*
Kearney *(30,787)*
La Vista *(15,758)*
Ogallala *(4,649)*
Papillion *(18,894)*

NEW HAMPSHIRE (1)
Swanzey *(7,230)*

NORTH CAROLINA (3)
Jacksonville *(70,145)*
Onslow Co. *(177,772)*
Wayne Co. *(122,623)*

NORTH DAKOTA (1)
Wahpeton *(7,766)*

OHIO (2)
Pataskala *(15,031)*
Steubenville *(18,659)*

OKLAHOMA (3)
Muskogee *(39,223)*
Sallisaw *(8,880)*
Woodward *(12,051)*

OREGON (3)
Ashland *(20,366)*
Junction City *(5,392)*
Tualatin Hills Park & Rec District

PENNSYLVANIA (1)
Patton Township *(13,155)*

RHODE ISLAND (1)
Middletown *(16,150)*

SOUTH DAKOTA (2)
Brandon *(8,785)*
Rapid City *(67,956)*

TENNESSEE (1)
Kingsport *(48,205)*

TEXAS (5)
Cedar Park *(48,937)*
Keller *(39,627)*
Laredo *(236,091)*
Tyler Water Utilities *(100,223)*
University Park *(23,068)*

UTAH (1)
Washington City *(19,249)*

VERMONT (1)
St. Albans *(6,918)*

VIRGINIA (2)
Accomack Co. *(33,164)*
Culpeper *(16,662)*

WASHINGTON (2)
Mill Creek *(18,244)*
Vancouver *(161,791)*

WISCONSIN (26)
Beaver Dam *(16,214)*
Belleview *(14,742)*
Brookfield *(37,920)*
Buchanan *(6,894)*
Fitchburg *(25,260)*
Grand Chute *(21,050)*
Greendale *(14,046)*
Hobart *(6,182)*
Lake Mills *(5,708)*
Marshfield *(19,118)*
Mequon *(23,132)*
Merrill *(9,661)*
Middleton *(17,442)*
Monroe *(10,827)*
Mount Horeb *(7,009)*
Omro *(3,517)*
Oregon *(9,231)*
Pleasant Prairie *(19,719)*
Richfield *(11,300)*
River Falls *(15,000)*
Suamico *(11,346)*
Waterloo *(3,333)*
Waupaca *(6,069)*
Weston *(14,868)*
Wood County *(74,749)*
Weyauwega *(1,900)*

WYOMING (3)
Casper *(55,316)*
Cheyenne *(61,537)*
Laramie *(30,816)*

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget and Finance

Committee/Council Meeting Date: July 7, 2015

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - E

ITEM DESCRIPTION: Website

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Please review the attached information from GovOffice.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

GovOffice Cost Proposal for Website Service

Paynesville Economic Development Authority

Today's Date: 6/23/15 **Expiration Date:** 9/23/15

Mike Chaloupka
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
Toll-Free 877-564-4979, Press 3
Mike@GovOffice.com
www.GovOffice.com

Qualifications

Since 2001, over 1,500 communities and organizations across North America have chosen GovOffice to be their Website technology solution. Here's why you should, too:

- ✓ **Large Client Base.** GovOffice has been chosen by 1,500 municipalities, community organizations, and various associations in 43 U.S. states and in Canada.

- ✓ **Unique Partnerships.** 12 State Municipal Associations and the International City/ County Management Association (ICMA) support GovOffice through exclusive partnerships. GovOffice is proud to be the only vendor in the industry with this level of support by State Municipal Associations.

- ✓ **Affordable Pricing.** Population-based implementation and ongoing costs make GovOffice attractive to local governments of all sizes. We do not charge *Webmaster fees* that vary from month to month, so GovOffice makes staying within your technology budget easy. **In appreciation for the City of Paynesville, Minnesota's longtime business, discounted pricing is extended to Paynesville EDA.**

- ✓ **Microsoft Support.** GovOffice is Microsoft's preferred partner for the small to medium-sized local government Web technology market and is a Microsoft Certified Partner.

  Microsoft CERTIFIED Partner

- ✓ **Strong Parent Company.** GovOffice is just one of several divisions of Avenet Web Solutions (www.avenet.net). Other industry-leading products by Avenet Web Solutions include *NonprofitOffice*, *CampaignOffice*, *Avenet eFolio*, and *myHealthfolio*.

- ✓ **Plan for the Future.** We have aggressive plans for continued product and service development—making GovOffice the right choice for you today and into the future!

Client Testimonial

Dear GovOffice,

I am honored that you are using the City of Oxford's web design as a sample for other communities. Please don't hesitate to have potential clients contact me for a reference at 919-603-1105 or brote@oxfordnc.org.

TESTIMONIAL:

If you are searching for a web design company that will deliver what they say, will not sell you features and applications you don't need, and gives you A+ attention to your questions, training needs and site design, then you will want to choose GovOffice.

When I began the process of searching for a web design company, my knowledge was limited. After receiving several demonstrations by web design companies specializing in government sites, I found GovOffice to be the most attentive to our needs, explaining what they offered and why, and not overselling us on features. The bonus was that the cost was much less than other comparable competitors. Plus, they received the best reviews from the many municipalities and counties I contacted during my research. Their sincere, knowledgeable, and low-pressure approach began in the sales department and continued through all aspects of our website development.

As we go live, I commend the design and content management departments for never falling short on answering questions in a timely manner, reworking designs and details to our satisfaction, and training us on what we needed. They were able to help us capture and convey our City's mission in pictures and structure. We are excited to unveil our new dynamic and helpful site to the public, knowing that we can easily maintain and update our content.

Sincerely,

Barb Rote
City Clerk
City of Oxford, North Carolina

Go to www.govoffice.com/testimonials to read more!

Objectives of a Community Website	How GovOffice Will Help You
To improve citizen outreach, while increasing efficiency within your government office.	By effectively using your Website to deliver the information your citizens want, you will see a drop in repetitive phone inquiries and walk-ins, making office staff more available for other tasks.
To effectively promote your community to attract new citizens, businesses, and visitors.	A customized Web design will showcase what makes your community unique and a great place to live, work, and play. Also, create a photo slideshow of recent events, construction projects, and to promote economic development opportunities.
To provide your citizens with new ways to engage with government in a technology-driven world.	The recommended SSL Citizen Action SuperForms upgrade provides a vehicle for taking online service requests, such as reporting a pothole, and much more!
To keep citizens informed of public meetings, news, community organizations, and events.	No technical skills are needed to post public documents, such as Agendas and Minutes, update events and meetings calendars, add news stories, RSS feeds, links to other Websites of interest, and more!
To communicate notices of an urgent nature, information on emergency preparedness and evacuation plans.	GovOffice allows immediate, secure site access in order to post urgent notices by <u>your</u> staff! In contrast, it may take several hours or even days for your contracted Webmaster to complete the job.

For more ideas on how to use GovOffice to develop a professional, easily-navigable website, see the list of standard and optional features on the following pages.

A ★ under **Standard** means that feature is provided under the required charges (no additional cost). If a feature is not standard, its associated cost is listed under **Optional**.

Features	Standard	Optional
Professional Design		
Access to 48 stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	★	
Customized graphic Web design for a *look and feel* that is exclusive to your organization		$4895 Premium option is suggested
Web Hosting and Support		
Up to 1 GB (1,024 MB) of stored uploads, maintenance of Web servers, and access to toll-free Technical Support; nightly data backups at local Tier One hosting facility	★	
Extended Storage Plan to triple the amount (3 GB) of stored uploads on your Web site		Annual charge of $250
Online Webinar training of the GovOffice technology and selected upgrades for staff	★	
GovOffice Mobile™ delivers mobile version of official Web site on smartphones	★	
Quick Tips within the administrative Web site and access to the GovOffice Help Site	★	
Subscription to monthly e-newsletter for any number of staff and free Web Site Tune-Up Kit containing over 75 suggestions to ensure an effective online presence	★	
Web Site Access, Editing, and Management		
Start-Up Package Plus includes a move-in-ready starter site, domain name service, shortcut URLs, and a Homepage Setup by a GovOffice Content Specialist		One-time cost of $550
Unlimited number of administrative users (staff members) on the GovOffice system	★	
Ability to limit access and administrative permissions to each user on the system	★	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live Web site	★	
Live Site feature that allows users to switch between the live and administrative Web sites within one browser window	★	
Data storage tracker to help manage your load of Web content	★	
Audit log that shows editing activity of all administrative users	★	
Basic and Advanced Features		
Flexibility to name and order all navigation menu buttons	★	
Import, type, and format text	★	

Features (continued)	Standard	Optional
Create unlimited number of links to internal pages and external Web sites	★	
Upload, resize, position, and caption photos	★	
Online forms for questions, comments, and requests to be contacted by staff	★	
Post audio and video files	★	
Upload and name documents, such as Agendas & Minutes and your newsletters	★	
Schedule of events, including recurring events, within a true calendar display	★	
Online opinion polls with controlled responses and option to display the results	★	
Image gallery to create a Community Photo Album; includes slideshow capability	★	
Ability to add, turn on & off, and easily remove sidebars from all pages	★	
Directory, including contact information and photos, of Elected Officials and staff	★	
Post news stories with a pre-set release date for automatic display on the live Web site	★	
Display job listings with post & deadline dates and post the employment application	★	
List Frequently Asked Questions by department or the entire organization	★	
Highlight *related links* to associated Web sites without posting long URLs	★	
Directory of local attractions and automatically created links to a Google Map	★	
Site Map for added ease by site visitors in locating a desired section of the Web site	★	
Last Edit stamp that shows the date on which any Web page was last updated	★	
Printer-Friendly option and some flexibility in the placement of the link	★	
Search engine that also searches keywords within uploaded documents	★	
Advanced: SSL SuperForms module for robust online forms, such as service requests		Annual cost of $250
Advanced: Option for advanced users to switch to HTML mode for editing—example: to embed community videos from your YouTube Channel or Google Maps of your area	★	
Advanced: Shortcut URLs (for example, www.govofficecity.com/police) for quicker and direct access to select sections the Web site—bypassing the home page entirely		One-time cost of $500 per 50 shortcut URLs
Advanced: Intranet capability for *staff only* areas of the Web site; accessed only by username and password	★	
Advanced: Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office	★	
Advanced: RSS feeds *in* from other news-related Web sites	★	

Stretch Your Budget with a Multi-Year Payment Plan

Our Multi-Year Payment Plan offers a manageable, fixed payment amount, exempt from any rate increase, for up to 6 years.

How do you benefit?

1. Lowers your website implementation payment by combining it with your annual charges and then spreading the total out evenly over the term of your multi-year contract
2. Helps ensure that your evolving branding needs and Web standards are met by including a graphic redesign any time after the end of the initial multi-year period if you renew your contract
3. Locks in your annual rate to avoid rate increases

2-Year Payment Plan	3-Year Payment Plan
Equal payments spread evenly over 2 years	Equal payments spread evenly over 3 years
Rates are locked in for up to 4 years	Rates are locked in for up to 6 years
New custom design delivered at renewal	New custom design delivered at renewal
Moderate payment amount	Smallest payment amount
2 year agreement required	3 year agreement required

What happens when your contract expires?

At the end of your original multi-year contract, you can continue your GovOffice service in one of the following ways:

1. Renew your Multi-Year Payment Plan for another term and receive a graphic redesign at the same or comparable level as the original contract's design at no additional charge*.

   *A redesign that involves added features ordered by the client but not incorporated into the original website are subject to additional charges, and the client's payment amount will be adjusted accordingly. Additional features include but are not limited to: technology modules, integration of third-party software solutions, custom design features beyond the scope of the original design and custom programming as required to deliver a requested function.

2. Switch to the Annual Payment Plan by providing written notice. The standard annual service package (website hosting, technical support, and more) and any services or modules selected will be billed at the then current rates.

Is there an alternative to a multi-year payment plan?

Yes. You may go with the traditional 1 Year Agreement (year-to-year commitment) that most GovOffice clients select.

Cost Proposal

Required Payment If Contract Renewed	Year-to-Year Contract	2-Year Contract	3-Year Contract
Year 1 Payment	$6120	$3640	$2725
Year 2 Payment	Minimum of $500	$3640	$2725
Year 3 Payment	Minimum of $500	$3640	$2725
Year 4 Payment	Minimum of $500	$3640	$2725
Year 5 Payment	Minimum of $500	New Contract Amount	$2725
Year 6 Payment	Minimum of $500	New Contract Amount	$2725

Live Example

www.growdeforestwindsor.com

Deliverables of Option Presented

- ✓ License of GovOffice Version 3.3 Content Management System (CMS)—includes *Standard* features on pages 5-6
- ✓ CMS upgrades at no added charge
- ✓ Unlimited bandwidth & Website hosting up to 1 GB of file uploads
- ✓ Unlimited access to toll-free Technical Support Team for staff
- ✓ Unlimited online training of GovOffice Content Management System (CMS) software for staff
- ✓ Daily backups of stored Website content and design files
- ✓ Maintenance of installed security systems and upgrades, as needed
- ✓ Secure SSL (Secure Sockets Layer) Administrative Website
- ✓ 24/7/365 access for an unlimited number of Administrative users
- ✓ Zero Hassle CMS upgrades (no downloads necessary)
- ✓ GovOffice Mobile™ for optimal Website display on smartphones
- ✓ Access to Help.GovOffice.com Website & CMS video tutorial library
- ✓ 15 shortcut URLs—for example: cityname.gov/**police**
- ✓ *Premium* level custom graphic desktop Web design
- ✓ Re-direction of the Client's official domain name to the GovOffice server
- ✓ Homepage Setup performed by a GovOffice Content Specialist prior to deployment
- ✓ Custom graphic mobile design (smartphone) to match the customized desktop design—for example:

Steps to Begin Service with GovOffice

1) **Selection of Service**
   Request a *Quotation for Service* either for the proposed cost on Page 8 or the final selection of desired Web technologies and services (cost TBD).

2) **Completion of Paperwork & Payment**
   Sign and return the *Quotation for Service* to GovOffice. An invoice outlining the First Year Total will be sent to the Client for payment.

3) **Receipt of Payment & Site Creation**
   Once payment has been received, the Client's site with temporary domain name (*nameofclient.govoffice3.com)* will be added to the GovOffice server.

4) **Online Training and Graphic Design**
   A member of the Training & Technical Support Team will contact the Client to schedule the online training session for staff and to put the Client in contact with the Design Team to get started on the custom graphic Web design portion of the project. Content building by the Client will be done concurrently with development of the customized graphic design, and the Client will have unlimited access to the Training & Technical Support Team for ongoing assistance with the website.

5) **Deployment of Website**
   This is the final step: re-direction of the Client's official domain name from its current location to the new website on the GovOffice server. Upon completion of the re-direction of domain name, the new GovOffice site is live to the public.

Thank you for your consideration of GovOffice for this important community project.
Please let me know how I can be helpful as you assess your Web site technology needs.

Mike Chaloupka
Sales Representative
GovOffice Web Solutions

Quotation for Premium Design Service

Today's Date June 23, 2015

Prepared By Mike Chaloupka, Sales Representative

Upon agreement to the deliverables of the Premium design service below, please sign and fax all pages of this form to GovOffice at 612-617-5701, or e-mail it to mike@govoffice.com. The Contact Person then will receive a confirmation e-mail with the next steps.

Cost of Premium Package $5,070
Cost of Upgrades $2,625
Total Cost of Project $7,695
Name of Client City of Paynesville, Minnesota
Web Address paynesville.govoffice.com

Contact Person
JoLyn Lindquist
320-243-3714, extension 247
jlindquist@paynesvillemn.com

Payment
Payment is not required in order to begin work with the Design Team; however, full payment is required prior to launch of the new graphic design on the live, public desktop and mobile websites.

Overview
This design service will involve seven components: 1) Custom Desktop Design, 2) Auto Image Slider feature, 3) Promotional Homepage Icons feature, 4) Selectable Background Images, 5) Tabbed Homepage Promotions, 6) Custom Mobile Design, and 7) Homepage Setup. Following is a description of each.

1) Customized Desktop Design—Included in $5,070 Premium package

-Rebuild Website with service and support—upgraded from the standard 3 months to 6 months
-Completely unique, customized design; not based off a stock template from the GovOffice Design Center
-Up to 5 custom made banners containing:
  -Logo and photos supplied by client. Banner may be collage/ blended style, if requested
  -Font treatment for Title and Slogan field
  -Banners may rotate on refreshing/ reloading the browser or be tied to select internal sections
-Unique color scheme to fully match the client's branding
-1 background image to be used as a banner background or a site background
-Custom font treatment for section titles, promotion titles, and sidebar titles throughout site (from Google font selection)
-Full set of social media icons (Facebook, Google+, Twitter, Pinterest, LinkedIn, YouTube, Blogger, Flickr)
-Favicon ("favorites icon"), if requested by the client
-10 shortcut URLs (example: *nameofgovofficeclient.com/police* & *nameofgovofficeclient.com/calendar*)
-Up to 50 photos sent for inclusion in the design (must be ordered in terms of importance by the Client). The number of images that ultimately will be included in the final custom design will depend on the design's style and layout selected and the professional judgment of the graphic designer.

The Quotation for Design Service is valid for 60 days from the date above.

GovOffice Sales Department Sales@GovOffice.com Toll-Free: 877-564-4979, Press 3

2) Auto Image Slider—$1000 upgrade

The Auto Image Slider will be programmed to appear on the homepage only.

The Auto Image Slider will support up to 5 images uploaded by the Client on its administrative website. Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Auto Image Slider.

The Auto Image Slider includes a stylish transition from image to image, the images may be captioned, and the images will be linkable to internal or external Web pages.

3) Promotional Homepage Icons (6)—$500 upgrade

The GovOffice Design Team will develop up to 6 professional icons that may be used by the Client to promote focus areas of the website—for example, Calendar, FAQs, Parks & Recreation, Agendas & Minutes, and Contact Us.

The $500 cost for 6 icons includes the development, arrangement, and programming to the homepage (if requested). If preferred, the Client may opt for the icons not to be arranged and programmed by GovOffice; instead, the icon files will be given to the Client to be uploaded and placed as the Client wishes, using the editing tools of the GovOffice Content Management System (CMS).

4) Selectable Background Images—$500 upgrade

The Client will have the ability to apply 1 (at a time) of 4 background images to the live, public website via the administrative website without the assistance of GovOffice and at no added charge. The choice of background image will appear on every page of the website.

All images for consideration must be submitted before the GovOffice Design Team will begin the draft and revision process.

Upon the Client's approval of a final design draft, including the selectable background images, the design will be programmed, at which time the selectable background images will be locked in/ unchangeable.

Any swap of background images from that point on will be subject to an hourly design charge of $125 (2-hour minimum).

5) Tabbed Homepage Promotions—$625 upgrade

The Client will have the ability to add its choice of multiple Promotions to the homepage that will occupy a single space, resulting in a simplified, more condense homepage (less scrolling). Each Promotion may be viewed on the live, public website simply by clicking the appropriate tab.

There is no limit, per se, to the number of Promotions that may be added; rather the number of tabs supported is limited to the space available (width of the main content area of the design), as stacking of tabs is not supported.

The Quotation for Design Service is valid for 60 days from the date above.

GovOffice Sales Department Sales@GovOffice.com Toll-Free: 877-564-4979, Press 3

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Process of Customized Desktop Design, Auto Image Slider, Promotional Homepage Icons, Selectable Background Images, and Tabbed Homepage Promotions

The Premium desktop design service is a 3 draft, 3 revision process whereby the GovOffice Design Team will create up to three totally unique drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 3) by the Client, GovOffice will further develop it with up to three rounds of revision before asking for final approval.

6) Custom Mobile Design— Included in $5,070 Premium package

GovOffice will enhance the Client's basic mobile design (the free version of GovOffice Mobile™) graphically by designing and implementing a customized skin. The customized skin will replace the stock gray colors of the free version of GovOffice Mobile™, and it involves the following:

-Incorporation of the Client's official logo to the header, along with a complementary color
-Stylish font type to accompany the logo within the header, if desired or necessary
-Finished header will be programmed for optimal display on both small and large mobile devices
-Navigation menu buttons will be customized for color
-Border around navigation menu buttons will be customized for color, if desired
-Choice of Web-safe font for the navigation menu buttons
-Color behind the navigation menu may be customized; background color of content area will be white to maximize readability
-Internal page menu bar may be programmed to match the color of the navigation menu buttons

Process of Custom Mobile Design

Development of the customized mobile design, promotional homepage icons, and the portal page will be a 1 draft, 1 revision process whereby the GovOffice Design Team will create one draft that reflects the goals and objectives shared by the Client during the initial interview. When ready, each draft will be submitted to the Client for evaluation, and the Client is entitled to one round of revision before GovOffice asks for final approval.

