

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, MARCH 24, 2015
LAUDERDALE CITY HALL, 1891 WALNUT STREET

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the March 10, 2015 City Council Meetings
 - c. Claims Totaling \$20,625.44
 4. **CONSENT**
 - a. February Financial Report
 - b. Street Sweeping Contractor
 - c. Sale of Miscellaneous City Items
 - d. PCIC Minutes
 5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
 6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Presentation of Annual Audit – Andrew Berg of Abdo, Eick, and Meyers
 7. **PUBLIC HEARINGS**
- Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.
8. **DISCUSSION / ACTION ITEMS**
 9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
 10. **ADDITIONAL ITEMS**
 11. **SET AGENDA FOR NEXT MEETING**
 - a. Legislative Update with Senator Marty and Representative Hausman
 - b. Chicken Permit Request, 2337 Summer Street
 12. **WORK SESSION**
 - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited

to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

- b. Discussion with David Lawrence Regarding 2430 Larpenteur Avenue
- c. Hazardous Buildings Ordinance, Discussion with City Attorney Ron Batty
- d. Planning for Staffing Changes
- e. 2015 Capital Improvement Projects Update
- f. Community Development Update

13. **ADJOURNMENT**

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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March 10, 2015

Mayor Dains called the City Council meeting to order at 7:33 p.m.

Councilors present: Mary Gaasch, Roxanne Grove, Lara Mac Lean, and Mayor Jeff Dains.
Councilors Absent: Denise Hawkinson.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Kevin Kelly, Deputy City Clerk.

Mayor Dains asked for changes to the meeting agenda. There being none, Councilor Mac Lean moved to approve the agenda. Councilor Grove seconded the motion and it passed unanimously.

Councilor Grove moved to approve the February 24, 2015 City Council meeting minutes. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Grove moved approval of the claims totaling \$105,721.30. Councilor Mac Lean seconded the motion and it passed unanimously.

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Gaasch moved to acknowledge the January Financial Report. Councilor Grove seconded the motion and it passed unanimously.

Informational Presentations:

Ramsey County Commissioner Mary Jo McGuire

Commissioner McGuire made her annual address to the Council. McGuire noted her board assignments and her efforts to secure a sidewalk on Eustis Street during the upcoming mill and overlay project. Due to the complexity of the project, it mostly likely will happen in 2016.

McGuire stated the County Board is also pushing for state legislative support on the I-694/Rice Street Interchange and Rice Creek Commons (the former TCAAP site). McGuire said the County also has worked on strategic planning with a new vision and mission and restructured staff to achieve their goals. The Council thanked McGuire for her presentation.

Mayor Dains called for a break at 8:26 p.m. The meeting resumed at 8:32 p.m.

Discussion/Action Items:

Green Step Cities - Resolution 031015A

Butkowski stated that at the last meeting Peter Lindstrom, Falcon Heights Mayor and Green Step City staff member, explained the benefits of being a Green Step City. Considering the City

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undertakes a number of sustainable initiatives, the Council discussed becoming a member city so those things would be recognized.

Councilor Mac Lean moved to adopt Resolution 031015A – A Resolution Authorizing the City of Lauderdale to participate in the Minnesota Green Step Cities program. Councilor Gaasch seconded the motion and it passed unanimously.

North Suburban Communications Commission – Joint Powers Agreement

Based on recommendations from the member cities, Mayor Dains stated that the cable commission by-laws had been updated. The update also reflects the City of Shoreview's withdrawal from the commission. The agreement will go into effect once all member cities have approved.

Councilor Gaasch moved to adopt the Amended North Suburban Communications Commission Joint and Cooperative Agreement for the Administration of a Cable Communication Franchise as presented. Councilor Grove seconded the motion and it passed unanimously.

The agenda for the next meeting will include the Annual Audit Report; discussion with a party interested in 2430 Larpenteur Avenue; the public works job description; and a discussion on the hazardous buildings law with City Attorney Ron Batty. Senator John Marty and Representative Alice Hausman's annual report will be on April 14.

Work Session:

Mayor Dains explained that the Council was moving into the Work Session. Work Sessions are a continuation of the meeting but not aired on community television. Mayor Dains asked if anyone wished to address the Council. No one came forward.

Nuisance Code Enforcement Policies

Butkowski presented a PowerPoint to the Council which showed properties which have seen improvement with increased code compliance activities the Council authorized in 2012. The presentation also showed common issues that could be addressed by the nuisance code (rotting boards, peeling paint on trim and soffit, etc.) if the Council desired.

Butkowski stated she was looking for Council direction in whether to enforce further aspects of city code as it related to the maintenance of structures now that issues of peeling paint have largely been dealt with. The Council discussed properties that may be candidates for condemnation. Butkowski said the condemnation process is a legal process. She said she would invite the city attorney to the next meeting to discuss the steps and costs involved.

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Planning for Staff Changes

Butkowski explained she would like to post the open position. Before doing that, she asked the Council to approve the updated job description, enter into an agreement with Lisa Lynn Consulting for psychological assessments of final candidates, and determine which councilors would like to participate in the interview process.

Councilor Gaasch moved to approve the Deputy Clerk Job Description. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Grove moved to begin the hiring process for the Deputy Clerk position with Councilors Mac Lean and Gaasch taking part in the second interview of candidates. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Grove expressed concern about the cost of the candidate testing. Butkowski explained the benefits she expected from the testing. After further consideration, the Council approved working with Lisa Lynn Consulting.

Councilor Gaasch moved to enter into an agreement with Lisa Lynn Consulting. Councilor Mac Lean seconded the motion and it passed unanimously.

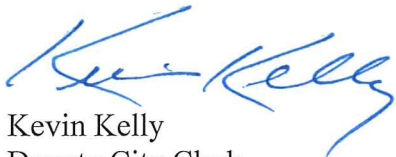
Community Development Update

Butkowski stated Stacy Kvilvang reported that a home builder is attempting to get in touch with the Twin Cities Chinese Christian Church.

David Lawrence, the individual interested in the 2430 Larpenteur site, will address the Council at the March 24 meeting.

There being no further business on the council agenda, Councilor Gaasch moved to adjourn the meeting. Councilor Grove seconded the motion and it carried. The meeting adjourned at 9:33 p.m.

Respectfully submitted,



Kevin Kelly
Deputy City Clerk

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

March 24, 2015 City Council Meeting

Payroll

3/13/15 Payroll: Direct Deposit # 501981-501987	\$8,136.74
3/13/15 Payroll: Payroll Liabilities, e-payments 977E-979E	\$6,513.40

Vendor Claims

3/24/15 Claims: Check #'s 22710-22726	\$5,975.30
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SUBTOTAL	\$20,625.44
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Total Claims for Approval	\$20,625.44
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CITY OF LAUDERDALE

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Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
501985	000000002	HINRICHS, DAVID C	6	BI-WEEKLY	\$1,719.87	3/13/2015	Outstanding
501983	000000011	BOWNIK, JAMES	6	BI-WEEKLY	\$1,456.48	3/13/2015	Outstanding
501981	000000101	DUBORD, ANDREW	6	BI-WEEKLY	\$198.66	3/13/2015	Outstanding
501984	000000007	BUTKOWSKI-HINRICHS, HE	6	BI-WEEKLY	\$2,330.74	3/13/2015	Outstanding
501986	000000027	KELLY, KEVIN	6	BI-WEEKLY	\$1,399.56	3/13/2015	Outstanding
501982	000000029	BECK, GORDON	6	BI-WEEKLY	\$856.89	3/13/2015	Outstanding
501987	000000030	WISEN, NOAH	6	BI-WEEKLY	\$174.54	3/13/2015	Outstanding
					<hr/>		
					\$8,136.74		

CITY OF LAUDERDALE

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*Claim Register©

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MARCH 2015

Claim Type	Direct					
Claim#	4555	NORTH STAR BANK, CHECKING ST	Ck# 000977E	3/13/2015		
Cash Payment	G 101-21701	FEDERAL TAXES		3/13/2015 Payroll		\$1,184.43
Invoice						
Cash Payment	G 101-21703	FICA WITHHOLDING.		3/13/2015 Payroll		\$2,044.06
Invoice						
Transaction Date	3/13/2015	Due 0	NORTH STAR CHE	10100	Total	\$3,228.49
Claim#	4556	PERA	Ck# 000978E	3/13/2015		
Cash Payment	G 101-21704	PERA		3/13/2015 Payroll		\$1,564.73
Invoice						
Transaction Date	3/13/2015	Due 0	NORTH STAR CHE	10100	Total	\$1,564.73
Claim#	4557	ICMA RETIREMENT TRUST - 457	Ck# 000979E	3/13/2015		
Cash Payment	G 101-21705	ICMA RETIREMENT		3/13/2015 Payroll		\$1,720.18
Invoice						
Transaction Date	3/13/2015	Due 0	NORTH STAR CHE	10100	Total	\$1,720.18
					Claim Type	Direct
					Tota	\$6,513.40

Pre-Written Check	\$6,513.40
Checks to be Generated by the Compute	\$0.00
Total	\$6,513.40

CITY OF LAUDERDALE

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***Check Detail Register©**

MARCH 2015

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	022710	3/24/2015	AMERIPRIDE		
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE		\$108.31		2 boxes of paper towels
	Total AMERIPRIDE		\$108.31		
Paid Chk#	022711	3/24/2015	CITY OF ROSEVILLE		
E 101-41200-538	COMPUTER SOFTWARE & EQU		\$104.45		2015 Laserfiche licenses
E 101-41200-306	CONSULTING FEES		\$486.75		3/15 IT Services
E 101-41200-538	COMPUTER SOFTWARE & EQU		\$360.76		2015 software licenses
	Total CITY OF ROSEVILLE		\$951.96		
Paid Chk#	022712	3/24/2015	CITY OF WHITE BEAR LAKE		
E 101-43000-327	OTHER SERV- SEWER/NPDES I		\$219.12		2015 RC GIS Fees
	Total CITY OF WHITE BEAR LAKE		\$219.12		
Paid Chk#	022713	3/24/2015	EUREKA RECYCLING		
E 101-41200-201	GENERAL SUPPLIES		\$200.00		5 cartons of paper
	Total EUREKA RECYCLING		\$200.00		
Paid Chk#	022714	3/24/2015	G & K SERVICES		
E 601-49000-425	CLOTHING		\$44.14		2/15 PW Clothing
E 602-49100-425	CLOTHING		\$44.14		2/15 PW Clothing
	Total G & K SERVICES		\$88.28		
Paid Chk#	022715	3/24/2015	HUGHES AND JOSEPH		
E 101-41500-300	LEGAL FEES - PROSECUTING		\$850.00		2/15 legal fees
	Total HUGHES AND JOSEPH		\$850.00		
Paid Chk#	022716	3/24/2015	INTEGRA		
E 101-41200-391	TELEPHONE/PAGERS		\$46.55		3/15 Fax Line
	Total INTEGRA		\$46.55		
Paid Chk#	022717	3/24/2015	POSTMASTER - STAMPS		
E 101-41200-203	POSTAGE		\$147.00		3 rolls of stamps
	Total POSTMASTER - STAMPS		\$147.00		
Paid Chk#	022718	3/24/2015	PREMIUM WATERS, INC		
E 101-41200-208	WATER DELIVERY		\$46.15		2/15 Water Delivery
	Total PREMIUM WATERS, INC		\$46.15		
Paid Chk#	022719	3/24/2015	PUBLIC EMPLOYEES INS PROGRAM		
G 101-21706	HEALTH INSURANCE		\$838.48		4/15 Health Benefits
	Total PUBLIC EMPLOYEES INS PROGRAM		\$838.48		
Paid Chk#	022720	3/24/2015	TRUCK UTILITIES		
E 101-43000-313	SNOW & ICE REMOVAL		\$445.77		fix plow hitch
	Total TRUCK UTILITIES		\$445.77		
Paid Chk#	022721	3/24/2015	US BANK EQUIPMENT FINANCE		

