

# City of Lake Elmo

651/777-5510

3800 Laverne Avenue North / Lake Elmo, MN 55042

City of Lake Elmo  
City Council Workshop  
3800 Laverne Avenue North  
Lake Elmo, MN 55042

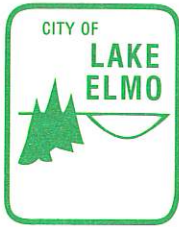
August 11, 2009

6:30 p.m.

1. Agenda
2. Sharon Klumpp, Springsted – City Administrator Search
3. Budget discussion
4. Potential purchase of pre-owned fire truck
5. Adjourn



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# City of Lake Elmo

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3800 Laverne Avenue North / Lake Elmo, MN 55042

## MEMORANDUM

**TO:** City Council

**FROM:** Craig W. Dawson, Interim City Administrator  
Tom Bouthilet, Finance Director  
Joe Rigdon, Finance Specialist

**DATE:** August 11, 2009, City Council Work Session

**SUBJECT:** Proposed 2010 General Fund & Special Levies Budget

The City Council faces a very challenging set of issues as it sets the General Fund budget and tax levies for 2010:

- Tax revenue is constrained by State law (and will continue to be through 2011) and as the Council may view the extent to which the City's tax rate may be subject to change. The governor is unalloting Market Value Homestead Credit (MVHC), which the Council has the discretion of levying to recover.
- Non-tax revenue is projected to be well below that of recent years before the current economic recession started; consequently, development and construction activity has been significantly curtailed, and so as has the City's collection of fees from it.
- Beliefs are emerging that the metropolitan housing economy will start to rebound in the latter half of 2010; thus, the City should be prepared to handle the workload that processing new development will require.
- The City's infrastructure of physical facilities and equipment continues to age, and the current tax levy constraints make it difficult to transfer moneys from the General Fund to capital funds. At least for the next few years, the City Council will need to consider issuing debt, which is a special levy and thus not subject to the tax levy limit, as it considers replacing infrastructure and equipment.

The old cliché of "doing more with less" is giving way to newer clichés of "doing the same with less" or "doing less with less". These latter two clichés are the realities facing Lake Elmo for 2010. The discussion of our recommended 2010 budget will focus on maintaining services as best as possible, and will provide alternatives to do "less with less."

## REVENUE

Taxes are the subsidy needed to balance the budget after identifying the non-tax revenue. So first, look at the non-tax revenue:



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**Non-tax revenue** is projected to be \$467,138. This figure compares to \$559,930 in the 2009 adopted budget, and \$648,896 collected in 2008. Major changes projected in revenue items for 2010 include:

- **Building Permits:** \$100,000, a reduction of \$40,000 from the 2009 budget.
- **Interest Earnings:** \$ 60,000, a reduction of \$20,000 from the 2009 budget
- **Plan Check Fees:** \$ 32,000, a reduction of \$13,000 from the 2009 budget, and the same percentage reduction as building permits.
- **MVHC:** \$ 33,759 is being unallotted from the City's 2010 property tax receipts for reimbursement for the State's the Market Value Homestead Credit (MVHC). This reduction results in \$433,379 coming into the General Fund from non-tax revenue sources. The City may recover this unallotment as a special levy that does not count toward the levy limit.

**Tax Revenue** is subject to levy limits enacted by the 2008 Legislature, and affects cities' budget years 2009-2011. The levy for operations is limited to the lesser of 3.9% or the federal implicit price deflator (IPD) for governments. (There are several exceptions to operational expenses, but few apply and are minor in magnitude to Lake Elmo.) For taxes payable in 2010, the IPD, and thus the increase allowed for the levy, is 0.83%, or \$19,357. Levies for debt obligations are not subject to the levy limit, nor are levies to recover the unallotments of MVHC in 2008 and 2009.

Total new tax revenue for 2009 is as follows:

\$ 19,357	0.83% Levy limit
\$ 19,365	2008 MVHC unallotment
\$ 35,475	2009 MVHC unallotment
\$ 74,197	Total levy increase for operations

The City will also be issuing bonds for the 2009 street improvement program. Assuming a \$600,000 bond payable over 15 years, the debt obligation for 2010 would be \$51,000. This is a special levy that is not subject to levy limits. To complete the table of new tax revenue:

\$ 51,000	2009 Street Improvement bond
\$129,197	Total levy increase possible

Taxes collected to recover the 2008 MVHC unallotment could be considered as restoring the General Fund balance, as this is where that shortfall was reflected. Levying for 2009 MVHC would be to fund operations, rather than using the General Fund balance to cover that shortfall.

**Property Tax Revenue Base:** Washington County does not yet have a preliminary figure for the City's total net tax capacity for Pay2010. The change in the City's total estimated market value for 2009 (and thus for Pay2010 taxes) dropped 5.0%. We have had to assume that this same reduction should be used for total net tax capacity, and thus resulting property tax rates.

**Property Tax Rate:** The City sets a tax levy every year; that is, the amount of dollars needed to balance the budget. The tax rate is simply a mathematical result: the levy divided by the total net tax capacity. Unlike a sales tax rate that is set and then (potentially volatile) revenue is estimated, the City sets a levy for a known amount which results in an estimated tax rate. The tax rate can be a guide in targeting a tax levy for subsequent years, but it need not be static. It does not statutorily follow that if property values drop, taxes must be reduced accordingly. The statutory levy limit does not apply to the tax rate, but only to the total tax dollar revenue.

Lake Elmo has had the distinction of a low tax rate compared to other cities. All cities are being challenged in trying to limit changes in their property tax rates. To the extent that cities levy to recover unalloted MVHC and Local Government Aid (LGA), their tax rates will rise whether or not their total tax capacity has been decreased.

The following table illustrates reductions in revenue to the General Fund to keep the Pay2009 property tax rate constant for Pay2010:

Pay2009 Levy	\$ 2,332,100				
Pay2010 Yield	\$ 2,190,889	\$ 141,241 Reduction in Expenses needed			
	<u>33,759</u> = MVHC	<u>33,759</u>	"	"	"
	\$ 2,157,089	\$ 175,000	"	"	"
New Debt	<u>51,000</u>	<u>51,000</u>	"	"	"
	\$ 2,106,089	\$ 226,000 Reduction in Expenses needed			

### **A Variety of Budget Alternatives**

**Recommended Budget:** In light of Council's comments to date about sensitivity regarding taxes and the tax rate for 2010, the need to keep the City's assets in good and serviceable condition, and the need to be prepared for activity when the economy recovers, the recommended budget essentially is to continue at the 2009 total revenue level with an additional special levy for the 2009 street improvement bonds.

On the tax/revenue side of the budget,

- The General Fund tax levy would remain at \$2,332,130, and not increase to the levy limit level. This "unused capacity" can be applied to the levy limit for Pay2011.
- The 2009 total property tax levy (including debt levies) of \$2,708,610 would increase \$51,000 to \$2,759,610. This is a 1.88% increase in the tax levy. The tax rate would rise from 19.878% of tax capacity to an estimated 21.464%. The vast majority of residential properties would see an increase of \$25 or less for the year -- \$2 per month at most.
- There would be no special levy to recover unalloted MVHC for 2008 or 2009.

On the expense side of the budget,

- The Building Official position would remain authorized, but left unfunded for 2010. As development activity recovers, the City can determine whether to contract for these services for a period of time or to fill the position if it appears that the recovery will be sustained. Increases in building permit revenues would pay for these added contract or staff services. Leaving the position unfunded would save approximately \$101,600 (benefits included).
- The 2009 budget included a 3.0% economic adjustment for wages and salaries, but this adjustment has not been made pending an assessment of the City's budget performance this year. It is proposed that a 1.5% economic adjustment be made October 1, 2009, and on July 1, 2010. These adjustments will help keep the City's wage schedule competitive as other cities are making minor adjustments, and will help staff with the increase in their payments for insurance through the City. The expense to the 2010 budget would be \$22,500.
- To balance the budget, it is also proposed to have a one-week unpaid furlough for staff. Each week of furlough saves \$18,000 in the General Fund.
- Like most other paid/on-call fire organizations, the Lake Elmo Firefighter's Relief Association shows an actuarial deficit, and that will require a City contribution of \$17,864.
- With primary and general elections that the City must conduct in 2010, the additional expense in the elections budget is \$11,000.
- Other expenses, on the whole, would remain at or below 2009 levels, and result in an overall reduction of \$58,400.
- Expenses do not reflect any special requests made to the City Council for funding in 2010. (As an example, the Washington County Agricultural Society is requesting funding "in the \$500 to \$10,000 range" to the 4-H program.)
- There would be no funding for emerging issues like emerald ash borer.
- There would be no transfers to capital infrastructure or equipment funds.

The major changes above would result in a \$68,200 reduction in expenses. In the overall General Fund budget, however, operating expenses would be reduced \$126,600 from the 2009 budget, a 4.4% decrease. Most of the remaining reductions totaling \$58,400 occur due to additional changes in personnel costs throughout the budget, and \$30,000 in fire-related expenses (\$10,000 in training for fewer new firefighters, and \$20,000 less in pass-through of State funds to the relief association).

A major guiding principle in developing any sound budget is to use one-time revenues only for one-time expenses. Consequently, it is not recommended to use any of the balance in the General Fund toward the 2010 operating budget. If the Council is inclined to tap the balance, the moneys should be placed in capital funds.

**Alternatives To Reduce Expenses in order to Lower the Recommended Tax Rate:**

The largest component of any city's general fund budget is its personnel costs, as activities in this fund are relatively labor-intensive. In the City's general fund, when one includes the costs of the contract with the Washington County Sheriff for four deputies' service dedicated to Lake Elmo, the cost of wages, salaries, and benefits is 54.7% of expenses. Unfortunately, the only practical way to make significant decreases in expenses is to reduce funding of some staff positions (preferably through layoff, rather than reducing the number of authorized positions). We have identified positions for the Council to consider, and listed many of the effects anticipated with each unfunded position. The reduced personnel costs include all benefits:

Reduce Seasonal Public Works from 4 to 1	\$ 45,300	
Not fund Project Asst to City Admr	51,000 *	
Not fund Planner position	76,300 *	
Not fund one Heavy Eqpt Operator/PubWks	44,000 *	
* Less unemployment compensation	<u>(81,000)</u>	(\$27,000 per *)
	\$135,600	Total for City staff
Reduce assigned Deputies from 4 to 3	<u>\$119,200</u>	
	\$254,800	Total reductions in personnel costs

### **1) Reduction in Seasonal Public Works Staff**

The City currently has four part-time/seasonal positions in Public Works (streets and parks) that, during the warmer months of the year that they are employed, provides the equivalent of two staff positions. These positions are used to mow, trim, and maintain parks and equipment in addition to assisting in street, water, wastewater, and stormwater maintenance and repairs. We believe if seasonal staff were to be reduced, one seasonal staff position should remain in order to minimally handle the additional workload during the warmer part of the year. If two positions were not funded, the saving would be \$45,300.

Reducing part-time seasonal staff would result in less quantity and frequency of maintenance generally in public works, including street patching and maintenance, turf maintenance and upkeep of parks, clearing culverts, assisting with public events, etc. Several tasks would take longer to complete, and would likely result in overtime being paid to full-time staff. As staff is less able to maintain infrastructure and equipment as they should be, needed repairs or replacements will occur sooner, and often at more expense.

### **2) Not Fund Project Assistant to the City Administrator Position**

The part-time (0.6-time) Project Assistant position was added a few years ago in order to handle on-going responsibilities as well as special projects. Primary duties have been in the areas of park project planning and administration, staff support for the Park Commission, grant-writing and implementation of awards, community communications (e.g., City Newsletter, contamination issues), City website, oversight of information technology, and miscellaneous matters related to City facilities. If this position were not funded, the saving would be \$51,000.