7) Homepage Setup on Rebuild Website—Included in $5,070 Premium package

Our Web content professional will provide up to 3 hours of service in assembling and organizing the homepage content to conform to the final Premium level design draft and by following the best practices of Web writing and design, including:

-Writing, rewriting and formatting welcome text for efficient online reading
-Incorporating images appropriately
-Using Promotions to display news, events, calendars, etc. in a visually appealing way
-Using Sidebars to display related links, text, and images

The Quotation for Design Service is valid for 60 days from the date above.

GovOffice Sales Department Sales@GovOffice.com Toll-Free: 877-564-4979, Press 3

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Not Within the Scope of Service

Any design feature or flourish or content service requested by the Client that is not included in this *Quotation for Premium Design Service* is subject to an hourly charge of $125. A 2-hour minimum is required for any design work performed after programming of the customized design has been completed.

Also, while GovOffice strives to complete each Client's custom design project as efficiently as possible, we do not guarantee the deployment ("go-live") of a custom design by or on a specified date.

Guarantees

No content—text, images, documents, and the like—that resides on the Client's existing website will be lost in the transition from the current design to the new design, and the current website will not be offline during the custom design development process. The Client will continue to have the ability to edit the contents of its website during and after the custom graphic Web design process. The amount of the Client's annual service charge will not increase as result of this website upgrade project.

By signing below, you acknowledge that you have read, understand, and agree to the contents of this *Quotation for Premium Design Service*.

Date _____

Print Name & Title _____

Signature _____

The Quotation for Design Service is valid for 60 days from the date above.

GovOffice Sales Department Sales@GovOffice.com Toll-Free: 877-564-4979, Press 3

Extended Storage Plan

Cost
Purchase of the *Extended Storage Plan* will raise the Client's site size limit from the standard 1 GB to 3 GB for an annual charge of $250. Or, the Client may increase its site size limit from the standard 1 GB to 5 GB for an annual charge of $500. The *Extended Storage Plan* is billed in addition to the Client's regular Annual Service Package charge.

Sign Up
Complete this form and either fax (612-617-5701) or e-mail a scanned copy to Mike@GovOffice.com. An invoice will be e-mailed, and your site size limit will be adjusted.

Cancellation
Please note that there is no refund of the *Extended Storage Plan* during the billing cycle that it was purchased. However, the Client may cancel the *Plan* at the time of its Web service renewal. Simply cross the *Extended Storage Plan* off the invoice, return payment for the remaining items on the invoice, and your site storage limit will be reset to its original amount.

Contact Mike Chaloupka at 877-564-4979 (Press 3) or Mike@GovOffice.com with questions.

_____ Add 2 GB of storage to our Web site for $250 per year

_____ Add 4 GB of storage to our Web site for $500 per year

Organization _____

URL of Web site _____

Contact person e-mail _____

By signing below, I agree to the terms of Cost, Sign Up, and Cancellation above.

Printed name _____ Date _____

Signature _____

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget and Finance

Committee/Council Meeting Date: July 7, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - D

ITEM DESCRIPTION: Fee Schedule

Prepared by: Staff

COMMENTS:

Please review the current Fee Schedule. Discuss changes and/or increases to the fees for 2016.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

07/02/15

2015 City of Paynesville
License & Fee Schedule

Licenses		Current Fee	Proposed Fee	Effective Date	Date Approved
Animal					
Kennel	Chpt. 6 Pg. 94	$25.00		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Dog & Cat	Chpt.10 Pg. 121	On or Before September 30th $10.00 spayed/neutered $20.00 not spayed/neutered On or After October 1st $20.00 spayed/neutered $40.00 not spayed/neutered		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Duplicate Pet Tag	Chpt. 10	$5.00		January 1	2013-04
Potentially Dangerous Dog	Chpt. 10	$300.00 annually		January 1	11-26-08 2008-33
Dangerous Dog	Chpt. 10	$500.00 annually		January 1	11-26-08 2008-33
Other					
Shows & Assemblies	Chpt. 6 Pg. 87	$25.00 Investigation Fee $250.00		January 1	5-14-03 5-21-03 2003-25
Tobacco	Chpt. 6 Pg. 89	$100.00		January 1	5-14-03 5-21-03 2003-25 2009-49
Garbage/Refuse Haulers	Chpt. 6 Pg. 93	$50.00		April 1	5-14-03 5-21-03 2003-25
Peddlers/Solicitors	Chpt. 6 Pg. 90 Ord. 83, 2nd Series	$100.00		January 1	5-14-03 5-21-03 2003-25 2005-25
Parade Permit	Chpt. 7 Pg. 102	N/A		N/A	N/A
Tree Permit	Chpt. 7 Pg. 103	N/A		N/A	N/A

07/02/15

Liquor					
Intoxicating Liquor: On Sale Off Sale	Chpt. 5	 $3000.00 N/A		January 1	7-9-03 2003-36 7-14-04 2004-36
3.2 Beer/Wine Coolers	Chpt. 5	$100.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2009-49
Temporary Liquor	Chpt. 5	$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Temporary Beer (special event/beer garden)	Chpt. 5	$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
On-Sale Wine	Chpt. 5	$150.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Consumption & Display	Chpt. 5	$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Application & Investigation Fee (except for Temp. Beer)	Chpt. 5	$250.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Sunday Liquor		$200.00		January 1	2009-49

Fire Department					
Rates Charged For Fire & Rescue Services		Grass Rig $100.00 per hour		January 1	2013-13
		#8 Tanker $15.00 per hour			
		#6, #11, #12 Pumpers $250.00 per hour			
		Rescue Van $150.00 per hour			
		#15 Ranger 4-Wheeler $100.00 per hour			
		Vehicle Fire Vehicle Rescue $350.00 per hour			
		Response to 3rd or more false alarms during a calendar year $100.00 per call (first 2 responses to false alarms during calendar year are no charge)			

07/02/15

Planning/Zoning					
Moving Permit	Chpt. 4	$25.00 plus $30.00/hr. (police escort, 1 hr. minimum)		January 1	5-14-03 5-21-03 2003-26 2010-37
Excavation Permit	Chpt. 7 7.06 & 7.08	$40.00		January 1	5-28-03 6-4-03 2003-29 2009-49
Sign Permit	Chpt. 11	For all signs requiring a permit up to and including 250 square feet in size = $25.00 For all signs requiring a permit and over 250 square feet in size = $200.00		January 1	5-28-03 6-4-03 2003-29 2010-11
Temporary Structure Permit	Chpt. 11	$25.00		January 1	5-28-03 6-4-03 2003-30 2009-49 2010-37
Conditional Use Permit	Chpt. 11	$225.00		January1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Temporary Use Permit	Chpt. 11 Ord. 122	$200.00		January 1	2010-15
Variance	Chpt. 11	$250.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Amendments/Re-Zoning	Chpt. 11	$200.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Lot Split	Chpt. 12	Administrative Review $50.00 Public Hearing $120.00 TOTAL $170.00		January 1	5-14-03 5-21-03 2003-27 7-14-04 2004-37 9-14-05 2005-35 2009-50
Preliminary Plat	Chpt. 12	$150.00		January 1	2-13-02 2002-08 2009-49
Final Plat	Chpt. 12	$200.00		January 1	2-13-02 2008-08 9-14-05 2005-35 2009-49
Stearns County Highway Department Engineer - (review of plat that abuts a county road)	Chpt. 12	$90.00		Set by County	2006 - 32
Re-Approval of Final Plat	Chpt. 12	$150.00		January 1	10-13-04 2004-56 9-14-05 2005-35

					2009-49
Vacation	State	$175.00		January 1	5-14-03 5-21-03 9-14-05 2005-33 2009-49
Shingling (Re-roof) Permit	State	$36.75		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Siding Permit	State	$36.75		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Mechanical Permit	State	$23.00		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Replace Windows/Doors	State	$36.75		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-5-
Miscellaneous Permit	State	$23.00		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Residential Demolition Permit	State	$35.75 + $1.00 = $36.75 plus lab fees (if needed)		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Commercial Demolition Permit	State	$64.25 + $1.00 = $65.25 plus lab fees (if needed)		Contract (January 1) State surcharge fee change	3-12-03 2003-17 7-1-15
Residential Permit	State	1994 fee schedule + state surcharge + zoning check fee (if needed)		Contract (January 1)	3-12-03 2003-17
Commercial Permit	State	1994 fee schedule + 25% of plan review + state surcharge + zoning check fee (if needed)		Contract (January 1)	3-12-03 2003-17
Zoning Check		$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Investigation Fee	SBC	Equal to the permit fee, up to a maximum of $50.00 – No state surcharge is applied		January 1	2006-41 9-27-06
Placement Permit		$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Earthwork (Mining) Permit		$100.00		January 1	

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Utilities					
Water Rates: Multi-Unit Res. or Comm. All Other Users Bulk Rates All Users: 2,001 and 99,999 gal. 100,000 and 500,000 gal. Over 500,000 gal. Residential (single user only) Conservation Rate	Chpt. 3	$15.00 for first 2,000 gal. $20.00 for first 2,000 gal. $2.77/1,000 gal. $2.72/1,000 gal. $2.71/1,000 gal. $2.82 per 1,000 gal. over 100,000 gal. (2nd & 3rd quarter only)		January 1	2004-71 2005-47 2006-59 2007- 42 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Water Hook-Up Fees: Single Family Unit Apartments All Others	Chpt. 3	$800.00 (plus standard water meter at $215.00) $800.00 plus $75.00/apt. (plus water meter) $800.00 plus $75.00/additional water unit (plus water meter)		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Sewer Rates: Multi-Unit Res. or Comm. All Other Users Bulk Rates All Users Surcharge – all users discharging wastewater with BOD5 levels in excess of normal domestic sewage level (270mg/l BOD5)	Chpt. 3	$15.75 for first 2,000 gal. $21.00 for first 2,000 gal. $2.85 per 1,000 gal. over 2,000 gal. .5 cents per pound of BOD5 per day is excess of normal domestic sewage level, times the number of days in billing cycle		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Sewer Hook-Up Fees: Single Family Units Apartments All Others	Chpt. 3	$1,000.00 $1,000.00 plus $100.00/apt. unit $1,000.00 plus $100.00/water unit		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Penalty For Late Payment	Chpt. 3	10% per month of the unpaid balance, up to a maximum not to exceed $500.00		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Disconnect Fee & Reconnect Fee	Chpt. 3	$35.00 $35.00		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Un-Metered Services	Chpt. 3	$25.00 minimum plus $10.00 per thousand gallons		January 1	2008-37 2009-50

					2010-40 2011-35 2012-40 2014-37
Water/Sewer Contractor License	Chpt. 6	$75.00 new $25.00 annual renewal		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Transfer Fee of Water/Sewer Accounts	Ord. 3-1991	$12.50		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40 2014-37
Trunk Fees For Sanitary Sewer, Water Main, & Storm Water Mgmt. Planning	Chpt. 12 Ord. 87 4-26-06	Sanitary Sewer = $1,270.00/acre Water Main = $1,390.00/acre Storm Water = $0.00/acre			2006-21 6-27-06 2006-31 2010-18 2010-40 2011-35 2012-40 2014-37
Bulk Water	Chpt. 3	$25.00 minimum plus $10.00/1,000 gallons			2007-42 2010-40 2011-35 2012-40 2014-37
Street Light Fee	Chpt. 3	$4.00/quarter not to exceed $16.00/year to be billed on the water bills			2007-43 2009-47 2014-30
Sidewalk Snow Removal	Chpt. 7	$75.00 per hour			2012-42
Mowing Grass	Chpt. 10	$75.00 per hour			2012-42
Public Works Personnel Providing Assistance To Other Municipalities	Res.	Labor by Public Works staff: $45.00 per hour Clerical Staff: $48.00 per hour Labor by Public Works Director: $70.00 per hour Mileage reimbursed at IRS rate			2013-10

Garbage					
Un-occupied – drive by fee Cart replacement fee Recycle bin replacement fee	Contract	$4.00 $65.00 $10.00			10-27-04 2004-63 8-10-11
35 – gallon cart 35 – gallon cart 35 – gallon cart 64 – gallon cart 95 - gallon cart Tag for each 30 gallon bag over All above rates include weekly curbside recycling	Contract	Once a month $8.23 Every other week $10.57 Once a week $14.62 Once a week 17.42 Once a week $19.62 $2.25 $4.50 per month			10-27-04 2004-63 8-10-11

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Miscellaneous					
Special Meeting Request		$100.00		January 1	5-14-03 5-21-03 2003-28
Mayor Salary	Chpt. 2	$4,040.00/year $4,080.40/year $4,479.38/year $4,703.35/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Council Member Salary	Chpt. 2	3,030.00/year 3,060.30/year $3,359.53/year $3,527.51/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Mayor/Council Per Diem	Chpt. 2	$45.00/half day $90.00/full day		January 1	10-23-02 2002-20 10-25-06 2006-50
Residential Compost Site Permit		$10.00		January 1	2009-48
Commercial Compost Site Permit With Key		$100.00 Non-Profit $200.00 Commercial Users		January 1	10-23-02 2009-48 2013-38
Meeting Rooms/Office Space		local non-profit free local business $25.00 out-of-town non-profit $35.00 out-of-town business $75.00		January 1	5-14-03 5-21-03 2003-28
Gazebo Reservation		$25.00 plus tax $1.72= $26.72		January 1	2008-05 2010-37
Damage Deposit For Veterans Park Shelter		$50.00			
Veteran's Park Shelter Kitchen with Banquet Hall & Outside Seating		Individual/Entity $100.00 plus tax $6.88 = $106.88			2010-37
Metal Detector Rental		$15.00/day or any part of a day		January 1	2008-05 2010-37
Notary Services		$1.00 (at limit)		January 1	5-14-03 5-21-03 2003-28
Public Copies		$.25 (at limit)		January 1	5-14-03 5-21-03 2003-28
Fax (in or out going)		$5.00		January 1	5-14-03 5-21-03 2003-28
Copy of Zoning Ordinance		$25.00		January 1	5-14-03 5-21-03 2003-28
Copy of Comprehensive Plan		hard copy $25.00 CD $15.00		January 1	5-14-03 5-21-03 2003-28
Copy of Airport Zoning Document		$10.00		January 1	5-14-03 5-21-03 2003-28
Mailing Labels For Non-Profit For Profit/Business		$35.00		January 1	1-26-05 2005-06 2009-18
Drivers License Manuals	Res.	Standard Driver's Manual: $7.00 Motorcycle Manual: $4.50 CDL Manual: $10.00		January 1	2011-39

		School Bus Manual: $3.00			
Police Department					
Finger Printing		$15.00		January 1	6-9-04 2004-29 2010-37
Civil Process Service		$30.00		January 1	6-9-04 2004-29 2009-49
Preliminary Breath Testing (court ordered)		$5.00/day		January 1	6-9-04 2004-29
Accident Reports for Insurance Companies and Individuals		$5.00/report		January 1	6-9-04 2004-29
Copies of Photographs		$2.00 per copy $5.00 per disk or CD		January 1	6-9-04 2004-29 2009-49
All other Reports		$5.00/report		January 1	6-9-04 2004-29
Special request for licensed peace office (beer gardens, dances)		$45.00/hour		January 1	6-9-04 2004-29 2009-49 2014-31
Administrative Fines					
Opening Hydrants	Chpt. 3	$75.00			
Sump Pump Violations	Chpt. 3	$50.00			
Plumbing without Permit	Chpt. 3	$50.00			
Violating Sprinkling Ban	Chpt. 3	$50.00			
Building without Permit	Chpt. 4	$75.00			
Drinking on Street or in City Park	Chpt. 5	$50.00			
Open Container on Street	Chpt. 5	$50.00			
Alcohol on School Grounds	Chpt. 5	$50.00			
Obstructions in Street	Chpt. 7	$50.00			
Excavating without Permit	Chpt. 7	$75.00			
Bicycle & Unicycle Violations	Chpt. 8	$20.00			
Rollerblade & Skateboard Violations	Chpt. 8	$20.00			
Cross Double Yellow Lines	Chpt. 8	$20.00			
Unreasonable Acceleration	Chpt. 8	$75.00			
Regulations of Use of Trails	Chpt. 8	$75.00			
Avoiding Traffic Signals	Chpt. 8	$50.00			
Snowmobile Violations	Chpt. 8	$50.00			
Parallel Parking	Chpt. 9	$20.00			
Snow Removal Parking (1 – 6 am)	Chpt. 9	1st – $10.00 2nd - $10.00 3rd – $25.00			
Downtown Parking (3 - 6 am)	Chpt. 9	1st – $10.00 2nd - $10.00 3rd – $25.00			
Parking Violations, Hours, Limits, & Restrictions	Chpt. 9	$20.00			
Truck Parking	Chpt. 9	1st – $10.00 2nd - $10.00 3rd – $25.00			
Parking on Private Property without Consent	Chpt. 9	$20.00			
Dangerous Weapons &	Chpt. 10	$50.00			

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Articles Violations					
Animal without License Attached	Chpt. 10	$50.00			
Cat/Dog Running at Large	Chpt. 10	1st – $50.00 2nd - $75.00 3rd – $100.00			
Cat/Dog Noises/Barking	Chpt.	1st – $50.00 2nd - $75.00 3rd – $100.00			
Failure to License Cat/Dog	Chpt.	1st – $50.00 2nd - $75.00 3rd – $100.00			
Unlawful Use of/Furnishing Tobacco	Chpt. 10	$50.00			
Burning Leaves	Chpt. 10	$50.00			
Disorderly Conduct	Chpt. 10	$50.00			
Urinating in Public	Chpt. 10	$50.00			
Noise Violation/Exhaust	Chpt. 10	$50.00			
Curfew/Parent Allowing	Chpt. 10	$50.00			
In Parks After Hours	Chpt. 10	$50.00			
Obstruction on Public Property	Chpt. 10	$50.00			
Dumping on Personal Property	Chpt. 10	$75.00			
Hazardous Conditions	Chpt. 10	$50.00			
Abandoned Motor Vehicles	Chpt. 10	$50.00			

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget and Finance

Committee/Council Meeting Date: July 7, 2015

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

ITEM DESCRIPTION: Proposed 2016 Budget

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report. Please review the attached proposed 2016 Budget

Also attached is a request for a contribution in the amount of $250.00 to the Initiative Foundation.

If the Mayor/Council desire an increase to their salary and other compensation on ordinance amendment and resolution are required. The increase would become effective January 1, 2016. The last increase was on January 1, 2014. The current salaries are:

Mayor	$4,703.35
Council Members	$3,527.51

The current per diems are:

Half Day	$45.00
Full Day	$90.00

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to contribute $250.00 to the Initiative Foundation and recommend such to the City Council.

Motion to _____ the Council salaries and per diems for 2016 and recommend such to the City Council.