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***Check Detail Register©**

MARCH 2015

			Check Amt	Invoice	Comment
E 101-41200-401	COPIER CONTRACT		\$149.00		3/15 Ricoh Copier Contract
Total	US BANK EQUIPMENT FINANCE		\$149.00		
Paid Chk#	022722	3/24/2015	VERIZON WIRELESS		
E 101-43000-391	TELEPHONE/PAGERS		\$15.77		3/15 PW Cell Phone
E 602-49100-391	TELEPHONE/PAGERS		\$7.89		3/15 PW Cell Phone
E 601-49000-391	TELEPHONE/PAGERS		\$7.88		3/15 PW Cell Phone
Total	VERIZON WIRELESS		\$31.54		
Paid Chk#	022723	3/24/2015	XCEL ENERGY, 2430 LARPENTEUR		
E 101-43000-381	ELECTRIC		\$140.95		2/15 Utilities
Total	XCEL ENERGY, 2430 LARPENTEUR		\$140.95		
Paid Chk#	022724	3/24/2015	XCEL ENERGY, CITY HALL		
E 101-43000-381	ELECTRIC		\$198.85		2/15 Utilities
E 101-43000-383	GAS UTILITIES		\$446.98		2/15 Utilities
Total	XCEL ENERGY, CITY HALL		\$645.83		
Paid Chk#	022725	3/24/2015	XCEL ENERGY, PARK & GARAGE		
E 101-43000-381	ELECTRIC		\$94.36		2/15 City Utilities
E 101-45200-381	ELECTRIC		\$94.36		2/15 City Utilities
E 101-43000-383	GAS UTILITIES		\$167.02		2/15 City Utilities
E 101-45200-383	GAS UTILITIES		\$167.01		2/15 City Utilities
Total	XCEL ENERGY, PARK & GARAGE		\$522.75		
Paid Chk#	022726	3/24/2015	XCEL ENERGY, STREET LIGHTING		
E 101-43000-380	STREET LIGHT UTILITY		\$49.56		2/15 Bridge Lights
E 101-43000-380	STREET LIGHT UTILITY		\$494.05		2/15 Street Lights
Total	XCEL ENERGY, STREET LIGHTING		\$543.61		
10100	NORTH STAR CHECKING		\$5,975.30		

Fund Summary

10100 NORTH STAR CHECKING

101 GENERAL	\$5,871.25
601 SEWER UTILITIES	\$52.02
602 STORM SEWER ENTERPRISE FUND	\$52.03
	\$5,975.30

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date March 24, 2015

ITEM NUMBER February Financial Report

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for February 2015.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for February 2015.

COUNCIL ACTION:

CITY OF LAUDERDALE

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Cash Balances

Current Period: FEBRUARY 2015

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
CASH				
GENERAL	G 101-10100	\$107,733.37	\$98,932.49	-\$2,310,815.32
COMMUNITY EVENTS	G 201-10100	\$7.08	\$0.00	\$10,279.61
COMMUNICATIONS	G 202-10100	\$0.20	\$5,805.50	\$279.94
RECYCLING	G 203-10100	\$74.25	\$4,295.42	\$107,764.06
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$398.36	\$0.00	\$578,173.65
CAPITAL IMPROVEMENTS	G 402-10100	\$33.55	\$0.00	\$48,695.21
CAPITAL IMPROVE STORM WATER	G 403-10100	\$125.02	\$0.00	\$181,458.92
PARK IMPROVEMENT	G 404-10100	\$199.65	\$0.00	\$289,769.99
TIF-PROJECTS	G 405-10100	\$42.25	\$2,362.00	\$61,327.64
SEWER IMPROVEMENT	G 407-10100	\$415.36	\$0.00	\$602,853.43
DEVELOPMENT	G 414-10100	\$84.01	\$0.00	\$121,936.72
SEWER UTILITIES	G 601-10100	\$12,326.27	\$15,914.00	\$338,231.42
STORM SEWER ENTERPRISE FUND	G 602-10100	\$8,435.76	\$5,017.21	\$99,704.26
<u>Total</u> CASH		\$129,875.13	\$132,326.62	\$129,659.53
PETTY CASH				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
<u>Total</u> PETTY CASH		\$0.00	\$0.00	\$400.00
INVESTMENTS				
GENERAL	G 101-10400	\$2,070.49	\$100,000.00	\$2,875,436.28
<u>Total</u> INVESTMENTS		\$2,070.49	\$100,000.00	\$2,875,436.28
Grand Total		\$131,945.62	\$232,326.62	\$3,005,495.81

CITY OF LAUDERDALE

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*Revenue Guideline©

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	2015 YTD Balance	% of YTD Budget
GENERAL						
Active	R 101-31010 CURRENT AD VALORE	\$495,281.00	-\$153.78	\$0.00	\$495,434.78	-0.03%
Active	R 101-31020 DELINQUENT AD VALO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31030 FORFEITED TAX SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31040 FISCAL DISPARITIES	\$129,076.00	\$0.00	\$0.00	\$129,076.00	0.00%
Active	R 101-32000 LICENSE AND PERMIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32110 3.2 ALCHOLIC LICENSE	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	R 101-32120 CIGARETTE LICENSE	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-32130 GARBAGE HAULERS LI	\$1,300.00	\$1,425.00	\$675.00	-\$125.00	109.62%
Active	R 101-32140 HEATING/AC LICENSE	\$600.00	\$450.00	\$200.00	\$150.00	75.00%
Active	R 101-32150 TREE COMPANIES LIC	\$400.00	\$150.00	\$100.00	\$250.00	37.50%
Active	R 101-32170 DRIVEWAY CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32180 RENTAL HOUSING LIC	\$5,000.00	\$449.00	\$0.00	\$4,551.00	8.98%
Active	R 101-32210 BUILDING PERMITS	\$12,500.00	\$795.00	\$669.75	\$11,705.00	6.36%
Active	R 101-32211 ZONING PERMIT APPLI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-32225 PLAN REVIEW FEE	\$2,500.00	\$50.00	\$50.00	\$2,450.00	2.00%
Active	R 101-32230 PLUMBING PERMITS	\$1,000.00	\$1,512.00	\$352.00	-\$512.00	151.20%
Active	R 101-32240 ANIMAL LICENSES	\$150.00	\$10.00	\$0.00	\$140.00	6.67%
Active	R 101-32270 HEATING A/C PERMIT	\$1,500.00	\$427.00	\$229.00	\$1,073.00	28.47%
Active	R 101-32280 STREET EXCAVATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 LOCAL GOVERNMENT	\$536,736.00	\$0.00	\$0.00	\$536,736.00	0.00%
Active	R 101-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33405 PERA RATE INCREASE	\$1,198.00	\$0.00	\$0.00	\$1,198.00	0.00%
Active	R 101-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33623 MET COUNCIL - LIV CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33624 LIVABLE COMMUNITIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34101 CITY HALL/PARK RENT	\$7,500.00	\$1,270.00	\$570.00	\$6,230.00	16.93%
Active	R 101-34103 ADMINISTRATIVE FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34105 SALE OF PUBLICATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34107 ASSESSMENT SEARCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34109 COPIES	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
In-Active	R 101-34110 VARIANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34111 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34112 CONDITIONAL USE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34113 ZONING AMENDMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34114 ADVERTISING SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34115 GENERAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34116 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34201 FALSE SECURITY ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34202 FALSE FIRE ALARM - FI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34203 FIRE INSPECTION FEE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34205 FIRE CALL REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35101 COURT FINES	\$45,000.00	\$2,748.68	\$2,748.68	\$42,251.32	6.11%
Active	R 101-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36103 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36211 INVESTMENT INTERES	\$1,400.00	\$454.22	\$389.02	\$945.78	32.44%
Active	R 101-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36231 DOG PARK DONATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36240 SURCHARGES	\$500.00	\$152.50	\$64.50	\$347.50	30.50%

CITY OF LAUDERDALE

03/19/15 8:15 AM

*Revenue Guideline©

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 101-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36252 LMC INSURANCE REFU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200 INTERFUND OPERATIN	\$20,461.00	\$0.00	\$0.00	\$20,461.00	0.00%
Active	R 101-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GENERAL	\$1,264,252.00	\$9,739.62	\$6,047.95	\$1,254,512.38	0.77%
COMMUNITY EVENTS						
Active	R 201-34785 PARK EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34786 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34787 GARAGE SALE	\$75.00	\$0.00	\$0.00	\$75.00	0.00%
Active	R 201-34788 DAY IN THE PARK	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 201-34789 MUSIC UNDER THE TR	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34790 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34791 POP SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34792 T-SHIRT SALES	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 201-34793 FUN RUN/WALK	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34794 NATIONAL NIGHT OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34795 HALLOWEEN DONATIO	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 201-36211 INVESTMENT INTERES	\$25.00	\$8.06	\$7.08	\$16.94	32.24%
Active	R 201-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNITY EVENTS	\$3,000.00	\$8.06	\$7.08	\$2,991.94	0.27%
COMMUNICATIONS						
Active	R 202-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36211 INVESTMENT INTERES	\$25.00	\$0.78	\$0.20	\$24.22	3.12%
Active	R 202-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36253 CABLE FRANCHISE RE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
	Total COMMUNICATIONS	\$20,025.00	\$0.78	\$0.20	\$20,024.22	0.00%
RECYCLING						
Active	R 203-33621 METROPOLITAN COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-33622 COUNTY GRANTS	\$6,369.00	\$0.00	\$0.00	\$6,369.00	0.00%
Active	R 203-36100 SPECIAL ASSESMENT	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 203-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36211 INVESTMENT INTERES	\$400.00	\$84.91	\$74.25	\$315.09	21.23%
Active	R 203-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total RECYCLING	\$41,769.00	\$84.91	\$74.25	\$41,684.09	0.20%
TAX INCREMENT DEBT SERVICE						
Active	R 301-31040 FISCAL DISPARITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31051 DELINQUENT TAX INC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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*Revenue Guideline©

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 301-39205 TRANS FROM TIF PRO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TAX INCREMENT DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
00 ST/UTIL IMP DEBT SERVICE						
Active	R 302-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 00 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL IMP DEBT SERVICE						
Active	R 303-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL IMP DEBT SERVICE						
Active	R 304-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL IMPROVEMENT STREETS						
Active	R 401-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36211 INVESTMENT INTERES	\$2,000.00	\$453.36	\$398.36	\$1,546.64	22.67%
Active	R 401-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENT STREETS		\$2,000.00	\$453.36	\$398.36	\$1,546.64	22.67%
CAPITAL IMPROVEMENTS						
Active	R 402-36211 INVESTMENT INTERES	\$400.00	\$35.80	\$33.55	\$364.20	8.95%
Active	R 402-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENTS		\$400.00	\$35.80	\$33.55	\$364.20	8.95%
CAPITAL IMPROVE STORM WATER						
Active	R 403-36211 INVESTMENT INTERES	\$600.00	\$142.28	\$125.02	\$457.72	23.71%
Active	R 403-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37300 STORM SEWER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVE STORM WATER		\$600.00	\$142.28	\$125.02	\$457.72	23.71%