These responsibilities could be assumed by other staff positions, or perhaps be contracted as necessary. There would be a loss of continuity of efforts in park planning, seeking grants, communications, and supporting the Park Commission by transferring them to other staff, as well as to a new person if the incumbent assistant were not available when funding for the position was restored.

### **3) Not Fund Planner Position**

The Planning Division has two positions: the Planning Director, and the Planner. As the director also has responsibility for the Building Division, there is one staff position to focus solely on processing planning matters. Not funding the Planner position would result in work shifting to the already full schedule of the Director, and perhaps to contracted planning assistance. If the Planner position were not funded, the saving would be \$76,300.

Among the anticipated impacts of not filling the Planner position are:

- Direct Public Impacts:
  - Difficulty in responding to public inquiries and questions. Approximately 40 inquiries (telephone, email, or walk-in) are handled each week, and generally one planner is available to handle them as they occur.
  - Proper and timely routing of land use matters to other staff. This process also ensures that a planner is on top of a review as it addressed by others (e.g., building official, engineer, attorney).
  - Review of building permits. Processing building permits has been strengthened by the planner's review of all building permits for zoning issues (e.g., setbacks, special conditions). The number of non-new building permits has remained relatively constant, and these are reviewed by the Planner.
  - Back-up for the front counter.
- General Service Impacts:
  - Planning Commission -- The Commission will resume its twice-monthly schedule in September 2009. The Planner is primarily responsible for the preparation of the agenda and reports, presenting the agenda items, and preparing the minutes of the meeting.
  - Having a staff planner has reduced the use of planning consultant services, and has the benefit of better internal communication and consistency when being done in-house.
  - Zoning Code enforcement has become more consistent with a two-step process: the inspector makes inspections and gathers information. Enforcement of zoning matters
  - Timeliness and the quality of review and processing land use applications to comply with the "60-day rule".
- Long-term Planning and Projects:
  - City-initiated Comprehensive Plan or Zoning/Map amendments would have less staff time available for them
  - The Planning Commission work plan includes a major update to the Comprehensive Plan, especially to the Village area, that will be the topic of meetings over several months.

- Future Issues:
  - The Planning Department manages all of the information posted on its portion of the City's web site, and most of this work is done by the Planner.
  - The City will need two planners if it is to develop at the rate and number identified in the Comprehensive Plan. It would take a considerable investment of time and effort to train a new person when building activity increases. A planning consultant with a high level of experience would be more costly than retaining funding for the current position.
  - With the lowered level of activity, the staff has been able to make improvements in the building permit process, consistency in the code enforcement process, improving the City's mapping and electronic data system, and other tasks that will improve efficiency and cost-effectiveness.

It should be noted that in 2009, the incumbent planner has voluntarily reduced her schedule to 0.8-time, and thus has flexibility to work up to 8 more hours/week as necessary without incurring overtime.

#### **4) Not Fund One Heavy Equipment Operator (Public Works) Position**

The Public Works staff performs work in both the General Fund and the three utility enterprise funds. Time is allocated 65% to the General Fund, and 35% to the utility funds, and a recent review confirms that this allocation is accurate. Not funding one position would result in a \$44,000 saving to the General Fund.

Public Works staff is cross-trained, although there is some specialization among them. One fewer position would have ramifications across all public works activities. Among the impacts anticipated from a smaller staff are:

- Snow plowing is now done generally within one eight-hour shift. With fewer operators, an additional two to three hours would be needed to complete the routes, and would be paid with overtime.
- The time to complete pothole patching would be extended.
- MS4 (stormwater system) inspections would be made by staff, but tasks that have been assigned for Public Works to accomplish would need to be contracted.
- Right-of-way tree and brush trimming for sight-distance and signs visibility would need to be contracted.
- Shoulder work at the edge of bituminous pavement is important but time-consuming; less work could be done and more would be deferred.
- It will take longer to resolve watermain breaks and other emergencies, lengthening the inconvenience to those affected.
- Regulatory signs would be maintained for compliance, but street identification sign maintenance and replacement would not be done on a timely basis.
- Equipment repairs currently done by staff for public works and some fire equipment would need to be contracted.
- Events such as Huff-n-Puff, Fall Festival, tree planting, clean-up days, and other volunteer activities, would have fewer staff available to prepare and be present for them.



As mentioned earlier, with fewer staff, several tasks would take longer to complete, and would likely result in overtime being paid. As staff is less able to maintain infrastructure and equipment, needed repairs or replacements will occur sooner, and often at more expense. Contracting for services now performed by staff would likely not result in much in the way of net savings, and would require additional staff time to arrange for and oversee contractors' work.

#### **5) Reduce the Number of Deputies Assigned to Lake Elmo**

The City currently contracts with the Washington County Sheriff's Office for additional police services, and under the current arrangement the Sheriff provides four deputies assigned to serve in Lake Elmo. Lake Elmo receives 18 dedicated shifts per week, and other on-duty deputies can provide assistance as they are available. Three shifts per week currently are not covered with an assigned officer.

For reasons of managing personnel efficiently, the Sheriff's Office provides assigned deputies on a full-time officer basis; that is, it will not offer the partial-time (e.g., 0.5-time) of a deputy. If a reduction were to be made in the number of assigned deputies, it would be a full-time deputy, and the saving would be \$119,200.

With this reduction, Lake Elmo would receive 12 assigned shifts per week. During the nine shifts in the week without assigned deputies, the Sheriff would respond only to statutorily-required emergencies. The responding deputy may need to respond from a significant distance (e.g., Denmark Township, Stillwater Township), which thus would result in a longer response time. The resulting lack of presence would impair the community-oriented policing approach of the Sheriff's Office, and the gains made with a greater presence over the past few years.

#### **Concluding Remarks:**

The circumstances in which to plan the 2010 General Fund budget are among the most challenging we have ever seen. In addition to the statutory constraints on revenue, we sensed diverse expectations among the Council about what the results of the budget should be. Consequently, we have proposed a recommended budget and identified several alternatives, and their effects on services and infrastructure, for the Council to consider. The recommended budget should permit the Council to provide good stewardship of the City's corporate assets and services on behalf of the residents and businesses in Lake Elmo, and do so while providing a good value for them. It is a responsible budget in a challenging time to protect the condition of the City's assets and have the City positioned for demands when the economic recovery occurs.

We look forward to further direction from the Council.

City of Lake Elmo  
2010 Proposed Property Tax Scenario  
Residential Homesteads

**SCENARIO A: MAINTAIN THE TAX RATE**

		2009	2010	Change
Tax Rate:	Maintain	19.878%	19.878%	0.0%
General Fund Levy:	Variable	\$2,332,130	\$2,139,889	(\$192,241)
Levy Limit Increase:	0.00%			
Existing Debt Service Levies:	Variable	\$376,073	\$376,480	\$407
New Special Levies:				
2009 Street Bonds:	Yes	\$0	\$51,000	\$51,000
2008 MVHC Unallotment Recovery:	No	\$0	\$0	\$0
2009 MVHC Unallotment Recovery:	No	\$0	\$0	\$0

**2009 CITY PROPERTY TAXES**

Market Value 2009	Tax Capacity * 2009	City Local Tax Capacity Rate Pay 2009	City Property Taxes 2009
\$100,000	\$1,000	19.878%	\$199
\$300,000	\$3,000	19.878%	\$596
\$500,000	\$5,000	19.878%	\$994
\$700,000	\$7,500	19.878%	\$1,491

**2010 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)**

Market Value 2010 NO CHANGE	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$100,000	\$1,000	19.878%	\$199	\$0	0.0%
\$300,000	\$3,000	19.878%	\$596	\$0	0.0%
\$500,000	\$5,000	19.878%	\$994	\$0	0.0%
\$700,000	\$7,500	19.878%	\$1,491	\$0	0.0%

**2010 CITY PROPERTY TAXES (WITH 5% MARKET VALUE DECREASE)**

Market Value 2010 DECREASE OF -5%	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$95,000	\$950	19.878%	\$189	(\$10)	-5.0%
\$285,000	\$2,850	19.878%	\$567	(\$30)	-5.0%
\$475,000	\$4,750	19.878%	\$944	(\$50)	-5.0%
\$665,000	\$7,063	19.878%	\$1,404	(\$87)	-5.8%

\* Tax Capacity rates for residential homesteads are 1.00% of the first \$500,000 of market value, plus 1.25% of any market value over \$500,000

City of Lake Elmo  
2010 Proposed Property Tax Scenario  
Residential Homesteads

**SCENARIO B: MAINTAIN THE GENERAL FUND LEVY**

		2009	2010	Change
Tax Rate:	Variable	19.878%	21.464%	8.0%
General Fund Levy:	Maintain	\$2,332,130	\$2,332,130	\$0
Levy Limit Increase:	0.00%			
Existing Debt Service Levies:	Variable	\$376,073	\$376,480	\$407
New Special Levies:				
2009 Street Bonds:	Yes	\$0	\$51,000	\$51,000
2008 MVHC Unallotment Recovery:	No	\$0	\$0	\$0
2009 MVHC Unallotment Recovery:	No	\$0	\$0	\$0

**2009 CITY PROPERTY TAXES**

Market Value 2009	Tax Capacity * 2009	City Local Tax Capacity Rate Pay 2009	City Property Taxes 2009
\$100,000	\$1,000	19.878%	\$199
\$300,000	\$3,000	19.878%	\$596
\$500,000	\$5,000	19.878%	\$994
\$700,000	\$7,500	19.878%	\$1,491

**2010 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)**

Market Value 2010 NO CHANGE	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$100,000	\$1,000	21.464%	\$216	\$16	8.0%
\$300,000	\$3,000	21.464%	\$644	\$48	8.0%
\$500,000	\$5,000	21.464%	\$1,073	\$79	8.0%
\$700,000	\$7,500	21.464%	\$1,610	\$119	8.0%

**2010 CITY PROPERTY TAXES (WITH 5% MARKET VALUE DECREASE)**

Market Value 2010 DECREASE OF -5%	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$95,000	\$950	21.464%	\$204	\$5	2.6%
\$285,000	\$2,850	21.464%	\$612	\$15	2.6%
\$475,000	\$4,750	21.464%	\$1,020	\$26	2.6%
\$665,000	\$7,063	21.464%	\$1,516	\$25	1.7%

\* Tax Capacity rates for residential homesteads are 1.00% of the first \$500,000 of market value, plus 1.25% of any market value over \$500,000

City of Lake Elmo  
2010 Proposed Property Tax Scenario  
Residential Homesteads

**SCENARIO C: MAXIMUM LEVY (TO THE LEVY LIMIT, PLUS LEVIES FOR 2008 AND 2009 MVHC UNALLOTMENTS)**

		2009	2010	Change
Tax Rate:	Variable	19.878%	22.077%	11.1%
General Fund Levy:	Variable	\$2,332,130	\$2,351,487	\$19,357
Levy Limit Increase:	0.83%			
Existing Debt Service Levies:	Variable	\$376,073	\$376,480	\$407
New Special Levies:				
2009 Street Bonds:	Yes	\$0	\$51,000	\$51,000
2008 MVHC Unallotment Recovery:	Yes	\$0	\$19,365	\$19,365
2009 MVHC Unallotment Recovery:	Yes	\$0	\$35,475	\$35,475

**2009 CITY PROPERTY TAXES**

Market Value 2009	Tax Capacity * 2009	City Local Tax Capacity Rate Pay 2009	City Property Taxes 2009
\$100,000	\$1,000	19.878%	\$199
\$300,000	\$3,000	19.878%	\$596
\$500,000	\$5,000	19.878%	\$994
\$700,000	\$7,500	19.878%	\$1,491