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CITY OF PAYNESVILLE
PROPOSED BUDGET REPORT
AS OF: MAY 31ST, 2015

100-GENERAL FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
INTEREST								
100-4-0010-3080 INTEREST REVENUE TIF#1-8	0	0	0	0	0	0	0	0.00
100-4-0010-3100 INTEREST INCOME ON INVESTMENTS	33,631	(5,011)	(5,432)	15,000	17,304	15,000	0	0.00
100-4-0010-3110 CHANGE IN FAIR MARKET VALUE	1,882	(15,780)	3,053	0	0	0	0	0.00
TOTAL INTEREST	35,513	(20,791)	(2,379)	15,000	17,304	15,000	0	0.00
EDAP RECEIPTS								
100-4-1805-5240 TOWNSHIP DONATIONS	3,000	3,000	3,000	3,000	3,000	3,000	0	0.00
TOTAL EDAP RECEIPTS	3,000	3,000	3,000	3,000	3,000	3,000	0	0.00
GENERAL PROPERTY TAXES								
100-4-3011-0010 CURRENT REAL & PERSONAL PROPER	542,194	554,357	559,199	581,354	0	0	(581,354)	100.00-
100-4-3011-0020 HACA AID	0	0	0	0	0	0	0	0.00
100-4-3011-0030 LOCAL PERFORMANCE AID	0	0	0	0	0	0	0	0.00
100-4-3011-0040 LOCAL GOVERNMENT AID--STATE AI	679,593	679,593	716,095	721,338	0	722,959	1,621	0.22
100-4-3011-0050 INTEREST ON LOCALS	0	0	0	0	0	0	0	0.00
100-4-3011-0060 MARKET VALUE CREDIT	0	0	0	0	0	0	0	0.00
100-4-3011-0250 MOBILE HOME HOMESTEAD CREDIT	0	0	0	0	0	0	0	0.00
100-4-3011-0260 PERA AID	2,692	2,731	2,731	2,731	0	2,731	0	0.00
100-4-3011-0270 LOW INCOME HOUSING AID	0	0	0	0	0	0	0	0.00
TOTAL GENERAL PROPERTY TAXES	1,224,479	1,236,681	1,278,025	1,305,423	0	725,690	(579,733)	44.41-
LICENSES AND PERMITS								
100-4-3110-0300 PET LICENSES	3,300	3,015	3,015	3,000	320	3,000	0	0.00
100-4-3110-0310 BEER LICENSES	200	200	200	200	200	200	0	0.00
100-4-3110-0320 CIGARETTE LICENSES	600	500	600	500	600	500	0	0.00
100-4-3110-0330 FIRE PIT PERMIT	0	0	0	0	0	0	0	0.00
100-4-3110-0350 ON-SALE LIQUOR LICENSES	6,450	6,400	6,450	6,400	6,500	6,400	0	0.00
100-4-3110-0360 COMPOST PERMIT FEE	4,530	4,970	5,460	5,000	4,290	5,000	0	0.00
100-4-3110-0370 REFUSE/GARBAGE HAULERS LICENSE	200	150	250	200	300	200	0	0.00
TOTAL LICENSES AND PERMITS	15,280	15,235	15,975	15,300	12,210	15,300	0	0.00
COURT								
100-4-3210-0400 COURT FINES	10,482	6,525	6,916	5,000	1,888	5,000	0	0.00
100-4-3210-0410 ADMINISTRATIVE FINES-CITY	660	1,315	1,880	2,000	940	2,000	0	0.00
100-4-3210-0411 POLICE STATE ADMIN FINES	800	920	1,060	1,000	160	1,000	0	0.00
100-4-3210-0412 STATE GEN FUND ADMIN FINES	800	920	1,060	1,000	160	1,000	0	0.00
100-4-3210-0413 CITY GEN FUND STATE ADMIN FINE	800	920	1,060	1,000	160	1,000	0	0.00
TOTAL COURT	13,542	10,600	11,976	10,000	3,308	10,000	0	0.00
RENT								
100-4-3411-0660 RENTAL OF BUILDINGS	3,900	1,900	1,400	1,400	350	1,000	(400)	28.57-
100-4-3411-0760 RENTAL OF GAZEBO PARK	200	325	400	300	0	200	(100)	33.33-
100-4-3411-0770 RENTAL OF VETERANS PARK	1,600	2,407	1,600	2,000	1,157	1,600	(400)	20.00-
100-4-3411-0780 DAMAGE DEPOSIT	700	1,000	850	1,000	500	1,000	0	0.00
100-4-3411-2150 SALES TAX	174	160	138	150	62	150	0	0.00
TOTAL RENT	6,574	5,792	4,388	4,850	2,069	3,950	(900)	18.56-

100-GENERAL FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
FILING FEES								
100-4-3511-0470 ELECTION FILING FEES	18	0	12	0	0	0	0	0.00
100-4-3511-4073 REFUNDS/REIMBURSEMENTS	0	0	1,885	0	0	0	0	0.00
TOTAL FILING FEES	18	0	1,897	0	0	0	0	0.00
PUBLIC SAFETY								
100-4-3522-1021 POLICE PROTECTION	11,077	0	0	0	0	0	0	0.00
100-4-3522-1031 POLICE DEPT TRAINING REIMB	2,077	1,025	1,287	1,500	0	1,500	0	0.00
100-4-3522-1032 ANIMAL IMPOUND	244	179	69	0	154	200	200	0.00
100-4-3522-1033 FINGERPRINTING FEES	450	540	405	100	185	100	0	0.00
100-4-3522-1050 MISC INCOME TO POLICE DEPT.	571	310	1,078	500	68	400	(100)	20.00-
100-4-3522-1091 POLICEMEN'S STATE AID	25,890	20,509	29,195	26,000	0	26,500	500	1.92
100-4-3522-1112 PD BUY BACK SICK LEAVE THRU WC	0	0	0	0	0	0	0	0.00
100-4-3522-1170 GRANT MONIES	5,659	6,804	23,613	10,000	0	10,000	0	0.00
100-4-3522-2000 FIRE RUNS	1,753	11,245	680	1,000	0	1,000	0	0.00
100-4-3522-2031 FIRE DEPT REIMB	5,092	4,572	4,988	5,000	0	5,000	0	0.00
100-4-3522-2040 DESIGNATED DONATIONS TO FIRE	0	0	0	0	0	0	0	0.00
100-4-3522-2050 MISC INCOME TO FIRE DEPT.	0	50	0	0	0	0	0	0.00
100-4-3522-2070 FIRE CONTRACTS	80,323	81,397	82,519	81,000	24,913	81,000	0	0.00
100-4-3522-2090 FIREMEN'S RELIEF, STATE AID	25,475	36,148	36,938	28,000	2,000	30,000	2,000	7.14
100-4-3522-2091 FD RELIEF SHARE OF CONTRIB	0	1,555	572	500	0	0	(500)	100.00-
100-4-3522-2120 RESCUE RUNS	0	1,295	2,750	700	400	400	(300)	42.86-
100-4-3522-2170 GRANT MONIES	3,071	1,672	0	0	0	0	0	0.00
100-4-3522-3050 AMBULANCE GARAGE RENT	0	0	0	8,700	2,900	8,700	0	0.00
100-4-3522-4075 CODE RED REIMBURSEMENT	0	0	0	0	2,050	2,000	2,000	0.00
TOTAL PUBLIC SAFETY	161,682	167,303	184,093	163,000	32,670	166,800	3,800	2.33
AIRPORT								
100-4-3591-0700 CITY HANGAR RENTAL	25,970	24,340	28,740	27,500	16,300	27,500	0	0.00
100-4-3591-0710 RENTAL OF LAND-HANGARS	2,160	3,130	2,470	2,500	1,250	2,500	0	0.00
100-4-3591-0720 RENTAL OF LAND-FARM	21,586	17,359	20,652	17,000	8,352	25,000	8,000	47.06
100-4-3591-0730 RENTAL-POLE STORAGE	2,950	1,250	0	0	0	0	0	0.00
100-4-3591-0740 STATE O & M REIMB (GRANT)	11,337	13,795	15,175	15,174	0	15,174	0	0.00
100-4-3591-0750 AVIATION FUEL RECEIPTS	69,645	72,421	45,609	30,000	8,865	43,700	13,700	45.67
100-4-3591-4040 DONATIONS	0	0	0	0	0	0	0	0.00
100-4-3591-4050 OTHER MISCELLANEOUS INCOME	5	1,046	10,912	0	0	0	0	0.00
TOTAL AIRPORT	133,653	133,342	123,557	92,174	34,767	113,874	21,700	23.54
BUILDING PERMITS								
100-4-3930-0430 BUILDING PERMIT FEES	23,889	29,614	30,218	21,500	8,175	25,000	3,500	16.28
100-4-3930-0460 ZONING FEES	625	800	1,125	700	75	700	0	0.00
100-4-3930-0471 PLAN CHECK FEE	4,190	5,065	4,775	2,600	1,297	2,600	0	0.00
100-4-3930-0472 VARIANCE FEES	750	1,250	1,250	750	0	750	0	0.00
100-4-3930-0473 CONDITIONAL USE FEES	0	225	250	225	0	225	0	0.00
100-4-3930-0474 LOT SPLIT FEES	0	170	170	0	170	170	170	0.00
100-4-3930-0475 PLATTING FEES	550	150	700	350	0	350	0	0.00
100-4-3930-0476 PLACEMENT FEES	325	250	350	200	100	350	150	75.00

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100-GENERAL FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-4-3930-0477 SIGN FEES	0	275	225	200	0	200	0	0.00
100-4-3930-0478 TEMPORARY USE PERMIT	25	0	0	0	0	0	0	0.00
100-4-3930-0479 LEAD CERTIFICATION FEE	0	0	0	0	0	0	0	0.00
100-4-3930-0480 STATE SURCHARGE ON BLDG PERMIT	1,928	2,520	2,172	2,000	518	2,000	0	0.00
100-4-3930-0490 EXC/MOVING/VACATION PERMIT FEE	680	455	560	300	240	300	0	0.00
100-4-3930-4073 REFUNDS/REIMBURSEMENTS	0	0	0	40,000	0	0	(40,000)	100.00-
TOTAL BUILDING PERMITS	32,962	40,773	41,795	68,825	10,574	32,645	(36,180)	52.57-
MOTOR VEHICLE								
100-4-3949-0150 CASH OVER/SHORT	0	0	104	0	0	0	0	0.00
100-4-3949-0570 MOTOR VEHICLE DEPUTY FEES	104,513	104,758	104,021	110,000	9,597	110,000	0	0.00
100-4-3949-0580 DNR LICENSE FEES	9,534	8,653	8,602	9,000	927	9,000	0	0.00
100-4-3949-0590 DRIVERS LICENSE DEPUTY FEES	18,506	18,363	26,655	28,000	2,400	28,000	0	0.00
100-4-3949-4050 OTHER MISCELLANEOUS INCOME	325	375	215	300	119	300	0	0.00
TOTAL MOTOR VEHICLE	132,878	132,149	139,597	147,300	13,043	147,300	0	0.00
MISCELLANEOUS								
100-4-3950-0150 CASH OVER/SHORT	0	0	10	0	10	0	0	0.00
100-4-3950-0160 CASH SHORT (DON'T USE)	0	0	0	0	0	0	0	0.00
100-4-3950-1112 PD BUY BACK SICK LEAVE THRU WC	0	0	0	0	0	0	0	0.00
100-4-3950-1113 ADMINISTRATION OF WORKERS COMP	743	787	929	600	0	600	0	0.00
100-4-3950-4040 DONATIONS TO MUNICIPALITY	200	0	0	0	0	0	0	0.00
100-4-3950-4050 OTHER MISCELLANEOUS INCOME	12,081	2,272	8,692	2,000	906	2,000	0	0.00
100-4-3950-4070 REIMBURSEMENTS TO ST/PARK DEPT	9,663	10,692	9,399	7,000	300	10,000	3,000	42.86
100-4-3950-4071 REIMBURSEMENTS-LIFEGUARDS	6,000	6,000	6,000	6,000	0	6,000	0	0.00
100-4-3950-4072 STREET LIGHTING ASSESSMENT	11,554	11,938	12,096	16,000	3,918	16,000	0	0.00
100-4-3950-4074 SPRING CLEAN UP REIMBURSEMENT	0	0	375	350	0	350	0	0.00
100-4-3950-4080 SNOW REMOVAL-DOWNTOWN	5,391	5,465	5,373	5,400	5,243	5,400	0	0.00
100-4-3950-4140 COMPOST SITE-TWP PARTICIPATION	1,292	407	395	500	0	500	0	0.00
100-4-3950-4530 LOANS RECEIVED TIF#1-4	0	0	0	0	0	0	0	0.00
100-4-3950-7430 TWP ANNEXATION TAX REIMB	0	0	0	0	0	0	0	0.00
TOTAL MISCELLANEOUS	46,923	37,560	43,270	37,850	10,377	40,850	3,000	7.93
SPECIAL ASSESSMENTS								
100-4-3951-5110 SPECIAL ASSESSMENTS FROM MUNI	0	0	0	0	0	0	0	0.00
100-4-3951-5320 SPECIAL ASSESSMENTS FROM COUNT	2,342	1,927	2,021	1,000	0	1,000	0	0.00
100-4-3951-5390 ASSESSMENTS FROM PAY-DEL-CO	0	0	0	0	0	0	0	0.00
TOTAL SPECIAL ASSESSMENTS	2,342	1,927	2,021	1,000	0	1,000	0	0.00
CABLE TV								
100-4-3952-1170 GRANT MONIES	1,000	1,000	1,000	1,000	1,000	1,000	0	0.00
100-4-3952-4580 TWP REIMBURSEMENT	1,966	1,576	5,685	1,500	1,375	1,500	0	0.00
100-4-3952-9000 FRANCHISE FEE	23,071	23,400	23,954	22,000	5,495	23,000	1,000	4.55
100-4-3952-9010 FRANCHISE FEE- WINDSTREAM	2,820	2,966	3,013	2,500	523	3,000	500	20.00
TOTAL CABLE TV	28,857	28,942	33,651	27,000	8,393	28,500	1,500	5.56

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100-GENERAL FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
TRANSFERS								
100-4-3961-9600 PERMANENT TRANSFERS IN	40,000	42,500	55,766	45,000	0	45,000	0	0.00
TOTAL TRANSFERS	40,000	42,500	55,766	45,000	0	45,000	0	0.00
REFUSE								
100-4-3968-9000 FRANCHISE FEE	5,465	5,421	5,572	5,500	1,953	5,500	0	0.00
TOTAL REFUSE	5,465	5,421	5,572	5,500	1,953	5,500	0	0.00
FIXED ASSETS								
100-4-4000-0990 SALE OF FIXED ASSETS	201	2,271	1,689	1,000	0	1,000	0	0.00
TOTAL FIXED ASSETS	201	2,271	1,689	1,000	0	1,000	0	0.00
HUMAN RIGHTS								
100-4-4030-4830 FESTIVAL OF ETHNIC TRADITIONS	0	0	0	0	0	0	0	0.00
TOTAL HUMAN RIGHTS	0	0	0	0	0	0	0	0.00
PUBLIC SERVICE-TRANSIT								
100-4-4130-4130 TICKET SALES/RIDER FEES	0	0	0	0	0	0	0	0.00
TOTAL PUBLIC SERVICE-TRANSIT	0	0	0	0	0	0	0	0.00
COMMUNITY ENHANCEMENT								
100-4-4751-1170 GRANT MONIES	0	3,785	1,215	0	0	0	0	0.00
100-4-4751-4050 OTHER MISCELLANEOUS INCOME	0	0	0	0	0	0	0	0.00
100-4-4751-9600 PERMANENT TRANSFERS IN	0	0	0	0	0	0	0	0.00
TOTAL COMMUNITY ENHANCEMENT	0	3,785	1,215	0	0	0	0	0.00
TOTAL REVENUES	1,883,368	1,846,487	1,945,108	1,942,222	149,668	1,355,409	(586,813)	30.21-

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100-GENERAL FUND
MAYOR AND COUNCIL

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4010-1000 SALARIES	18,158	20,184	21,963	22,189	6,053	24,633	2,444	11.01
100-5-4010-1060 FICA WITHHOLDINGS	891	1,334	1,362	1,376	375	1,529	153	11.12
100-5-4010-1070 PERA WITHHOLDINGS	190	0	0	300	0	300	0	0.00
100-5-4010-1080 MEDICARE WITHHOLDINGS	264	312	318	322	88	358	36	11.18
100-5-4010-1300 PROFESSIONAL SERVICES (LEGAL)	2,495	645	641	250	132	250	0	0.00
100-5-4010-2000 POSTAGE	0	0	56	0	0	0	0	0.00
100-5-4010-2100 PRINTING & PUBLISHING	177	121	238	100	68	100	0	0.00
100-5-4010-2300 TRAVEL & SCHOOLS	7,797	5,843	5,326	7,000	5,213	7,000	0	0.00
100-5-4010-2400 MAINTENANCE & REPAIR OF EQUIP	180	868	70	645	0	645	0	0.00
100-5-4010-3000 GENERAL/OFFICE SUPPLIES	320	166	269	500	438	500	0	0.00
100-5-4010-3811 UNIFORMS	0	450	0	500	0	500	0	0.00
100-5-4010-4100 INSURANCE AND BONDS	2,884	650	632	794	1,000	1,000	206	25.94
100-5-4010-4110 WORKERS' COMP INS	(25)	10	133	110	0	110	0	0.00
100-5-4010-4300 SUBSCRIPTIONS & MEMBERSHIPS	30	50	50	50	0	50	0	0.00
100-5-4010-5300 EQUIPMENT RENTAL/LEASE	313	351	466	445	173	445	0	0.00
TOTAL MAYOR AND COUNCIL	33,672	30,984	31,525	34,581	13,541	37,420	2,839	8.21

100-GENERAL FUND
RECREATIONAL PROGRAMS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4020-4800 RECREATIONAL PROGRAMS	0	0	0	0	0	0	0	0.00
100-5-4020-4801 AFTER PROM PARTY	0	450	450	0	0	0	0	0.00
100-5-4020-4802 COMMUNITY EDUCATION	6,251	6,251	6,251	6,251	0	6,251	0	0.00
100-5-4020-4803 HISTORICAL SOCIETY	8,000	8,000	8,000	7,000	0	7,000	0	0.00
100-5-4020-4804 PAYNESVILLE AREA CENTER	8,500	8,500	8,500	9,000	0	9,000	0	0.00
100-5-4020-4805 PNLS HOCKEY ASSOCIATION	6,000	6,000	6,500	6,500	0	6,500	0	0.00
100-5-4020-4806 FIREWORKS	2,000	2,000	2,000	2,000	0	2,000	0	0.00
TOTAL RECREATIONAL PROGRAMS	30,751	31,201	31,701	30,751	0	30,751	0	0.00

100-GENERAL FUND
HUMAN RIGHTS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4030-1340 PROFESSIONAL SERVICES (SPEAKER	0	0	0	0	0	0	0	0.00
100-5-4030-2100 PRINTING & PUBLISHING	0	0	0	0	0	0	0	0.00
100-5-4030-2101 ADVERTISING	0	0	0	0	0	0	0	0.00
100-5-4030-2300 TRAVEL & SCHOOLS	0	0	0	0	0	0	0	0.00
100-5-4030-2840 MEALS	0	0	0	0	0	0	0	0.00
100-5-4030-4100 INSURANCE AND BONDS	0	0	0	0	0	0	0	0.00
100-5-4030-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0	0	0	0	0.00
100-5-4030-4810 DONATIONS	0	0	0	0	0	0	0	0.00
100-5-4030-4811 FESTIVAL OF ETHNIC TRADITIONS	0	0	0	0	0	0	0	0.00
100-5-4030-5200 NEW EQUIPMENT	0	0	0	0	0	0	0	0.00
100-5-4030-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL HUMAN RIGHTS	0	0	0	0	0	0	0	0.00

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100-GENERAL FUND
ELECTION AND VOTER REGIST

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4040-1000 SALARIES	1,547	429	1,942	0	0	2,000	2,000	0.00
100-5-4040-1300 PROFESSIONAL SERVICES (LEGAL)	164	0	0	0	0	0	0	0.00
100-5-4040-2000 POSTAGE	0	0	29	0	0	10	10	0.00
100-5-4040-2100 PRINTING & PUBLISHING	538	26	212	0	0	225	225	0.00
100-5-4040-2300 TRAVEL & SCHOOLS	440	114	499	0	0	500	500	0.00
100-5-4040-2400 MAINTENANCE & REPAIR OF EQUIP	0	388	452	0	388	388	388	0.00
100-5-4040-3000 GENERAL/OFFICE SUPPLIES	22	22	55	0	0	50	50	0.00
100-5-4040-5200 NEW EQUIPMENT	8,780	0	0	0	0	0	0	0.00
100-5-4040-5400 TF TO CAPITAL IMP	0	0	0	5,000	0	5,000	0	0.00
100-5-4040-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL ELECTION AND VOTER REGIST	11,589	979	3,189	5,000	388	8,173	3,173	63.46

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100-GENERAL FUND
ADMINISTRATION AND FINANC