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	2015	2015	FEBRUARY	2015	% of YTD
	YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ND AI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$1,000.00	\$227.21	\$199.65	\$772.79	22.72%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MMU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
JUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
T	\$1,000.00	\$227.21	\$199.65	\$772.79	22.72%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INC	\$0.00	-\$2,103.00	(\$2,103.00)	\$2,103.00	0.00%
CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E REI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
IGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$0.00	\$45.24	\$42.25	-\$45.24	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
T SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
JUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
S	\$0.00	-\$2,057.76	-\$2,060.75	\$2,057.76	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$1,500.00	\$475.76	\$415.36	\$1,024.24	31.72%
ION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ATIN	\$35,000.00	\$130,000.00	\$0.00	-\$95,000.00	371.43%
T	\$36,500.00	\$130,475.76	\$415.36	-\$93,975.76	357.47%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Y	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
W	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
NTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ITION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
W	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ERES	\$0.00	\$95.61	\$84.01	-\$95.61	0.00%
	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ATIN	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
T	\$38,000.00	\$95.61	\$84.01	\$37,904.39	0.25%

SEWER UTILITIES

CITY OF LAUDERDALE

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 601-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100 SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36104 SEWER ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36211 INVESTMENT INTERES	\$1,800.00	\$265.57	\$233.04	\$1,534.43	14.75%
Active	R 601-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37210 SEWER SALES AND SE	\$251,125.00	\$22,009.46	\$12,093.23	\$229,115.54	8.76%
Active	R 601-37215 DELINQUENT SEWER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total SEWER UTILITIES	\$252,925.00	\$22,275.03	\$12,326.27	\$230,649.97	8.81%
STORM SEWER ENTERPRISE FUND						
Active	R 602-36211 INVESTMENT INTERES	\$300.00	\$77.86	\$68.70	\$222.14	25.95%
Active	R 602-37300 STORM SEWER FEE	\$68,200.00	\$10,379.03	\$8,367.06	\$57,820.97	15.22%
Active	R 602-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total STORM SEWER ENTERPRISE FUND	\$68,500.00	\$10,456.89	\$8,435.76	\$58,043.11	15.27%
GASB34						
Active	R 999-31010 CURRENT AD VALORE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GASB34	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Report Total	\$1,728,971.00	\$171,937.55	\$26,086.71	\$1,557,033.45	9.94%

CITY OF LAUDERDALE
***Expenditure Guideline©**

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Current Period: FEBRUARY 2015

		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
GENERAL							
Active	E 101-41100-103 PART TIME EMP	\$16,500.00	\$2,750.00	\$1,375.00	\$0.00	\$13,750.00	16.67%
Active	E 101-41100-122 FICA CONTRIBU	\$1,262.00	\$210.42	\$105.21	\$0.00	\$1,051.58	16.67%
Active	E 101-41100-151 WORKERS CO	\$41.00	\$0.00	\$5.27	\$0.00	\$41.00	0.00%
Active	E 101-41100-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-308 TRAINING\CONF	\$1,500.00	\$449.00	\$125.00	\$0.00	\$1,051.00	29.93%
Active	E 101-41100-331 TRAVEL EXPEN	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41100-352 PUBLIC INFO N	\$800.00	\$36.00	\$202.63	\$0.00	\$764.00	4.50%
Active	E 101-41100-361 GENERAL LIABI	\$6,300.00	\$0.00	\$0.00	\$0.00	\$6,300.00	0.00%
Active	E 101-41100-438 DUES & SUBSC	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0.00%
Active	E 101-41100-439 SPECIAL EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-101 FULL TIME EMP	\$116,043.00	\$18,745.86	\$8,926.60	\$0.00	\$97,297.14	16.15%
Active	E 101-41200-102 EMPLOYEE OVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-121 PERA CONTRIB	\$8,703.00	\$1,405.96	\$669.50	\$0.00	\$7,297.04	16.15%
Active	E 101-41200-122 FICA CONTRIBU	\$8,877.00	\$1,483.42	\$707.56	\$0.00	\$7,393.58	16.71%
Active	E 101-41200-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-131 HEALTH INSURA	\$17,280.00	\$2,875.62	\$1,438.32	\$0.00	\$14,404.38	16.64%
Active	E 101-41200-142 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-151 WORKERS CO	\$928.00	\$0.00	\$109.01	\$0.00	\$928.00	0.00%
Active	E 101-41200-201 GENERAL SUPP	\$1,500.00	\$381.80	\$381.80	\$0.00	\$1,118.20	25.45%
Active	E 101-41200-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-203 POSTAGE	\$3,000.00	\$2,107.19	\$9.19	\$0.00	\$892.81	70.24%
Active	E 101-41200-208 WATER DELIVE	\$450.00	\$53.88	\$53.88	\$0.00	\$396.12	11.97%
Active	E 101-41200-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-305 LEGAL FEES - C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-306 CONSULTING F	\$6,547.00	\$973.50	\$486.75	\$0.00	\$5,573.50	14.87%
Active	E 101-41200-307 COMPUTER SE	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00%
Active	E 101-41200-308 TRAINING\CONF	\$2,500.00	\$314.00	\$15.00	\$0.00	\$2,186.00	12.56%
Active	E 101-41200-309 DELIVERY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-327 OTHER SERV- S	\$400.00	\$54.88	\$28.95	\$0.00	\$345.12	13.72%
Active	E 101-41200-331 TRAVEL EXPEN	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	E 101-41200-352 PUBLIC INFO N	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
Active	E 101-41200-353 NEWSLETTER P	\$2,800.00	\$675.77	\$675.77	\$0.00	\$2,124.23	24.13%
Active	E 101-41200-354 PHONEBOOK P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-355 MISC PRINTING/	\$300.00	\$50.00	\$25.00	\$0.00	\$250.00	16.67%
Active	E 101-41200-361 GENERAL LIABI	\$5,800.00	\$0.00	\$0.00	\$0.00	\$5,800.00	0.00%
Active	E 101-41200-391 TELEPHONE/PA	\$1,250.00	\$202.55	\$156.00	\$0.00	\$1,047.45	16.20%
Active	E 101-41200-401 COPIER CONTR	\$3,000.00	\$298.00	\$149.00	\$0.00	\$2,702.00	9.93%
Active	E 101-41200-404 COMPUTER RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-438 DUES & SUBSC	\$3,400.00	\$1,447.00	\$60.00	\$0.00	\$1,953.00	42.56%
Active	E 101-41200-439 SPECIAL EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-440 MEETING EXPE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41200-442 MISC	\$500.00	\$115.00	\$110.00	\$0.00	\$385.00	23.00%
Active	E 101-41200-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-534 OFFICE FURNIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	Enc Current	2015 YTD Balance	% of YTD Budget
Active	E 101-41200-538 COMPUTER SO	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-41500-101 FULL TIME EMP	\$9,953.00	\$1,607.88	\$765.66	\$0.00	\$8,345.12	16.15%
Active	E 101-41500-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-121 PERA CONTRIB	\$746.00	\$120.58	\$57.42	\$0.00	\$625.42	16.16%
Active	E 101-41500-122 FICA CONTRIBU	\$761.00	\$122.97	\$58.56	\$0.00	\$638.03	16.16%
Active	E 101-41500-131 HEALTH INSURA	\$1,620.00	\$269.12	\$134.66	\$0.00	\$1,350.88	16.61%
Active	E 101-41500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-151 WORKERS CO	\$80.00	\$0.00	\$10.59	\$0.00	\$80.00	0.00%
Active	E 101-41500-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-300 LEGAL FEES - P	\$11,500.00	\$1,700.00	\$1,700.00	\$0.00	\$9,800.00	14.78%
Active	E 101-41500-301 AUDITING	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	0.00%
Active	E 101-41500-305 LEGAL FEES - C	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
Active	E 101-41500-327 OTHER SERV- S	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41500-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-352 PUBLIC INFO N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-355 MISC PRINTING/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-539 VOTING MACHI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-318 911 Dispatch	\$16,433.00	\$1,345.13	\$1,345.13	\$0.00	\$15,087.87	8.19%
Active	E 101-42100-319 POLICE CONTR	\$634,386.00	\$105,731.00	\$52,865.50	\$0.00	\$528,655.00	16.67%
Active	E 101-42100-320 FIRE CONTRAC	\$18,000.00	\$17,303.00	\$0.00	\$0.00	\$697.00	96.13%
Active	E 101-42100-321 FIRE CALLS	\$16,000.00	\$915.36	\$915.36	\$0.00	\$15,084.64	5.72%
Active	E 101-42100-322 FIRE FALSE ALA	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-323 FIRE INSPECTIO	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-355 MISC PRINTING/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-360 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-391 TELEPHONE/PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-442 MISC	\$100.00	\$6.24	\$6.24	\$0.00	\$93.76	6.24%
Active	E 101-42100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-101 FULL TIME EMP	\$30,079.00	\$5,303.24	\$2,901.82	\$0.00	\$24,775.76	17.63%
Active	E 101-43000-102 EMPLOYEE OVE	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43000-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-121 PERA CONTRIB	\$2,481.00	\$319.48	\$109.57	\$0.00	\$2,161.52	12.88%
Active	E 101-43000-122 FICA CONTRIBU	\$2,531.00	\$444.59	\$162.64	\$0.00	\$2,086.41	17.57%
Active	E 101-43000-131 HEALTH INSURA	\$5,400.00	\$632.76	\$203.42	\$0.00	\$4,767.24	11.72%
Active	E 101-43000-151 WORKERS CO	\$1,522.00	\$0.00	\$188.92	\$0.00	\$1,522.00	0.00%
Active	E 101-43000-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-212 MOTOR FUELS	\$3,100.00	\$19.41	\$262.92	\$0.00	\$3,080.59	0.63%
Active	E 101-43000-213 LUBRICANTS &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-226 SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-228 MISC REPAIRS	\$1,500.00	\$149.34	\$96.24	\$0.00	\$1,350.66	9.96%
Active	E 101-43000-304 ENGINEERING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43000-308 TRAINING\CONF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-313 SNOW & ICE RE	\$19,000.00	\$645.00	\$1,320.00	\$0.00	\$18,355.00	3.39%

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Current Period: FEBRUARY 2015