**2010 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)**

Market Value 2010 NO CHANGE	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$100,000	\$1,000	22.077%	\$221	\$22	11.1%
\$300,000	\$3,000	22.077%	\$662	\$66	11.1%
\$500,000	\$5,000	22.077%	\$1,104	\$110	11.1%
\$700,000	\$7,500	22.077%	\$1,656	\$165	11.1%

**2010 CITY PROPERTY TAXES (WITH 5% MARKET VALUE DECREASE)**

Market Value 2010 DECREASE OF -5%	Tax Capacity * 2010	City Local Tax Capacity Rate Pay 2010	City Property Taxes 2010	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$95,000	\$950	22.077%	\$210	\$11	5.5%
\$285,000	\$2,850	22.077%	\$629	\$33	5.5%
\$475,000	\$4,750	22.077%	\$1,049	\$55	5.5%
\$665,000	\$7,063	22.077%	\$1,559	\$68	4.6%

\* Tax Capacity rates for residential homesteads are 1.00% of the first \$500,000 of market value, plus 1.25% of any market value over \$500,000

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
101	General Fund							
000	Revenue							
0000	General							
101-000-0000-31010	Current Ad Valorem Taxes	\$2,221,486.00	\$1,983,205.00	\$2,332,130.00	\$1,012,176.94	\$2,119,749.00	\$2,332,130.00	0.0%
101-000-0000-31010	MVHC State Unallotment	\$0.00	\$0.00	\$0.00	\$0.00	-\$35,475.00	-\$33,759.00	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0.00	\$11,899.12	\$0.00	\$26,175.52	\$40,000.00	\$0.00	N/A
101-000-0000-31030	Mobile Home Tax	\$8,000.00	\$7,863.84	\$8,000.00	\$3,848.62	\$7,500.00	\$8,000.00	0.0%
101-000-0000-31040	Fiscal Disparities	\$0.00	\$107,788.35	\$0.00	\$88,327.09	\$172,381.00	\$0.00	N/A
101-000-0000-31910	Penalty & Interest on Taxes	\$0.00	-\$77.14	\$0.00	\$97.99	\$100.00	\$0.00	N/A
101-000-0000-32110	Liquor License	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00	\$7,200.00	\$7,200.00	0.0%
101-000-0000-32180	Wastehauler License	\$500.00	\$440.00	\$500.00	\$1,365.00	\$1,365.00	\$1,000.00	100.0%
101-000-0000-32181	General Contractor License	\$2,000.00	\$1,610.00	\$1,500.00	\$2,225.00	\$2,225.00	\$1,800.00	20.0%
101-000-0000-32183	Heating Contractor License	\$800.00	\$640.00	\$795.00	\$60.00	\$500.00	\$200.00	-74.8%
101-000-0000-32184	Blacklopping Contractor License	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	0.0%
101-000-0000-32210	Building Permits	\$200,000.00	\$154,869.44	\$140,000.00	\$66,480.70	\$90,000.00	\$100,000.00	-28.6%
101-000-0000-32220	Heating Permits	\$11,000.00	\$8,875.00	\$4,500.00	\$6,921.60	\$7,000.00	\$3,000.00	-33.3%
101-000-0000-32230	Plumbing Permits	\$11,000.00	\$5,810.00	\$4,500.00	\$2,405.00	\$3,000.00	\$3,000.00	-33.3%
101-000-0000-32231	Sewer Permits	\$2,000.00	\$3,375.00	\$1,500.00	\$370.50	\$500.00	\$500.00	-66.7%
101-000-0000-32240	Animal License	\$2,000.00	\$2,302.00	\$2,000.00	\$1,754.00	\$2,000.00	\$2,000.00	0.0%
101-000-0000-32250	Utility Permits	\$6,000.00	\$6,839.50	\$4,000.00	\$14,309.50	\$15,000.00	\$6,000.00	50.0%
101-000-0000-32260	Burning Permit	\$1,200.00	\$1,260.00	\$1,000.00	\$675.00	\$1,000.00	\$1,000.00	0.0%
101-000-0000-33120	Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-000-0000-33401	Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-000-0000-33402	Homestead Credit Aid	\$0.00	\$26,562.04	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-000-0000-33418	MSA - Maintenance	\$67,275.00	\$67,275.00	\$67,275.00	\$88,797.24	\$88,797.00	\$68,500.00	1.8%
101-000-0000-33420	State Fire Aid	\$57,344.00	\$39,747.00	\$60,000.00	\$1,690.00	\$40,000.00	\$40,000.00	-33.3%
101-000-0000-33422	PERA Aid	\$2,750.00	\$2,749.00	\$2,750.00	\$1,374.50	\$2,750.00	\$2,750.00	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$0.00	\$28,089.45	\$0.00	\$13,953.53	\$14,000.00	\$0.00	N/A
101-000-0000-33620	Gravel Tax	\$3,250.00	\$2,881.47	\$2,500.00	\$1,566.85	\$3,100.00	\$3,100.00	24.0%
101-000-0000-33621	Recycling Grant	\$15,270.00	\$15,476.00	\$15,000.00	\$15,476.00	\$15,476.00	\$15,000.00	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$27,000.00	\$31,579.82	\$30,000.00	\$34,916.22	\$34,916.00	\$35,000.00	16.7%
101-000-0000-34103	Zoning & Subdivision Fees	\$25,000.00	\$11,410.00	\$4,000.00	\$1,050.00	\$1,500.00	\$1,000.00	-75.0%
101-000-0000-34104	Plan Check Fees	\$86,180.00	\$48,852.82	\$45,000.00	\$15,538.17	\$25,000.00	\$32,000.00	-28.9%
101-000-0000-34105	Sale of Copies, Books, Maps	\$300.00	\$204.76	\$300.00	\$110.26	\$200.00	\$300.00	0.0%
101-000-0000-34107	Assessment Searches	\$150.00	\$175.00	\$150.00	\$210.00	\$300.00	\$200.00	33.3%
101-000-0000-34109	Clean Up Days	\$6,000.00	\$3,832.50	\$5,000.00	\$4,367.00	\$4,367.00	\$4,000.00	-20.0%
101-000-0000-34111	Cable Operation Reimbursement	\$2,000.00	\$1,677.60	\$2,400.00	\$911.20	\$1,800.00	\$2,400.00	0.0%
101-000-0000-35100	Fines	\$65,000.00	\$60,919.32	\$52,000.00	\$24,829.83	\$49,500.00	\$52,000.00	0.0%
101-000-0000-36200	Miscellaneous Revenue	\$21,973.00	\$19,864.97	\$18,000.00	\$24,190.97	\$25,000.00	\$17,128.00	-4.8%
101-000-0000-36210	Interest Earnings	\$80,000.00	\$78,024.90	\$80,000.00	\$0.00	\$60,000.00	\$60,000.00	-25.0%
101-000-0000-36230	Donations	\$0.00	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$0.00	N/A
101-000-0000-39200	Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
0000	General	\$2,932,718.00	\$2,751,711.76	\$2,892,060.00	\$1,464,474.23	\$2,809,251.00	\$2,765,509.00	-4.4%
000	General	\$2,932,718.00	\$2,751,711.76	\$2,892,060.00	\$1,464,474.23	\$2,809,251.00	\$2,765,509.00	-4.4%
	Revenue	\$2,932,718.00	\$2,751,711.76	\$2,892,060.00	\$1,464,474.23	\$2,809,251.00	\$2,765,509.00	-4.4%
101	General Fund	\$2,932,718.00	\$2,751,711.76	\$2,892,060.00	\$1,464,474.23	\$2,809,251.00	\$2,765,509.00	-4.4%
	Exp					\$2,787,513.00	\$2,765,509.00	
	Net					\$21,738.00	\$0.00	

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
101	General Fund							
410	General Government							
1110	Mayor & Council							
101-410-1110-41030	Part-time Salaries	\$15,883.00	\$16,435.00	\$16,435.00	\$8,217.50	\$16,435.00	\$16,435.00	0.0%
101-410-1110-41220	FICA Contributions	\$985.00	\$1,018.98	\$1,019.00	\$509.49	\$1,019.00	\$1,019.00	0.0%
101-410-1110-41230	Medicare Contributions	\$230.00	\$238.28	\$238.00	\$119.14	\$238.00	\$238.00	0.0%
101-410-1110-43310	Mileage	\$3,000.00	\$704.73	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0%
101-410-1110-44300	Miscellaneous	\$10,000.00	\$3,110.00	\$2,000.00	\$3,039.12	\$4,000.00	\$2,000.00	0.0%
101-410-1110-44330	Dues & Subscriptions	\$9,700.00	\$10,583.00	\$9,800.00	\$5,967.64	\$9,800.00	\$9,800.00	0.0%
101-410-1110-44370	Conferences & Training	\$3,500.00	\$2,232.00	\$3,500.00	\$1,198.00	\$2,400.00	\$3,500.00	0.0%
1110	Mayor & Council	\$43,298.00	\$34,321.99	\$33,992.00	\$19,040.89	\$33,892.00	\$33,992.00	0.0%
1320	Administration							
101-410-1320-41010	Full-time Salaries	\$279,530.00	\$250,164.27	\$225,913.00	\$112,148.23	\$207,043.00	\$219,739.00	-2.7%
101-410-1320-41210	PERA Contributions	\$16,722.00	\$15,484.74	\$15,249.00	\$7,570.07	\$13,976.00	\$15,382.00	0.9%
101-410-1320-41220	FICA Contributions	\$15,950.00	\$15,088.01	\$14,007.00	\$6,931.69	\$12,797.00	\$13,624.00	-2.7%
101-410-1320-41230	Medicare Contributions	\$3,730.00	\$3,644.47	\$3,276.00	\$1,621.19	\$2,993.00	\$3,186.00	-2.7%
101-410-1320-41300	Health/Dental Insurance	\$30,514.00	\$20,731.38	\$31,685.00	\$12,388.51	\$24,777.00	\$29,264.00	-7.6%
101-410-1320-41510	Workers Compensation	\$1,986.00	\$817.75	\$2,212.00	\$1,843.21	\$1,843.00	\$1,734.00	-21.6%
101-410-1320-42000	Office Supplies	\$10,500.00	\$5,315.65	\$8,000.00	\$2,748.97	\$5,498.00	\$8,000.00	0.0%
101-410-1320-42030	Printed Forms	\$1,000.00	\$1,287.40	\$0.00	\$347.93	\$696.00	\$0.00	N/A
101-410-1320-43040	Legal Services	\$60,000.00	\$42,420.01	\$60,000.00	\$19,035.28	\$60,000.00	\$60,000.00	0.0%
101-410-1320-43090	Newsletter/Website	\$10,000.00	\$9,632.77	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1320-43100	Assessing Services	\$46,000.00	\$46,821.75	\$44,000.00	\$18,896.16	\$44,000.00	\$45,500.00	3.4%
101-410-1320-43160	Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$0.00	N/A
101-410-1320-43220	Postage	\$10,000.00	\$3,600.84	\$8,000.00	\$1,500.00	\$3,000.00	\$7,000.00	-12.5%
101-410-1320-43310	Mileage	\$4,000.00	\$1,332.36	\$4,000.00	\$180.60	\$361.00	\$3,500.00	-12.5%
101-410-1320-43510	Legal Publishing	\$6,500.00	\$1,092.21	\$0.00	\$83.93	\$168.00	\$0.00	N/A
101-410-1320-43610	Insurance	\$31,175.00	\$40,963.00	\$35,350.00	\$38,800.50	\$39,000.00	\$39,500.00	11.7%
101-410-1320-43620	Cable Operation Expense	\$4,000.00	\$1,840.78	\$0.00	\$62.71	\$125.00	\$0.00	N/A
101-410-1320-44300	Miscellaneous	\$7,400.00	\$26,468.74	\$5,000.00	\$3,154.72	\$6,309.00	\$6,000.00	20.0%
101-410-1320-44330	Dues & Subscriptions	\$1,500.00	\$3,548.48	\$4,000.00	\$1,042.19	\$2,084.00	\$4,000.00	0.0%
101-410-1320-44350	Books	\$500.00	\$65.87	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1320-44370	Conferences & Training	\$4,000.00	\$684.03	\$3,500.00	\$262.00	\$1,000.00	\$3,500.00	0.0%
101-410-1320-44380	Staff Development	\$2,000.00	\$35.00	\$2,000.00	\$0.00	\$0.00	\$1,000.00	-50.0%
1320	Administration	\$547,007.00	\$490,039.51	\$466,192.00	\$228,617.89	\$442,670.00	\$460,929.00	-1.1%
1410	Elections							
101-410-1410-41030	Part-time Salaries	\$9,000.00	\$8,417.00	\$0.00	\$0.00	\$0.00	\$10,000.00	N/A
101-410-1410-41220	FICA Contributions	\$804.00	\$85.69	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1410-41230	Medicare Contributions	\$170.00	\$20.04	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1410-42000	Office Supplies	\$400.00	\$164.99	\$0.00	\$0.00	\$0.00	\$250.00	N/A
101-410-1410-42030	Printed Forms	\$500.00	\$39.50	\$0.00	\$0.00	\$0.00	\$350.00	N/A
101-410-1410-44300	Miscellaneous	\$400.00	\$638.17	\$1,000.00	\$980.00	\$980.00	\$1,350.00	35.0%
101-410-1410-44370	Conferences & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1410-45800	Other Equipment	\$5,940.00	\$940.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
1410	Elections	\$17,014.00	\$10,605.39	\$1,000.00	\$980.00	\$980.00	\$11,950.00	1095.0%
1450	Communications							
101-410-1450-41010	Full-time Salaries	\$0.00	\$0.00	\$14,060.00	\$4,866.12	\$8,984.00	\$10,809.00	-23.1%
101-410-1450-41210	PERA Contributions	\$0.00	\$0.00	\$949.00	\$328.44	\$606.00	\$757.00	-20.2%
101-410-1450-41220	FICA Contributions	\$0.00	\$0.00	\$872.00	\$301.68	\$557.00	\$670.00	-23.2%
101-410-1450-41230	Medicare Contributions	\$0.00	\$0.00	\$204.00	\$70.54	\$130.00	\$157.00	-23.0%
101-410-1450-41300	Health/Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1450-41510	Workers Compensation	\$0.00	\$0.00	\$779.00	\$849.12	\$649.00	\$394.00	-49.4%
101-410-1450-43090	Newsletter	\$0.00	\$0.00	\$3,500.00	\$4,513.06	\$9,026.00	\$5,400.00	54.3%
101-410-1450-43180	Information Technology/Web	\$0.00	\$0.00	\$27,000.00	\$16,699.15	\$33,398.00	\$29,000.00	7.4%
101-410-1450-43510	Public Notices	\$0.00	\$0.00	\$5,000.00	\$475.84	\$952.00	\$4,000.00	-20.0%
101-410-1450-43620	Cable Operations	\$0.00	\$0.00	\$4,000.00	\$1,880.86	\$3,322.00	\$4,000.00	0.0%
1450	Communications	\$0.00	\$0.00	\$56,364.00	\$29,564.81	\$57,624.00	\$55,187.00	-2.1%