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4051-1000 SALARIES	64,240	51,943	59,594	59,696	19,999	62,097	2,401	4.02
100-5-4051-1020 TEMPORARY SALARIES	1,600	13,019	0	0	0	0	0	0.00
100-5-4051-1060 FICA WITHHOLDINGS	3,678	2,856	3,368	3,701	1,221	3,850	149	4.03
100-5-4051-1070 PERA WITHHOLDINGS	4,692	3,359	4,359	4,477	1,630	4,657	180	4.02
100-5-4051-1080 MEDICARE WITHHOLDINGS	860	668	788	866	286	900	34	3.93
100-5-4051-1090 HEALTH INSURANCE	10,699	7,662	9,613	11,440	3,768	11,440	0	0.00
100-5-4051-1290 PROFESSIONAL SERVICES (SAFETY)	361	158	234	350	130	250	(100)	28.57-
100-5-4051-1300 PROFESSIONAL SERVICES (LEGAL)	8,301	7,741	11,736	10,000	3,586	10,000	0	0.00
100-5-4051-1310 PROFESSIONAL SERVICES (AUDIT)	7,420	8,747	8,714	9,000	5,963	9,000	0	0.00
100-5-4051-1311 PROFESSIONAL SERVICES (GENERAL	1,905	1,128	1,996	1,200	1,049	1,200	0	0.00
100-5-4051-1312 PROFESSIONAL SERVICES (UNION)	4,996	79	328	2,000	0	1,000	(1,000)	50.00-
100-5-4051-2000 POSTAGE	884	883	1,692	1,300	353	1,300	0	0.00
100-5-4051-2020 TELEPHONE	989	1,028	1,141	1,200	300	1,200	0	0.00
100-5-4051-2100 PRINTING & PUBLISHING	233	494	373	500	29	400	(100)	20.00-
100-5-4051-2101 ADVERTISING	0	379	704	400	529	600	200	50.00
100-5-4051-2300 TRAVEL & SCHOOLS	1,233	1,351	2,094	2,500	1,044	2,500	0	0.00
100-5-4051-2400 MAINTENANCE & REPAIR OF EQUIP	2,865	4,440	1,137	3,645	783	2,000	(1,645)	45.13-
100-5-4051-3000 GENERAL/OFFICE SUPPLIES	3,790	2,176	4,346	3,825	1,846	3,825	0	0.00
100-5-4051-3811 UNIFORMS	0	81	0	0	0	0	0	0.00
100-5-4051-4100 INSURANCE AND BONDS	170	858	820	982	0	1,011	29	2.95
100-5-4051-4110 WORKERS' COMP INS	1,296	1,153	1,460	1,430	0	1,430	0	0.00
100-5-4051-4300 SUBSCRIPTIONS & MEMBERSHIPS	4,315	4,511	4,679	4,425	1,858	4,425	0	0.00
100-5-4051-4600 LICENESES & TAXES	0	0	815	0	0	0	0	0.00
100-5-4051-5200 NEW EQUIPMENT	0	611	1,586	600	419	600	0	0.00
100-5-4051-5300 EQUIPMENT RENTAL/LEASE	1,091	586	796	465	173	465	0	0.00
100-5-4051-5400 TF TO CAPITAL IMP	800	1,000	1,000	1,000	0	1,000	0	0.00
100-5-4051-5410 TF 2008 COMMUNITY CELEBRATION	0	0	0	0	0	0	0	0.00
100-5-4051-8020 MISCELLANEOUS	(1,054)	0	0	0	12,740	0	0	0.00
TOTAL ADMINISTRATION AND FINANC	125,364	116,913	123,373	125,002	57,708	125,150	148	0.12

100-GENERAL FUND
ASSESSOR

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4053-2900 CONTRACTUAL SERVICE	14,869	14,596	15,107	15,500	0	15,500	0	0.00
TOTAL ASSESSOR	14,869	14,596	15,107	15,500	0	15,500	0	0.00

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100-GENERAL FUND
GENERAL PLANNING

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4080-1000 SALARIES	24,270	22,428	27,797	26,001	9,684	27,193	1,192	4.58
100-5-4080-1060 FICA WITHHOLDINGS	1,360	1,265	1,544	1,612	587	1,686	74	4.59
100-5-4080-1070 PERA WITHHOLDINGS	1,750	1,629	1,888	1,950	781	2,040	90	4.62
100-5-4080-1080 MEDICARE WITHHOLDINGS	318	296	361	377	137	394	17	4.51
100-5-4080-1090 HEALTH INSURANCE	4,108	3,532	4,550	4,455	1,763	4,455	0	0.00
100-5-4080-1180 ENGINEERING	3,669	1,150	1,580	3,000	0	3,000	0	0.00
100-5-4080-1300 PROFESSIONAL SERVICES (LEGAL)	4,772	6,071	12,030	4,000	4,466	6,000	2,000	50.00
100-5-4080-1311 PROFESSIONAL SERVICES (GENERAL	322	552	5,613	1,000	92	700	(300)	30.00-
100-5-4080-2000 POSTAGE	250	100	0	300	50	250	(50)	16.67-
100-5-4080-2020 TELEPHONE	19	5	84	100	15	100	0	0.00
100-5-4080-2100 PRINTING & PUBLISHING	1,076	490	850	600	53	600	0	0.00
100-5-4080-2101 ADVERTISING	0	0	65	0	0	0	0	0.00
100-5-4080-2300 TRAVEL & SCHOOLS	0	0	70	200	33	100	(100)	50.00-
100-5-4080-2900 CONTRACTUAL SERVICE	0	0	20,850	0	0	0	0	0.00
100-5-4080-3000 GENERAL/OFFICE SUPPLIES	227	21	94	400	0	200	(200)	50.00-
100-5-4080-4100 INSURANCE AND BONDS	0	3,342	4,350	5,269	0	5,427	158	3.00
100-5-4080-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	0	120	0	0	0	0	0.00
100-5-4080-5300 EQUIPMENT RENTAL/LEASE	321	315	474	445	173	445	0	0.00
100-5-4080-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL GENERAL PLANNING	42,461	41,197	82,321	49,709	17,836	52,590	2,881	5.80

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100-GENERAL FUND
MUNICIPAL BUILDING

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4090-1300 PROFESSIONAL SERVICES (LEGAL)	0	0	0	0	0	0	0	0.00
100-5-4090-2020 TELEPHONE	7,280	7,519	7,279	9,300	2,219	7,500	(1,800)	19.35-
100-5-4090-2200 UTILITIES	7,462	7,606	8,861	8,000	2,760	8,000	0	0.00
100-5-4090-2400 MAINTENANCE & REPAIR OF EQUIP	6,430	9,437	16,877	14,000	7,116	14,000	0	0.00
100-5-4090-2500 MAINTENANCE & REPAIR OF BLDG	1,554	2,308	2,462	3,000	670	2,500	(500)	16.67-
100-5-4090-2600 MAINTENANCE & REPAIR OF GROUND	0	0	86	0	103	100	100	0.00
100-5-4090-3000 GENERAL/OFFICE SUPPLIES	1,756	5,280	2,612	3,000	1,530	3,000	0	0.00
100-5-4090-3810 LAUNDRY	0	0	0	0	0	0	0	0.00
100-5-4090-3811 UNIFORMS	0	0	0	0	0	0	0	0.00
100-5-4090-3820 REFUSE COLLECTION	1,771	1,259	1,134	1,300	497	1,300	0	0.00
100-5-4090-3830 CUSTODIAN	0	0	0	0	0	0	0	0.00
100-5-4090-4100 INSURANCE AND BONDS	3,050	2,832	2,688	3,301	0	3,400	99	3.00
100-5-4090-5010 LAND	0	0	0	0	0	0	0	0.00
100-5-4090-5200 NEW EQUIPMENT	1,587	880	1,574	1,000	455	1,000	0	0.00
100-5-4090-5300 EQUIPMENT RENTAL/LEASE	363	1,155	1,390	445	628	1,200	755	169.66
100-5-4090-5400 TF TO CAPITAL IMP	2,500	2,500	2,500	2,500	0	2,500	0	0.00
100-5-4090-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL MUNICIPAL BUILDING	33,353	40,776	47,463	45,846	15,976	44,500	(1,346)	2.94-

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100-GENERAL FUND
MOTOR VEHICLE

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4100-1000 SALARIES	47,186	51,052	56,984	57,946	20,248	72,908	14,962	25.82
100-5-4100-1020 TEMPORARY SALARIES	0	0	0	0	0	0	0	0.00
100-5-4100-1060 FICA WITHHOLDINGS	2,801	2,988	3,336	3,593	1,275	4,520	927	25.80
100-5-4100-1070 PERA WITHHOLDINGS	3,419	3,670	4,124	4,346	1,628	5,468	1,122	25.82
100-5-4100-1080 MEDICARE WITHHOLDINGS	655	699	780	840	298	1,057	217	25.83
100-5-4100-1090 HEALTH INSURANCE	8,099	9,026	10,576	11,672	4,426	11,672	0	0.00
100-5-4100-1290 PROFESSIONAL SERVICES (SAFETY)	89	37	50	200	50	100	(100)	50.00-
100-5-4100-1300 PROFESSIONAL SERVICES (LEGAL)	114	0	0	100	0	100	0	0.00
100-5-4100-1310 PROFESSIONAL SERVICES (AUDIT)	28	200	28	200	14	100	(100)	50.00-
100-5-4100-1311 PROFESSIONAL SERVICES (GENERAL	0	0	0	0	0	0	0	0.00
100-5-4100-2000 POSTAGE	1,113	323	1,224	1,150	200	1,000	(150)	13.04-
100-5-4100-2020 TELEPHONE	441	486	433	500	137	500	0	0.00
100-5-4100-2100 PRINTING & PUBLISHING	0	28	34	350	0	100	(250)	71.43-
100-5-4100-2101 ADVERTISING	0	90	591	100	0	100	0	0.00
100-5-4100-2300 TRAVEL & SCHOOLS	154	301	216	300	26	300	0	0.00
100-5-4100-2400 MAINTENANCE & REPAIR OF EQUIP	871	944	1,694	2,185	748	2,100	(85)	3.89-
100-5-4100-3000 GENERAL/OFFICE SUPPLIES	546	430	670	700	354	700	0	0.00
100-5-4100-4100 INSURANCE AND BONDS	363	650	633	795	0	819	24	3.02
100-5-4100-4300 SUBSCRIPTIONS & MEMBERSHIPS	253	253	253	253	173	253	0	0.00
100-5-4100-5200 NEW EQUIPMENT	534	0	683	200	350	500	300	150.00
100-5-4100-5300 EQUIPMENT RENTAL/LEASE	534	435	537	445	173	445	0	0.00
100-5-4100-5400 TF TO CAPITAL IMP	0	0	0	0	0	0	0	0.00
TOTAL MOTOR VEHICLE	67,200	71,612	82,845	85,875	30,102	102,742	16,867	19.64

100-GENERAL FUND
POLICE PROTECTION

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4110-1000 SALARIES	218,259	216,329	260,378	253,234	100.540	259,258	6,024	2.38
100-5-4110-1020 TEMPORARY SALARIES	0	300	0	0	0	0	0	0.00
100-5-4110-1060 FICA WITHHOLDINGS	562	256	309	325	99	339	14	4.31
100-5-4110-1070 PERA WITHHOLDINGS	26,176	30,544	39,303	40,250	17,388	41,207	957	2.38
100-5-4110-1080 MEDICARE WITHHOLDINGS	3,024	2,911	3,518	3,672	1,522	3,759	87	2.37
100-5-4110-1090 HEALTH INSURANCE	25,952	27,588	29,406	30,237	9,702	22,017	(8,220)	27.19-
100-5-4110-1290 PROFESSIONAL SERVICES (SAFETY)	4,083	12,108	12,123	12,200	3,000	12,200	0	0.00
100-5-4110-1300 PROFESSIONAL SERVICES (LEGAL)	29,317	30,096	25,865	25,000	8,469	25,000	0	0.00
100-5-4110-1310 PROFESSIONAL SERVICES (AUDIT)	70	800	69	400	71	400	0	0.00
100-5-4110-1311 PROFESSIONAL SERVICES (GENERAL	850	970	682	1,000	0	1,000	0	0.00
100-5-4110-1312 PROFESSIONAL SERVICES (UNION)	514	416	144	0	0	0	0	0.00
100-5-4110-1350 PHYSICALS	321	818	468	0	0	0	0	0.00
100-5-4110-1351 MEDICAL	0	372	0	0	0	0	0	0.00
100-5-4110-2000 POSTAGE	387	224	420	400	200	400	0	0.00
100-5-4110-2010 RADIO SERVICE	0	0	0	0	0	0	0	0.00
100-5-4110-2020 TELEPHONE	3,479	4,580	4,606	4,600	1,359	4,600	0	0.00
100-5-4110-2100 PRINTING & PUBLISHING	584	78	222	500	0	500	0	0.00
100-5-4110-2101 ADVERTISING	0	508	35	300	0	300	0	0.00
100-5-4110-2200 UTILITIES	2,325	2,547	2,775	2,884	925	2,884	0	0.00
100-5-4110-2300 TRAVEL & SCHOOLS	1,467	2,846	856	3,000	1,375	3,000	0	0.00
100-5-4110-2400 MAINTENANCE & REPAIR OF EQUIP	3,659	4,706	4,291	3,500	2,041	3,500	0	0.00
100-5-4110-2402 COMPUTER SUPPORT FEES	4,755	4,878	4,781	5,000	322	5,000	0	0.00
100-5-4110-2500 MAINTENANCE & REPAIR OF BLDG	304	243	557	1,500	980	2,000	500	33.33
100-5-4110-2900 CONTRACTUAL SERVICE	10,193	0	0	0	0	0	0	0.00
100-5-4110-3000 GENERAL/OFFICE SUPPLIES	974	1,570	1,540	2,500	673	2,500	0	0.00
100-5-4110-3300 MOTOR FUELS & LUBRICANTS	9,174	11,670	14,981	12,500	3,508	12,500	0	0.00
100-5-4110-3811 UNIFORMS	1,125	1,738	1,410	1,500	926	2,000	500	33.33
100-5-4110-3830 CUSTODIAN	0	0	0	0	0	0	0	0.00
100-5-4110-4100 INSURANCE AND BONDS	2,123	8,256	10,365	11,366	0	11,707	341	3.00
100-5-4110-4110 WORKERS' COMP INS	6,187	5,925	8,588	6,200	0	6,200	0	0.00
100-5-4110-4300 SUBSCRIPTIONS & MEMBERSHIPS	264	798	129	500	210	500	0	0.00
100-5-4110-4600 LICENSES & TAXES	132	270	180	225	90	225	0	0.00
100-5-4110-4601 STATE GEN FUND ADMIN FINES	800	920	1,080	1,000	0	1,000	0	0.00
100-5-4110-4602 POLICE STATE ADMIN FINES	0	3,138	0	620	0	620	0	0.00
100-5-4110-5200 NEW EQUIPMENT	2,776	2,030	1,248	2,000	(438)	4,000	2,000	100.00
100-5-4110-5300 EQUIPMENT RENTAL/LEASE	439	520	621	445	173	445	0	0.00
100-5-4110-5400 TF TO CAPITAL IMP	5,000	5,000	22,459	11,500	0	16,000	4,500	39.13
100-5-4110-8020 MISCELLANEOUS	135	182	170	0	0	0	0	0.00
TOTAL POLICE PROTECTION	365.412	386,137	453,577	438,358	153,136	445,061	6,703	1.53

5-4110-2500 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
6-1-15 PAUL - FROZEN WATER LINES/BACK DOOR

5-4110-5200 NEW EQUIPMENT CURRENT YEAR NOTES:
6-1-15 PAUL - E-CITATION SOFTWARE MANDATED BY JULY 2016

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100-GENERAL FUND
POLICE PROTECTION

EXPENDITURES		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
5-4110-5400	TF TO CAPITAL IMP								

CURRENT YEAR NOTES:
6-1-15 PAUL - COST FOR DEPRECIATION SCHEDULE

100-GENERAL FUND
FIRE PROTECTION

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4120-1000 SALARIES	43,968	35,608	35,405	38,435	7.404	39,954	1,519	3.95
100-5-4120-1060 FICA WITHHOLDINGS	2,715	2,205	2,194	2,383	459	2,477	94	3.94
100-5-4120-1070 PERA WITHHOLDINGS	265	88	90	269	26	275	6	2.23
100-5-4120-1080 MEDICARE WITHHOLDINGS	535	516	513	557	107	579	22	3.95
100-5-4120-1090 HEALTH INSURANCE	656	155	157	822	65	822	0	0.00
100-5-4120-1300 PROFESSIONAL SERVICES (LEGAL)	645	1,141	691	500	770	500	0	0.00
100-5-4120-1310 PROFESSIONAL SERVICES (AUDIT)	591	627	696	1,000	480	1,000	0	0.00
100-5-4120-1311 PROFESSIONAL SERVICES (GENERAL	867	0	0	0	0	0	0	0.00
100-5-4120-1330 RELIEF ASSOCIATION	30,475	44,258	43,081	31,500	7,000	31,500	0	0.00
100-5-4120-1350 PHYSICALS	0	2,340	7	2,340	492	0	(2,340)	100.00-
100-5-4120-1352 MEDICAL SUPPLIES	0	0	360	500	0	500	0	0.00
100-5-4120-2000 POSTAGE	200	60	129	200	25	200	0	0.00
100-5-4120-2010 RADIO SERVICE	225	859	1,436	225	512	500	275	122.22
100-5-4120-2020 TELEPHONE	952	1,156	940	1,030	316	1,000	(30)	2.91-
100-5-4120-2100 PRINTING & PUBLISHING	213	75	355	200	147	200	0	0.00
100-5-4120-2200 UTILITIES	3,395	3,614	5,103	5,500	2,212	5,500	0	0.00
100-5-4120-2300 TRAVEL & SCHOOLS	1,278	840	1,133	2,000	1,826	2,000	0	0.00
100-5-4120-2301 TRAINING	4,862	4,191	3,728	5,000	5,438	5,000	0	0.00
100-5-4120-2400 MAINTENANCE & REPAIR OF EQUIP	6,708	4,198	4,166	4,000	1,721	4,000	0	0.00
100-5-4120-2500 MAINTENANCE & REPAIR OF BLDG	316	976	793	1,200	(2)	1,000	(200)	16.67-
100-5-4120-2800 FIRE CONTRACT MEETING	89	30	30	100	15	50	(50)	50.00-
100-5-4120-3000 GENERAL/OFFICE SUPPLIES	900	1,100	1,905	1,200	70	1,000	(200)	16.67-
100-5-4120-3300 MOTOR FUELS & LUBRICANTS	3,985	3,880	2,631	3,000	732	3,000	0	0.00
100-5-4120-3811 UNIFORMS	0	135	384	425	0	425	0	0.00
100-5-4120-4100 INSURANCE AND BONDS	5,425	5,549	5,316	6,222	201	6,409	187	3.01
100-5-4120-4110 WORKERS' COMP INS	4,092	7,511	9,681	6,895	0	6,895	0	0.00
100-5-4120-4300 SUBSCRIPTIONS & MEMBERSHIPS	689	941	690	660	304	600	(60)	9.09-
100-5-4120-4590 LICENSES & PERMITS	16	0	68	0	0	0	0	0.00
100-5-4120-5200 NEW EQUIPMENT	4,897	3,614	1,056	2,000	917	2,000	0	0.00
100-5-4120-5300 EQUIPMENT RENTAL/LEASE	2,878	864	488	775	173	775	0	0.00
100-5-4120-5400 TF TO CAPITAL IMP	5,000	5,000	5,000	5,000	0	5,000	0	0.00
100-5-4120-6100 RESERVE FOR BLDG/EQUIP	35,000	35,000	35,000	35,000	0	35,000	0	0.00
100-5-4120-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL FIRE PROTECTION	161,937	166,530	163,227	158,938	31,410	158,161	(777)	0.49-

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100-GENERAL FUND
BUILDING INSPECTION

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4131-1000 SALARIES	0	0	16,653	47,644	194	24,227	(23,417)	49.15-
100-5-4131-1060 FICA WITHHOLDINGS	0	0	995	2,954	11	1,502	(1,452)	49.15-
100-5-4131-1070 PERA WITHHOLDINGS	0	0	1,207	3,573	15	1,817	(1,756)	49.15-
100-5-4131-1080 MEDICARE WITHHOLDINGS	0	0	233	691	3	351	(340)	49.20-
100-5-4131-1090 HEALTH INSURANCE	0	0	1,301	4,011	345	4,011	0	0.00
100-5-4131-1290 PROFESSIONAL SERVICES (SAFETY)	0	0	40	0	0	0	0	0.00
100-5-4131-1300 PROFESSIONAL SERVICES (LEGAL)	81	40	328	500	0	500	0	0.00
100-5-4131-1310 PRFESSIONAL SERVICES (AUDIT)	0	0	0	0	0	0	0	0.00
100-5-4131-1311 PROFESSIONAL SERVICES (GENERAL	0	0	1,610	0	0	0	0	0.00
100-5-4131-1312 PROFESSIONAL SERVICES (UNION)	0	0	0	0	0	0	0	0.00
100-5-4131-2000 POSTAGE	80	0	0	50	0	50	0	0.00
100-5-4131-2020 TELEPHONE	0	0	173	605	71	200	(405)	66.94-
100-5-4131-2100 PRINTING & PUBLISHING	115	0	225	200	0	100	(100)	50.00-
100-5-4131-2101 ADVERTISING	0	0	252	200	0	0	(200)	100.00-
100-5-4131-2300 TRAVEL & SCHOOLS	0	0	226	275	0	275	0	0.00
100-5-4131-2400 MAINTENANCE & REPAIR OF EQUIP	0	0	371	0	1,495	1,495	1,495	0.00
100-5-4131-2900 CONTRACTUAL SERVICE	9,165	30,794	6,457	0	0	6,000	6,000	0.00
100-5-4131-2960 MINNESOTA STATE SURCHARGE	1,833	5,398	(933)	2,000	200	500	(1,500)	75.00-
100-5-4131-3000 GENERAL/OFFICE SUPPLIES	100	50	122	100	0	100	0	0.00
100-5-4131-3811 UNIFORMS	0	0	0	100	0	0	(100)	100.00-
100-5-4131-4100 INSURANCE AND BONDS	0	0	0	0	0	0	0	0.00
100-5-4131-4110 WORKERS' COMP INS	0	0	271	50	0	50	0	0.00
100-5-4131-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	1,000	300	1,000	0	0.00
100-5-4131-5200 NEW EQUIPMENT	0	0	6,858	0	0	0	0	0.00
100-5-4131-5300 EQUIPMENT RENTAL/LEASE	332	275	433	0	173	600	600	0.00
100-5-4131-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL BUILDING INSPECTION	11,706	36,557	36,821	63,953	2,807	42,778	(21,175)	33.11-