		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43000-314 STREET SWEEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-317 TREE SERVICE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 101-43000-324 ALLEY REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-327 OTHER SERV- S	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-43000-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-333 CLEANING CON	\$4,500.00	\$892.00	\$446.00	\$0.00	\$3,608.00	19.82%
Active	E 101-43000-380 STREET LIGHT	\$7,000.00	\$579.00	\$579.00	\$0.00	\$6,421.00	8.27%
Active	E 101-43000-381 ELECTRIC	\$3,000.00	\$558.46	\$413.73	\$0.00	\$2,441.54	18.62%
Active	E 101-43000-382 WATER	\$200.00	\$0.00	\$85.59	\$0.00	\$200.00	0.00%
Active	E 101-43000-383 GAS UTILITIES	\$3,500.00	\$407.28	\$552.01	\$0.00	\$3,092.72	11.64%
Active	E 101-43000-384 REFUSE DISPO	\$3,000.00	\$423.06	\$209.03	\$0.00	\$2,576.94	14.10%
Active	E 101-43000-391 TELEPHONE/PA	\$500.00	\$161.23	\$18.84	\$0.00	\$338.77	32.25%
Active	E 101-43000-402 CITY TRUCK RE	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 101-43000-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-442 MISC	\$100.00	\$53.49	\$28.49	\$0.00	\$46.51	53.49%
Active	E 101-43000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-101 FULL TIME EMP	\$37,875.00	\$6,119.07	\$2,913.36	\$0.00	\$31,755.93	16.16%
Active	E 101-43400-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-121 PERA CONTRIB	\$2,841.00	\$458.90	\$218.48	\$0.00	\$2,382.10	16.15%
Active	E 101-43400-122 FICA CONTRIBU	\$2,897.00	\$506.38	\$241.93	\$0.00	\$2,390.62	17.48%
Active	E 101-43400-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-131 HEALTH INSURA	\$6,480.00	\$973.10	\$485.55	\$0.00	\$5,506.90	15.02%
Active	E 101-43400-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-151 WORKERS CO	\$1,435.00	\$0.00	\$175.95	\$0.00	\$1,435.00	0.00%
Active	E 101-43400-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-203 POSTAGE	\$300.00	\$32.45	\$32.45	\$0.00	\$267.55	10.82%
Active	E 101-43400-306 CONSULTING F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-308 TRAINING\CONF	\$500.00	\$185.00	\$185.00	\$0.00	\$315.00	37.00%
Active	E 101-43400-310 PLUMBING INSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-311 HEATING INSPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-312 BUILDING INSPE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43400-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-355 MISC PRINTING/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-386 GOPHER STATE	\$500.00	\$122.05	\$122.05	\$0.00	\$377.95	24.41%
Active	E 101-43400-388 SAC UNIT CHAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-442 MISC	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43400-443 SURCHARGE R	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-101 FULL TIME EMP	\$43,853.00	\$7,025.09	\$3,871.10	\$0.00	\$36,827.91	16.02%
Active	E 101-45200-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-104 TEMP EMPLOYE	\$6,000.00	\$4,527.00	\$2,065.50	\$0.00	\$1,473.00	75.45%
Active	E 101-45200-121 PERA CONTRIB	\$3,289.00	\$417.41	\$139.06	\$0.00	\$2,871.59	12.69%
Active	E 101-45200-122 FICA CONTRIBU	\$3,814.00	\$938.08	\$370.98	\$0.00	\$2,875.92	24.60%
Active	E 101-45200-131 HEALTH INSURA	\$8,100.00	\$991.89	\$338.07	\$0.00	\$7,108.11	12.25%
Active	E 101-45200-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-142 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-151 WORKERS CO	\$1,345.00	\$0.00	\$166.25	\$0.00	\$1,345.00	0.00%
Active	E 101-45200-201 GENERAL SUPP	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-45200-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-212 MOTOR FUELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: FEBRUARY 2015

		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-228 MISC REPAIRS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-370 PARK & REC EX	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 101-45200-371 NON-RESIDENT	\$1,500.00	\$0.00	\$584.00	\$0.00	\$1,500.00	0.00%
Active	E 101-45200-381 ELECTRIC	\$500.00	\$98.34	\$98.34	\$0.00	\$401.66	19.67%
Active	E 101-45200-382 WATER	\$200.00	\$0.00	\$205.17	\$0.00	\$200.00	0.00%
Active	E 101-45200-383 GAS UTILITIES	\$700.00	\$147.61	\$147.61	\$0.00	\$552.39	21.09%
Active	E 101-45200-384 REFUSE DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-391 TELEPHONE/PA	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-45200-403 TRACTOR/MOW	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-412 WARMING HOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-427 PORTA POTTY	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-444 CONTINGENCY	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-45300-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-710 OPERATING TR	\$38,000.00	\$0.00	\$0.00	\$0.00	\$38,000.00	0.00%
Active	E 101-45400-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-731 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-732 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-733 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-734 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-741 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-742 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-743 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-747 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-749 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48100-306 CONSULTING F	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-48100-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48411-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-306 CONSULTING F	\$0.00	\$1,557.50	\$1,557.50	\$0.00	-\$1,557.50	0.00%
Active	E 101-48412-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-555 LARPENTEUR A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL		\$1,264,252.00	\$198,439.34	\$95,171.13	\$0.00	\$1,065,812.66	15.70%
COMMUNITY EVENTS							
Active	E 201-45600-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-352 PUBLIC INFO N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-368 FUN RUN/WALK	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 201-45600-369 MUSIC UNDER T	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 201-45600-372 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-373 T-SHIRTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-374 POP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-375 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-376 GARAGE SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: FEBRUARY 2015

		2015 YTD Budget	2015 YTD Amt	FEBRUARY MTD Amt	Enc Current	2015 YTD Balance	% of YTD Budget
Active	E 201-45600-377 DAY IN THE PAR	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	0.00%
Active	E 201-45600-378 NATIONAL NIGH	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 201-45600-379 HALLOWEEN EV	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 201-45600-428 MISC RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-430 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-440 MEETING EXPE	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 201-45600-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNITY EVENTS	\$3,250.00	\$0.00	\$0.00	\$0.00	\$3,250.00	0.00%
COMMUNICATIONS							
Active	E 202-49500-101 FULL TIME EMP	\$10,377.00	\$1,678.39	\$798.28	\$0.00	\$8,698.61	16.17%
Active	E 202-49500-121 PERA CONTRIB	\$778.00	\$125.86	\$59.86	\$0.00	\$652.14	16.18%
Active	E 202-49500-122 FICA CONTRIBU	\$794.00	\$134.61	\$64.16	\$0.00	\$659.39	16.95%
Active	E 202-49500-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-131 HEALTH INSURA	\$1,620.00	\$270.35	\$134.84	\$0.00	\$1,349.65	16.69%
Active	E 202-49500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-151 WORKERS CO	\$83.00	\$0.00	\$9.69	\$0.00	\$83.00	0.00%
Active	E 202-49500-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-305 LEGAL FEES - C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-307 COMPUTER SE	\$500.00	\$550.00	\$0.00	\$0.00	-\$50.00	110.00%
Active	E 202-49500-327 OTHER SERV- S	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 202-49500-329 CABLE FRANCHI	\$5,000.00	\$4,738.67	\$4,738.67	\$0.00	\$261.33	94.77%
Active	E 202-49500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-530 FURNITURE & E	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 202-49500-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 202-49500-532 COPIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNICATIONS	\$23,152.00	\$7,497.88	\$5,805.50	\$0.00	\$15,654.12	32.39%
RECYCLING							
Active	E 203-50000-101 FULL TIME EMP	\$15,044.00	\$2,428.34	\$1,157.30	\$0.00	\$12,615.66	16.14%
Active	E 203-50000-121 PERA CONTRIB	\$1,128.00	\$182.13	\$86.80	\$0.00	\$945.87	16.15%
Active	E 203-50000-122 FICA CONTRIBU	\$1,151.00	\$210.47	\$100.92	\$0.00	\$940.53	18.29%
Active	E 203-50000-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-131 HEALTH INSURA	\$2,700.00	\$448.77	\$224.84	\$0.00	\$2,251.23	16.62%
Active	E 203-50000-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-151 WORKERS CO	\$120.00	\$0.00	\$14.31	\$0.00	\$120.00	0.00%
Active	E 203-50000-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-327 OTHER SERV- S	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
Active	E 203-50000-389 RECYCLING CO	\$26,000.00	\$2,711.25	\$2,711.25	\$0.00	\$23,288.75	10.43%
Active	E 203-50000-438 DUES & SUBSC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 203-50000-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total RECYCLING	\$46,493.00	\$5,980.96	\$4,295.42	\$0.00	\$40,512.04	12.86%
TAX INCREMENT DEBT SERVICE							
Active	E 301-47100-101 FULL TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-122 FICA CONTRIBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: FEBRUARY 2015

		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 301-47100-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 301-47100-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TAX INCREMENT DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
00 ST/UTIL IMP DEBT SERVICE							
Active	E 302-47200-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 302-47200-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 00 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL IMP DEBT SERVICE							
Active	E 303-47300-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 303-47300-621 FILE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL IMP DEBT SERVICE							
Active	E 304-47000-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 304-47400-601 BOND PRINCIPA	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 304-47400-611 BOND INTERES	\$1,890.00	\$1,890.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 304-47400-621 FILE MAINTENA	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
Total 03 ST/UTIL IMP DEBT SERVICE		\$107,490.00	\$106,890.00	\$0.00	\$0.00	\$600.00	99.44%
CAPITAL IMPROVEMENT STREETS							
Active	E 401-48401-303 FINANCIAL CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 401-48401-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 401-48401-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 401-48401-328 STREET REPAIR	\$170,000.00	\$0.00	\$0.00	\$0.00	\$170,000.00	0.00%
Active	E 401-48401-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENT STREETS		\$170,000.00	\$0.00	\$0.00	\$0.00	\$170,000.00	0.00%
CAPITAL IMPROVEMENTS							
Active	E 402-48000-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-520 BUILDINGS	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0.00%
Active	E 402-48000-521 CITY GARAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-523 WARMING HOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-531 OFFICE EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-532 COPIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-535 FURNACE/AC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-538 COMPUTER SO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-543 TRACTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-560 VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 402-48000-562 TRUCK	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 402-48000-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENTS		\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	0.00%
CAPITAL IMPROVE STORM WATER							
Active	E 403-48403-101 FULL TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 403-48403-102 EMPLOYEE OVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-122 FICA CONTRIBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-151 WORKERS CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVE STORM WATER		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARK IMPROVEMENT							
Active	E 404-48404-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-524 PICNIC SHELTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-525 PLAYGROUND (\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-526 PARK PATH (CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-527 GENERAL PARK	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Active	E 404-48404-528 COURT IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total PARK IMPROVEMENT		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
TIF-PROJECTS							
Active	E 405-48500-101 FULL TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-122 FICA CONTRIBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-305 LEGAL FEES - C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-325 LARPENTEUR A	\$0.00	-\$12,436.00	\$259.00	\$0.00	\$12,436.00	0.00%
Active	E 405-48500-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-408 LIFT STATION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF-PROJECTS		\$0.00	-\$12,436.00	\$259.00	\$0.00	\$12,436.00	0.00%
SEWER IMPROVEMENT							
Active	E 407-48407-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 407-48407-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER IMPROVEMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER UTILITY							
Active	E 409-48409-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 409-48409-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER UTILITY		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL CONSTRUCTION							
Active	E 412-48410-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 412-48410-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEVELOPMENT							
Active	E 414-48100-721 OPERATING TR	\$20,461.00	\$0.00	\$0.00	\$0.00	\$20,461.00	0.00%
Total DEVELOPMENT		\$20,461.00	\$0.00	\$0.00	\$0.00	\$20,461.00	0.00%
SEWER UTILITIES							
Active	E 601-49000-101 FULL TIME EMP	\$30,279.00	\$190.55	\$2,613.51	\$0.00	\$30,088.45	0.63%
Active	E 601-49000-102 EMPLOYEE OVE	\$12,000.00	\$1,941.54	\$930.51	\$0.00	\$10,058.46	16.18%
Active	E 601-49000-121 PERA CONTRIB	\$3,171.00	\$447.42	\$179.40	\$0.00	\$2,723.58	14.11%
Active	E 601-49000-122 FICA CONTRIBU	\$3,234.00	\$562.90	\$229.56	\$0.00	\$2,671.10	17.41%
Active	E 601-49000-131 HEALTH INSURA	\$5,184.00	\$852.63	\$338.19	\$0.00	\$4,331.37	16.45%
Active	E 601-49000-151 WORKERS CO	\$2,895.00	\$0.00	\$361.65	\$0.00	\$2,895.00	0.00%
Active	E 601-49000-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-212 MOTOR FUELS	\$700.00	\$15.54	\$56.34	\$0.00	\$684.46	2.22%
Active	E 601-49000-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-228 MISC REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-301 AUDITING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 601-49000-304 ENGINEERING	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49000-308 TRAINING\CONF	\$600.00	\$300.00	\$0.00	\$0.00	\$300.00	50.00%
Active	E 601-49000-315 SEWER JETTIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-316 SEWER TELEVI	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 601-49000-327 OTHER SERV- S	\$7,000.00	\$167.90	\$82.14	\$0.00	\$6,832.10	2.40%
Active	E 601-49000-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-361 GENERAL LIABI	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 601-49000-362 PROPERTY INS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49000-363 AUTOMOTIVE IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-382 WATER	\$100.00	\$0.00	\$17.32	\$0.00	\$100.00	0.00%
Active	E 601-49000-387 WATER TREAT	\$133,000.00	\$33,058.26	\$11,019.42	\$0.00	\$99,941.74	24.86%
Active	E 601-49000-391 TELEPHONE/PA	\$300.00	\$27.11	\$9.42	\$0.00	\$272.89	9.04%
Active	E 601-49000-402 CITY TRUCK RE	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 601-49000-425 CLOTHING	\$700.00	\$76.54	\$76.54	\$0.00	\$623.46	10.93%
Active	E 601-49000-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-554 CATCH BASIN R	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0.00%
Active	E 601-49000-710 OPERATING TR	\$35,000.00	\$130,000.00	\$0.00	\$0.00	-\$95,000.00	371.43%
Total SEWER UTILITIES		\$273,063.00	\$167,640.39	\$15,914.00	\$0.00	\$105,422.61	61.39%
STORM SEWER ENTERPRISE FUND							
Active	E 602-49100-101 FULL TIME EMP	\$34,360.00	\$363.08	\$2,927.37	\$0.00	\$33,996.92	1.06%
Active	E 602-49100-102 EMPLOYEE OVE	\$5,000.00	\$808.99	\$387.72	\$0.00	\$4,191.01	16.18%
Active	E 602-49100-121 PERA CONTRIB	\$2,952.00	\$411.86	\$162.17	\$0.00	\$2,540.14	13.95%
Active	E 602-49100-122 FICA CONTRIBU	\$3,011.00	\$518.25	\$207.76	\$0.00	\$2,492.75	17.21%
Active	E 602-49100-131 HEALTH INSURA	\$5,616.00	\$776.97	\$298.74	\$0.00	\$4,839.03	13.83%
Active	E 602-49100-151 WORKERS CO	\$2,375.00	\$0.00	\$295.36	\$0.00	\$2,375.00	0.00%
Active	E 602-49100-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-212 MOTOR FUELS	\$700.00	\$15.54	\$56.34	\$0.00	\$684.46	2.22%
Active	E 602-49100-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-228 MISC REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-301 AUDITING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%
Active	E 602-49100-304 ENGINEERING	\$3,000.00	\$118.00	\$118.00	\$0.00	\$2,882.00	3.93%