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
1520	Finance							
101-410-1520-41010	Full-time Salaries	\$69,182.00	\$39,523.47	\$36,134.00	\$19,257.00	\$35,551.00	\$34,161.00	-5.5%
101-410-1520-41210	PERA Contributions	\$3,782.00	\$2,474.66	\$2,439.00	\$1,299.85	\$2,400.00	\$2,391.00	-2.0%
101-410-1520-41220	FICA Contributions	\$3,607.00	\$2,450.24	\$2,240.00	\$1,186.66	\$2,191.00	\$2,118.00	-5.4%
101-410-1520-41230	Medicare Contributions	\$844.00	\$573.06	\$524.00	\$277.46	\$512.00	\$495.00	-5.5%
101-410-1520-41300	Health/Dental Insurance	\$11,026.00	\$8,135.92	\$4,052.00	\$2,734.98	\$5,470.00	\$3,827.00	-5.6%
101-410-1520-41420	Unemployment Benefits	\$0.00	\$1,304.10	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1520-41510	Workers Compensation	\$600.00	\$817.75	\$182.00	\$151.66	\$152.00	\$162.00	-11.0%
101-410-1520-42000	Office Supplies	\$1,000.00	\$269.70	\$500.00	\$0.00	\$0.00	\$500.00	0.0%
101-410-1520-42030	Printed Forms	\$1,000.00	\$2,045.54	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1520-43010	Audit Services	\$38,000.00	\$27,203.83	\$28,000.00	\$510.00	\$27,920.00	\$29,500.00	5.4%
101-410-1520-43150	Contract Services	\$0.00	\$63,730.20	\$30,000.00	\$37,691.26	\$50,000.00	\$30,000.00	0.0%
101-410-1520-43180	Software Support	\$19,000.00	\$22,657.54	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1520-43185	Hardware Support	\$3,000.00	\$1,467.86	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1520-43190	Software Programs	\$3,000.00	\$1,262.02	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1520-43310	Mileage	\$400.00	\$37.50	\$400.00	\$0.00	\$0.00	\$250.00	-37.5%
101-410-1520-44300	Miscellaneous	\$2,000.00	\$3,241.82	\$2,000.00	\$1,257.06	\$2,514.00	\$2,000.00	0.0%
101-410-1520-44330	Dues & Subscriptions	\$600.00	\$60.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0%
101-410-1520-44350	Books	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$100.00	-50.0%
101-410-1520-44370	Conferences & Training	\$350.00	\$0.00	\$350.00	\$0.00	\$0.00	\$300.00	-14.3%
1520	Finance	\$167,591.00	\$177,254.81	\$107,121.00	\$64,365.93	\$126,710.00	\$105,904.00	-1.1%
1910	Planning & Zoning							
101-410-1910-41010	Full-time Salaries	\$120,953.00	\$98,797.91	\$115,512.00	\$58,280.46	\$107,595.00	\$113,093.00	-2.1%
101-410-1910-41210	PERA Contributions	\$7,488.00	\$6,428.93	\$7,797.00	\$3,917.03	\$7,231.00	\$7,916.00	1.5%
101-410-1910-41220	FICA Contributions	\$7,143.00	\$6,122.65	\$7,162.00	\$3,464.48	\$6,396.00	\$7,012.00	-2.1%
101-410-1910-41230	Medicare Contributions	\$1,670.00	\$1,431.87	\$1,675.00	\$810.21	\$1,496.00	\$1,640.00	-2.1%
101-410-1910-41300	Health/Dental Insurance	\$13,542.00	\$21,007.83	\$25,979.00	\$13,739.82	\$27,480.00	\$24,546.00	-5.5%
101-410-1910-41510	Workers Compensation	\$1,457.00	\$1,109.08	\$582.00	\$484.97	\$485.00	\$536.00	-7.9%
101-410-1910-42000	Office Supplies	\$2,500.00	\$1,272.77	\$2,750.00	\$785.87	\$1,000.00	\$2,000.00	-27.3%
101-410-1910-42030	Printed Forms	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1910-43020	Comprehensive Planning	\$15,000.00	\$0.00	\$20,000.00	\$2,185.60	\$4,371.00	\$15,000.00	-25.0%
101-410-1910-43030	Engineering Services	\$0.00	\$0.00	\$8,000.00	\$23,905.40	\$47,811.00	\$10,000.00	25.0%
101-410-1910-43040	Legal Services	\$0.00	\$8,929.07	\$0.00	\$1,162.50	\$2,325.00	\$0.00	N/A
101-410-1910-43150	Contract Services	\$40,000.00	\$43,800.30	\$10,000.00	\$17,240.10	\$34,480.00	\$10,000.00	0.0%
101-410-1910-43310	Mileage	\$1,000.00	\$585.28	\$1,000.00	\$0.00	\$0.00	\$500.00	-50.0%
101-410-1910-43620	Cable Operation Expense	\$1,550.00	\$822.30	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-410-1910-44300	Miscellaneous	\$500.00	\$1,282.20	\$500.00	\$76.70	\$153.00	\$500.00	0.0%
101-410-1910-44330	Dues & Subscriptions	\$500.00	\$4,746.01	\$500.00	\$305.00	\$610.00	\$500.00	0.0%
101-410-1910-44350	Books	\$200.00	\$16.51	\$0.00	\$211.96	\$424.00	\$250.00	N/A
101-410-1910-44370	Conferences & Training	\$500.00	\$1,845.73	\$1,200.00	\$1,270.00	\$2,540.00	\$1,000.00	-16.7%
1910	Planning & Zoning	\$214,503.00	\$198,198.44	\$202,657.00	\$126,288.36	\$244,397.00	\$194,493.00	-4.0%
1930	Engineering Services							
101-410-1930-43030	Engineering Services	\$94,000.00	\$108,119.15	\$72,000.00	\$32,740.64	\$72,000.00	\$70,000.00	-2.8%
1930	Engineering Services	\$94,000.00	\$108,119.15	\$72,000.00	\$32,740.64	\$72,000.00	\$70,000.00	-2.8%
1940	City Hall							
101-410-1940-42110	Cleaning Supplies	\$550.00	\$345.70	\$550.00	\$270.83	\$542.00	\$550.00	0.0%
101-410-1940-42230	Building Repair Supplies	\$1,000.00	\$577.21	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0%
101-410-1940-43210	Telephone	\$7,900.00	\$8,760.91	\$8,390.00	\$4,274.39	\$8,549.00	\$8,400.00	0.1%
101-410-1940-43810	Electric Utility	\$11,000.00	\$12,777.67	\$12,221.00	\$6,545.34	\$13,091.00	12,500	2.3%
101-410-1940-43840	Refuse	\$1,575.00	\$1,226.71	\$1,782.00	\$621.96	\$1,244.00	\$1,300.00	-27.0%
101-410-1940-44010	Repairs/Maint Contractual Bldg	\$10,000.00	\$13,382.48	\$10,000.00	\$7,813.60	\$15,627.00	\$11,000.00	10.0%
101-410-1940-44040	Repairs/Maint Contractual Eqpt	\$7,500.00	\$2,803.81	\$6,000.00	\$1,265.89	\$2,532.00	\$5,000.00	-16.7%
101-410-1940-44300	Miscellaneous	\$1,000.00	\$114.53	\$1,000.00	\$154.21	\$308.00	\$1,000.00	0.0%
1940	City Hall	\$40,525.00	\$39,989.02	\$40,943.00	\$20,946.22	\$41,893.00	\$40,750.00	-0.5%
410	General Government	\$1,113,938.00	\$1,058,428.31	\$980,269.00	\$522,544.74	\$1,020,166.00	\$973,205.00	-0.7%