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100-GENERAL FUND
WEED INSPECTION

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4132-1000 SALARIES	450	425	448	445	167	466	21	4.72
100-5-4132-1060 FICA WITHHOLDINGS	26	24	26	28	10	29	1	3.57
100-5-4132-1070 PERA WITHHOLDINGS	30	31	32	33	13	35	2	6.06
100-5-4132-1080 MEDICARE WITHHOLDINGS	6	6	6	6	2	7	1	16.67
100-5-4132-1090 HEALTH INSURANCE	83	84	53	59	26	59	0	0.00
100-5-4132-2100 PRINTING & PUBLISHING	351	0	0	200	0	200	0	0.00
100-5-4132-2300 TRAVEL & SCHOOLS	0	0	0	50	0	50	0	0.00
100-5-4132-3000 GENERAL/OFFICE SUPPLIES	0	0	0	100	0	100	0	0.00
TOTAL WEED INSPECTION	946	570	565	921	219	946	25	2.71

100-GENERAL FUND
TREE INSPECTION - COMPOST

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4133-1000 SALARIES	8,235	9,601	11,580	9,319	3,818	8,618	(701)	7.52-
100-5-4133-1060 FICA WITHHOLDINGS	460	553	655	578	241	534	(44)	7.61-
100-5-4133-1070 PERA WITHHOLDINGS	530	648	787	661	300	609	(52)	7.87-
100-5-4133-1080 MEDICARE WITHHOLDINGS	108	129	153	135	56	125	(10)	7.41-
100-5-4133-1090 HEALTH INSURANCE	1,223	1,330	1,720	1,595	749	1,595	0	0.00
100-5-4133-1180 ENGINEERING	0	0	0	750	0	750	0	0.00
100-5-4133-1300 PROFESSIONAL SERVICES (LEGAL)	0	57	0	200	537	200	0	0.00
100-5-4133-1320 PROFESSIONAL SERVICES (GENERAL	0	0	30	50	0	50	0	0.00
100-5-4133-2000 POSTAGE	17	0	0	50	0	50	0	0.00
100-5-4133-2100 PRINTING & PUBLISHING	313	497	428	550	999	550	0	0.00
100-5-4133-2300 TRAVEL & SCHOOLS	0	0	0	0	0	0	0	0.00
100-5-4133-2400 MAINTENANCE & REPAIR OF EQUIP	717	488	1,094	1,100	0	1,250	150	13.64
100-5-4133-2900 CONTRACTUAL SERVICE	1,033	4,865	2,119	3,500	1,652	3,500	0	0.00
100-5-4133-2902 CITY SHARE OIL DEPOT EXPENSES	1,122	915	1,017	1,100	0	1,100	0	0.00
100-5-4133-3000 GENERAL/OFFICE SUPPLIES	167	143	175	250	89	250	0	0.00
100-5-4133-3300 MOTOR FUELS & LUBRICANTS	1,064	969	1,131	1,100	0	1,100	0	0.00
100-5-4133-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	15	15	20	0	20	0	0.00
100-5-4133-5200 NEW EQUIPMENT	0	0	534	500	0	750	250	50.00
100-5-4133-5300 EQUIPMENT RENTAL/LEASE	0	0	0	0	0	0	0	0.00
TOTAL TREE INSPECTION - COMPOST	14,988	20,210	21,438	21,458	8,441	21,051	(407)	1.90-

5-4133-1180 ENGINEERING CURRENT YEAR NOTES:
Drainage survey at compost

5-4133-1300 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
contract with Twp, Hockey

5-4133-2100 PRINTING & PUBLISHING CURRENT YEAR NOTES:
Compost information, HHW & Spring clean up, Fall leaf pick up

5-4133-2400 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Equipment repairs, chain saws, tractor, vehicles etc.

5-4133-2900 CONTRACTUAL SERVICE CURRENT YEAR NOTES:
Grinding, grading road and site work, porta pot service.

5-4133-4300 SUBSCRIPTIONS & MEMBERSCURRENT YEAR NOTES:
Arbor Day

5-4133-5200 NEW EQUIPMENT CURRENT YEAR NOTES:
Small tools, chains saw

100-GENERAL FUND
EMERGENCY SERVICES

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4150-1000 SALARIES	4,296	4,836	11,581	14,566	4,857	13,888	(678)	4.65-
100-5-4150-1060 FICA WITHHOLDINGS	243	280	671	903	325	861	(42)	4.65-
100-5-4150-1070 PERA WITHHOLDINGS	223	212	776	1,951	404	1,644	(307)	15.74-
100-5-4150-1080 MEDICARE WITHHOLDINGS	57	65	157	211	76	201	(10)	4.74-
100-5-4150-1090 HEALTH INSURANCE	478	426	1,330	2,683	943	2,683	0	0.00
100-5-4150-1300 PROFESSIONAL SERVICES (LEGAL)	0	0	0	0	0	0	0	0.00
100-5-4150-2000 POSTAGE	100	0	324	100	25	100	0	0.00
100-5-4150-2020 TELEPHONE	369	638	823	650	332	650	0	0.00
100-5-4150-2100 PRINTING & PUBLISHING	94	141	160	150	0	150	0	0.00
100-5-4150-2300 TRAVEL & SCHOOLS	27	36	28	500	0	200	(300)	60.00-
100-5-4150-2400 MAINTENANCE & REPAIR OF EQUIP	519	400	1,559	250	0	250	0	0.00
100-5-4150-2900 CONTRACTUAL SERVICE	0	0	0	0	0	0	0	0.00
100-5-4150-3000 GENERAL/OFFICE SUPPLIES	100	2	692	150	0	150	0	0.00
100-5-4150-4100 INSURANCE AND BONDS	0	650	632	794	0	818	24	3.02
100-5-4150-5200 NEW EQUIPMENT	2,040	0	3,500	6,000	300	2,000	(4,000)	66.67-
100-5-4150-5300 EQUIPMENT RENTAL/LEASE	6	147	84	165	0	165	0	0.00
100-5-4150-5400 TF TO CAPITAL IMP	1,000	1,000	1,000	1,000	0	1,000	0	0.00
TOTAL EMERGENCY SERVICES	9,551	8,834	23,315	30,073	7,262	24,760	(5,313)	17.67-

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100-GENERAL FUND
ANIMAL CONTROL

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4160-1000 SALARIES	970	893	935	927	359	924	(3)	0.32-
100-5-4160-1060 FICA WITHHOLDINGS	20	23	24	25	10	25	0	0.00
100-5-4160-1070 PERA WITHHOLDINGS	106	101	112	116	49	115	(1)	0.86-
100-5-4160-1080 MEDICARE WITHHOLDINGS	14	13	13	13	6	13	0	0.00
100-5-4160-1090 HEALTH INSURANCE	146	116	128	132	58	132	0	0.00
100-5-4160-2000 POSTAGE	130	63	0	140	0	75	(65)	46.43-
100-5-4160-2100 PRINTING & PUBLISHING	0	0	0	200	0	0	(200)	100.00-
100-5-4160-2400 MAINTENANCE & REPAIR OF EQUIP	0	0	495	495	495	495	0	0.00
100-5-4160-2900 CONTRACTUAL SERVICE	1,122	713	798	500	224	750	250	50.00
100-5-4160-3000 GENERAL/OFFICE SUPPLIES	73	136	71	150	80	150	0	0.00
100-5-4160-4100 INSURANCE AND BONDS	0	650	650	794	0	818	24	3.02
100-5-4160-5200 NEW EQUIPMENT	1,796	0	0	150	0	150	0	0.00
100-5-4160-5300 EQUIPMENT RENTAL/LEASE	0	83	0	0	0	0	0	0.00
TOTAL ANIMAL CONTROL	4,377	2,791	3,225	3,642	1,280	3,647	5	0.14

5-4160-2900 CONTRACTUAL SERVICE CURRENT YEAR NOTES:
6-1-15 PAUL - INCREASED IMPOUNDS

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100-GENERAL FUND
STREETS AND ALLEYS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4220-1000 SALARIES	34,774	30,665	33,569	31,994	11,740	32,188	194	0.61
100-5-4220-1060 FICA WITHHOLDINGS	1,928	1,846	1,961	1,984	724	1,996	12	0.60
100-5-4220-1070 PERA WITHHOLDINGS	2,115	2,034	2,217	2,249	894	2,266	17	0.76
100-5-4220-1080 MEDICARE WITHHOLDINGS	451	432	459	464	169	454	(10)	2.16-
100-5-4220-1090 HEALTH INSURANCE	4,556	3,730	3,746	4,406	1,862	4,406	0	0.00
100-5-4220-1180 ENGINEERING	115	323	1,783	600	0	1,000	400	66.67
100-5-4220-1290 PROFESSIONAL SERVICES (SAFETY)	1,240	1,197	1,340	1,350	0	1,500	150	11.11
100-5-4220-1300 PROFESSIONAL SERVICES (LEGAL)	0	520	78	400	8	400	0	0.00
100-5-4220-1311 PROFESSIONAL SERVICES (GENERAL	360	105	576	400	0	500	100	25.00
100-5-4220-1350 PHYSICALS	0	0	215	0	0	225	225	0.00
100-5-4220-2000 POSTAGE	135	40	197	170	50	200	30	17.65
100-5-4220-2020 TELEPHONE	651	330	297	375	75	400	25	6.67
100-5-4220-2100 PRINTING & PUBLISHING	130	266	0	400	0	300	(100)	25.00-
100-5-4220-2200 UTILITIES	1,027	1,379	1,776	2,200	820	2,000	(200)	9.09-
100-5-4220-2300 TRAVEL & SCHOOLS	21	0	0	0	0	100	100	0.00
100-5-4220-2400 MAINTENANCE & REPAIR OF EQUIP	6,505	7,431	8,471	8,500	2,137	9,000	500	5.88
100-5-4220-2700 MAINTENANCE & REPAIR OF STREET	20,009	14,871	16,705	22,000	899	24,000	2,000	9.09
100-5-4220-3000 GENERAL/OFFICE SUPPLIES	1,812	1,325	593	2,000	116	1,000	(1,000)	50.00-
100-5-4220-3300 MOTOR FUELS & LUBRICANTS	3,782	6,178	4,551	6,750	831	6,750	0	0.00
100-5-4220-3811 UNIFORMS	1,206	1,019	1,112	1,400	390	1,500	100	7.14
100-5-4220-3820 REFUSE COLLECTION	513	796	754	800	331	850	50	6.25
100-5-4220-4100 INSURANCE AND BONDS	3,984	4,221	5,089	5,008	2,955	5,158	150	3.00
100-5-4220-4110 WORKERS' COMP INS	3,491	5,178	6,964	5,590	0	5,590	0	0.00
100-5-4220-4300 SUBSCRIPTIONS & MEMBERSHIPS	262	266	270	300	398	300	0	0.00
100-5-4220-4590 LICENSES & PERMITS	48	0	144	150	0	150	0	0.00
100-5-4220-5200 NEW EQUIPMENT	1,420	1,396	1,834	2,000	574	2,000	0	0.00
100-5-4220-5300 EQUIPMENT RENTAL/LEASE	559	393	537	445	173	500	55	12.36
100-5-4220-5400 TF TO CAPITAL IMP	10,000	12,000	24,919	15,000	0	25,000	10,000	66.67
100-5-4220-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL STREETS AND ALLEYS	101,193	97,941	120,154	116,935	25,147	129,733	12,798	10.94

5-4220-1180 ENGINEERING CURRENT YEAR NOTES:
Small projects, mapping, future shop layout

5-4220-1290 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Safety contract & safety items

5-4220-1311 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Drug screening, Tasc admin

5-4220-2000 POSTAGE CURRENT YEAR NOTES:
CDL Physicals

5-4220-2200 UTILITIES CURRENT YEAR NOTES:
Part of shop utilities Gas, elect. Water

100-GENERAL FUND
STREETS AND ALLEYS

EXPENDITURES		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
5-4220-2400	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: Repairs on Sweeper, tractor, vehicles, dump truck etc.							
5-4220-2700	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: We have a number of older street that will require a lot of TLC before they are scheduled fora rehab. Also crack sealing, painting, signage etc.							
5-4220-3811	UNIFORMS	CURRENT YEAR NOTES: uniforms, safety jackets, vests, boots							
5-4220-4590	LICENSES & PERMITS	CURRENT YEAR NOTES: Vehicle & trailer registation.							
5-4220-5200	NEW EQUIPMENT	CURRENT YEAR NOTES: New equipment, small tools							
5-4220-5300	EQUIPMENT RENTAL/LEASE	CURRENT YEAR NOTES: Copier lease							
5-4220-5400	TF TO CAPITAL IMP	CURRENT YEAR NOTES: Future projects							

100-GENERAL FUND
ST EQUIPMENT/SEALCOAT

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4221-5400 TF TO CAPITAL IMP	69,907	70,804	67,577	67,882	0	67,987	105	0.15
TOTAL ST EQUIPMENT/SEALCOAT	69,907	70,804	67,577	67,882	0	67,987	105	0.15

5-4221-5400 TF TO CAPITAL IMP

CURRENT YEAR NOTES:
this includes all the street equipment and seal coating

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100-GENERAL FUND
SIDEWALK

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4222-5400 TF TO CAPITAL IMP	0	0	0	0	0	0	0	0.00
TOTAL SIDEWALK	0	0	0	0	0	0	0	0.00

100-GENERAL FUND
SNOW AND ICE REMOVAL

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4230-1000 SALARIES	16,085	13,748	14,309	14,534	5,510	14,142	(392)	2.70-
100-5-4230-1060 FICA WITHHOLDINGS	898	829	832	901	340	877	(24)	2.66-
100-5-4230-1070 PERA WITHHOLDINGS	1,045	988	1,032	1,090	441	1,060	(30)	2.75-
100-5-4230-1080 MEDICARE WITHHOLDINGS	210	194	195	211	79	205	(6)	2.84-
100-5-4230-1090 HEALTH INSURANCE	2,363	2,079	1,819	1,962	955	1,962	0	0.00
100-5-4230-1300 PROFESSIONAL SERVICES (LEGAL)	155	0	0	150	0	150	0	0.00
100-5-4230-2400 MAINTENANCE & REPAIR OF EQUIP	2,870	5,198	2,691	4,000	884	4,000	0	0.00
100-5-4230-2910 SNOW HAULING	5,728	12,994	8,494	11,500	1,094	11,500	0	0.00
100-5-4230-2920 BLADING	15,750	13,565	30,116	22,050	7,718	26,000	3,950	17.91
100-5-4230-3000 GENERAL/OFFICE SUPPLIES	0	8	29	50	0	100	50	100.00
100-5-4230-3001 SAND & SALT	7,232	3,498	5,497	5,000	6,736	7,500	2,500	50.00
100-5-4230-4100 INSURANCE AND BONDS	0	0	1,000	0	0	0	0	0.00
100-5-4230-5200 NEW EQUIPMENT	230	59	169	250	0	500	250	100.00
100-5-4230-5300 EQUIPMENT RENTAL/LEASE	299	313	433	500	173	500	0	0.00
100-5-4230-5301 LAND/BLDG RENTAL/LEASE	1,500	1,500	1,500	1,500	0	1,500	0	0.00
100-5-4230-5400 TF TO CAPITAL IMP	0	0	9,221	0	0	0	0	0.00
TOTAL SNOW AND ICE REMOVAL	54,364	54,974	77,337	63,698	23,930	69,996	6,298	9.89

5-4230-1300 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Snow plowing contract and salt & sand storage facility

5-4230-2400 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Snow blowers repairs

5-4230-2910 SNOW HAULING CURRENT YEAR NOTES:
How much is it going to snow?

5-4230-3000 GENERAL/OFFICE SUPPLIESCURRENT YEAR NOTES:
Twp asked us to puchase salt and bill them
Revenue $ 3000.00

5-4230-5200 NEW EQUIPMENT CURRENT YEAR NOTES:
Snow shovels, small equipment

5-4230-5301 LAND/BLDG RENTAL/LEASE CURRENT YEAR NOTES:
Salt storage with Twp

100-GENERAL FUND
STREET LIGHTING

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4260-2200 UTILITIES	45,672	53,816	46,859	48,500	19,350	49,000	500	1.03
100-5-4260-2401 WHITEWAY UPKEEP	0	0	0	850	0	850	0	0.00
TOTAL STREET LIGHTING	45,672	53,816	46,859	49,350	19,350	49,850	500	1.01

5-4260-2200 UTILITIES

CURRENT YEAR NOTES:
Street lighting

100-GENERAL FUND
LIBRARY

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4620-2000 POSTAGE	0	0	0	0	0	0	0	0.00
100-5-4620-2020 TELEPHONE	0	0	0	0	0	0	0	0.00
100-5-4620-2100 PRINTING & PUBLISHING	0	90	92	0	0	0	0	0.00
100-5-4620-2200 UTILITIES	3,219	2,891	3,590	3,500	1,185	3,750	250	7.14
100-5-4620-2400 MAINTENANCE & REPAIR OF EQUIP	8	2,334	595	500	22	500	0	0.00
100-5-4620-2500 MAINTENANCE & REPAIR OF BLDG	633	955	1,181	1,500	0	1,500	0	0.00
100-5-4620-2600 MAINTENANCE & REPAIR OF GROUND	711	53	0	500	0	500	0	0.00
100-5-4620-3000 GENERAL/OFFICE SUPPLIES	239	314	187	350	29	350	0	0.00
100-5-4620-3810 LAUNDRY	0	0	0	0	0	0	0	0.00
100-5-4620-3820 REFUSE COLLECTION	371	404	310	425	166	425	0	0.00
100-5-4620-3830 CUSTODIAN	0	0	0	0	0	0	0	0.00
100-5-4620-4100 INSURANCE AND BONDS	867	1,098	1,090	1,252	0	1,290	38	3.04
100-5-4620-4500 ALLOTMENT	0	0	0	0	0	0	0	0.00
100-5-4620-5200 NEW EQUIPMENT	0	150	0	0	0	0	0	0.00
TOTAL LIBRARY	6,048	8,289	7,044	8,027	1,402	8,315	288	3.59

5-4620-2200 UTILITIES CURRENT YEAR NOTES:
Gas, electic, water & Sewer

5-4620-2500 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Roof & stucco repairs

5-4620-2600 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Sprinkler system, tree & shrubs

100-GENERAL FUND
SKATING RINK

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4745-1370 PROFESSIONAL SERVICES (MANAGER	5,500	5,500	5,500	5,500	0	5,500	0	0.00
100-5-4745-1375 OUTDOOR RINK	2,250	2,250	2,250	2,250	0	2,250	0	0.00
100-5-4745-2900 CONTRACTUAL SERVICE	0	0	0	0	0	0	0	0.00
TOTAL SKATING RINK	7,750	7,750	7,750	7,750	0	7,750	0	0.00

100-GENERAL FUND
BEACHES

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	VARIANCE	PERCENT VARIANCE
100-5-4746-1000 SALARIES	20,932	24,340	25,471	22,992	5,429	24,443	1,451	6.31
100-5-4746-1060 FICA WITHHOLDINGS	1,238	1,478	1,544	1,425	339	1,515	90	6.32
100-5-4746-1070 PERA WITHHOLDINGS	599	867	971	839	379	950	111	13.23
100-5-4746-1080 MEDICARE WITHHOLDINGS	290	346	361	333	79	330	(3)	0.90-
100-5-4746-1090 HEALTH INSURANCE	1,357	1,368	1,243	1,371	691	1,371	0	0.00
100-5-4746-1300 PROFESSIONAL SERVICES (LEGAL)	25	130	0	100	0	100	0	0.00
100-5-4746-2000 POSTAGE	60	20	25	60	0	60	0	0.00
100-5-4746-2020 TELEPHONE	99	156	188	200	13	200	0	0.00
100-5-4746-2100 PRINTING & PUBLISHING	164	861	0	250	0	200	(50)	20.00-
100-5-4746-2101 ADVERTISING	0	293	446	450	576	450	0	0.00
100-5-4746-2200 UTILITIES	625	652	592	800	97	800	0	0.00
100-5-4746-2300 TRAVEL & SCHOOLS	0	0	75	0	0	0	0	0.00
100-5-4746-2400 MAINTENANCE & REPAIR OF EQUIP	1,647	706	2,002	2,000	226	2,200	200	10.00
100-5-4746-2500 MAINTENANCE & REPAIR OF BLDG	140	481	108	700	59	700	0	0.00
100-5-4746-2600 MAINTENANCE & REPAIR OF GROUND	1,924	500	943	2,000	239	2,000	0	0.00
100-5-4746-2900 CONTRACTUAL SERVICE	1,260	2,743	5,954	5,800	0	4,500	(1,300)	22.41-
100-5-4746-3000 GENERAL/OFFICE SUPPLIES	545	770	848	900	177	950	50	5.56
100-5-4746-3300 MOTOR FUELS & LUBRICANTS	0	1,172	1,088	1,600	0	1,600	0	0.00
100-5-4746-3811 UNIFORMS	184	327	321	350	0	450	100	28.57
100-5-4746-3820 REFUSE COLLECTION	249	633	566	450	249	650	200	44.44
100-5-4746-4100 INSURANCE AND BONDS	869	1,357	1,003	1,291	0	1,330	39	3.02
100-5-4746-4110 WORKERS' COMP INS	399	349	481	542	0	542	0	0.00
100-5-4746-4590 LICENSES & PERMITS	230	400	0	400	0	400	0	0.00
100-5-4746-5060 NEW BUILDINGS AND STRUCTURES	0	0	0	0	0	0	0	0.00
100-5-4746-5200 NEW EQUIPMENT	675	449	257	2,000	0	2,000	0	0.00
100-5-4746-5300 EQUIPMENT RENTAL/LEASE	0	0	0	0	0	0	0	0.00
100-5-4746-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL BEACHES	33,511	40,396	44,487	46,853	8,553	47,741	888	1.90

5-4746-1300 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Contract for lifeguards

5-4746-2100 PRINTING & PUBLISHING CURRENT YEAR NOTES:
Beach ads

5-4746-2200 UTILITIES CURRENT YEAR NOTES:
Electric, pump septic tank

5-4746-2400 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
irrigation system, rafts, dock, life guard stand and equipment

5-4746-2500 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Main shelter and the two small shelters

100-GENERAL FUND
BEACHES

EXPENDITURES		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
5-4746-2600	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: Beach and lawn upkeep, fertilzer & weed control spray							
5-4746-2900	CONTRACTUAL SERVICE	CURRENT YEAR NOTES: City is mowing the park this year Boat inspection?							
5-4746-3811	UNIFORMS	CURRENT YEAR NOTES: uniforms, jackets vests etc							
5-4746-5200	NEW EQUIPMENT	CURRENT YEAR NOTES: Life guard new equipment, suits, safety items etc.							

100-GENERAL FUND
MUNICIPAL PARKS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	VARIANCE	PERCENT VARIANCE
100-5-4750-1000 SALARIES	26,790	27,712	30,564	26,197	10,131	27,021	824	3.15
100-5-4750-1060 FICA WITHHOLDINGS	1,509	1,650	1,801	1,624	627	1,677	53	3.26
100-5-4750-1070 PERA WITHHOLDINGS	1,514	1,699	1,895	1,702	738	1,767	65	3.82
100-5-4750-1080 MEDICARE WITHHOLDINGS	353	386	421	380	147	380	0	0.00
100-5-4750-1090 HEALTH INSURANCE	3,234	2,785	2,907	3,302	1,365	3,302	0	0.00
100-5-4750-1180 ENGINEERING	0	0	30	500	0	500	0	0.00
100-5-4750-1290 PROFESSIONAL SERVICES (SAFETY)	977	1,009	733	1,050	0	1,050	0	0.00
100-5-4750-1300 PROFESSIONAL SERVICES (LEGAL)	0	2,141	26	500	323	500	0	0.00
100-5-4750-1350 PHYSICALS	0	0	0	0	215	225	225	0.00
100-5-4750-2000 POSTAGE	39	66	238	75	50	200	125	166.67
100-5-4750-2020 TELEPHONE	14	697	885	600	302	850	250	41.67
100-5-4750-2100 PRINTING & PUBLISHING	53	94	81	250	0	250	0	0.00
100-5-4750-2200 UTILITIES	8,505	8,032	7,910	9,000	814	9,000	0	0.00
100-5-4750-2300 TRAVEL & SCHOOLS	0	0	0	0	0	0	0	0.00
100-5-4750-2400 MAINTENANCE & REPAIR OF EQUIP	3,211	3,863	2,335	4,000	1,306	4,500	500	12.50
100-5-4750-2500 MAINTENANCE & REPAIR OF BLDG	1,360	1,222	1,173	1,500	4,290	1,500	0	0.00
100-5-4750-2600 MAINTENANCE & REPAIR OF GROUND	1,115	2,105	2,214	2,250	239	2,250	0	0.00
100-5-4750-2900 CONTRACTUAL SERVICE	1,100	1,064	787	750	45	400	(350)	46.67-
100-5-4750-3000 GENERAL/OFFICE SUPPLIES	1,198	1,151	1,327	1,700	1,213	1,700	0	0.00
100-5-4750-3300 MOTOR FUELS & LUBRICANTS	2,266	2,065	1,618	2,000	633	2,000	0	0.00
100-5-4750-3811 UNIFORMS	47	123	342	300	63	500	200	66.67
100-5-4750-3820 REFUSE COLLECTION	428	1,022	942	800	414	1,050	250	31.25
100-5-4750-4100 INSURANCE AND BONDS	5,128	6,003	5,910	7,154	0	7,369	215	3.01
100-5-4750-4110 WORKERS' COMP INS	336	(26)	302	475	0	475	0	0.00
100-5-4750-4600 LICENSES & TAXES	0	115	1,742	200	0	200	0	0.00
100-5-4750-5200 NEW EQUIPMENT	1,078	2,010	632	1,500	321	2,000	500	33.33
100-5-4750-5300 EQUIPMENT RENTAL/LEASE	499	507	1,078	500	173	750	250	50.00
100-5-4750-5400 TF TO CAPITAL IMP	15,000	15,000	18,000	18,000	0	20,000	2,000	11.11
100-5-4750-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
100-5-4750-8030 DAMAGE DEPOSIT REFUND	800	1,000	800	1,000	0	1,000	0	0.00
TOTAL MUNICIPAL PARKS	76,555	83,496	86,694	87,309	23,408	92,416	5,107	5.85

5-4750-1180 ENGINEERING CURRENT YEAR NOTES:
Mapping

5-4750-1290 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Safety contract

5-4750-1300 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Contract with Twp & Lake Asso. for lifeguards

5-4750-1350 PHYSICALS CURRENT YEAR NOTES:
For CDL

5-4750-2000 POSTAGE CURRENT YEAR NOTES:

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100-GENERAL FUND
MUNICIPAL PARKS

EXPENDITURES		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
	Newsletter								
5-4750-2200	UTILITIES	CURRENT YEAR NOTES: Public restrooms gas, electric Water & Sewer Gazebo sprinkler & splash pad Community park garden club and wiffle ball sprinkler							
5-4750-2400	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: mowers, tractor, vehicles etc.							
5-4750-2500	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: Downtown restrooms, park shelters & restrooms							
5-4750-2600	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: Grounds repairs on all parks							
5-4750-2900	CONTRACTUAL SERVICE	CURRENT YEAR NOTES: Contract grass mowing Delete porta pot at Community park							
5-4750-3300	MOTOR FUELS & LUBRICANT	CURRENT YEAR NOTES: Fuel							
5-4750-3811	UNIFORMS	CURRENT YEAR NOTES: Safety boots,vests uniforms							
5-4750-5200	NEW EQUIPMENT	CURRENT YEAR NOTES: Small equipment not listed on the CIP							
5-4750-5300	EQUIPMENT RENTAL/LEASE	CURRENT YEAR NOTES: Copier lease							
5-4750-5400	TF TO CAPITAL IMP	CURRENT YEAR NOTES: Future projects							

100-GENERAL FUND
COMMUNITY ENHANCEMENT

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4751-1180 ENGINEERING	0	0	0	0	0	0	0	0.00
100-5-4751-1300 PROFESSIONAL SERVICES (LEGAL)	0	0	0	0	0	0	0	0.00
100-5-4751-1311 PROFESSIONAL SERVICES (GENERAL	0	0	0	0	0	0	0	0.00
100-5-4751-2100 PRINTING & PUBLISHING	0	0	0	0	0	0	0	0.00
100-5-4751-2101 ADVERTISING	0	0	0	0	0	0	0	0.00
100-5-4751-2300 TRAVEL & SCHOOLS	0	0	0	0	0	0	0	0.00
100-5-4751-2400 MAINTENANCE & REPAIR OF EQUIP	0	0	0	0	0	0	0	0.00
100-5-4751-2830 WINE TASTING EVENT	0	0	0	0	0	0	0	0.00
100-5-4751-3000 GENERAL/OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00
100-5-4751-4813 GRANT EXPENSES	0	2,230	0	0	2,455	0	0	0.00
100-5-4751-5200 NEW EQUIPMENT	0	0	0	0	0	0	0	0.00
TOTAL COMMUNITY ENHANCEMENT	0	2,230	0	0	2,455	0	0	0.00

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100-GENERAL FUND
RECREATIONAL TRAIL

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4752-1180 ENGINEERING	0	0	0	0	0	0	0	0.00
100-5-4752-1300 PROFESSIONAL SERVICES (LEGAL)	0	0	0	0	0	0	0	0.00
100-5-4752-2100 PRINTING & PUBLISHING	0	0	0	0	0	0	0	0.00
100-5-4752-2600 MAINTENANCE & REPAIR OF GROUND	0	0	0	0	0	0	0	0.00
100-5-4752-2900 CONTRACTUAL SERVICE	2,324	3,407	3,735	3,200	0	3,500	300	9.38
100-5-4752-3000 GENERAL/OFFICE SUPPLIES	0	0	0	0	0	0	0	0.00
100-5-4752-4100 INSURANCE AND BONDS	0	650	650	794	0	818	24	3.02
100-5-4752-4110 WORKERS' COMP INS	38	0	0	0	0	0	0	0.00
100-5-4752-4600 LICENSES & TAXES	0	8	0	0	0	0	0	0.00
100-5-4752-5400 TF TO CAPITAL IMP	7,500	7,500	7,500	7,500	0	8,500	1,000	13.33
TOTAL RECREATIONAL TRAIL	9,862	11,565	11,885	11,494	0	12,818	1,324	11.52

5-4752-2900 CONTRACTUAL SERVICE CURRENT YEAR NOTES:
Trail mowing and maintenance

5-4752-5400 TF TO CAPITAL IMP CURRENT YEAR NOTES:
increase based on phase 1 & 2 actual cost

100-GENERAL FUND
AIRPORT

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4880-1000 SALARIES	16,647	15,792	17,615	17,959	6,727	12,093	(5,866)	32.66-
100-5-4880-1060 FICA WITHHOLDINGS	876	998	1,054	1,113	427	750	(363)	32.61-
100-5-4880-1070 PERA WITHHOLDINGS	1,015	1,168	1,271	1,347	538	907	(440)	32.67-
100-5-4880-1080 MEDICARE WITHHOLDINGS	205	233	247	260	100	175	(85)	32.69-
100-5-4880-1090 HEALTH INSURANCE	1,688	2,741	2,501	3,185	1,970	3,185	0	0.00
100-5-4880-1180 ENGINEERING	115	450	170	500	0	500	0	0.00
100-5-4880-1300 PROFESSIONAL SERVICES (LEGAL)	171	98	172	300	43	300	0	0.00
100-5-4880-1311 PROFESSIONAL SERVICES (GENERAL	0	0	0	0	0	0	0	0.00
100-5-4880-2000 POSTAGE	300	40	100	300	50	300	0	0.00
100-5-4880-2020 TELEPHONE	698	949	729	950	246	950	0	0.00
100-5-4880-2100 PRINTING & PUBLISHING	40	0	119	100	62	100	0	0.00
100-5-4880-2200 UTILITIES	4,319	5,117	6,005	6,750	1,922	7,000	250	3.70
100-5-4880-2300 TRAVEL & SCHOOLS	0	0	783	750	0	850	100	13.33
100-5-4880-2400 MAINTENANCE & REPAIR OF EQUIP	1,657	1,147	9,168	1,500	4,596	2,500	1,000	66.67
100-5-4880-2500 MAINTENANCE & REPAIR OF BLDG	523	1,121	333	750	264	750	0	0.00
100-5-4880-2600 MAINTENANCE & REPAIR OF GROUND	6,524	15,320	12,754	12,000	3,548	13,000	1,000	8.33
100-5-4880-3000 GENERAL/OFFICE SUPPLIES	40	351	52	300	112	300	0	0.00
100-5-4880-3300 MOTOR FUELS & LUBRICANTS	830	1,185	1,817	1,200	0	1,500	300	25.00
100-5-4880-3310 AVIATION FUEL	75,367	70,214	54,514	27,000	7,050	40,000	13,000	48.15
100-5-4880-3320 CREDIT CARD FEES	1,477	1,654	(2,070)	1,000	194	2,000	1,000	100.00
100-5-4880-3330 ANNUAL FLY IN	6	208	0	0	0	0	0	0.00
100-5-4880-3830 CUSTODIAN	0	0	0	0	0	0	0	0.00
100-5-4880-4100 INSURANCE AND BONDS	5,823	8,811	11,991	10,283	0	10,591	308	3.00
100-5-4880-4300 SUBSCRIPTIONS & MEMBERSHIPS	98	164	124	250	268	250	0	0.00
100-5-4880-4590 LICENSES & PERMITS	589	425	877	500	425	500	0	0.00
100-5-4880-4600 LICENSES & TAXES	6,260	6,359	6,110	6,500	6,232	6,500	0	0.00
100-5-4880-5200 NEW EQUIPMENT	0	77	0	200	0	500	300	150.00
100-5-4880-5300 EQUIPMENT RENTAL/LEASE	323	338	437	445	173	445	0	0.00
100-5-4880-5400 TF TO CAPITAL IMP	9,000	15,000	9,000	15,000	0	18,000	3,000	20.00
100-5-4880-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
100-5-4880-8030 DAMAGE DEPOSIT REFUND	0	100	100	0	0	0	0	0.00
TOTAL AIRPORT	134,590	150,061	135,971	110,442	34,946	123,946	13,504	12.23

5-4880-1300 PROFESSIONAL SERVICES (CURRENT YEAR NOTES:
Contracts, legal issues

5-4880-2200 UTILITIES CURRENT YEAR NOTES:
runway lights, PAPI REIL Hangers, adding the beacon

5-4880-2400 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Repair on runway lights, windsock, PAPI & REIL Beacon
vehicles, mower

5-4880-2500 MAINTENANCE & REPAIR OFCURRENT YEAR NOTES:
Hangers

100-GENERAL FUND
AIRPORT

EXPENDITURES		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
5-4880-2600	MAINTENANCE & REPAIR OF	CURRENT YEAR NOTES: Snow plowing & grounds up keep							
5-4880-3310	AVIATION FUEL	CURRENT YEAR NOTES: 10,000 at 4.00/gallon							
5-4880-4590	LICENSES & PERMITS	CURRENT YEAR NOTES: Sorm water, Hazmat							
5-4880-4600	LICENSES & TAXES	CURRENT YEAR NOTES: Property tax							
5-4880-5400	TF TO CAPITAL IMP	CURRENT YEAR NOTES: Future projects							

100-GENERAL FUND
CABLE TELEVISION

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4901-1000 SALARIES	3,964	7,335	14,190	15,885	6,892	20,236	4,351	27.39
100-5-4901-1060 FICA WITHHOLDINGS	251	429	861	985	447	1,255	270	27.41
100-5-4901-1070 PERA WITHHOLDINGS	305	514	973	1,191	548	1,518	327	27.46
100-5-4901-1080 MEDICARE WITHHOLDINGS	59	100	202	230	104	293	63	27.39
100-5-4901-1090 HEALTH INSURANCE	336	319	352	360	159	360	0	0.00
100-5-4901-1290 PROFESSIONAL SERVICES (SAFETY)	0	0	50	150	0	100	(50)	33.33-
100-5-4901-1300 PROFESSIONAL SERVICES (LEGAL)	0	0	175	0	41	0	0	0.00
100-5-4901-1311 PROFESSIONAL SERVICES (GENERAL	0	0	0	0	0	0	0	0.00
100-5-4901-2000 POSTAGE	74	23	0	50	0	50	0	0.00
100-5-4901-2020 TELEPHONE	0	5	32	25	9	25	0	0.00
100-5-4901-2100 PRINTING & PUBLISHING	25	251	35	300	0	200	(100)	33.33-
100-5-4901-2101 ADVERTISING	0	164	252	250	0	150	(100)	40.00-
100-5-4901-2200 UTILITIES	0	0	0	0	0	0	0	0.00
100-5-4901-2300 TRAVEL & SCHOOLS	0	199	0	250	0	100	(150)	60.00-
100-5-4901-2400 MAINTENANCE & REPAIR OF EQUIP	64	351	118	500	0	200	(300)	60.00-
100-5-4901-2900 CONTRACTUAL SERVICE	2,129	2,177	2,149	2,300	2,580	2,600	300	13.04
100-5-4901-3000 GENERAL/OFFICE SUPPLIES	208	146	70	150	36	100	(50)	33.33-
100-5-4901-4100 INSURANCE AND BONDS	0	0	0	0	0	0	0	0.00
100-5-4901-4110 WORKERS' COMP INS	0	150	116	150	0	150	0	0.00
100-5-4901-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	150	249	200	150	200	0	0.00
100-5-4901-5200 NEW EQUIPMENT	415	211	1,032	200	0	200	0	0.00
100-5-4901-5300 EQUIPMENT RENTAL/LEASE	0	83	0	0	0	0	0	0.00
100-5-4901-5400 TF TO CAPITAL IMP	500	500	500	500	0	500	0	0.00
100-5-4901-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL CABLE TELEVISION	8,330	13,106	21,356	23,676	10,966	28,237	4,561	19.26

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100-GENERAL FUND
WITHHOLDINGS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4950-4620 MEDICARE CONTRIBUTIONS	0	0	0	0	0	0	0	0.00
100-5-4950-4660 FICA CONTRIBUTIONS	0	0	0	0	0	0	0	0.00
100-5-4950-4665 FURLOUGH EXPENSE	0	0	0	0	0	0	0	0.00
100-5-4950-4700 EMPLOYEE INSURANCE CONTRIBUTIO	0	0	0	0	0	0	0	0.00
TOTAL WITHHOLDINGS	0	0	0	0	0	0	0	0.00

100-GENERAL FUND
TRANSFERS

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-4990-7010 PERMANENT TRANSFER OUT	0	3,098	3,529	0	0	0	0	0.00
100-5-4990-7200 BUDGET TF TO EDAP	25,268	24,608	27,376	28,899	0	29,778	879	3.04
100-5-4990-8210 TAX REIMBURSEMENT TO TOWNSHIP	1,299	1,434	1,434	0	545	0	0	0.00
TOTAL TRANSFERS	26,567	29,140	32,339	28,899	545	29,778	879	3.04

100-GENERAL FUND
OTHER

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
100-5-5000-8000 BOND PAYMENTS	212,300	213,300	204,550	210,300	0	213,300	3,000	1.43
TOTAL OTHER	212,300	213,300	204,550	210,300	0	213,300	3,000	1.43
TOTAL EXPENDITURES	1,715,323	1,806,755	1,983,694	1,942,222	490,808	1,995,097	52,875	2.72
REVENUE OVER/(UNDER) EXPENDITURES	168,045	39,732	(38,585)	0	(341,139)	(639,688)	(639,688)	

CITY OF PAYNESVILLE
PROPOSED BUDGET REPORT
AS OF: MAY 31ST, 2015

220-EDAP

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
EDAP RECEIPTS								
220-4-1805-0990 SALE OF FIXED ASSETS	0	305,677	32,738	0	0	0	0	0.00
220-4-1805-1170 GRANT MONIES	0	0	0	0	0	0	0	0.00
220-4-1805-3100 INTEREST INCOME ON INVESTMENTS	1,069	2,044	2,608	0	635	0	0	0.00
220-4-1805-3110 CHANGE IN FAIR MARKET VALUE	165	(1,768)	499	0	0	0	0	0.00
220-4-1805-4073 REFUNDS/REIMBURSEMENTS	0	0	25,000	0	0	0	0	0.00
220-4-1805-5240 DONATIONS	0	0	0	0	270	0	0	0.00
220-4-1805-9610 TRANSFERS IN	25,268	27,706	27,376	28,899	0	29,778	879	3.04
TOTAL EDAP RECEIPTS	26,502	333,660	88,221	28,899	905	29,778	879	3.04
SMALL CITIES REVOLV LOAN								
220-4-4902-1170 GRANT MONIES	0	18,773	11,422	0	16,000	0	0	0.00
220-4-4902-1171 OWNERS SHARE	0	0	634	0	0	0	0	0.00
TOTAL SMALL CITIES REVOLV LOAN	0	18,773	12,056	0	16,000	0	0	0.00
TOTAL REVENUES	26,502	352,433	100,277	28,899	16,905	29,778	879	3.04

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220-EDAP
EDAP

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
220-5-4900-1000 SALARIES	14,851	13,121	15,405	14,703	5,422	15,467	764	5.20
220-5-4900-1060 FICA WITHHOLDINGS	845	747	867	912	324	959	47	5.15
220-5-4900-1070 PERA WITHHOLDINGS	1,075	948	1,030	1,103	435	1,160	57	5.17
220-5-4900-1080 MEDICARE WITHHOLDINGS	198	174	202	213	76	224	11	5.16
220-5-4900-1090 HEALTH INSURANCE	2,299	1,877	2,251	2,458	939	2,458	0	0.00
220-5-4900-1180 ENGINEERING	62,818	5,183	848	1,000	0	1,000	0	0.00
220-5-4900-1300 PROFESSIONAL SERVICES (LEGAL)	3,339	1,932	1,456	2,000	1,426	2,000	0	0.00
220-5-4900-1310 PROFESSIONAL SERVICES (AUDIT)	985	1,045	1,160	1,160	800	1,160	0	0.00
220-5-4900-1311 PROFESSIONAL SERVICES (GENERAL	682	150	350	0	0	0	0	0.00
220-5-4900-2000 POSTAGE	200	20	18	200	0	100	(100)	50.00-
220-5-4900-2020 TELEPHONE	0	0	0	0	0	0	0	0.00
220-5-4900-2100 PRINTING & PUBLISHING	1,461	1,404	735	700	608	900	200	28.57
220-5-4900-2101 ADVERTISING	0	0	1,200	0	0	0	0	0.00
220-5-4900-2300 TRAVEL & SCHOOLS	58	274	0	0	0	0	0	0.00
220-5-4900-2400 MAINTENANCE & REPAIR OF EQUIP	0	0	0	0	0	0	0	0.00
220-5-4900-2900 CONTRACTUAL SERVICE	291,339	33,032	0	4,000	(16,161)	4,000	0	0.00
220-5-4900-3000 GENERAL/OFFICE SUPPLIES	0	40	10	200	0	100	(100)	50.00-
220-5-4900-4100 INSURANCE AND BONDS	0	0	0	0	0	0	0	0.00
220-5-4900-4110 WORKERS' COMP INS	0	0	0	0	0	0	0	0.00
220-5-4900-4300 SUBSCRIPTIONS & MEMBERSHIPS	0	0	200	250	0	250	0	0.00
220-5-4900-4600 LICENSES & TAXES	3	0	0	0	0	0	0	0.00
220-5-4900-5200 NEW EQUIPMENT	0	1,297	0	0	0	0	0	0.00
220-5-4900-7010 PERMANENT TRANSFER OUT	0	0	2,667	0	0	0	0	0.00
220-5-4900-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL EDAP	380,152	61,243	28,400	28,899	(6,131)	29,778	879	3.04

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220-EDAP
SMALL CITIES REVOLV LOAN

EXPENDITURES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 CURRENT BUDGET	2015 Y-T-D ACTUAL	2016 PROPOSED BUDGET	2016 VARIANCE	2016 PERCENT VARIANCE
220-5-4902-1311 PROFESSIONAL SERVICES (GENERAL	0	0	3,170	0	2,554	0	0	0.00
220-5-4902-1313 LOANS PAYABLE	0	0	0	0	0	0	0	0.00
TOTAL SMALL CITIES REVOLV LOAN	0	0	3,170	0	2,554	0	0	0.00
TOTAL EXPENDITURES	380,152	61,243	31,570	28,899	(3,577)	29,778	879	3.04
REVENUE OVER/(UNDER) EXPENDITURES	(353,650)	291,189	68,707	0	20,482	0	0	

RELEVANT LINKS:

E. Salaries of mayor and councilmembers

Minn. Stat. § 415.11. See "Changing City Council Salaries," *Minnesota Cities*, Sept. 2002.

The city council in Second Class, Third Class, and Fourth Class cities establishes, by ordinance, the salaries of the mayor and councilmembers in an amount that the council deems "reasonable." Generally, no change in salary shall take effect until after the next succeeding regular city election.

Minn. Stat. § 415.11, subd. 3.

A city council, however, may adopt an ordinance to take effect before the next city election that reduces the salaries of the mayor and councilmembers. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the reduced salary reverts to the salary in effect immediately before the ordinance was adopted.

Salaries may be an annual or monthly sum, or a per-meeting rate. The ordinance should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings.

Minn. Stat. § 43A.17, subd. 10.

Cities are prohibited from including provisions for vacation or sick leave in the compensation plan for councilmembers. Cities are also prohibited from reducing the salaries of councilmembers because of absences from official duties because of vacation or sickness.

Minn. Stat. § 415.10.

Iron Range cities have special legislative authority to make per-diem payments to councilmembers up to $25 per day, not to exceed $250 per year, for absences from the city while on official city business.

See IRS Publication 2013-2014 Special Per Diem Rates. IRS Publication 463—Travel, Entertainment, Gift and Car Expenses. IRS Publication 15—Circular E, Employer's Tax Guide.

Some non-Iron Range cities have sought to pay their councils using per-diem rates. Cities should be careful in this area. A per diem is an expense allowance or an advanced reimbursement for business travel away from home. The IRS has strict guidelines for per-diem pay, including dollar limits above which the per diem must be treated as wages for tax purposes. Cities wishing to establish per-diem rates for councilmembers should consult with their financial advisors or the IRS for further guidance.

Minn. Stat. § 211B.10, subd. 2.

An employer must allow a councilmember to take time off from regular employment to attend council meetings. The time off may be without pay, with pay or made up with other hours as agreed to between the employee and the employer. When the councilmember takes time off without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office.

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Changing City Council Salaries

By Susan Naughton

City councils have authority under Minn. Stat. § 415.11 to set their salaries, by ordinance, at any amount they deem reasonable. However, this statute also provides that an ordinance changing council salaries will not take effect until after the next city election.

This is the only method for statutory cities to change council salaries. Home rule charter cities, except for Minneapolis, St. Paul, and Duluth, are also authorized to change council salaries under this statute. In addition, some home rule charter cities may provide a different procedure for changing council salaries in their charters.

Timing. If your city is holding an election this fall, it is important to review council salaries now so that changes can be made in time. If your city holds its elections during even years and your council does not pass and publish an ordinance changing council salaries before the Nov. 5 election, any subsequent salary changes will not be effective until after the 2004 election.

Ordinance provisions. An ordinance changing council salaries should specify the date when the changes will take effect. The most common practice is for salary changes to take effect on the first Monday in January following the election when the new terms of office begin. However, the statute allows salary changes to take effect any time after the next city election, so the ordinance could provide that salary changes will take effect as soon as Nov. 6.

State law does not specify how councilmembers are to receive their salaries. Some cities establish a per month or per year lump sum, while others pay a certain amount per meeting. Some cities use a combination of approaches; for example, so much per month plus an additional amount for any special meetings. If the ordinance establishes a per meeting rate-of-pay, it should specify whether the rate applies only to regular meetings or to both regular and special meetings. Iron Range cities also have specific authority under Minn. Stat. § 415.10 to make per diem payments to councilmembers in an amount not to exceed $25 per day or $250 per year for absences from the city while on city business.

"If your city is holding an election this fall, it is important to review council salaries now so that changes can be made in time. If your city holds its elections during even years and your council does not pass and publish an ordinance changing council salaries before the Nov. 5 election, any subsequent salary changes will not be effective until after the 2004 election."

Statutory and home rule charter cities are prohibited by Minn. Stat. § 43A.17, subd. 10 from including a provision for vacation or sick leave in the compensation plan for councilmembers. However, this statute also prohibits cities from reducing the salaries of councilmembers because of absences from official duties because of vacation or sickness.

Time off from regular employment. Generally, councilmembers will also be receiving compensation for their regular employment that is separate from their public offices. Employers are required by Minn. Stat. § 211B.10, subd. 2 to allow councilmembers to take time off from their regular employment to attend council meetings. The time off may be without pay, with pay, or made up with other hours as agreed to between the employee and employer. When the time is taken as time without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. And the employer may not take retaliatory action against an employee because of absences taken to attend council meetings.

Challenging city council salaries. State law does not authorize referenda on ordinances changing council salaries in statutory cities. However, if a home-rule charter contains referendum provisions, those provisions would apply to an ordinance changing council salaries unless the charter specifically provides otherwise. See, *Gould v. City of Bloomington*, 394 N.W.2d 149 (Minn. App. 1986).

Salary data. For comparison purposes, the League of Minnesota Cities publishes an annual salary survey that provides council salary data for greater Minnesota cities. Likewise, the Association of Metropolitan Municipalities provides council salary data for the seven-county Twin Cities area. For more information about these salary surveys, please contact the League of Minnesota Cities at (651) 281-1214 or the Association of Metropolitan Municipalities at (651) 215-4000.

Susan Naughton is research attorney with the League of Minnesota Cities. Phone: (651) 281-1232. E-mail: snaughto@lmnc.org.

(320) 632-9255
405 First Street SE
Little Falls, MN 56345

Initiative FOUNDATION

ifound.org

June 19, 2015

City of Paynesville
221 Washburne Ave
Paynesville, MN 56362-1642

Dear Mayor Thompson, Council Members and Ms Eckerly,

Your partnership and support is beyond important to us. It's essential. As you know, the Initiative Foundation directs all of its resources to stimulate business growth, quality jobs, and a climate for economic success in Central Minnesota. We see many positive signs in the regional economy, and we believe that with your investment, 2016 will be a prime year for business start-up, expansion and hiring.

The Initiative Foundation remains focused on strong local economies and vibrant communities. Our business financing programs have helped secure 2,348 quality jobs in Stearns County. Our grants and leadership programs are providing a safety net for important nonprofit organizations, supporting at-risk businesses, and indirectly assisting displaced workers. Our Initiators' Fellowship Program, Emerging Leaders, and community leadership programs are preparing Central Minnesota's future workforce.

Since 1986, donors in the Paynesville community have received a **738%** return on their Initiative Foundation investments, in the form of grants and economic development loans (see enclosed information). In light of our twenty-nine year performance history and demonstrated impact, we ask that you consider supporting the Initiative Foundation.

We respectfully request that you consider a contribution by allocating $250 to the Initiative Foundation in your 2016 Budget.

After your budget is finalized, could you please return the 2016 Endowment Confirmation Document in the enclosed envelope? Please contact us with questions or to request a staff presentation at an upcoming council meeting. Thank you for your consideration.

All the best,

Kathy Gaalswyk
President

Eric Stommes
Vice President for External Relations

Thank you!

Enclosures

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2016 Endowment Confirmation

Please indicate below your decision regarding support for the Initiative Foundation in 2016 & kindly return this form to the Initiative Foundation office via email, fax, or in the postage paid envelope provided.

☐ **YES**, we have approved an Initiative Foundation contribution in 2016.
☐ **NO**, we have declined an Initiative Foundation contribution in 2016.

Name of City or County: _____

Date action taken: ___/___/___

Approved 2016 contribution amount: $ _____*

Would you like the Initiative Foundation to send you a pledge reminder?

☐ *Yes, please invoice before _____/_____, or*
Month / Year

☐ *Yes, please invoice before June 30, 2016, or*
☐ *not necessary, we'll send payment to IF without an invoice*

Government official _____
Name **Title**

Signature _____
DATE

_____
Email Address

Thank you for considering this request. We look forward to your partnership and support in 2016. If you have any questions or would like to schedule an informational presentation, please call or email Eric Stommes, VP for External Relations, at:

Email: estommes@ifound.org | Phone: (320) 631-2015 | Fax: (320) 632-9258
Mail: 405 First St. SE, Little Falls, MN 56345

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Economy. Community. Philanthropy.

The Initiative Foundation: Empowering People to Build, Sustain Healthy Communities

Formed in 1986 by a partnership of regional leaders and The McKnight Foundation, the Initiative Foundation is one of six unique, nonprofit Minnesota Initiative Foundations serving the regions of Greater Minnesota. We believe **local people** – not outside organizations – have the necessary **enthusiasm**, **knowledge** and **relationships** to achieve a brighter future.

Good Works Supported By Sound Strategy

The Foundation's strategic framework is based on the philosophy that economy, community and philanthropy are intertwined. This three-pillared approach helps us to collaborate in truly meaningful ways to unlock the power of each community and all of Central Minnesota.

Our charitable work is supported by a spectrum of public and individual donors. Earnings from investments in the Foundation's operations and permanent endowment are returned to Central Minnesota communities through grants, programs and business financing.

We are proud to serve the 14 counties of Central Minnesota that include 160 hometowns and two tribal nations, each with its own unique character and local assets.

Economy

Woven into our fabric is the firm belief that a quality job is the most essential element of a stable family and a strong community. We offer business loans to secure quality jobs, and we invest grants in workforce training to fill these job opportunities. Our goal is to support local business growth and attract new revenue to the region.

BUSINESS FINANCING, CONSULTING | MANUFACTURING, TECHNOLOGY AND EXPORTING | ECONOMIC, WORKFORCE DEVELOPMENT GRANTS

Community

Central Minnesota is defined by its quality of life – the special people, places and organizations of each hometown. We gather business, nonprofit and government leaders to identify and enhance these unique assets. Working together, we inspire community service and plan for a brighter future.

COMMUNITY VISIONING AND PLANNING | NONPROFIT TRAINING AND CONSULTING | GRANTS TO SUPPORT QUALITY OF LIFE

Philanthropy

We help donors give back to Central Minnesota and leave a permanent legacy. Every donated dollar is matched by The McKnight Foundation and returns more than $6 in grants, loans and scholarships to the region. We also work with families, businesses and nonprofits to create named funds that support their favorite charities.

DONOR SERVICES | TURN KEY CHARITABLE FUNDS | PROFESSIONAL INVESTMENT OVERSIGHT | TAX-ADVANTAGED GIFTS

For more information, contact:
Initiative Foundation
(877) 632-9255 | info@ifound.org

Initiative FOUNDATION

Equal Opportunity Lender, Provider, and Employer

ifound.org | (877) 632-9255 | 405 First Street SE | Little Falls, MN 56345

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Initiative Foundation at work in

STEARNS COUNTY

$2.1MILLION

in local donations to the Initiative Foundation.

$15.8 MILLION

returned to Stearns County in grants, loans, and scholarships.

Our Mission:
Unlock the power of Central Minnesota people to build and sustain thriving communities.

405 First Street SE
Little Falls, MN 5634
(877) 632-9255
ifound.org

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **$7.38** back into Stearns County. All endowment contributions are matched by The McKnight Foundation.

Economic Impact

[1986 to present]

- Awarded 938 grants totaling **$5.8 million**
- 153 loans totaling **$10.1 million**
- Awarded 4 scholarships totaling **$2,000**
- Secured **2,370 quality jobs**
- Leveraged **$48.5 million** in private business financing

Powering Possible

Equal opportunity lender, provider and employer.

STEARNS COUNTY Investment Highlight

For a full listing of Initiative Foundation investments in Stearns County, Contact us at (877) 632-9255.

Grants Thriving Economy, Thriving Communities

BestPrep, Brooklyn Park	Business venture for students in Central Minnesota
Big Brothers Big Sisters of Central Minnesota, St Cloud	Annual grant (GEPF)
Big Fish Lake Association, Cold Spring	Operating support (CFBFLA)
Center for Service-Learning & Social Change, St Cloud	Empowering Youth for Social Change
Central MN Sustainability Project, St. Cloud	Summer apprenticeship workskill development
Central MN Youth for Christ, St Cloud	Annual grant (GEPF)
City of St. Martin	Industrial park expansion
Community Legacies Foundation Inc., Sauk Centre	Sauk Centre splash pad park project
First United Methodist Church of St. Cloud	Youth ministry programming (GEPF)
Greater St Cloud Development Corp	Regional economic development, semi-annual grant (GEPF)
Helping Hands Outreach, Holdingford	TOP Financial Resiliency through Social Enterprise
Higher Ground Church, St Cloud	Central Minnesota food solutions strategic planning
ROCORI Area Dollars for Scholars, Cold Spring	Dollars for Scholars (JPMFF)
St Cloud State University Foundation	SCSU President's Club annual grant (GEPF)
St. Cloud Technical & Community College Foundation	Annual grant (GEPF)
Stearns County Housing & Redev Authority, Cold Spring	Housing market study for Belgrade

Business Financing Local Ownership, Quality Jobs

Battery Wholesale Inc., St. Joseph	Wholesale battery distributor
Cavanmor, LLP dba Netgain Technology, Inc., St Cloud	A healthcare information technology provider
Collins Brothers Towing of St. Cloud Inc., St. Cloud	Towing and transportation company
Havco, Inc dba Seitz Stainless, Avon	Stainless steel manufacturing
Midsota Manufacturing, Inc., Avon	Trailer manufacturer
Spychala Real Estate, LLC dba Albany Family Dentistry, P.A., Albany	Dentist office
Woods Property LLC, St. Cloud	Nursery & garden center

Charitable Funds Activating Generosity

Big Birch Lake Endowment Fund | Conservancy Fund of Big Fish Lake Association Fund | Edeburn Family Fund | Granite Equity Partners Fund | Holdingford Scholarship Endowment | Jane & Patrick Mitchell Foundation | Loren & Kathy Morey Family Fund | Manufacturing Fund of Central MN | Quiet Oaks Hospice House Fund | Sartell DOGPAC Fund | Sartell Wheel Park Fund

Technical Assistance Investing in Talent

Automotive Parts Solutions, Rockville	Sales and marketing, leadership, operational analysis
Swany White Flour Mill, Freeport	Organic certification
Midsota Manufacturing, Avon	International sales and marketing
Boot Shack, St. Cloud	Leadership development
St. Cloud Chamber of Commerce, St. Cloud	Immigrant business leadership development
Smart'n Recycling, St. Martin	Feasibility study
RIE Coatings, Eden Valley	Operational analysis and lean training
Central MN Housing Partnership, St Cloud	NDC training and certification
Cabinet Components, Sauk Centre	Operational analysis and lean training
Tandem Orthodics & Prosthetics, Sartell	Planning and leadership development
RT Enterprises, Waite Park	Valuation and analysis
M Lavine Design, Waite Park	Sales and marketing

Projects Funded in **Stearns County**
(through 3/31/15)

Initiative FOUNDATION

RECENT GRANTS AWARDED ...

ORGANIZATION NAME	PROJECT TITLE	AMOUNT
CY 2015		
African Women's Alliance, St. Cloud	Early Childhood Oral Health Education & Treatment	$5,000
All Parks Alliance For Change, St. Paul	Manufactured Home Preservation	5,000
Anderson Center, St. Cloud	Scholarships for Executive Training	10,000
Apple Duathlon Events, Sartell*	Apple Duathlon (GEPF)	500
BestPrep, Brooklyn Park	Entrepreneurial Training for Youth	5,000
Big Brothers Big Sisters of Central MN, St. Cloud*	Operating Support (GEPF)	1,000
Big Fish Lake Association, Cold Spring*	Operating Support (CFBFAS)	2,350
Catholic Charties of the Diocese of St. Cloud*	Operating Support (GEPF)	250
CentraCare Health Foundation, St. Cloud*	Operating Support (GEPF)	2,000
Central MN Community Foundation, St. Cloud*	Julie Hanson Fund (GEPF)	1,000
Central MN Task Force on Battered Women, St. Cloud*	Operating Support (EFF)	750
Children's Dental Services Inc, Mpls	Dental Care & Education for at-risk Families	10,000
City of Cold Spring	Business Retention, Expansion & Marketing Program	5,000
Crow River Trail Guards, Inc., Paynesville	Paynesville Area Youth Leadership Development	2,500
First United Methodist Church of St Cloud, Sartell*	Youth Ministry Programming (GEPF)	1,000
Great River Educational Arts Theatre, Waite Park*	Operating Support (GEPF)	1,000
Greater St. Cloud Development	Annual Support	7,500
Greater St. Cloud Development*	Operating Support (GEPF)	7,500
Greater St. Cloud Development*	Air Service Initiative (GEPF)	5,000
Kimball Area School District	Regional Small Business Development	2,500
Nicholas P Koenig Hero Foundation, Richmond*	Operating Support (NKHF)	10,906
Paramount Arts Resource Trust, St. Cloud*	St. Cloud Area Theatre & Visual Arts Ctr Upgrades(BMBE)	1,000
Pine Cone Central Park Assc, Sartell*	Park Development (EFF)	1,667
Prairie Woods Environmental Learning Center, Spicer	Youth Capacity Building in Central MN	5,000
Rise Inc, Spring Lake Park	St. Cloud Area Transportation Fund	5,000
ROCORI Area Dollars for Scholars, Cold Springs*	Dollars for Scholars (JPMFF)	500
St. Cloud Area Family YMCA*	YMCA Expansion (GEPF)	5,000
St. Cloud Area Family YMCA*	Capital Campaign (JPMFF)	1,000
St. Cloud Area School District	Central MN IOC: Building Capacity w/Coalition Partners	6,000
St. Cloud State University	St. Cloud Area Thrive Coalition	10,000
St. Cloud State University Foundation*	SCSU President's Club (GEPF)	1,000
St. Cloud Technical & Community College Foundation*	Operating Support (GEPF)	1,000
Sauk Rapids-Rice School District*	Digital Daily Five Classroom Stations (SRREF)	500
Stearns County Parks, Waite Park	Kraemer Lake-Wildwood County Park Input	2,500
The Salvation Army, St. Cloud*	Operating Support (EFF)	750
United Way of Central MN, St. Cloud*	Operating Support (2) (GEPF)	8,500
Village Family Service Ctr Stearns Financial Center, St. Cloud*	Operating Support (GEPF)	250
Youth for Christ Inc, Central MN, St. Cloud*	Operating Support (GEPF)	1,000
CY 2014		
American Cancer Society, St. Cloud*	Annual Golf Sponsorship (GEPF)	$250
Anderson Center, St. Cloud	Scholarships for Executive Training	10,000
BestPrep, Brooklyn Park	MN Business Venture for Students	5,000
Big Brothers Big Sisters of Central Minnesota, St. Cloud*	Annual Grant (GEPF)	1,000
Big Fish Lake Association, Cold Spring*	Operating Support (CFBFLA)	2,100
Boy Scouts of America-Central MN Council Inc, Sartell	Operating Support (GEPF)	500
Boys & Girls Clubs of Central Minnesota, St. Cloud*	Operating Support (GEPF)	1,000
Casa Guadalupe Multicultural Community, Cold Spring	Healthy Smiles Project for Greater St. Cloud	10,000
Casa Guadalupe Multicultural Community, Cold Spring	Re-Establishment of Food Shelf in Cold Spring	5,000
Catholic Charities, St. Cloud*	St. Cloud Children's Home (GEPF)	1,000
Central MN Community Foundation, St. Cloud*	Good Samaritan Fund (JPMFF)	500
Center for Nonprofit Excellence & Social Innovation, St. Cloud	CNESI Innovation Summit	1,500
Center for Nonprofit Excellence & Social Innovation, St. Cloud*	Innovative Summit (GEPF)	1,000
Center for Nonprofit Excellence & Social Innovation, St. Cloud	St. Cloud Talahi Neighborhood Outreach Program	2,500
Center for Service-Learning & Social Change, St. Cloud	Empowering Youth for Social Change	5,000
CentraCare Health Foundation, St. Cloud*	Annual Grant (GEPF)	2,000
Central MN Council on Aging, St. Cloud	Supporting Aging in Place:Health & Wellness Initiative	7,500
Central MN Housing Partnership, St. Cloud	Affordable Rental Housing Assessment	4,000
Central MN Sustainability Project, St. Cloud	Summer Apprenticeship Workskill Development	5,000
Central MN Youth for Christ, St. Cloud*	Annual Grant (GEPF)	1,000
Children's Day Montessori Inc., St. Cloud	TOP Financial Resiliency through Social Enterprise	10,000
Children's Dental Services Inc, Mpls	Comprehensive Dental Care for Low-Income Families	5,000

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City of St. Martin	Industrial Park Expansion	3,500
City of Sartell*	Apple Duathlon (GEPF)	500
City of Waite Park	Economic Development Planning	5,000
College of St. Benedict, St. Joseph*	Operating Support (GEPF)	1,000
Community Legacies Foundation Inc., Sauk Centre	Sauk Centre Splash Pad Park Project	5,000
Cura Center Inc dba New Beginnings, St. Cloud	New Beginnings Board Development	2,500
First United Methodist Church of St. Cloud*	Youth Ministry Programming (GEPF)	1,000
Goodwill/Easter Seals Minnesota, St. Paul	Employment Training & Education	5,000
Great River Family Promise, Elk River	Technology Planning for Elk River Area Nonprofit	5,000
Greater St. Cloud Development Corp*	Operating Support (GEPF)	7,500
Greater St. Cloud Development Corp	Regional Economic Development	7,500
Greater St. Cloud Development Corp*	Semi-Annual Grant (GEPF)	7,500
Greater Twin Cities United Way, Mpls	Start Early Funders	1,000
Helping Hands Outreach, Holdingford	TOP Financial Resiliency through Social Enterprise	10,000
Higher Ground Church, St. Cloud	Central MN Food Solutions Strategic Planning	1,500
Junior Achievement of the Upper Midwest, Maplewood*	Operating Support (ABFF)	2,000
Junior Achievement of the Upper Midwest, St. Cloud*	Operating Support (GEPF)	250
Lutheran Social Service of MN, St. Cloud	Emergency Childcare - St. Cloud Area	5,000
MN Assistance Council for Veterans, St Paul	Assistance for Homeless & In-Crisis Veterans in Central MN	2,500
MN Council of Nonprofits, St. Paul	Central MN Nonprofit Strengthening Iniative	2,500
Paramount Arts Resource Trust, St. Cloud*	Gala Sponsorship (GEPF)	2,500
Paramount Arts Resource Trust, St. Cloud*	Gala Sponsorship (GEPF)	208
Pine Cone Central Park Assc, Sartell*	Park Expansion (EFF)	1,667
Prepare & Prosper, St. Paul	Training & Technical Assistance to Central MN Partners	2,500
Prevent Child Abuse Minnesota, St. Paul	St. Cloud Area Circle of Parents	2,500
Quiet Oaks Hospice House, St. Cloud*	Operating Support (GEPF)	100
RESOURCE, Mpls	St. Cloud Area Skills for Success Program	4,000
Richmond Economic Development Authority	Strategy to Spark Business Development	4,500
ROCORI Area Dollars for Scholars, Cold Springs*	Dollars for Scholars (JPMFF)	500
St. Cloud Area Family YMCA*	Family Snow Games (GEPF) **DO NOT DISCLOSE**	4,000
St. Cloud Area Family YMCA*	Operating Support (GEPF)	1,000
St. Cloud Area School District	Inside Out Connections Project	1,000
St. Cloud Area School District	Supporting Children with an Incarcerated Parent	5,000
St. Cloud Area School District	Talahi Elementary School - Early Childhood Literacy	5,000
St. Cloud Area Somali Salvation Organization	Preparing Immigrant Students for College	4,750
St. Cloud Downtown Alliance Foundation*	Winter Nights & Lights Parade Sponsorship (GEPF)	500
St. Cloud Downtown Council*	Operating Support (GEPF)	250
St. Cloud Neighborhood Coalition	Core Neighborhood Associations Project	16,500
St. Cloud State University	Community Engagement by School of Public Affairs	5,000
St. Cloud State University	Market Analysis for Recycling Demolition Debris in Stearns Cty	5,000
St. Cloud State University Foundation*	SCSU President's Club Annual Grant (GEPF)	1,000
St. Cloud Technical & Community College Foundation*	Annual Grant (GEPF)	1,000
St. John's University, Collegeville*	Operating Support (GEPF)	1,000
Southwest Initiative Foundation, Hutchinson	Microlending Program Expansion in Central MN	37,500
Stearns County Housing & Redev. Authority, Cold Spring	Housing Market Study for Belgrade	3,000
Stearns County Parks, Waite Park	"Take A Day Off" for Outdoor Family Fun	1,000
The Salvation Army, St. Cloud*	Operating Support (GEPF)	500
The Yes Network, St. Cloud	Creating St. Cloud Neighborhood Based Summer Enrichment Programs for Children	5,000
Tri-County Action Program, Inc., Waite Park	Free Tax Preparation in Central MN	3,000
United Cerebral Palsy of Central Minnesota, St. Cloud	Staff Development & Transition	2,500
United Way of Central MN, St. Cloud	Assessing Potential Solutions to Homelessness	7,500
United Way of Central MN, St. Cloud*	Operating Support (JPMFF)	1,000
United Way of Central MN, St. Cloud	Read. Talk. Play. Together Everyday-St. Cloud Area	10,000
CY 2013		
AccountAbility MN, St. Paul	Central MN Technical Assistance & Training	2,500
Arc Midstate, St. Cloud	Technology Planning for St. Cloud Area Nonprofit	3,000
Arc United Inc, St. Cloud	Technology Planning for St. Cloud Area Nonprofit	1,000
American Cancer Society, St. Cloud*	Annual Golf Sponsorship (GEPF)	250
Anderson Center, St. Cloud	Scholarships for Executive Training	10,000
BestPrep, Greater St. Cloud area	Minnesota Business Venture for Students	2,500
Boys & Girls Clubs of Central Minnesota, St. Cloud	Career Development Program	5,000
Boys & Girls Clubs of Central Minnesota, St. Cloud	Operating Support (GEPF)	1,000
Catholic Charities of the Diocese of St. Cloud	Homeless Youth Shelter	10,000
Center for Nonprofit Excellence & Social Innovation, St. Cloud	Support for Emerging Nonprofits in Greater St. Cloud	10,000
Central MN Community Foundation, St. Cloud*	Good Samaritan Fund (GEPF)	250

Central MN Community Foundation, St. Cloud*	Greater MN Fight for a Cure (GEPF)	2,000
Central MN Habitat for Humanity, St. Cloud	TOP Financial Resiliency through Social Enterprise	10,000
Central MN Sustainability Project, St. Cloud	Market Gardens	5,000
Central MN Sustainability Project, St. Cloud	TOP Financial Resiliency through Social Enterprise	10,000
Child Care Choices, Inc., St. Cloud	Parent Aware Outreach in Child Care Providers	5,000
Child Care Choices, Inc., St. Cloud*	TOP Financial Resilience & Social Enterprise Program (MFF) Dc	10,000
Children's Law Center of MN	Youth in Foster Care Legal	5,000
City of Avon	Business Retention & Expansion	3,000
City of Holdingford	Economic Progress Projects	10,000
City of Sartell	Medical & Business Park	10,000
College of St. Benedict, St. Joseph*	Unrestricted Annual Fund (GEPF)	1,000
Community Grassroos Solutions, St. Cloud	Strengthen the Capacity of Services to New Americans	2,500
Cura Center Inc, St. Cloud	Successful Transitions for At-Risk Mothers (TRCF)	3,100
Eagle's Healing Nest, Sauk Centre	Wellness Recovery Action Plan for Central MN Veterans	5,000
Elk River School District*	Vandenberge Middle School Wolf Ridge Trip (JRYAF)	1,500
First United Methodist Church of St. Cloud*	Building Fund (EFF)	750
Goodwill/Easter Seals Minnesota, St. Paul	St. Cloud Area Employment Skills Training	7,500
Greater St. Cloud Development Corp.	Air Service Initiative	5,000
Greater St. Cloud Development Corp.	Founding Directors Investment	7,500
Greater St. Cloud Development Corp.*	Operating Support (GEPF)	7,500
Greater St. Cloud Development Corp.	Regional Branding Project	7,500
Hands Across the World, St. Cloud	2013 Awards Event	1,000
Hands Across the World, St. Cloud	English as a Second Language-EC Project	5,000
Junior Achievement of the Upper Midwest, Maplewood*	Operating Support (GEPF)	250
Lutheran Social Service, St. Paul	Greater St. Cloud Emergency Childcare	5,000
Melrose Lake Improvement Assc	Resource Protection & Improvements	1,500
Metropolitan Economic Development Assc, Greater St. Cloud area	Support for Small Businesses in Central MN	5,000
MN Assistance Council for Veterans, St. Cloud	Emergency Assistance for Central MN Veterans & Families	3,000
MN Council of Nonprofits, St. Paul	Sponsorship for Centra MN Nonprofits Summit in St. Cloud	2,000
Paramount Arts Resource Trust, St. Cloud*	Gala Sponsorship (GEPF)	2,500
Pine Cone Central Park Assc, Sartell*	Operating Support (EFF)	1,000
Prevent Child Abuse MN, St. Paul	St. Cloud Area Circle of Parents	2,500
Quiet Oaks Hospice House, St. Cloud*	Operating Support (BMBEF)	500
Regents of the University of MN, Mpls	Extension's Business Retention & Expansion Scholarship	2,500
ROCORI Area Dollars for Scholars, Cold Springs*	Dollars for Scholars (JPMF)	500
ROCORI School District*	Field of Dreams (JPFF)	2,000
St. Cloud Area Family YMCA*	Operating Support (GEPF)	1,000
St. Cloud Downtown Council*	Operating Support (GEPF)	250
St. Cloud Neighborhood Coalition	Core Neighborhoods Coalition	12,500
St. Cloud State University	Business Technical Assistance	5,000
St. Cloud State University	Early Childhood Thrive Project	10,000
St. Cloud State University	Small Business Development Center Open House	1,000
St. Cloud State University Foundation	The 2013 Winter Institute	1,000
St. Cloud Technical & Community College Foundation	Orion Project	10,000
St. Cloud University	Regional Community Research Center	7,500
St. Cloud University	Science, Technology, Engineering and Mathematics Summit	1,000
St. John's University, Collegeville*	Student Fund (GEPF)	1,000
Sauk Rapids/Rice School District*	SRREF Technology Initiative (SRREF)	25,000
Southwest Initiative Foundation	Youth Energy Summit (YES!) St. Cloud Area	5,000
Stearns Benton Employment & Training Council, St. Cloud	Career Exploration and Counseling for Area Youth	7,500
Stearns County Parks, Waite Park	Planning to Connect the Lake Wobegon Trail to St. Cloud	5,000
Stearns County Soil & Water Conservation District, Waite Park	Sustainable Crop Certificate Program	5,000
The Salvation Army, St. Cloud*	Operating Support (GEPF)	500
The Salvation Army, St. Cloud*	Operating Support (EFF)	750
United Cerebral Palsy of Central Minnesota, St. Cloud	Technology Planning for St. Cloud Area Nonprofit	3,000
United Way of Central MN, St. Cloud*	Annual Gift (GEPF)	4,500
United Way of Central MN, St. Cloud	Early Childhood and Family Literacy Project	10,000

CY 2013 - PRESENT (188): $766,293
PRIOR YEARS (750): $5,053,976
TOTAL GRANTS (938): $5,820,269

SCHOLARSHIPS AWARDED ...

FUND NAME	RECIPIENT/COMMUNITY	AMOUNT
CY 2014		
Holdingford Scholarship Fund	Awards (4)	$2,000

TOTAL SCHOLARSHIPS (4): $2,000

Denotes awards made from a Turn Key fund of the Initiative Foundation, in parenthesis. (See Key)

RECENT BUSINESS FINANCING INVESTMENTS:

BUSINESS NAME	BUSINESS TYPE	LOAN TYPE
CY2015		
GuyNS LLC, dba Konrad's (Falcon National Bank)	Full Service Bistro	Start-up
J & K Griffith Properties, LLC (State Bank of Cold Spring)	Family Dentistry	Existing
CY2014		
Automotive Parts Solutions Inc, Rockville (Falcon Nat'l Bank)	Automotive	Existing
Battery Wholesale Inc., St. Joseph (Wells Fargo)	Wholesale battery distributor	Existing
Havco, Inc., Avon (Wells Fargo)	Stainless Steel Manufacturing	Existing
Midsota Manufacturing Inc., Avon (Wells Fargo Bank)	Trailer Manufacturer	Existing
Woodard Enterprises LLC, St. Cloud (Amer Heritage Nat'l Bank)	Laundry Service	Start-up
Woods Property LLC, St. Cloud (American Nat'l Bank)	Nursery & Garden Center	Existing
CY2013		
Cavanmor, LLP (Bremer Bank)	Lease Hold Company	Existing
Collins Brothers Towing of St. Cloud Inc. (Falcon Nat'l Bank)	Towing & Transportation Company	Existing
Gloria DeBenedet LLC (St. Cloud Federal CU)	Retail Tea Shop	Start-up
Hashiro Childcare Center Inc., St. Cloud	Childcare Facility	Start-up
K&G Property Partners, LLC (Bremer Bank, St. Cloud)	Podiatry Clinic	Existing
Sneak Attack's Games, LLC, St. Cloud (Stearns Bank)	Retail Hobby Store	Start-up
Spychala Real Estate, LLC, Albany (Central MN CU)	Dentist Office	Existing
CY2012		
Automotive Parts Solutions, Inc., Rockville	Buys Insurance Salvage Vehicles	Existing
HealthNorth Medical Supply, Cold Spring (First Nat'l Bank, Cold Spring)	Retail Medical Supply & Home Health Care	Existing
K&G Property Partners, LLC (Bremer Bank, St. Cloud)	Podiatry Clinic	Existing
Little Saints Academy, Inc., (First Children's Finance)	Child Care Facility	Start-up
MCI, Inc., Waite Park	Flooring, Lighting & Décor Supplier	Start-up
Orange Oak Advertising, St. Cloud (Affinity Plus Federal CU)	Advertising Firm	Existing
CY 2011		
DeZurik Equity Investment, St. Cloud	Water & Wastewater treatment products	Existing
MicroBiologics, Inc., St. Cloud	Testing Lab	Existing
STEM Fuse, LLC, (St. Cloud Federal CU)	Develop web base STEM curriculum for schools	Existing
CY 2010		
Cru Wine Specialists, Inc.	Inventory and Marketing	Existing
Green Power Technology, LLC, Waite Park (American Heritage Bank, St. Cloud)	Hydronic Heating Equipment	Start-up
FCY 2009		
Adjuvant, LLC, St. Cloud	Medical On-Call Scheduling Software	Existing
Barker's More 4 Less, Inc., Albany (Bremer Bank, St. Cloud)	Thrift Store	Existing
Engle Fabrication, LLC (Bremer Bank, N.A., St. Cloud)	Metal Fabrication Company	Existing
Little Saints Day Care, St. Joseph	Daycare Center	Start-up
Monitor Tire Disposal, St. Martin (Heritage Bank, Willmar)	Waste Tire Shredding Company	Existing
Reading Resources, LLC, St. Cloud	Training, Tutoring & Testing Facility	Start-up
Rengel Printing Company, Inc. (Falcon National Bank, Foley)	Printing Company	Existing
Urban Style Salon, Sartell (Bank Vista, Sartell)	Hair Styling Salon	Start-up

FY 2007 - PRESENT (47): $3,566,648
PRIOR YEAR LOANS (106): $6,591,604
TOTAL LOANS (153): $10,158,252
Total Business Investment Leveraged: $48,459,273
Total Jobs Created or Retained: 2,370

GRAND TOTAL OF GRANTS & LOANS IN STEARNS COUNTY $15,978,522

For business start-up and Existing projects, Initiative Foundation Business Financing Investments meet the "gap" between the financing a local lender is able to provide and the equity the owner is able to contribute. By offering **gap financing** to supplement owner equity and taking a position as a subordinate lender, Initiative Foundation business financing programs are a tool to help lending institutions better serve local businesses.