CITY OF LAUDERDALE
***Expenditure Guideline©**

03/19/15 8:15 AM

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Current Period: FEBRUARY 2015

		2015	2015	FEBRUARY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 602-49100-308 TRAINING\CONF	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49100-314 STREET SWEEP	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00%
Active	E 602-49100-327 OTHER SERV- S	\$3,500.00	\$29.62	\$14.49	\$0.00	\$3,470.38	0.85%
Active	E 602-49100-352 PUBLIC INFO N	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-49100-361 GENERAL LIABI	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 602-49100-391 TELEPHONE/PA	\$300.00	\$27.11	\$9.42	\$0.00	\$272.89	9.04%
Active	E 602-49100-402 CITY TRUCK RE	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 602-49100-425 CLOTHING	\$700.00	\$76.53	\$76.53	\$0.00	\$623.47	10.93%
Active	E 602-49100-438 DUES & SUBSC	\$500.00	\$410.00	\$410.00	\$0.00	\$90.00	82.00%
Active	E 602-49100-442 MISC	\$0.00	\$53.31	\$53.31	\$0.00	-\$53.31	0.00%
Active	E 602-49100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total STORM SEWER ENTERPRISE FUND		\$72,514.00	\$3,609.26	\$5,017.21	\$0.00	\$68,904.74	4.98%
GASB34							
Active	E 999-41000-100 WAGES AND SA	\$0.00	-\$23,882.79	\$0.00	\$0.00	\$23,882.79	0.00%
Active	E 999-41000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-100 WAGES AND SA	\$0.00	-\$5,074.63	\$0.00	\$0.00	\$5,074.63	0.00%
Active	E 999-43000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-499 LOSS ON DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-100 WAGES AND SA	\$0.00	-\$6,422.67	\$0.00	\$0.00	\$6,422.67	0.00%
Active	E 999-45000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49500-100 WAGES AND SA	\$0.00	-\$1,492.05	\$0.00	\$0.00	\$1,492.05	0.00%
Active	E 999-50000-100 WAGES AND SA	\$0.00	-\$3,444.33	\$0.00	\$0.00	\$3,444.33	0.00%
Total GASB34		\$0.00	-\$40,316.47	\$0.00	\$0.00	\$40,316.47	0.00%
Report Total		\$2,053,675.00	\$437,305.36	\$126,462.26	\$0.00	\$1,616,369.64	21.29%

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date March 24, 2015

ITEM NUMBER Street Sweeping Quotes

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff received a quote from Mike McPhillips, Inc. Similar to last year, staff did not solicit additional quotes as Mike McPhillips has been the only company that consistently meets the City's expectations in terms of quality of sweep and attention to detail. Staff will solicit additional quotes if the Council would like. When McPhillips quoted the work last year, they did not recognize that the specifications included additional sweeps in the fall on county roads. This year's quote of \$5,900 reflects those additional costs.

The City also enters into service agreements with selected contractors. The Council can add that to the motion so the item doesn't need to be brought back for further authorization.

OPTIONS:

Approve of Mike McPhillips completing the annual street sweepings or direct staff to get additional quotes.

STAFF RECOMMENDATION:

Motion to approve Mike McPhillips, Inc. to perform the 2015 spring and fall street sweeping at a cost not to exceed \$5,900 and direct staff to enter into a service agreement with them.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

March 9, 2015

The City of Lauderdale is requesting quotations for the following work:

- In the spring, street sweeping of all city streets, alleys, and city-owned parking lots.
- In the fall, street sweeping of all city streets, alleys, and city-owned parking lots. Additionally, the fall sweeping will include two county roads: Eustis Street from Roselawn Avenue to Larpentour Avenue and Roselawn Avenue from the TH280 sound wall to Fulham Street.
- This is approximately 5 miles of streets.
- Timing of the sweeps will be coordinated by the Public Works Coordinator. The fall sweeping is expected to occur after the vast majority of the leaves have fallen.

PROCEDURE

1. First day of sweeping must be a Tuesday, Wednesday, or Thursday. No street sweeping shall be done on Mondays (city-wide garbage and recycling collection day).
2. Day 1: sweep streets curb to curb and all paved surfaces of the alleys/parking lots.
3. Day 2: clean up remaining areas not swept.
4. All sweepings must be hauled away at contractor's expense.

CITY TO PROVIDE

1. Posting of "no parking" street signs.
2. Street map of Lauderdale.
3. Daily supervision of areas to be swept.
4. Space to park sweeper overnight at city garage.

CONTRACTOR TO PROVIDE

1. Hydrants for water are available. Contractor must make arrangement with St. Paul Regional Water to purchase the water (they own the local water utility).
2. Affidavit of insurance – prior to start date.
3. Agree to the terms of the City's *Service Agreement*.

Quotes must be received at City Hall by 4:30 p.m. Wednesday, March 18, 2015. The City reserves the right to accept or reject any quotation for any reason.

Company Name Mike McPhillips, Inc. Company Contact Michael Edge

Address 825 Concord Street North

City South St. Paul State MN Zip 55075

Phone 651-451-4030 Fax 651-451-4015 Email mike@mcphillipsinc.com

Type of Sweeper and Dump Trucks Used Elgin Pelican sweepers International & Peterbilt
Dump Trucks

Total not to exceed (including labor): \$ \$5,900.00 total sum

Cost per additional sweeping, if requested by the City (Hourly rate): \$ 87.00

Signature:  Date: 3/16/2015

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date March 24, 2015

ITEM NUMBER Misc. City Hall Items

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Time for spring cleaning! Gordy has done a great job of going through old things and pushing us to consider whether we really need them. I think many of the kitchen items were transported from the school to City Hall in the 1970s and they are still here! Some items get regular use but many don't. In an effort to clean the kitchen and sift through city event items no longer in use, staff would like to offer them up to the community. If there are no takers, we will dispose of them. Common items on the "to-go" list include plates, mugs, platters, bowls, Christmas lights, half used bags of charcoal etc. We would put notice in the next newsletter and let residents come get their pieces of Lauderdale memorabilia.

The Council has to approve the sale of public goods so I am putting this on the consent agenda for your consideration. Let me know if you want to see what we are talking about in advance of the meeting.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council permits staff to sell, give away, or dispose of extraneous kitchen and city event items.

COUNCIL ACTION:

ACTION REQUESTED		LAUDERDALE COUNCIL	
Consent	<u> X </u>	MEETING DATE	<u> March 24, 2015 </u>
Special	<u> </u>	ITEM NUMBER	<u> PCIC Minutes </u>
Public Hearing	<u> </u>	STAFF INITIAL	<u> Jim </u>
Report	<u> </u>	APPROVED BY ADMINISTRATOR	<u> </u>
Discussion/Action	<u> </u>		
Resolution	<u> </u>		
Work session	<u> </u>		

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Park & Community Involvement Committee meeting of March 16, 2015.

OPTIONS:

- 1) Approve as consent item.
- 2) Remove from consent for discussion and/or action.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges receipt of and placing on file the attached minutes of the Park & Community Involvement Committee.

COUNCIL ACTION:



MINUTES
MONDAY, MARCH 16, 2015
PARK & COMMUNITY INVOLVEMENT COMMITTEE

1. CALL TO ORDER

Gallagher called the meeting to order at 6:37 p.m.

2. ROLL CALL

Members Present: Matt Eisenschenk, Monica Gallagher, April Brandt,
Marilyn Smith, Susie Zahratka

Members Absent: Annie Downing, Nate Downing, Dan Murphy,

Staff & Council Present: Jim Bownik, Roxanne Grove

Others Present:

3. APPROVAL OF THE AGENDA

Brandt motioned to approve the agenda, second by Zahratka. Motion carried unanimously.

4. APPROVAL OF MINUTES OF OCTOBER 20, 2014 MEETING

Eisenschenk motioned to approve the minutes, second by Zahratka. Motion carried unanimously.

5. REPORTS

A. Proposed 2015 Meeting Schedule

The Committee discussed the proposed meeting schedule. The meeting schedule is color-coded with meeting dates, community events, and the newsletter schedule. Grove suggested the October 27 City Council Meeting may need to be moved to accommodate the Halloween setup.

6. DISCUSSION/ACTION

A. Elect Chair & Vice-Chair

The Committee discussed the positions of Chair and Vice-Chair. Eisenschenk and Zahratka expressed interest in being the Chair of the Committee. Gallagher nominated Eisenschenk for Chair and Zahratka for Vice-Chair. The nominations passed unanimously.

B. Halloween Wrap Up

The Committee discussed the Halloween event. Discussion focused on the maze. It was suggested to create a checklist and photos for setting it up including how to attach black lights, decorations and material for covering it. Eisenschenk assembled a side section of the maze for Grove to take home and experiment with materials to cover it and how best to decorate it such as using glow-in-the-dark paint and leaving Velcro on the PVC pipe. Grove mentioned there were more people at the setup than most years but more help is needed for cleanup. Brandt suggested a coordinator for each part of the event.