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
420	Public Safety							
2100	Police							
101-420-2100-43150	Law Enforcement Contract	\$431,000.00	\$436,773.22	\$466,950.00	\$0.00	\$466,950.00	\$474,935.00	1.7%
2100	Police	\$431,000.00	\$436,773.22	\$466,950.00	\$0.00	\$466,950.00	\$474,935.00	1.7%
2150	Prosecution							
101-420-2150-43045	Attorney Criminal	\$58,000.00	\$51,245.15	\$55,000.00	\$21,635.80	\$55,000.00	\$51,000.00	-7.3%
2150	Prosecution	\$58,000.00	\$51,245.15	\$55,000.00	\$21,635.80	\$55,000.00	\$51,000.00	-7.3%
2220	Fire							
101-420-2220-41010	Full-time Salaries	\$65,612.00	\$63,259.22	\$65,758.00	\$35,964.61	\$66,396.00	\$63,997.00	-2.7%
101-420-2220-41030	Part-time Salaries	\$140,000.00	\$68,605.57	\$110,000.00	\$31,235.48	\$110,000.00	\$110,000.00	0.0%
101-420-2220-41210	PERA Contributions	\$8,116.00	\$8,046.44	\$9,272.00	\$5,131.57	\$9,474.00	\$8,895.00	-6.2%
101-420-2220-41220	FICA Contributions	\$12,851.00	\$4,685.50	\$7,114.00	\$2,078.65	\$3,838.00	\$7,107.00	-0.1%
101-420-2220-41230	Medicare Contributions	\$2,981.00	\$1,911.43	\$2,548.00	\$954.35	\$1,762.00	\$2,523.00	-1.0%
101-420-2220-41300	Health/Dental Insurance	\$15,736.00	\$13,079.12	\$16,388.00	\$9,488.47	\$18,977.00	\$15,483.00	-5.5%
101-420-2220-41420	Unemployment Benefits	\$0.00	\$464.99	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2220-41510	Workers Compensation	\$10,896.00	\$7,447.55	\$12,369.00	\$10,306.81	\$10,307.00	\$10,590.00	-14.4%
101-420-2220-42000	Office Supplies	\$1,000.00	\$2,317.16	\$1,500.00	\$312.10	\$624.00	\$1,500.00	0.0%
101-420-2220-42030	Printed Forms	\$500.00	\$91.86	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2220-42060	EMS Supplies	\$1,200.00	\$0.00	\$1,200.00	\$766.81	\$1,534.00	\$1,200.00	0.0%
101-420-2220-42090	Fire Prevention	\$3,000.00	\$2,062.74	\$3,000.00	\$96.80	\$194.00	\$3,000.00	0.0%
101-420-2220-42120	Fuel, Oil and Fluids	\$9,200.00	\$11,091.56	\$11,500.00	\$6,153.55	\$12,307.00	\$11,500.00	0.0%
101-420-2220-42210	Equipment Parts	\$1,000.00	\$2,189.22	\$0.00	\$390.00	\$780.00	\$0.00	N/A
101-420-2220-42230	Building Repair Supplies	\$700.00	\$1,342.41	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2220-42400	Small Tools & Equipment	\$2,000.00	\$2,628.11	\$12,020.00	\$2,581.26	\$12,000.00	\$10,000.00	-16.8%
101-420-2220-43060	Physicals	\$6,516.00	\$4,489.44	\$7,829.00	\$1,693.00	\$3,386.00	\$7,550.00	-3.6%
101-420-2220-43210	Telephone	\$5,500.00	\$5,553.36	\$5,500.00	\$2,200.40	\$4,401.00	\$5,100.00	-7.3%
101-420-2220-43230	Radio	\$6,200.00	\$4,737.83	\$16,960.00	\$6,027.29	\$16,000.00	\$19,920.00	17.5%
101-420-2220-43250	Internet	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2220-43310	Mileage	\$9,125.00	\$1,825.82	\$600.00	\$0.00	\$0.00	\$600.00	0.0%
101-420-2220-43630	Vehicle Insurance	\$14,000.00	\$16,044.00	\$17,648.00	\$14,472.00	\$14,472.00	\$15,475.00	-12.3%
101-420-2220-43810	Electric Utility	\$21,000.00	\$11,308.56	\$13,900.00	\$5,592.97	\$11,186.00	\$13,900.00	0.0%
101-420-2220-43840	Refuse	\$1,065.00	\$681.68	\$1,198.00	\$273.72	\$547.00	\$1,000.00	-16.5%
101-420-2220-44010	Repairs/Maint Bldg	\$10,000.00	\$12,387.05	\$11,000.00	\$5,233.63	\$10,467.00	\$10,000.00	-9.1%
101-420-2220-44040	Repairs/Maint Eqpt	\$23,500.00	\$38,022.84	\$25,555.00	\$10,061.48	\$25,000.00	\$26,907.00	5.3%
101-420-2220-44170	Uniforms	\$7,630.00	\$2,729.09	\$7,700.00	\$1,102.34	\$7,000.00	\$5,600.00	-27.3%
101-420-2220-44300	Miscellaneous	\$3,000.00	\$1,059.12	\$2,000.00	\$9,887.80	\$11,000.00	\$2,800.00	40.0%
101-420-2220-44330	Dues & Subscriptions	\$2,730.00	\$1,692.95	\$2,971.00	\$2,365.56	\$4,731.00	\$2,200.00	-26.0%
101-420-2220-44350	Books	\$800.00	\$107.56	\$400.00	\$901.41	\$1,803.00	\$850.00	112.5%
101-420-2220-44370	Conferences & Training	\$16,000.00	\$15,535.17	\$25,000.00	\$10,244.13	\$25,000.00	\$20,225.00	-19.1%
101-420-2220-45500	Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2220-45800	Equipment	\$10,000.00	\$7,838.34	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2220	Fire	\$415,858.00	\$313,213.69	\$390,930.00	\$175,516.19	\$383,186.00	\$377,722.00	-3.4%
2250	Fire Relief							
101-420-2250-44920	Fire State Aid	\$57,344.00	\$39,747.00	\$60,000.00	\$1,690.00	\$40,000.00	\$40,000.00	-33.3%
101-420-2250-44925	City Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,864.00	N/A
2250	Fire Relief	\$57,344.00	\$39,747.00	\$60,000.00	\$1,690.00	\$40,000.00	\$57,864.00	-3.6%



Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
2400	Building Inspection							
101-420-2400-41010	Full-time Salaries	\$77,719.00	\$58,736.05	\$129,719.00	\$32,823.78	\$60,598.00	\$59,977.00	-53.8%
101-420-2400-41210	PERA Contributions	\$4,851.00	\$3,818.82	\$8,756.00	\$2,212.27	\$4,084.00	\$4,198.00	-52.1%
101-420-2400-41220	FICA Contributions	\$4,436.00	\$3,641.07	\$8,043.00	\$2,002.39	\$3,697.00	\$3,719.00	-53.8%
101-420-2400-41230	Medicare Contributions	\$1,037.00	\$851.55	\$1,881.00	\$468.26	\$864.00	\$870.00	-53.7%
101-420-2400-41300	Health/Dental Insurance	\$13,161.00	\$5,112.50	\$9,320.00	\$4,958.93	\$9,918.00	\$8,807.00	-5.5%
101-420-2400-41610	Workers Compensation	\$3,117.00	\$4,195.03	\$6,161.00	\$5,133.82	\$5,134.00	\$2,153.00	-65.1%
101-420-2400-42000	Office Supplies	\$500.00	\$250.99	\$500.00	\$0.00	\$0.00	\$300.00	-40.0%
101-420-2400-42030	Printed Forms	\$500.00	\$136.32	\$500.00	\$0.00	\$0.00	\$300.00	-40.0%
101-420-2400-42120	Fuel, Oil and Fluids	\$3,750.00	\$30.00	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.0%
101-420-2400-43030	Engineering	\$0.00	\$0.00	\$10,000.00	\$1,244.38	\$10,000.00	\$10,000.00	0.0%
101-420-2400-43050	Plan Review Charges	\$4,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,000.00	-66.7%
101-420-2400-43060	Surcharge Payments	\$0.00	\$0.00	\$0.00	-\$1,603.22	\$0.00	\$0.00	N/A
101-420-2400-43150	Inspector Contract Services	\$5,000.00	\$4,952.30	\$1,000.00	\$891.00	\$1,782.00	\$1,000.00	0.0%
101-420-2400-43210	Telephone	\$1,135.00	\$609.18	\$1,100.00	\$198.47	\$397.00	\$500.00	-54.5%
101-420-2400-43310	Mileage	\$1,000.00	\$37.50	\$750.00	\$0.00	\$0.00	\$250.00	-66.7%
101-420-2400-43830	Insurance	\$900.00	\$569.00	\$1,250.00	\$1,025.00	\$1,025.00	\$1,000.00	-20.0%
101-420-2400-44040	Repairs/Maint Eqpt	\$1,000.00	\$63.34	\$1,000.00	\$632.01	\$1,664.00	\$750.00	-25.0%
101-420-2400-44120	Rentals - Building	\$4,950.00	\$2,185.38	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-420-2400-44170	Uniforms	\$350.00	\$218.48	\$350.00	\$0.00	\$0.00	\$300.00	-14.3%
101-420-2400-44300	Miscellaneous	\$1,500.00	\$0.00	\$750.00	\$0.00	\$0.00	\$500.00	-33.3%
101-420-2400-44330	Dues & Subscriptions	\$250.00	\$1,476.08	\$250.00	\$100.00	\$200.00	\$200.00	-20.0%
101-420-2400-44350	Books	\$500.00	\$105.54	\$0.00	\$0.00	\$0.00	\$200.00	N/A
101-420-2400-44370	Conferences & Training	\$1,000.00	\$588.00	\$500.00	\$50.00	\$100.00	\$500.00	0.0%
101-420-2400-45800	Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
2400	Building Inspection	<u>\$131,456.00</u>	<u>\$87,576.93</u>	<u>\$188,580.00</u>	<u>\$50,337.09</u>	<u>\$99,483.00</u>	<u>\$100,274.00</u>	<u>-46.8%</u>
2700	Animal Control							
101-420-2700-42030	Printed Forms	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0%
101-420-2700-43150	Contract Services	\$12,000.00	\$12,661.68	\$12,600.00	\$4,450.79	\$12,600.00	\$12,600.00	0.0%
101-420-2700-44300	Miscellaneous	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0%
2700	Animal Control	<u>\$12,250.00</u>	<u>\$12,661.68</u>	<u>\$12,850.00</u>	<u>\$4,450.79</u>	<u>\$12,600.00</u>	<u>\$12,850.00</u>	<u>0.0%</u>
420	Public Safety	<u>\$1,105,908.00</u>	<u>\$941,217.67</u>	<u>\$1,174,310.00</u>	<u>\$253,629.87</u>	<u>\$1,057,199.00</u>	<u>\$1,074,645.00</u>	<u>-8.5%</u>

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
430	Public Works							
3100	Public Works							
101-430-3100-41010	Full-time Salaries	\$141,881.00	\$123,023.70	\$132,035.00	\$69,578.51	\$128,453.00	\$128,866.00	-2.4%
101-430-3100-41030	Part-time Salaries	\$12,573.00	\$0.00	\$12,950.00	\$0.00	\$5,000.00	\$12,781.00	-1.5%
101-430-3100-41210	PERA Contributions	\$8,999.00	\$8,000.94	\$9,786.00	\$4,887.87	\$8,655.00	\$9,914.00	1.3%
101-430-3100-41220	FICA Contributions	\$8,584.00	\$7,823.46	\$8,989.00	\$4,118.78	\$7,604.00	\$8,781.00	-2.3%
101-430-3100-41230	Medicare Contributions	\$2,007.00	\$1,783.05	\$2,103.00	\$963.31	\$1,778.00	\$2,054.00	-2.3%
101-430-3100-41300	Health/Dental Insurance	\$35,476.00	\$28,566.81	\$37,550.00	\$19,594.11	\$39,188.00	\$35,165.00	-6.4%
101-430-3100-41510	Workers Compensation	\$10,670.00	\$7,315.94	\$12,600.00	\$10,526.80	\$10,527.00	\$11,548.00	-8.3%
101-430-3100-42000	Office Supplies	\$500.00	\$469.50	\$500.00	\$159.49	\$319.00	\$500.00	0.0%
101-430-3100-42120	Fuel, Oil and Fluids	\$27,000.00	\$27,530.38	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42150	Shop Materials	\$5,000.00	\$1,412.83	\$4,500.00	\$931.53	\$1,863.00	\$4,000.00	-11.1%
101-430-3100-42210	Equipment Parts	\$8,000.00	\$8,121.42	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42230	Building Repair Supplies	\$2,000.00	\$839.20	\$1,500.00	\$146.75	\$294.00	\$1,000.00	-33.3%
101-430-3100-42240	Street Maintenance Materials	\$13,000.00	\$13,139.74	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42260	Landscaping Materials	\$2,500.00	\$248.33	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42280	Sign Repair Materials	\$7,500.00	\$2,052.15	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42290	Sand/Salt	\$38,000.00	\$64,897.87	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-42400	Small Tools & Minor Equipment	\$3,000.00	\$3,158.41	\$3,000.00	\$968.20	\$1,936.00	\$3,000.00	0.0%
101-430-3100-43030	Engineering Services	\$0.00	\$0.00	\$0.00	\$1,318.04	\$2,636.00	\$0.00	N/A
101-430-3100-43160	Contract Services	\$57,788.00	\$34,275.05	\$18,000.00	\$2,656.90	\$15,000.00	\$18,400.00	-8.9%
101-430-3100-43210	Telephone	\$8,000.00	\$7,318.59	\$7,500.00	\$4,540.24	\$9,080.00	\$7,500.00	0.0%
101-430-3100-43230	Radio	\$1,000.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	0.0%
101-430-3100-43310	Mileage	\$1,000.00	\$37.50	\$100.00	\$0.00	\$100.00	\$100.00	0.0%
101-430-3100-43630	Insurance	\$25,750.00	\$14,826.00	\$16,780.00	\$14,243.00	\$14,243.00	\$15,670.00	-6.5%
101-430-3100-43810	Electric Utility	\$30,000.00	\$22,232.12	\$34,500.00	\$13,548.55	\$27,097.00	\$34,500.00	0.0%
101-430-3100-43840	Refuse	\$1,600.00	\$2,198.25	\$1,800.00	\$737.83	\$1,476.00	\$1,800.00	0.0%
101-430-3100-44010	Repairs/Maint Bldg	\$3,000.00	\$2,789.39	\$2,000.00	\$2,414.73	\$4,829.00	\$2,000.00	0.0%
101-430-3100-44030	Repairs/Maint Imp Not Bldgs	\$2,500.00	\$2,803.32	\$0.00	\$12,433.87	\$13,000.00	\$0.00	N/A
101-430-3100-44040	Repairs/Maint Eqpt	\$6,500.00	\$4,846.46	\$5,500.00	\$513.14	\$1,026.00	\$6,000.00	9.1%
101-430-3100-44170	Uniforms	\$1,500.00	\$1,815.16	\$1,675.00	\$863.87	\$1,728.00	\$1,675.00	0.0%
101-430-3100-44300	Miscellaneous	\$4,000.00	\$1,641.32	\$2,000.00	\$89.08	\$1,500.00	\$2,000.00	0.0%
101-430-3100-44330	Dues & Subscriptions	\$300.00	\$174.00	\$150.00	\$0.00	\$100.00	\$150.00	0.0%
101-430-3100-44370	Conferences & Training	\$1,300.00	\$70.00	\$900.00	\$0.00	\$500.00	\$900.00	0.0%
101-430-3100-44380	Clean-up Days	\$8,000.00	\$5,096.40	\$8,080.00	\$7,085.95	\$8,000.00	\$7,500.00	-7.2%
101-430-3100-45200	Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-45500	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-430-3100-45800	Other Equipment	\$10,000.00	\$10,876.51	\$0.00	\$0.00	\$0.00	\$0.00	N/A
3100	Public Works	\$488,928.00	\$409,181.60	\$324,978.00	\$172,120.55	\$306,432.00	\$314,284.00	-3.3%
3120	Streets							
101-430-3120-42120	Fuel, Oil and Fluids	\$0.00	\$0.00	\$31,860.00	\$4,782.31	\$31,000.00	\$32,000.00	0.4%
101-430-3120-42210	Equipment Parts	\$0.00	\$0.00	\$8,000.00	\$1,131.85	\$6,000.00	\$8,500.00	6.3%
101-430-3120-42240	Street Maintenance Materials	\$0.00	\$0.00	\$15,000.00	\$6,569.01	\$15,000.00	\$18,000.00	20.0%
101-430-3120-42280	Sign Repair Materials	\$0.00	\$0.00	\$6,000.00	\$399.67	\$3,000.00	\$3,000.00	-50.0%
101-430-3120-43150	Contract Services	\$0.00	\$0.00	\$14,000.00	\$4,050.81	\$13,000.00	\$14,000.00	0.0%
101-430-3120-44040	Repairs/Maint Eqpt	\$0.00	\$0.00	\$4,000.00	\$0.00	\$3,500.00	\$5,000.00	25.0%
3120	Streets	\$0.00	\$0.00	\$78,860.00	\$16,913.45	\$71,500.00	\$80,500.00	2.1%
3125	Ice and Snow Removal							
101-430-3125-42250	Landscaping Materials	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00	\$1,000.00	0.0%
101-430-3125-42290	Sand/Salt	\$0.00	\$0.00	\$50,000.00	\$37,362.94	\$60,000.00	\$50,000.00	0.0%
101-430-3125-43150	Contract Services	\$0.00	\$0.00	\$10,000.00	\$0.00	\$5,000.00	\$10,000.00	0.0%
101-430-3125-44040	Repairs/Maint Eqpt	\$0.00	\$0.00	\$2,500.00	\$61.38	\$1,000.00	\$2,500.00	0.0%
3125	Ice and Snow Removal	\$0.00	\$0.00	\$63,500.00	\$37,424.30	\$66,500.00	\$63,500.00	0.0%
3160	Street Lighting							
101-430-3160-43810	Street Lighting	\$25,000.00	\$27,410.20	\$24,000.00	\$10,192.03	\$24,000.00	\$24,000.00	0.0%
3160	Street Lighting	\$25,000.00	\$27,410.20	\$24,000.00	\$10,192.03	\$24,000.00	\$24,000.00	0.0%
3200	Recycling							
101-430-3200-42100	Recycling Supplies	\$6,000.00	\$1,651.78	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00	0.0%
101-430-3200-43090	Newsletter	\$4,000.00	\$412.18	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
101-430-3200-44300	Miscellaneous	\$5,000.00	\$7,500.00	\$7,500.00	\$1,185.88	\$7,500.00	\$7,500.00	0.0%
3200	Recycling	\$15,000.00	\$9,563.94	\$15,000.00	\$1,185.88	\$15,000.00	\$15,000.00	0.0%
3250	Tree Program							
101-430-3250-43150	Contract Services	\$0.00	\$0.00	\$14,000.00	\$12,006.16	\$20,000.00	\$14,000.00	0.0%
3250	Tree Program	\$0.00	\$0.00	\$14,000.00	\$12,006.16	\$20,000.00	\$14,000.00	0.0%
430	Public Works	\$528,928.00	\$446,155.74	\$520,338.00	\$249,842.35	\$503,432.00	\$511,284.00	-1.7%

Account Number	Description	2008 Budget	2008 Actual	2009 Budget	2009 Year-to-Date (07/31/09)	2009 Projected	2010 Preliminary Budget	2009 to 2010 Change
450	Culture, Recreation							
5200	Parks & Recreation							
101-450-5200-41010	Full-time Salaries	\$59,098.00	\$53,963.69	\$85,810.00	\$40,443.37	\$74,665.00	\$77,531.00	-9.8%
101-450-5200-41030	Part-time Salaries	\$43,123.00	\$27,533.89	\$44,417.00	\$14,325.24	\$44,000.00	\$43,769.00	-1.5%
101-450-5200-41210	PERA Contributions	\$6,384.00	\$4,392.55	\$8,790.00	\$3,258.80	\$6,016.00	\$8,491.00	-3.4%
101-450-5200-41220	FICA Contributions	\$8,090.00	\$5,051.20	\$8,074.00	\$3,321.05	\$6,131.00	\$7,521.00	-6.8%
101-450-5200-41230	Medicare Contributions	\$1,424.00	\$1,181.29	\$1,888.00	\$776.74	\$1,434.00	\$1,759.00	-6.8%
101-450-5200-41300	Health/Dental Insurance	\$19,269.00	\$11,256.13	\$14,829.00	\$7,662.44	\$15,325.00	\$13,705.00	-7.6%
101-450-5200-41420	Unemployment Benefits	\$0.00	\$757.40	\$0.00	\$0.00	\$0.00	\$1,642.00	N/A
101-450-5200-41510	Workers Compensation	\$6,523.00	\$4,621.39	\$8,571.00	\$7,142.02	\$7,142.00	\$7,193.00	-16.1%
101-450-5200-42000	Office Supplies	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	0.0%
101-450-5200-42120	Fuel, Oil and Fluids	\$2,600.00	\$212.38	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
101-450-5200-42150	Shop Materials	\$750.00	\$286.35	\$750.00	\$481.46	\$963.00	\$750.00	0.0%
101-450-5200-42180	Chemicals	\$1,500.00	\$237.45	\$1,000.00	\$125.00	\$250.00	\$1,000.00	0.0%
101-450-5200-42210	Equipment Parts	\$1,500.00	\$1,026.77	\$1,500.00	\$649.86	\$1,300.00	\$2,500.00	66.7%
101-450-5200-42230	Building Repair Supplies	\$500.00	\$94.26	\$500.00	\$0.00	\$300.00	\$500.00	0.0%
101-450-5200-42250	Landscaping Materials	\$3,500.00	\$5,052.29	\$3,500.00	\$690.59	\$1,381.00	\$3,500.00	0.0%
101-450-5200-42400	Small Tools & Minor Equipment	\$1,500.00	\$1,199.40	\$1,500.00	\$326.21	\$652.00	\$1,000.00	-33.3%
101-450-5200-43210	Telephone	\$650.00	\$918.50	\$650.00	\$256.56	\$513.00	\$650.00	0.0%
101-450-5200-43310	Mileage	\$0.00	\$37.50	\$200.00	\$0.00	\$100.00	\$200.00	0.0%
101-450-5200-43630	Insurance	\$6,200.00	\$3,938.00	\$6,200.00	\$5,084.00	\$5,084.00	\$5,500.00	-11.3%
101-450-5200-43810	Electric Utility	\$8,800.00	\$9,458.94	\$10,164.00	\$6,525.88	\$13,052.00	\$10,164.00	0.0%
101-450-5200-43830	Gas Utility	\$0.00	\$8.52	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-450-5200-43840	Refuse	\$2,700.00	\$1,533.87	\$2,500.00	\$1,193.22	\$2,386.00	\$2,500.00	0.0%
101-450-5200-44010	Repairs/Maint Bldg	\$700.00	\$10.00	\$700.00	\$31.81	\$64.00	\$700.00	0.0%
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	\$4,000.00	\$2,372.89	\$4,000.00	\$1,613.10	\$3,226.00	\$4,000.00	0.0%
101-450-5200-44040	Repairs/Maint Eqpt	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$2,000.00	33.3%
101-450-5200-44120	Rentals - Buildings	\$4,800.00	\$4,626.76	\$5,000.00	\$2,615.90	\$5,232.00	\$5,000.00	0.0%
101-450-5200-44170	Uniforms	\$200.00	\$58.74	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101-450-5200-44300	Miscellaneous	\$233.00	\$1,587.13	\$1,500.00	\$4,834.59	\$5,500.00	\$1,500.00	0.0%
101-450-5200-44330	Dues & Subscriptions	\$100.00	\$102.50	\$100.00	\$0.00	\$100.00	\$0.00	-100.0%
101-450-5200-44370	Conferences & Training	\$0.00	\$0.00	\$200.00	\$0.00	\$100.00	\$0.00	-100.0%
5200	Parks & Recreation	\$183,944.00	\$141,519.79	\$217,143.00	\$101,357.83	\$198,216.00	\$206,375.00	-5.0%
450	Culture, Recreation	\$183,944.00	\$141,519.79	\$217,143.00	\$101,357.83	\$198,216.00	\$206,375.00	-5.0%
493	Other Financing Uses							
9360	Transfers Out							
101-493-9360-47200	Transfers Out	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	N/A
9360	Transfers Out	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	N/A
493	Other Financing Uses	\$0.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	N/A
	Expense	\$2,932,718.00	\$2,595,821.51	\$2,892,060.00	\$1,127,374.79	\$2,787,513.00	\$2,765,509.00	-4.4%
101	General Fund	\$2,932,718.00	\$2,595,821.51	\$2,892,060.00	\$1,127,374.79	\$2,787,513.00	\$2,765,509.00	-4.4%

# **MEMO**

**To: City Council**  
**From: Fire Chief Greg Malmquist**  
**Interim City Administrator Craig Dawson**  
**Re: Interest in used ladder truck (August 11 City Council workshop)**

In May 2009, Chief Malmquist found a used ladder truck being advertised in a fire trade publication. The 2000 Sutphen vehicle is a 100-foot mid-mount ladder with bucket. Chief Malmquist shared the information with officers of the department, and all believed that this vehicle was worth looking into to meet the need identified in the City's CIP for the last several years. The information was also given to the City Administrator, and he also agreed that it was worth looking into. Chief Malmquist contacted the vendor for more information on the truck. The reason it is being sold is because this particular department, Consolidated Fire District #2 in Johnson County, Kansas (suburban Kansas City), replaces its equipment on a 10-year schedule, and its new ladder truck will be delivered this fall. New tires, ladder and truck are current on certifications. Chief Malmquist also contacted Emergency Apparatus Maintenance (EAM), who performs all the maintenance on our fleet, for an opinion. EAM owner Dave Schreier checked with his sales rep in Kansas who informed him that he was very familiar with the truck, that the vehicle has had very limited usage, and that it "definitely" was worth looking at. Chief Malmquist received the "Annual Inspection Report" for the vehicle, and contacted Chief Joe Wallin of Minnetonka Fire Department, as all five of its ladder trucks are of the Sutphen brand. Chief Wallin spoke very highly of these trucks and stated that over the last 20 years they have been very satisfied and would highly recommend this brand.

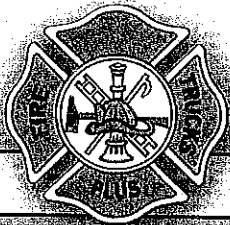
Council may recall that the fire department presented a very similar used ladder truck to Council for consideration three years ago. That vehicle was one year old, with an asking price of \$625,000. The need for a 100-foot ladder truck has been identified for several years. The chief has been constantly monitoring used vehicles and this is the first truck, under ten years old to become available in the last three years. The cost of a new 100' ladder truck can run from \$900,000 to over \$1 million.

Reasons for this equipment as has been presented previously include:

- The current 50-foot, 28-year-old ladder truck continues to have significant maintenance costs, and replacing it will remove these recurring costs..
- It will allow Firefighters *safely* to access and work on roofs of current structures within Lake Elmo which have "lightweight construction" and have very steep roof lines.
- It will provide better coverage within Lake Elmo and move closer to lowering our ISO rating, which has the potential to lower homeowners' insurance premiums by 25-30%.
- It will allow for much more efficient response on fire calls by having an adequate ladder truck respond first, prior to operations being established.

The asking price for this truck is \$475,000. We understand that in this economy and constraints on City revenues, this is a tough issue to tackle; however, it is staff's responsibility to present such an opportunity to save the City money. At this time, the Fire staff is asking for the council authorize that this vehicle be investigated further, including travel to Kansas City to inspect the vehicle. We would recommend that we send Chief Malmquist and possibly one of other department member such as an Engineer (depending on availability); as a representative of EAM to inspect the vehicle mechanically; and, as in the past, Chief Jeff Anderson from Oakdale Fire Department. We have engaged Chief Anderson in the past to review truck specs and also look at trucks for possible purchase. Chief Anderson's background is in fire truck manufacturing and fire truck maintenance, and he has been a very valuable resource in the past. This would probably require an eight-hour drive to Kansas City and an overnight stay.

Financing: One conventional way to finance is to issue equipment certificates, which can be issued for up to a 10-year period. This debt financing is not subject to levy limits for the property tax. A 10-year issue for \$500,000 at current rates would require an annual payment of approximately \$59,000.



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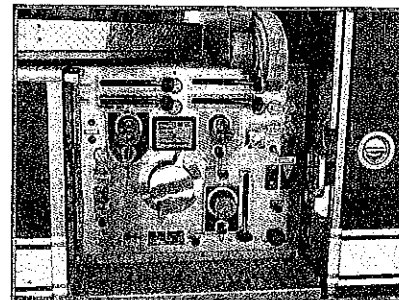
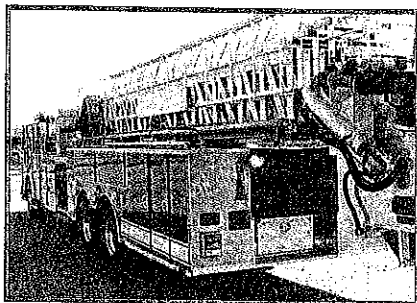


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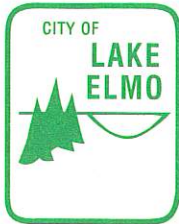
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# City of Lake Elmo

651/777-5510

3800 Laverne Avenue North / Lake Elmo, MN 55042

## MEMORANDUM

**TO:** City Council

**FROM:** Craig W. Dawson, Interim City Administrator  
Tom Bouthilet, Finance Director  
Joe Rigdon, Finance Specialist

**DATE:** August 11, 2009, City Council Work Session

**SUBJECT:** Proposed 2010 General Fund & Special Levies Budget

The City Council faces a very challenging set of issues as it sets the General Fund budget and tax levies for 2010:

- Tax revenue is constrained by State law (and will continue to be through 2011) and as the Council may view the extent to which the City's tax rate may be subject to change. The governor is unalloting Market Value Homestead Credit (MVHC), which the Council has the discretion of levying to recover.
- Non-tax revenue is projected to be well below that of recent years before the current economic recession started; consequently, development and construction activity has been significantly curtailed, and so as has the City's collection of fees from it.
- Beliefs are emerging that the metropolitan housing economy will start to rebound in the latter half of 2010; thus, the City should be prepared to handle the workload that processing new development will require.
- The City's infrastructure of physical facilities and equipment continues to age, and the current tax levy constraints make it difficult to transfer moneys from the General Fund to capital funds. At least for the next few years, the City Council will need to consider issuing debt, which is a special levy and thus not subject to the tax levy limit, as it considers replacing infrastructure and equipment.

The old cliché of “doing more with less” is giving way to newer clichés of “doing the same with less” or “doing less with less”. These latter two clichés are the realities facing Lake Elmo for 2010. The discussion of our recommended 2010 budget will focus on maintaining services as best as possible, and will provide alternatives to do “less with less.”

## REVENUE

Taxes are the subsidy needed to balance the budget after identifying the non-tax revenue. So first, look at the non-tax revenue:



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**Non-tax revenue** is projected to be \$467,138. This figure compares to \$559,930 in the 2009 adopted budget, and \$648,896 collected in 2008. Major changes projected in revenue items for 2010 include:

- **Building Permits:** \$100,000, a reduction of \$40,000 from the 2009 budget.
- **Interest Earnings:** \$ 60,000, a reduction of \$20,000 from the 2009 budget
- **Plan Check Fees:** \$ 32,000, a reduction of \$13,000 from the 2009 budget, and the same percentage reduction as building permits.
- **MVHC:** \$ 33,759 is being unallotted from the City's 2010 property tax receipts for reimbursement for the State's the Market Value Homestead Credit (MVHC). This reduction results in \$433,379 coming into the General Fund from non-tax revenue sources. The City may recover this unallotment as a special levy that does not count toward the levy limit.

**Tax Revenue** is subject to levy limits enacted by the 2008 Legislature, and affects cities' budget years 2009-2011. The levy for operations is limited to the lesser of 3.9% or the federal implicit price deflator (IPD) for governments. (There are several exceptions to operational expenses, but few apply and are minor in magnitude to Lake Elmo.) For taxes payable in 2010, the IPD, and thus the increase allowed for the levy, is 0.83%, or \$19,357. Levies for debt obligations are not subject to the levy limit, nor are levies to recover the unallotments of MVHC in 2008 and 2009.

Total new tax revenue for 2009 is as follows:

\$ 19,357	0.83% Levy limit
\$ 19,365	2008 MVHC unallotment
\$ 35,475	2009 MVHC unallotment
\$ 74,197	Total levy increase for operations

The City will also be issuing bonds for the 2009 street improvement program. Assuming a \$600,000 bond payable over 15 years, the debt obligation for 2010 would be \$51,000. This is a special levy that is not subject to levy limits. To complete the table of new tax revenue:

\$ 51,000	2009 Street Improvement bond
\$129,197	Total levy increase possible

Taxes collected to recover the 2008 MVHC unallotment could be considered as restoring the General Fund balance, as this is where that shortfall was reflected. Levying for 2009 MVHC would be to fund operations, rather than using the General Fund balance to cover that shortfall.

**Property Tax Revenue Base:** Washington County does not yet have a preliminary figure for the City's total net tax capacity for Pay2010. The change in the City's total estimated market value for 2009 (and thus for Pay2010 taxes) dropped 5.0%. We have had to assume that this same reduction should be used for total net tax capacity, and thus resulting property tax rates.



**Property Tax Rate:** The City sets a tax levy every year; that is, the amount of dollars needed to balance the budget. The tax rate is simply a mathematical result: the levy divided by the total net tax capacity. Unlike a sales tax rate that is set and then (potentially volatile) revenue is estimated, the City sets a levy for a known amount which results in an estimated tax rate. The tax rate can be a guide in targeting a tax levy for subsequent years, but it need not be static. It does not statutorily follow that if property values drop, taxes must be reduced accordingly. The statutory levy limit does not apply to the tax rate, but only to the total tax dollar revenue.

Lake Elmo has had the distinction of a low tax rate compared to other cities. All cities are being challenged in trying to limit changes in their property tax rates. To the extent that cities levy to recover unallotted MVHC and Local Government Aid (LGA), their tax rates will rise whether or not their total tax capacity has been decreased.

The following table illustrates reductions in revenue to the General Fund to keep the Pay2009 property tax rate constant for Pay2010:

Pay2009 Levy	\$ 2,332,100				
Pay2010 Yield	\$ 2,190,889	\$ 141,241 Reduction in Expenses needed			
	<u>33,759</u> = MVHC	<u>33,759</u>	"	"	"
	\$ 2,157,089	\$ 175,000	"	"	"
New Debt	<u>51,000</u>	<u>51,000</u>	"	"	"
	\$ 2,106,089	\$ 226,000 Reduction in Expenses needed			

### A Variety of Budget Alternatives

**Recommended Budget:** In light of Council's comments to date about sensitivity regarding taxes and the tax rate for 2010, the need to keep the City's assets in good and serviceable condition, and the need to be prepared for activity when the economy recovers, the recommended budget essentially is to continue at the 2009 total revenue level with an additional special levy for the 2009 street improvement bonds.

#### On the tax/revenue side of the budget,

- The General Fund tax levy would remain at \$2,332,130, and not increase to the levy limit level. This "unused capacity" can be applied to the levy limit for Pay2011.
- The 2009 total property tax levy (including debt levies) of \$2,708,610 would increase \$51,000 to \$2,759,610. This is a 1.88% increase in the tax levy. The tax rate would rise from 19.878% of tax capacity to an estimated 21.464%. The vast majority of residential properties would see an increase of \$25 or less for the year -- \$2 per month at most.
- There would be no special levy to recover unallotted MVHC for 2008 or 2009.

On the expense side of the budget,

- The Building Official position would remain authorized, but left unfunded for 2010. As development activity recovers, the City can determine whether to contract for these services for a period of time or to fill the position if it appears that the recovery will be sustained. Increases in building permit revenues would pay for these added contract or staff services. Leaving the position unfunded would save approximately \$101,600 (benefits included).
- The 2009 budget included a 3.0% economic adjustment for wages and salaries, but this adjustment has not been made pending an assessment of the City's budget performance this year. It is proposed that a 1.5% economic adjustment be made October 1, 2009, and on July 1, 2010. These adjustments will help keep the City's wage schedule competitive as other cities are making minor adjustments, and will help staff with the increase in their payments for insurance through the City. The expense to the 2010 budget would be \$22,500.
- To balance the budget, it is also proposed to have a one-week unpaid furlough for staff. Each week of furlough saves \$18,000 in the General Fund.
- Like most other paid/on-call fire organizations, the Lake Elmo Firefighter's Relief Association shows an actuarial deficit, and that will require a City contribution of \$17,864.
- With primary and general elections that the City must conduct in 2010, the additional expense in the elections budget is \$11,000.
- Other expenses, on the whole, would remain at or below 2009 levels, and result in an overall reduction of \$58,400.
- Expenses do not reflect any special requests made to the City Council for funding in 2010. (As an example, the Washington County Agricultural Society is requesting funding "in the \$500 to \$10,000 range" to the 4-H program.)
- There would be no funding for emerging issues like emerald ash borer.
- There would be no transfers to capital infrastructure or equipment funds.

The major changes above would result in a \$68,200 reduction in expenses. In the overall General Fund budget, however, operating expenses would be reduced \$126,600 from the 2009 budget, a 4.4% decrease. Most of the remaining reductions totaling \$58,400 occur due to additional changes in personnel costs throughout the budget, and \$30,000 in fire-related expenses (\$10,000 in training for fewer new firefighters, and \$20,000 less in pass-through of State funds to the relief association).

A major guiding principle in developing any sound budget is to use one-time revenues only for one-time expenses. Consequently, it is not recommended to use any of the balance in the General Fund toward the 2010 operating budget. If the Council is inclined to tap the balance, the moneys should be placed in capital funds.

**Alternatives To Reduce Expenses in order to Lower the Recommended Tax Rate:**

The largest component of any city's general fund budget is its personnel costs, as activities in this fund are relatively labor-intensive. In the City's general fund, when one includes the costs of the contract with the Washington County Sheriff for four deputies' service dedicated to Lake Elmo, the cost of wages, salaries, and benefits is 54.7% of expenses. Unfortunately, the only practical way to make significant decreases in expenses is to reduce funding of some staff positions (preferably through layoff, rather than reducing the number of authorized positions). We have identified positions for the Council to consider, and listed many of the effects anticipated with each unfunded position. The reduced personnel costs include all benefits:

Reduce Seasonal Public Works from 4 to 1	\$ 45,300	
Not fund Project Asst to City Admr	51,000 *	
Not fund Planner position	76,300 *	
Not fund one Heavy Eqpt Operator/PubWks	44,000 *	
* Less unemployment compensation	<u>(81,000)</u>	(\$27,000 per *)
	\$135,600	Total for City staff
Reduce assigned Deputies from 4 to 3	<u>\$119,200</u>	
	\$254,800	Total reductions in personnel costs

### **1) Reduction in Seasonal Public Works Staff**

The City currently has four part-time/seasonal positions in Public Works (streets and parks) that, during the warmer months of the year that they are employed, provides the equivalent of two staff positions. These positions are used to mow, trim, and maintain parks and equipment in addition to assisting in street, water, wastewater, and stormwater maintenance and repairs. We believe if seasonal staff were to be reduced, one seasonal staff position should remain in order to minimally handle the additional workload during the warmer part of the year. If two positions were not funded, the saving would be \$45,300.

Reducing part-time seasonal staff would result in less quantity and frequency of maintenance generally in public works, including street patching and maintenance, turf maintenance and upkeep of parks, clearing culverts, assisting with public events, etc. Several tasks would take longer to complete, and would likely result in overtime being paid to full-time staff. As staff is less able to maintain infrastructure and equipment as they should be, needed repairs or replacements will occur sooner, and often at more expense.

### **2) Not Fund Project Assistant to the City Administrator Position**

The part-time (0.6-time) Project Assistant position was added a few years ago in order to handle on-going responsibilities as well as special projects. Primary duties have been in the areas of park project planning and administration, staff support for the Park Commission, grant-writing and implementation of awards, community communications (e.g., City Newsletter, contamination issues), City website, oversight of information technology, and miscellaneous matters related to City facilities. If this position were not funded, the saving would be \$51,000.

These responsibilities could be assumed by other staff positions, or perhaps be contracted as necessary. There would be a loss of continuity of efforts in park planning, seeking grants, communications, and supporting the Park Commission by transferring them to other staff, as well as to a new person if the incumbent assistant were not available when funding for the position was restored.

### **3) Not Fund Planner Position**

The Planning Division has two positions: the Planning Director, and the Planner. As the director also has responsibility for the Building Division, there is one staff position to focus solely on processing planning matters. Not funding the Planner position would result in work shifting to the already full schedule of the Director, and perhaps to contracted planning assistance. If the Planner position were not funded, the saving would be \$76,300.

Among the anticipated impacts of not filling the Planner position are:

- Direct Public Impacts:
  - Difficulty in responding to public inquiries and questions. Approximately 40 inquiries (telephone, email, or walk-in) are handled each week, and generally one planner is available to handle them as they occur.
  - Proper and timely routing of land use matters to other staff. This process also ensures that a planner is on top of a review as it addressed by others (e.g., building official, engineer, attorney).
  - Review of building permits. Processing building permits has been strengthened by the planner's review of all building permits for zoning issues (e.g., setbacks, special conditions). The number of non-new building permits has remained relatively constant, and these are reviewed by the Planner.
  - Back-up for the front counter.
- General Service Impacts:
  - Planning Commission – The Commission will resume its twice-monthly schedule in September 2009. The Planner is primarily responsible for the preparation of the agenda and reports, presenting the agenda items, and preparing the minutes of the meeting.
  - Having a staff planner has reduced the use of planning consultant services, and has the benefit of better internal communication and consistency when being done in-house.
  - Zoning Code enforcement has become more consistent with a two-step process: the inspector makes inspections and gathers information. Enforcement of zoning matters is handled by Planning staff.
  - Timeliness and the quality of review and processing land use applications to comply with the "60-day rule".
- Long-term Planning and Projects:
  - City-initiated Comprehensive Plan or Zoning/Map amendments would have less staff time available for them
  - The Planning Commission work plan includes a major update to the Comprehensive Plan, especially to the Village area, that will be the topic of meetings over several months.

- Future Issues:
  - The Planning Department manages all of the information posted on its portion of the City's web site, and most of this work is done by the Planner.
  - The City will need two planners if it is to develop at the rate and number identified in the Comprehensive Plan. It would take a considerable investment of time and effort to train a new person when building activity increases. A planning consultant with a high level of experience would be more costly than retaining funding for the current position.
  - With the lowered level of activity, the staff has been able to make improvements in the building permit process, consistency in the code enforcement process, improving the City's mapping and electronic data system, and other tasks that will improve efficiency and cost-effectiveness.

It should be noted that in 2009, the incumbent planner has voluntarily reduced her schedule to 0.8-time, and thus has flexibility to work up to 8 more hours/week as necessary without incurring overtime.

#### **4) Not Fund One Heavy Equipment Operator (Public Works) Position**

The Public Works staff performs work in both the General Fund and the three utility enterprise funds. Time is allocated 65% to the General Fund, and 35% to the utility funds, and a recent review confirms that this allocation is accurate. Not funding one position would result in a \$44,000 saving to the General Fund.

Public Works staff is cross-trained, although there is some specialization among them. One fewer position would have ramifications across all public works activities. Among the impacts anticipated from a smaller staff are:

- Snow plowing is now done generally within one eight-hour shift. With fewer operators, an additional two to three hours would be needed to complete the routes, and would be paid with overtime.
- The time to complete pothole patching would be extended.
- MS4 (stormwater system) inspections would be made by staff, but tasks that have been assigned for Public Works to accomplish would need to be contracted.
- Right-of-way tree and brush trimming for sight-distance and sign visibility would need to be contracted.
- Shoulder work at the edge of bituminous pavement is important but time-consuming; less work could be done and more would be deferred.
- It will take longer to resolve watermain breaks and other emergencies, lengthening the inconvenience to those affected.
- Regulatory signs would be maintained for compliance, but street identification sign maintenance and replacement would not be done on a timely basis.
- Equipment repairs currently done by staff for public works and some fire equipment would need to be contracted.
- Events such as Huff-n-Puff, Fall Festival, tree planting, clean-up days, and other volunteer activities, would have fewer staff available to prepare and be present for them.

As mentioned earlier, with fewer staff, several tasks would take longer to complete, and would likely result in overtime being paid. As staff is less able to maintain infrastructure and equipment, needed repairs or replacements will occur sooner, and often at more expense. Contracting for services now performed by staff would likely not result in much in the way of net savings, and would require additional staff time to arrange for and oversee contractors' work.

#### **5) Reduce the Number of Deputies Assigned to Lake Elmo**

The City currently contracts with the Washington County Sheriff's Office for additional police services, and under the current arrangement the Sheriff provides four deputies assigned to serve in Lake Elmo. Lake Elmo receives 18 dedicated shifts per week, and other on-duty deputies can provide assistance as they are available. Three shifts per week currently are not covered with an assigned officer.

For reasons of managing personnel efficiently, the Sheriff's Office provides assigned deputies on a full-time officer basis; that is, it will not offer the partial-time (e.g., 0.5-time) of a deputy. If a reduction were to be made in the number of assigned deputies, it would be a full-time deputy, and the saving would be \$119,200.

With this reduction, Lake Elmo would receive 12 assigned shifts per week. During the nine shifts in the week without assigned deputies, the Sheriff would respond only to statutorily-required emergencies. The responding deputy may need to respond from a significant distance (e.g., Denmark Township, Stillwater Township), which thus would result in a longer response time. The resulting lack of presence would impair the community-oriented policing approach of the Sheriff's Office, and the gains made with a greater presence over the past few years.

#### **Concluding Remarks:**

The circumstances in which to plan the 2010 General Fund budget are among the most challenging we have ever seen. In addition to the statutory constraints on revenue, we sensed diverse expectations among the Council about what the results of the budget should be. Consequently, we have proposed a recommended budget and identified several alternatives, and their effects on services and infrastructure, for the Council to consider. The recommended budget should permit the Council to provide good stewardship of the City's corporate assets and services on behalf of the residents and businesses in Lake Elmo, and do so while providing a good value for them. It is a responsible budget in a challenging time to protect the condition of the City's assets and have the City positioned for demands when the economic recovery occurs.

We look forward to further direction from the Council.