C. 2015 Community Events

- City-Wide Garage Sale (May 16)
- June Farmers Market (June 18)

Bownik reported on the proposed community events for this year and the direction given by the City Council based on their recent discussion. The garage sale and June farmers market were given focus due to publication of the next newsletter. Bownik noted ten events from May-October, with five of them being farmers markets. Zahratka report seventeen vendors so far expressing interest in participating. Music and food trucks will be a part of most markets.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Gallagher read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting will be Monday, June 1.

10. ADJOURNMENT

Gallagher adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Jim Bownik
Assistant City Administrator / PCIC Staff Liaison

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date March 24, 2015

ITEM NUMBER David Lawrence

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

David Lawrence, former owner of the coffee shop in Falcon Heights, plans to attend the meeting. He would like to discuss his interest in 2430 Larpenteur Avenue. From what I have understood at this point, he has a concept for a small footprint coffee shop built in a yurt (www.rainierindustries.com). It will be an informal discussion so feel free to ask any questions you have.

STAFF RECOMMENDATION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date March 24, 2015

ITEM NUMBER Hazardous Buildings

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, the Council expressed concern over the condition of some properties in town. Staff prepared another PowerPoint presentation showing the properties of concern and a few others. City attorney, Ron Batty, will be at the meeting to explain the hazardous building process. As a point of clarification, we often discuss cities "condemning" properties, but really they are invoking the hazardous building laws. The condemning of property applies in those situations when a government entity takes the property for a public purpose and compensates the owner accordingly. As property rights run very strong in America, there is a high bar to cross to be able to compel someone to fix or tear down private property. However, it is possible.

During the first round of inspections after the Council adopted the rental housing ordinance, Dave required a number of landlords to fix or tear down old garages. I bet a half dozen or more came down then. Thankfully, most people replace their garages when needed. However, there is one garage that shows enough signs of concern that the Council may want to ask the owner to have it torn down, and if he doesn't, use the hazardous building law to force the owner to fix the structure or remove it before the city invokes its rights to do so.

Many of the properties discussed last week do not rise to the level of being hazardous structures. Ron will mention strategies that Robbinsdale has been using for some time to address properties like you pointed out. As we discussed briefly last week, because of the cost in time and money of the hazardous building statute, many cities choose to acquire blighted properties, tear them down, and sell the lots for new homes.

Following is the League's memo on hazardous structure. It does a good job of laying out the legal process that must be followed to have a structure razed or repaired.

STAFF RECOMMENDATION:

RELEVANT LINKS:

Minn. Stat. § 145A.10, subd. 9.

Minn. Stat. §§ 463.15-.261.

Minn. R. 1300.0180. Minn. R. 1311.0206.

Minn. Stat. § 463.26.
City of Minneapolis v. Meldahl, 607 N.W.2d 168, 171 (Minn.App.2000).

Minn. Stat. § 463.15, subds. 2, 3.

Ukonen v. City of Minneapolis, 280 Minn. 494, 160 N.W.2d 249, 250 (1968).

If there is a community health board in place of a board of health, it may recommend local ordinances pertaining to community health services to the city council or county board within its jurisdiction.

IX. Hazardous buildings

Minnesota law provides authority and a process to deal with hazardous buildings. This process allows the city to order a property owner to repair or remove a hazardous condition, or in extreme cases, to raze the building. If the owner does not do the work, the city may do so and charge the costs against the property as a special assessment. The law requires that the court oversee or be involved during most of the process. As such, it is very important to work with the city attorney. The city attorney will be needed to draft documents, file court papers, appear in court, and provide specific legal advice throughout the process.

Where applicable, the Minnesota State Building Code requires that all unsafe buildings and structures must be repaired, rehabilitated, demolished, or removed according to the statutory hazardous building provisions.

Hazardous building laws are supplementary to other statutory and charter provisions. This means cities may enact and enforce ordinances on the same subject. Any ordinance that is passed must allow for due process and cannot contradict state law. The city should seek advice from the city attorney if it wishes to adopt this type of ordinance.

A. Characteristics of a hazardous building

State law defines a hazardous building or hazardous property as, “any building or property which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment constitutes a fire hazard or a hazard to public safety or health.” A building is defined as, “any structure or part of a structure.” For purposes of this memo, the phrase hazardous building will be used to include hazardous property and structures.

Determining whether a building is hazardous depends on the particular facts of each situation. For example, in one opinion where the Minnesota supreme court upheld a city’s order to raze a hazardous building, the court described the building in question as having the following conditions:

- Unoccupied.
- Badly deteriorated sections of concrete block foundation.
- Decayed and rotted wooden foundation sills.
- Broken, deteriorating, and falling siding.
- Rotted and collapsing roof cornice.
- Large holes in asphalt roof covering.

RELEVANT LINKS:

See Section II - *Entering private property*.

LMC Information Memo,
Meetings of City Councils.
Rostamkhani v. City of St. Paul, 645 N.W.2d 479 (Minn. Ct. App. 2002). *Vue v. City of St. Paul*, No. 09-316 (Minn. Ct. App. April 13, 2010)(unpublished opinion). Minn. Stat. § 463.15.
Ellis v. City of Minneapolis, No. A07-2440 (Minn. Ct. App. Jan. 20, 2009) (unpublished opinion).

Rostamkhani v. City of St. Paul, 645 N.W.2d 479, 484-85 (Minn. Ct. App. 2002).
CUP Foods, Inc. v. City of Minneapolis, 633 N.W.2d 557, 562 (Minn.App.2001).

- Evidence of roof leaks.
- Large holes in the plaster finish of walls and ceilings.
- Many broken window lights.
- Damaged or destroyed window sashes.
- Dry water traps in wash basin and water closet resulting in open sewers.
- Paper, lumber, wood lath, plaster, and debris littering interior of building.

These are not the only conditions that would cause a building to be considered “hazardous.” Rather, these are examples of the types of things that might be present in a hazardous building. While this example shows that there were many problems with this building, there is no formula to determine how many problems make a building hazardous. Again, that depends on the particular situation.

B. Identifying a hazardous building

If the city believes there is a building that may be hazardous, it is a good idea for the city to gather and document information about the building. An inspection of the property may provide information that may help the council determine if the building is hazardous. While inspecting the property, it is helpful to take detailed notes and photographs of what was observed. Because there are constitutional limitations on entering private property, the city should consider how it will lawfully enter the property to make the inspection.

Before the council orders a hazardous condition to be repaired or removed, the council must first make a determination that the building is hazardous. This must be done during an open city council meeting. At the meeting, it is advisable that the city council consider all the relevant evidence it has, such as any inspection notes or reports, photographs of the property, code violations, and any other information related to the property, including any information provided by the property owner or occupant. It is also advisable to keep in mind the statutory definition and consider how the evidence relates to this definition. There is no rigid formula in how the determination must be structured, but they should be sufficient to make the owner aware of the basis of the decision.

The decision to repair or remove a hazardous condition, or to raze a building, must not be arbitrary or capricious. A decision is arbitrary or capricious if it is unreasoned and does not consider the facts and circumstances of the situation. Said another way, the city’s decision must be reasoned and supported by substantial evidence.

RELEVANT LINKS:

Tessmer v. City of St. Paul,
No. A07-2349 (Minn. Ct.
App. Dec. 16, 2008)
(unpublished opinion).
LMC information memo,
*Exercising Discretion:
Keeping Records to Support
Immunity*.

See Section III - *Due process*.

Minn. Stat. § 463.151.

Minn. Stat. § 463.15, subd. 4.

Minn. Stat. § 463.151. Minn.
Stat. § 463.21. Minn. Stat. §§
429.061-.081.
See Section IX-D-4 -
Recovering costs.
LMC information memo,
Special Assessment Guide.

See Section IX-D - *Removal
or repair by order*.

It is a good idea for the council to keep a detailed record of the discussion, the evidence considered, and the ultimate decision that was reached based on the evidence considered. This record will help the city defend its decision if it is later challenged in court.

Although the law does not explicitly require the property owner to be notified of the council consideration of the property, it is advisable to take steps to ensure the property owner's due process rights are respected. One way to do this may be to notify the property owner that the issue will be discussed and to allow the owner a chance to speak with the council and provide any evidence or information that he or she may have. Notice to tenants as well as lien-holders may also be advisable. Notice may also lead to self-remedy of the hazardous conditions.

C. Removal or repair by consent

One method of dealing with a hazardous condition or building is to approach the property owner to ask him or her to voluntarily repair or remove the hazardous condition or to raze the hazardous building. If the owner will not or cannot voluntarily repair or remove the hazardous condition, the city may obtain written consent of all owners of record, occupying tenants, and all lien-holders of record that allows the city to make the repair or remove the hazardous condition. The "owner," "owner of record," and "lien-holder of record" are persons that have a right or interest in the property and have recorded their interest with the county recorder or registrar of titles in the county where the property is located.

If the city does the work, the costs that the city incurs in repairing or removing the hazardous condition are charged against the property as a lien against the real estate. This lien is levied and collected as a special assessment. The city council may provide that the assessment may be paid in five or fewer equal annual installments with interest at 8 percent per year. As an alternative to the lien, the city can recover the costs by obtaining a court judgment against the owner of the real estate.

If the property owner voluntarily remedies the problem, or if the city obtains consent and remedies the problem, the city may be able to avoid the lengthy process used when there is no consent. However, neither of these options is required by law. The city may choose not to use these options, but rather proceed straight to removal or repair by order. Similarly, if the city's attempts to use these two methods fail, the city may proceed by ordering the repair or removal.

RELEVANT LINKS:

Village of Zumbrota v. Johnson, 280 Minn. 390, 161 N.W.2d 626 (Minn. 1968).

City of Wells v. Swehla, No. C3-00-319 (Minn. Ct. App. Oct. 17, 2000) (unpublished decision). *In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge*, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision).

Minn. Stat. § 463.16. Minn. Stat. § 463.17, subd. 1. Model Resolution Ordering the Repair or Removal of Hazardous Conditions. Model Resolution Ordering the Razing of a Hazardous Building.

Minn. Stat. § 463.18.

In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision). *Village of Zumbrota v. Johnson*, 280 Minn. 390, 161 N.W.2d 626 (Minn. 1968).

Minn. Stat. § 463.17, subd. 2.

Minn. Stat. § 463.15, subd. 4.

D. Removal or repair by order

The Minnesota supreme court has said that a city should use its authority under the hazardous building process prudently in order to avoid unnecessary infringement on the property owner's rights. The city must be especially cautious when ordering a hazardous building to be razed. Minnesota courts have further stated that, although the statute gives the city the discretion to decide whether a building should be removed or repaired, destruction of a hazardous building should not be authorized unless it can be shown that the hazardous conditions cannot be removed or repaired. Therefore, the property owner should be given a reasonable amount of time to repair or remove the hazardous conditions. Failure to make repairs or remove hazardous conditions may be grounds to allow the city to demolish the building.

1. The order to remove or repair

If the council determines a building is hazardous, the council may adopt an order declaring the building to be hazardous and ordering the owner to repair or remove the condition or raze the building. The order is usually done by resolution. The order to repair or remove a hazardous condition or to raze a hazardous building must be in writing and must:

- Recite the grounds or basis for the order.
- Specify the necessary repairs, if any, and provide a reasonable time to comply with the order.
- State that a motion for summary enforcement of the order will be made to the district court of the county in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.

In preparing the order, it is important that the city take care to specify the necessary repairs. The order must be specific enough to give the property owner notice of the alleged hazardous conditions. One way to do this is to list the hazardous conditions individually in an explanatory manner. A general statement that the owner "must eliminate hazardous conditions" is likely not specific enough.

The council's order must be served upon the property owner of record, or the owner's agent if an agent is in charge of the building, any occupying tenants, and all lien-holders of record. ("Owner," "owner of record," and "lien-holder of record" are any people that have a right or interest in the property and evidence of this interest is recorded in the office of the county recorder or registrar of titles in the county where the property is situated).

RELEVANT LINKS:

Minn. Stat. § 463.17, subd. 2.

LMC Information Memo,
Newspaper Publication.

Minn. Stat. § 469.201-.207.

Minn. Stat. § 463.24.

Minn. Stat. § 463.24. Minn.
Stat. § 463.21.

Minn. Stat. § 463.18. Minn.
Stat. § 463.20.

Minn. Stat. § 463.19.

The service of the order must be done in the same manner as the service of a summons in a civil court action. To make sure the order is properly served, the city may hire a professional process server.

If the owner cannot be found, the order is served by posting it at the main entrance to the building. In addition to posting, the order must be published for four weeks in the official city newspaper; if there is no official city newspaper, then the order is published in a legal newspaper in the county.

A city with a Targeted Neighborhood Revitalization Program may assess a penalty of up to 1 percent of the market value of the real property for any building in the city that the city determines to be hazardous. Because there are statutory requirements that must be met in order to do so, the city should work with its city attorney.

a. Removal of personal property and fixtures

If personal property or fixtures are in the building, the city may address these items in the order. Personal property is anything that is subject to ownership that is not classified as real property. Some examples of personal property are furniture, clothing, and televisions. A fixture is an item of personal property that is attached to the property or building and is considered part of the building. Some examples of fixtures are built-in appliances, water heaters, and cabinets.

If personal property or fixtures will unreasonably interfere with the work to be done, or if the razing or removal makes removal of the property necessary, the order may direct the removal of the personal property or fixtures within a reasonable amount of time. If the property or fixtures are not removed in the specified timeframe and the council enforces the order, the council may sell any valuable personal property, fixtures, or salvage at a public auction after three days posted notice. If the items do not have any appreciable value, the council may have them destroyed.

2. Responding to the order

Once the order is served on the appropriate people, any one of those people may contest the order. This is done by “answering” the order. The answer must specifically deny the facts in the order that are disputed. The answer to the order must be served within 20 days from the date the order was served. The answer is served in the manner provided for the service of an answer in a civil court action. When an answer is filed, the court will become involved like any other law suit. This situation is called a “contested case.”

If no one answers the order, the proceedings are a “default case.” Although there may be no answer to the order, the city must still seek a court judgment to enforce the order.

RELEVANT LINKS:

Minn. Stat. § 463.20.

Minn. Stat. § 557.02.

Minn. Stat. § 463.20. *In the Matter of a Hazardous Building Located at 303-5th Ave. NE, in the City of Cambridge*, No. C3-99-1382, 2000 WL 136017 (Minn. Ct. App. Feb. 8, 2000) (unpublished decision). *City of Wells v. Svehla*, No. C3-00-319 (Minn. App. Oct 17, 2000) (unpublished decision).

Minn. Stat. § 463.20.

Minn. Stat. § 463.161.

Minn. Stat. § 463.19.
Minn. Stat. § 463.17, subd.3.

a. Court judgment: Contested case

Where an answer to the order is filed, the proceedings are treated like any other civil action, except this type of action has priority over all other pending civil actions. A contested case has the attributes of a civil law suit, such as filing documents with the court, gathering evidence, and a trial.

Because this type of case deals with a person's interest in his or her real property, it is a good idea for the city to file a "lis pendens" with the county recorder at the start of the case. The lis pendens filing gives potential purchasers notice about the hazardous building proceedings. A lis pendens must include the names of the parties in the suit, the object of the law suit, and a description of the real property involved. At the end of the proceeding, it is a good idea to file a notice that the lis pendens is discharged.

After a trial, the court may or may not uphold the order issued by the city. The court may modify the order, including adding other hazardous conditions that need to be repaired or removed, so long as there is evidence to support the change. When considering the city's order, the district court must consider the possibility of repairing the building.

If the court upholds the order, with or without modification, the court enters judgment in favor of the city. The court also sets a time in which the hazardous condition must be repaired or removed or the building must be razed in compliance with the order. If the court does not uphold the order, the court annuls the order and sets it aside. Either way, the court administrator must mail a copy of the judgment to everyone originally served with the order.

If the court issues an opinion that gives the property owner a specified amount of time to fix or remove the hazardous conditions, the city generally cannot take action in that time period unless the order so authorizes. The city may ask the court to require the property owner to provide the city with ongoing access to inspect the progress and work. Generally, if at the end of the time period the owner has not fixed or removed the hazardous conditions, the city may repair or remove the hazardous condition or raze the hazardous building. Consult the city attorney to determine if any additional court orders are necessary.

b. Court judgment: Default case

If no one files an answer to the city's order, it becomes a default case. The city still needs to ask the court to enforce the city's order. This is done by a motion to enforce the order.

RELEVANT LINKS:

Minn. Stat. § 463.17, subd.3.

Minn. Stat. § 557.02.

Minn. Stat. § 463.19.

Minn. Stat. § 471.345.

Minn. Stat. § 463.21. Minn.
Stat. § 463.24.

Model Notice for Public
Auction.

Minn. Stat. § 463.22.
Model Resolution Adopting
Expense Report.

A motion is a type of court hearing where the city asks the court to do something. At least five days before filing the motion to enforce the order, the city must file a copy of the order and proof of service with the court administrator of the district court of the county where the hazardous building is located.

At the time of filing the order and proof of service with the district court, the city must also file a lis pendens notice with the county recorder or registrar of titles. This is called a "lis pendens." The notice should also include the names of the parties and the purpose of the action. If the city abandons the hazardous building order proceeding, it must file a notice to that effect with the county recorder within 10 days. At the end of the proceeding, the city should file a notice that the lis pendens is discharged.

There will be a court hearing on the motion to enforce the order. The city will present any evidence that the court requires. The court may then affirm or modify the order and enter judgment accordingly. The court will also set a time after which the council may enforce the order. The court administrator will mail a copy of the judgment to all people who were served with the original order.

3. Doing the work

If the city is authorized by the court to remove or repair a hazardous condition or to raze a hazardous building, the city council will need to determine the best way to get the work done. In some circumstances, city employees may be able to do the work. In other situations, the city council may need to hire someone to do the work. Depending on the work to be done, the competitive bidding laws may apply.

When doing the work to remove or repair a hazardous condition or raze a hazardous building, there may be personal property or fixtures that need to be removed. If the original order included a provision ordering the property owner or tenant to remove personal property or fixtures, and the owner did not comply with the provisions in the order, the city may remove the property and fixtures. It is a good idea to keep an inventory of all items removed from the property so that the city has a record if questions arise later about what was removed. The city may also sell any salvage materials at the public auction. The auction must be posted for three days prior to the auction. If the items have no appreciable value, the city may destroy them.

4. Recovering costs

Throughout the hazardous building process, the city must keep an accurate account of the expenses it incurs in carrying out and enforcing the order. At a minimum, this account must include the following expenses:

RELEVANT LINKS:

- Filing fees.
- Service fees.
- Publication fees.
- Attorney's fees.
- Appraisers' fees.
- Witness fees, including expert witness fees.
- Traveling expenses incurred by the municipality from the time the order was originally made.

Minn. Stat. § 463.22.

This is not an exhaustive list of expenses, so other expenses incurred by the city should also be included. The city must credit the account with the amount received, if any, from the sale of the salvage, building, or structure.

Minn. Stat. § 463.22.
City of Delano v. Abene, No. C0-01-983 (Minn. Ct. App. Dec. 11, 2001)(unpublished decision).
City of Litchfield v. Schwanke, 530 N.W.2d 580 (Minn. Ct. App. 1995).

The city must report any actions it has taken under the order, including a statement of money received and expenses incurred, to the court for approval and allowance. Upon examination, the court may correct the expenses and determine the amount the city is entitled to receive. The court may also determine the reasonableness of the expenses. Then the court allows the expense account. Even where a court has significantly modified the original city order, the city may be awarded expenses.

Minn. Stat. § 463.22.

Minn. Stat. § 463.161, subd. 3. Minn. Stat. § 463.21.
Minn. Stat. §§ 429.061-.081.
LMC Information Memo, *Special Assessment Guide*.
Gadey v. City of Minneapolis, 517 N.W.2d 344 (Minn. Ct. App. 1994).

If the amount received from the sale of salvage or property does not equal or exceed the amount of expenses allowed by the court, the court's judgment will certify the deficiency to the city clerk for collection. The owner or another interested party must pay the deficiency amount by October 1. The city cannot add on a penalty to this amount. If the payment is not made by October 1, the clerk must certify the amount of the deficiency amount to the county auditor to be entered on the county tax lists as a special assessment against the property.

Minn. Stat. § 463.21.

The deficiency is collected in the same manner as other taxes. The amount collected by the county must be paid into the city treasury. The city council may provide that the assessment may be paid in five or fewer equal annual installments with interest at 8 percent per year.

Minn. Stat. § 463.22.

An alternative to using a special assessment against the property is to recover the costs by obtaining a court judgment against the property owner.

If the amount received for the sale of the salvage or the building exceeds the allowed expenses incurred by the city, and there are delinquent taxes against the property, the court will direct that the excess shall be paid to the county treasurer to be applied to the delinquent taxes. If there are no delinquent taxes, the court will direct the surplus to be paid to the owner.

RELEVANT LINKS:

Minn. Stat. § 463.23.

Minn. Stat. § 463.152.
Minn. Stat. ch. 117.
Handbook Chapter 14.
Powell v. City of Clearwater,
389 N.W.2d 206 (Minn. Ct.
App. 1986).

Minn. Stat. § 463.152. Minn.
Stat. ch. 117.

Handbook Chapter 14.

Minn. Stat. § 463.152. Minn.
Stat. § 117.025.

Minn. Stat. § 609.74.

The net proceeds of any sales of property, fixtures, or salvage must be paid to the persons designated in the judgment in proportion to their interest. Accepting this payment waives all objections to the payment and the proceedings. If any party to whom a payment of damages is made is not a resident of the state, or the place of residence is not known, the party is an infant or under a legal disability, refuses to accept payment, or if it is doubtful to whom the payment should be made, the city may pay the amount to the clerk of courts to be paid out under the direction of the court. Unless there is an appeal to the payment, the deposit with the clerk is considered a payment of the award.

E. Eminent domain for hazardous buildings

As an alternative to the hazardous building process discussed above, the city council may use its eminent domain authority. The city's eminent domain authority allows the city to take (or condemn) private property for public use. The city must pay the landowner reasonable compensation. Essentially, this is a way to require that an owner sell his or her land to a city. This procedure requires a formal court action. However, the city does not need to use the eminent domain process in order to repair or remove a hazardous condition or building.

The city may use eminent domain to acquire any hazardous building, real estate on which any such building is located, or vacant or undeveloped real estate which is found to be hazardous within the meaning of the hazardous building laws in order to maintain a sufficient supply of adequate, safe, and sanitary housing and buildings used for living, commercial, industrial, or other purposes or any combination of purposes.

Although the hazardous building laws declare the acquisition of a hazardous building and real estate, by state statutes, is to be a public purpose, it seems that is not enough. This is because in 2006 the state legislature made changes to the eminent domain laws that limited the purposes for which eminent domain may be used. When using eminent domain for a hazardous building, the city must have a public purpose under eminent domain law. The removal of a public nuisance is a specific public purpose defined by law. Therefore, it seems that if the city wishes to use eminent domain for a hazardous building, it would need to establish the building is a public nuisance or meets one of the other public purposes defined in state law.

When making findings that a hazardous building is a public nuisance, it is a good idea to keep in mind the statutory definition of a public nuisance. A public nuisance is defined as:

RELEVANT LINKS:

Minn. Stat. § 117.0412.

Minn. Stat. § 463.261. Minn. Stat. §§ 117.50-.56.
In re Wren, 699 N.W.2d 758 (Minn. 2005) distinguished by, *Instant Testing Co. v. Community Security Bank*, 715 N.W.2d 124 (Minn. Ct. App. 2006).

- Maintaining or permitting a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable number of members of the public.
- Interfering with, obstructing, or rendering dangerous for passage any public highway, right-of-way, or waters used by the public.
- Any other act or omission declared by law to be a public nuisance.

There are other requirements, including hearing requirements, which must be followed when using eminent domain to acquire property. Therefore, the city should work closely with the city attorney to ensure all requirements and procedures are properly followed.

All buildings and real estate upon which buildings are located acquired by eminent domain are acquisitions for the purposes of reestablishment and relocation benefits. Both state and federal law protect property owners and tenants who are required to move because of an eminent domain proceeding. The city, or condemning authority, must pay relocation costs for the people who must move.

Whether it is desirable for the city to use eminent domain instead of the statutory hazardous building process depends on what end result the city would like to accomplish. For example, if the city wants to acquire the property for a public use, the city may find the eminent domain process more suitable for the situation. On the other hand, if the city does not want to acquire the property, eminent domain may be less suitable for the situation. The city attorney will be able to assist the city in determining whether or not it is desirable to use eminent domain for a hazardous building.

X. Conclusion

Cities have a variety of tools to use when they need to deal with properties that are hazardous or pose health risks. The city will need to evaluate the different options and determine which tool best fits the needs of the particular situation. By using the tools outlined in this memo, they can make buildings in the city safer for residents.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date March 24, 2015

ITEM NUMBER Staffing—Public Works

STAFF INITIAL AS

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff updated the public works job description. We spent quite a bit of time looking at job descriptions from other cities and thinking through in what ways the position will be different going forward. As we have discussed, there are more and more mandates cities are being asked to accomplish and those require an increasingly higher level of skill of public works staff. The new employee still will be expected to mow lawn and plow snow but also track compliance with OSHA standards, stormwater regulations, federal sign regulations etc.

With the plan to share more services with the City of Roseville, we don't have to look for an employee that is already trained in storm water and waste water. Therefore, I kept janitorial duties in the job description. We haven't been fully satisfied with the cleaning company recently hired so we can explore the opportunity to bring that back in-house.

The job description does not provide pay information or a work schedule. I don't want to deter good candidates from applying solely because of pay. Obviously, there is a cap to what the City can afford to pay but I am going to try to draw out from the better candidates what the "market rate" is. I also did not list the work hours. From the City's perspective, I think there can be flexibility.

The plan is still to have the top candidate go through a physical and complete drug and alcohol testing. If we find Lisa Lynn's work to be useful, we can have her do the profile tests for the public works candidates as well.

If we get a pool of good candidates right off the bat, I anticipate the hiring schedule to look something like this:

- Week of March 23: post job through our communication streams and the League.
- Week of April 13: begin first round of interviews. Narrow pool to two or three people.
- Week of April 20: assessment by Lisa Lynn.
- Week of April 27: second (final) interview. Interview committee selects best candidate.

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

- Week of May 4: ask the best candidate to report for a physical and drug and alcohol testing. Ask police to complete background check.
- Week of May 11: Council vote to confirm hire.
- Week of June 1: Presumed start date.

To accomplish this, the Council would have to do the following this evening:

- Motion to approve the updated public works maintenance job description.
- Determine which Councilors would like to participate in the process. I think to be respectful of your time, that would be during the second round of interviews. Councilors Mac Lean and Gaasch are helping with the deputy clerk interviews; would you like to do the same?

Public Works Update:

Gordy Beck did a great job filling in this winter. Thankfully snow was a little lighter so he had time to help out with the skating rinks and projects around City Hall. His last day will be March 24. Joe Hughes will be back starting April 6. He will work full weeks (or close to it) until the new hire starts in June. Then Joe will work as much as we need him to. The plan is the same; he will help get some of the day-to-day stuff done to allow time for training and extra projects.



POSITION DESCRIPTION

Job Title: Public Works Sewer Utility and Maintenance

Department: Public Works

Reports To: City Administrator

Status: Full-Time, Non-Exempt, Full Benefits, Union

POSITION SUMMARY

Public works personnel perform routine to skilled work involving the repair and maintenance of streets, parks, sanitary/storm sewer systems, and public buildings. This position is responsible for coordinating the City's safety program. This position is also responsible for coordinating the maintenance of the skating rinks with seasonal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish and maintain safety program.
- Performs all duties in conformance to appropriate safety and security standards.
- Respond to and resolve emergency public works situations; emergencies may require unscheduled overtime and/or call back.
- Works with Public Works Coordinator to develop work plans to ensure effective and efficient operations.
- Perform manual and skilled labor as required.
- Perform vehicles/equipment maintenance.
- Work with and monitor contractors hired by the City to assist with public works projects.
- Insure compliance with sign retro-reflectivity policy.
- Maintain records as established and/or needed.
- Promote harmonious relations within the office.
- Provides excellent customer service to the public.
- Perform other duties and responsibilities as apparent or as delegated.
- Work in adverse or stressful conditions.
- Available for regular on-call hours during the week and on weekends. Ability to be within City limits no later than 45 minutes after being called under normal circumstances.
- Perform the responsibilities in the maintenance sections described below: Sanitary and Storm Sewer, Streets, Parks, and Public Buildings.

SANITARY AND STORM SEWER MAINTENANCE:

- Assist in the repair and maintenance of the city's sanitary sewer system (i.e., clean manholes and sewer lines and a wide variety of other maintenance activities).
- Assist in the repair and maintenance of the city's storm sewer system (i.e., clean catch basins, vactor sumps, monitor outlets, and remove debris from ponds).
- Inspect and locate water and sanitary sewer mains for repairs, connection, etc.
- Assists in meeting the requirements of the City's MS4 permit including record keeping.
- Locate and mark sewer facilities; respond to tickets in online system.
- Attends training and continuing education courses as necessary. Maintains sanitary sewer operator's license from the MPCA.
- Available to handle sewer problems and blockages that arise 24-hours a day including weekends and holidays.

PARK MAINTENANCE:

- Perform duties such as painting, cleaning, and repairing of buildings, playground equipment, bleachers, fences, ball fields, and skating rinks.
- Maintains park shelter, warming house, picnic tables, chairs, restrooms.
- Performs general maintenance on playing fields including dragging infields, chalking lines, watering grass, etc.
- Operate and maintain such equipment as front end loaders, tractors, self-propelled mowers, dump trucks, brooms, push mowers, weed whips, and snow plows.
- Perform landscaping functions such as planting plants, trimming trees, laying sod, fertilizing, and mowing turf areas.
- Prepares and maintains skating and hockey rink ice including scraping, flooding, and snow removal; maintain warming house. Trains seasonal staff to do the same and oversee their work.
- Remove noxious weeds and rank growth from City property.
- Assists with preparation for and staff of City events as assigned.

STREET MAINTENANCE:

- Operates snowplow to remove snow from City alleys and parking lots. Does street cleanup after contractor plows.
- Shovels public walks, puts down sand/salt as needed.
- Performs tree maintenance in the City including removing diseased trees, splitting wood, trimming trees, planting trees. Oversee contracted services.
- Perform necessary street repairs, works with contractors to accomplish these tasks.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to Public Works Coordinator; cleans equipment.
- Performs required labor involved in construction and maintenance projects.
- Available to handle street emergencies, snowplowing, or any other City emergency that arises 24 hours a day including weekends and holidays.

PUBLIC BUILDING MAINTENANCE:

- Responsible for the daily cleaning of City Hall.

- Assist in maintenance of City building interiors and exteriors as assigned.
- Performs miscellaneous maintenance, construction, and repair work as needed on City buildings and property.
- Ensures council chambers and meeting room are set up for events.
- Performs miscellaneous cleaning, maintenance, repair work as necessary.

MINIMUM QUALIFICATIONS

- A. High school education or GED equivalent, and
- B. At least two year's experience in light or heavy equipment operation, building maintenance, park maintenance, street maintenance, or utility maintenance, preferably for a City.
- C. Possess a valid Minnesota driver's license and satisfactory driving record.
- D. Ability to pass the pre-employment physical, including drug and alcohol testing.
- E. Ability to read and speak, understand and follow both written and oral instructions in English, including safety rules.
- F. Available for regular on-call hours during the week and on weekends. Ability to be within City limits no later than 45 minutes after being called under normal circumstances.
- G. Computer skills including use of Microsoft Office software.

PREFERRED QUALIFICATIONS

- A. Possess a current Class D or higher wastewater collection system license or ability to obtain one within one year of hiring date.
- B. Be a Certified Municipal Separate Storm Sewer System Specialist (CMS4S) or have completed some training that leads to certification. Must be able to obtain CMS4S within two years of hiring date.
- C. Ability to read sewer system and road construction maps. Basic knowledge of GIS.
- D. OSHA training and certification.
- E. Working knowledge of electrical, plumbing, building construction, janitorial, and maintenance.
- F. Experience in pouring and finishing concrete.
- G. Experience in carpentry and woodworking.
- H. Knowledge of the traffic laws and regulations involved in equipment operation.
- I. Skill in the operation of snow removal and other public works equipment and vehicles.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup trucks, mowers, skid steers, chain saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radios, and cellular phones.

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands are those encountered while performing the listed essential duties and responsibilities.

- Employees in this position are required to perform various duties involving moderate physical strength.
- Climb up and down ladders.
- Bend and twist while performing maintenance duties.
- Lift 50 pounds and move up to 100 pounds.
- Lift buckets of sand out of manholes and catch basins.
- Operate weed whip and mowing equipment for up to 8 hours per day.
- Ability to plow snow for up to 8 hours.
- Traverse rough terrain.
- Ability to perform job responsibilities in normal to adverse climatic conditions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews; job related skills test(s); psychological tests; background check; reference check; physical and drug and alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: March 24, 2015

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date March 24, 2015

ITEM NUMBER 2015 CIP Planning

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

During the budgeting process, the Council discussed spending about \$170,000 seal coating the city streets, repairing some alley spots, and improving the two parking lots in the park. In light of the opportunity to share more services with the City of Roseville, staff have been discussing moving the seal coating work until next year. That means that this year the City would fix the alleys and improve the parking lots. This work will not require formal bids, we can simply ask contractors to provide quotes. Dave will be at the meeting and can help answer any questions you have.

Every now and again we are asked if the City will improve a non-through alley so a resident can build a garage in their backyard. When they ask they are generally wanting it quicker than the City can accommodate. Since a paving contractor will be out here this year and next, it is a good time to discuss whether any unimproved alleys should be paved. There are a couple of spots where the adjacent property owners are not caring for the alleys near them and they are filled with weeds and volunteer trees. Staff can send letters to the owners of property next to unimproved alleys and see if they would like their alleys improved, if given the option. Would you like us to do that?

STAFF RECOMMENDATION: