

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: Public Works Summary

BUDGET TITLE & NUMBER: Various

DEPARTMENT DESCRIPTION: *See Individual budget units*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	225,185	284,146	280,676	274,633	274,633
<i>Supplies</i>	27,414	35,070	26,360	28,000	28,000
<i>Purchased Services</i>	211,407	223,350	186,522	209,505	209,505
<i>Fixed Cost</i>	6,167	23,400	8,994	13,344	13,344
<i>Capital Outlay</i>	51,188	84,845	41,245	52,745	52,745
<i>Gross City Cost</i>	521,361	650,811	543,797	578,227	578,227
<i>Revenue</i>	318,892	368,686	324,722	377,494	377,494
<i>Net City cost</i>	202,469	282,125	219,075	200,733	200,733
<i>Budgeted Positions</i>	5.30	5.30	5.30	5.30	5.30

SUMMARY OF CHANGES: *See individual budget units*

OBJECTIVES:

### PERFORMANCE MEASURES

	<i>2008 Actual</i>	<i>2009 Estimated</i>	<i>2010 Projected</i>
<i>Efficiency Measures</i>			
<i>Per Capita Cost (city support)</i>	\$ 27.78	\$ 30.06	\$ 27.54

Finance Recommendation: *See individual budget units*

Council Action: *See individual budget units.*

**PUBLIC WORKS - SUMMARY**

**GENERAL FUND**

**REVENUE DETAIL**

<b>Account</b>	<b>Description</b>	<b>2008 Actual</b>	<b>2009 Amended Budget</b>	<b>2009 Projected Year End</b>	<b>2010 Requested Budget</b>	<b>2010 Final Budget</b>
33100	Highway Users Tax	240,915	237,534	228,570	275,829	275,829
33110	State Hwy 52/85 Maintenance	2,588	-	-	-	-
33120	Road Maintenance	5,000	40,000	5,000	5,500	5,500
33140	County Road & Bridge Taxes	70,389	91,152	91,152	96,165	96,165
	<b>Total Streets Revenue</b>	<b>318,892</b>	<b>368,686</b>	<b>324,722</b>	<b>377,494</b>	<b>377,494</b>
	<b>Total Public Works Revenue</b>	<b>318,892</b>	<b>368,686</b>	<b>324,722</b>	<b>377,494</b>	<b>377,494</b>

**REVENUE SUMMARY**

Intergovernmental	313,892	328,686	319,722	371,994	371,994
Charges for Services	5,000	40,000	5,000	5,500	5,500
<b>Total Revenues</b>	<b>318,892</b>	<b>368,686</b>	<b>324,722</b>	<b>377,494</b>	<b>377,494</b>

**PUBLIC WORKS - SUMMARY**

**GENERAL FUND**

**BUDGET DETAIL**

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries& Wages	192,927	204,034	204,034	203,178	203,178
51101	Salaries& Wages - Furlough	-	-	(3,470)	(10,408)	(10,408)
51105	Overtime	9,581	6,556	6,556	6,556	6,556
51110	FICA	11,716	13,057	13,057	13,005	13,005
51115	Medicare	2,740	3,054	3,054	3,041	3,041
51255	VALIC Retirement 4.0	8,200	8,424	8,424	8,390	8,390
51210	Unemployment Insurance	21	428	428	426	426
51220	Health Insurance Expense	-	42,170	42,170	44,545	44,545
51230	Dental Insurance Expense	-	4,519	4,519	4,001	4,001
51240	Vision Insurance Expense	-	690	690	689	689
51250	Life & AD&D Insurance Exp	-	503	503	502	502
51285	LTD Insurance Exp	-	711	711	708	708
	<b>Total Personnel</b>	<b>225,185</b>	<b>284,146</b>	<b>280,676</b>	<b>274,633</b>	<b>274,633</b>
52010	General Supplies	15,576	19,500	14,690	16,000	16,000
52020	Office Supplies	1,320	1,000	850	1,000	1,000
53310	Uniforms	4,552	7,570	7,500	6,500	6,500
53105	Equipment <\$5000	5,966	7,000	3,320	4,500	4,500
	<b>Total Supplies</b>	<b>27,414</b>	<b>35,070</b>	<b>26,360</b>	<b>28,000</b>	<b>28,000</b>
53060	Services	3,818	4,200	4,699	4,000	4,000
53160	Plans & Studies	431	-	-	-	-
53110	Fees, Permits & Licenses	108	-	300	-	-
53320	Utilities - Electrical	99,770	101,200	93,783	99,178	99,178
53330	Utilities - Gas	9,359	11,300	11,900	10,090	10,090
53340	Utilities - Water & Sewer	3,761	4,100	4,124	4,012	4,012
53290	Telephone Expense	14,732	15,300	14,000	15,500	15,500
53180	Postage	49	100	85	50	50
52080	Fuel & Oil	24,176	24,150	15,050	24,075	24,075
53240	Repairs & Maintenance - Equipment	23,290	25,000	14,800	20,000	20,000
53250	Repairs & Maintenance - Building	11,087	14,750	9,900	11,700	11,700
53265	Repair & Maint - Streets	16,194	16,000	12,000	15,000	15,000
53270	Repairs & Maintenance - Vehicle	4,489	6,000	4,971	5,000	5,000
53300	Travel & Meeting	12	250	220	150	150
53280	Staff Development	131	1,000	690	750	750
	<b>Total Purchased Services</b>	<b>211,407</b>	<b>223,350</b>	<b>186,522</b>	<b>209,505</b>	<b>209,505</b>
55300	Leases & Rentals	60	12,400	-	-	-
55250	Insect Control	5,807	11,000	7,650	12,000	12,000
55350	Misc Expenditure	300	-	-	-	-
	<b>Total Fixed Costs</b>	<b>6,167</b>	<b>23,400</b>	<b>7,650</b>	<b>12,000</b>	<b>12,000</b>
55050	Capital Lease	41,245	29,845	42,589	42,589	42,589
	Capital Outlay					
57500	Streets	9,943	55,000	-	11,500	11,500
	<b>Total Capital Outlay</b>	<b>51,188</b>	<b>84,845</b>	<b>42,589</b>	<b>54,089</b>	<b>54,089</b>
	<b>Total</b>	<b>521,361</b>	<b>650,811</b>	<b>543,797</b>	<b>578,227</b>	<b>578,227</b>

**BUDGET SUMMARY**

Personnel	225,185	284,146	280,676	274,633	274,633
Supplies	27,414	35,070	26,360	28,000	28,000
Purchased Services	211,407	223,350	186,522	209,505	209,505
Fixed Costs	6,167	23,400	7,650	12,000	12,000
Capital Outlay	51,188	84,845	42,589	54,089	54,089
<b>Gross City Cost</b>	<b>521,361</b>	<b>650,811</b>	<b>543,797</b>	<b>578,227</b>	<b>578,227</b>

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: Public Works-Shop

BUDGET TITLE & NUMBER: 10-300

DEPARTMENT DESCRIPTION: *Responsible for the maintenance and upkeep of equipment necessary to construct, repair, or maintain the streets, curb & gutters, sidewalks, water and sewer lines and the cemetery*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	35,910	50,363	49,778	49,686	49,686
<i>Supplies</i>	12,867	13,070	12,240	12,000	12,000
<i>Purchased Services</i>	20,409	23,600	21,485	19,200	19,200
<i>Fixed Cost</i>	5,807	12,000	8,994	13,344	13,344
<i>Capital Outlay</i>	0	0	0	0	0
<i>Gross City Cost</i>	74,993	99,033	92,497	94,230	94,230
<i>Revenue</i>	0	0	0	0	0
<i>Net City cost</i>	74,993	99,033	92,497	94,230	94,230
<i>Budgeted Positions</i>	1.1	1.1	1.1	1.1	1.1

SUMMARY OF CHANGES: *Public Works will have to alter our schedule when cleaning the shop & equipment when Furlough days fall on the day of our building clean-up and equipment. Staff will make every effort to continue doing what needs to be worked on at our buildings with any inconvenience.*

OBJECTIVES: *Make sure that our shop is kept nice and clean inside and outside. Keep the shop well maintained, make sure the proper signage is in the right place. Chemical storage must be contained with proper signage. Make sure all outside lights are working to prevent thieves from breaking into our building.*

### PERFORMANCE MEASURES

	<i>Actual</i>	<i>Estimated</i>	<i>Projected</i>
<i>Efficiency Measures</i>			
<i>Per Capita Cost (city support)</i>	\$ 10.29	\$ 12.69	\$ 12.93

Finance Recommendation: *Approve as requested.*

Council Action: *Approved*

**PUBLIC WORKS - SHOP**

**GENERAL FUND**

**BUDGET DETAIL**

Account Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100 Salaries & Wages	32,182	33,654	33,654	34,052	34,052
51101 Salaries & Wages - Furlough	-	-	(585)	(1,755)	(1,755)
51105 Overtime	172	120	120	120	120
51110 FICA	1,831	2,094	2,094	2,118	2,118
51115 Medicare	428	490	490	496	496
51255 VALIC Retirement 4.0	1,294	1,351	1,351	1,367	1,367
51210 Unemployment Insurance	3	69	69	70	70
51220 Health Insurance Expense	-	11,125	11,125	11,814	11,814
51230 Dental Insurance Expense	-	1,093	1,093	1,037	1,037
51240 Vision Insurance Expense	-	164	164	164	164
51250 Life & AD&D Insurance Exp	-	85	85	84	84
51285 LTD Insurance Exp	-	118	118	119	119
<b>Total Personnel</b>	<b>35,910</b>	<b>50,363</b>	<b>49,778</b>	<b>49,686</b>	<b>49,686</b>
52010 General Supplies	2,520	2,500	2,390	2,500	2,500
52020 Office Supplies	1,320	1,000	850	1,000	1,000
53310 Uniforms	4,552	7,570	7,500	6,500	6,500
53105 Equipment <\$5000	4,475	2,000	1,500	2,000	2,000
<b>Total Supplies</b>	<b>12,867</b>	<b>13,070</b>	<b>12,240</b>	<b>12,000</b>	<b>12,000</b>
53060 Services	2,876	3,200	2,700	3,000	3,000
53110 Fees, Permits & Licenses	108	-	300	-	-
53320 Utilities - Electrical	3,445	4,000	3,200	3,500	3,500
53330 Utilities - Gas	6,550	9,000	8,900	7,000	7,000
53340 Utilities - Water & Sewer	814	1,200	1,000	800	800
53290 Telephone Expense	4,527	3,100	3,000	3,000	3,000
53180 Postage	49	100	85	50	50
53250 Repairs & Maintenance - Building	635	1,750	1,100	700	700
53270 Vehicle Repairs & Maintenance	1,393	1,000	980	1,000	1,000
53300 Travel & Meeting	12	250	220	150	150
<b>Total Purchased Services</b>	<b>20,409</b>	<b>23,600</b>	<b>21,485</b>	<b>19,200</b>	<b>19,200</b>
55300 Leases & Rentals	-	1,000	-	-	-
55050 Capital Leases	-	-	1,344	1,344	1,344
55250 Insect Control	5,807	11,000	7,650	12,000	12,000
<b>Total Fixed Charges</b>	<b>5,807</b>	<b>12,000</b>	<b>8,994</b>	<b>13,344</b>	<b>13,344</b>
<b>Total</b>	<b>74,993</b>	<b>99,033</b>	<b>92,497</b>	<b>94,230</b>	<b>94,230</b>

**BUDGET SUMMARY**

Personnel	35,910	50,363	49,778	49,686	49,686
Supplies	12,867	13,070	12,240	12,000	12,000
Purchased Services	20,409	23,600	21,485	19,200	19,200
Fixed Costs	5,807	12,000	8,994	13,344	13,344
<b>Gross City Cost</b>	<b>74,993</b>	<b>99,033</b>	<b>92,497</b>	<b>94,230</b>	<b>94,230</b>

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: Public Works-Streets

BUDGET TITLE & NUMBER: 10-310

DEPARTMENT DESCRIPTION: *Construction and maintenance of the infrastructure of the City including overlays, pothole repairs, crack sealing, stripping, sign replacement, mowing and deep patching work*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	156,869	191,662	189,296	183,803	183,803
<i>Supplies</i>	9,071	13,500	8,120	9,500	9,500
<i>Purchased Services</i>	152,350	155,000	120,589	142,750	142,750
<i>Fixed Cost</i>	360	11,400	0	0	0
<i>Capital Outlay</i>	51,188	84,845	41,245	52,745	52,745
<i>Gross City Cost</i>	369,838	456,407	359,250	388,798	388,798
<i>Revenue</i>	318,892	368,686	324,722	377,494	377,494
<i>Net City cost</i>	50,946	87,721	34,528	11,304	11,304
<i>Budgeted Positions</i>	3.3	3.3	3.3	3.3	3.3

SUMMARY OF CHANGES: *Furlough days reflect the reduction in personnel services; Supplies are down \$4,000, and purchased services are down \$13,750. All of the reductions are done to extend the economic issues until it turns. Capital includes lease payment for the sweeper, and acquisition of a plow and sander.*

OBJECTIVES: *Maintain streets and keep them in good shape for driving conditions. Streets will be swept, painted, snow removal and reconstructed in some area as City Council permits expenditures.*

### PERFORMANCE MEASURES

	<i>Actual</i>	<i>Estimated</i>	<i>Projected</i>
<i>Efficiency Measures/Miles of Streets Maintained</i>	33.69	33.69	33.69
<i>Cost per mile to Maintained</i>	10,977.68	10,663.40	11,540.46
<i>Per Capita Cost (city support)</i>	\$ 6.99	\$ 4.74	\$ 1.55

Finance Recommendation: *Approve as requested.*

Council Action: *Approved*

**PUBLIC WORKS - STREETS****GENERAL FUND****REVENUE DETAIL**

<b>Account</b>	<b>Description</b>	<b>2008 Actual</b>	<b>2009 Amended Budget</b>	<b>2009 Projected Year End</b>	<b>2010 Requested Budget</b>	<b>2010 Final Budget</b>
33100	Highway Users Tax	240,915	237,534	228,570	275,829	275,829
33110	State Hwy 52/85 Maintenance	2,588	-	-	-	-
33120	Road Maintenance	5,000	40,000	5,000	5,500	5,500
33140	County Road & Bridge Taxes	70,389	91,152	91,152	96,165	96,165
	<b>Total Streets Revenue</b>	<b>318,892</b>	<b>368,686</b>	<b>324,722</b>	<b>377,494</b>	<b>377,494</b>

**REVENUE SUMMARY**

Intergovernmental	313,892	328,686	319,722	371,994	371,994
Charges for Services	5,000	40,000	5,000	5,500	5,500
<b>Total Revenues</b>	<b>318,892</b>	<b>368,686</b>	<b>324,722</b>	<b>377,494</b>	<b>377,494</b>

**PUBLIC WORKS - STREETS**

**GENERAL FUND**

**BUDGET DETAIL**

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries & Wages	131,630	140,234	140,234	138,923	138,923
51101	Salaries & Wages - Furlough	-	-	(2,366)	(7,097)	(7,097)
51105	Overtime	9,367	5,686	5,686	5,686	5,686
51110	FICA	8,200	9,047	9,047	8,967	8,967
51115	Medicare	1,918	2,116	2,116	2,096	2,096
51255	VALIC Retirement 4.0	5,739	5,837	5,837	5,785	5,785
51210	Unemployment Insurance	15	296	296	293	293
51220	Health Insurance Expense	-	24,253	24,253	25,570	25,570
51230	Dental Insurance Expense	-	2,971	2,971	2,363	2,363
51240	Vision Insurance Expense	-	392	392	391	391
51250	Life & AD&D Insurance Exp	-	343	343	343	343
51285	LTD Insurance Exp	-	487	487	483	483
	<b>Total Personnel</b>	<b>156,869</b>	<b>191,662</b>	<b>189,296</b>	<b>183,803</b>	<b>183,803</b>
52010	General Supplies	7,794	11,500	6,800	8,000	8,000
53105	Equipment <\$5000	1,277	2,000	1,320	1,500	1,500
	<b>Total Supplies</b>	<b>9,071</b>	<b>13,500</b>	<b>8,120</b>	<b>9,500</b>	<b>9,500</b>
53060	Services	224	-	499	-	-
53160	Plans & Studies	431	-	-	-	-
53320	Utilities - Electrical	78,801	80,000	69,900	75,000	75,000
52080	Fuel & Oil	24,142	24,000	15,000	24,000	24,000
53240	Repairs & Maintenance - Equipment	23,290	25,000	14,800	20,000	20,000
53250	Repairs & Maintenance - Facility	6,041	4,000	3,800	4,000	4,000
53265	Repair & Maint - Streets	16,194	16,000	12,000	15,000	15,000
53270	Repairs & Maintenance - Vehicle	3,096	5,000	3,900	4,000	4,000
53280	Staff Development	131	1,000	690	750	750
	<b>Total Purchased Services</b>	<b>152,350</b>	<b>155,000</b>	<b>120,589</b>	<b>142,750</b>	<b>142,750</b>
55300	Leases & Rentals - Equipment	60	11,400	-	-	-
55350	Misc Expenditures	300	-	-	-	-
	<b>Total Fixed Charges</b>	<b>360</b>	<b>11,400</b>	<b>-</b>	<b>-</b>	<b>-</b>
55050	Capital Lease	41,245	29,845	41,245	41,245	41,245
57500	Capital Outlay					
57500	Plow/Sander for Pick-up	9,943	-	-	11,500	11,500
57500	Dump Truck	-	55,000	-	-	-
	<b>Total Capital Outlay</b>	<b>51,188</b>	<b>84,845</b>	<b>41,245</b>	<b>52,745</b>	<b>52,745</b>
	<b>Total</b>	<b>369,838</b>	<b>456,407</b>	<b>359,250</b>	<b>388,798</b>	<b>388,798</b>

**Budget Summary**

Personnel	156,869	191,662	189,296	183,803	183,803
Supplies	9,071	13,500	8,120	9,500	9,500
Purchased Services	152,350	155,000	120,589	142,750	142,750
Fixed Costs	360	11,400	-	-	-
Capital Outlay	51,188	84,845	41,245	52,745	52,745
<b>Gross City Cost</b>	<b>369,838</b>	<b>456,407</b>	<b>359,250</b>	<b>388,798</b>	<b>388,798</b>

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: General Buildings

BUDGET TITLE & NUMBER: 10-330

DEPARTMENT DESCRIPTION: *Maintain all buildings including City Hall, Community Center, and the Public Works Shop*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	32,406	42,121	41,602	41,144	41,144
<i>Supplies</i>	5,476	8,500	6,000	6,500	6,500
<i>Purchased Services</i>	38,648	44,750	44,448	47,555	47,555
<i>Fixed Cost</i>	0	0	0	0	0
<i>Gross City Cost</i>	76,530	95,371	92,050	95,199	95,199
<i>Revenue</i>	0	0	0	0	0
<i>Net City cost</i>	76,530	95,371	92,050	95,199	95,199
<i>Budgeted Positions</i>	0.9	0.9	0.9	0.9	0.9

**SUMMARY OF CHANGES:**

*Furlough's are reflective in personnel; supplies are down \$2,000 in equipment under \$5,000; and purchased services are increased by \$3,000 primarily in utilities.*

**OBJECTIVES:**

*Continue maintaining the buildings we are responsible for. Continue performing monthly checks on the air conditioning units, and filters on the furnaces throughout all the buildings we maintain. Continue keeping all buildings assigned to us in tip top shape. All fire extinguishers and fire sprinkler system including the back - flow prevention device must be inspected yearly by an outside contractor. All these systems and many other items are required by state inspectors to be done yearly by outside contractors and we follow what that state requires.*

### PERFORMANCE MEASURES

	<i>2008 Actual</i>	<i>2009 Estimated</i>	<i>2010 Projected</i>
<i>Efficiency Measures</i>			
<i>FTE's per 1,000/Capita</i>	0.12	0.12	0.12
<i>Per Capita Cost (city support)</i>	\$ 10.50	\$ 12.63	\$ 13.06

Finance Recommendation: *Approve as requested.*

Council Action: *Approved*

**PUBLIC WORKS - GENERAL BUILDING**

**GENERAL FUND**

**BUDGET DETAIL**

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries & Wages	29,115	30,146	30,146	30,203	30,203
51101	Salaries& Wages - Furlough	-	-	(519)	(1,556)	(1,556)
51105	Overtime	42	750	750	750	750
51110	FICA	1,685	1,916	1,916	1,920	1,920
51115	Medicare	394	448	448	449	449
51255	VALIC Retirement 4.0	1,167	1,236	1,236	1,238	1,238
51210	Unemployment Insurance	3	63	63	63	63
51220	Health Insurance Expense	-	6,792	6,792	7,161	7,161
51230	Dental Insurance Expense	-	455	455	601	601
51240	Vision Insurance Expense	-	134	134	134	134
51250	Life & AD&D Insurance Exp	-	75	75	75	75
51285	LTD Insurance Exp	-	106	106	106	106
	<b>Total Personnel</b>	<b>32,406</b>	<b>42,121</b>	<b>41,602</b>	<b>41,144</b>	<b>41,144</b>
52010	General Supplies	5,262	5,500	5,500	5,500	5,500
53105	Equipment <\$5000	214	3,000	500	1,000	1,000
	<b>Total Supplies</b>	<b>5,476</b>	<b>8,500</b>	<b>6,000</b>	<b>6,500</b>	<b>6,500</b>
53060	Services	718	1,000	1,500	1,000	1,000
53320	Utilities	17,524	17,200	20,683	20,678	20,678
53330	Utilities - Gas	2,809	2,300	3,000	3,090	3,090
53340	Water & Sewer	2,947	2,900	3,124	3,212	3,212
53290	Telephone Expense	10,205	12,200	11,000	12,500	12,500
52080	Fuel & Oil	34	150	50	75	75
53250	Repairs & Maintenance - Building	4,411	9,000	5,000	7,000	7,000
53270	Repairs & Maintenance - Vehicles	-	-	91	-	-
	<b>Total Purchased Services</b>	<b>38,648</b>	<b>44,750</b>	<b>44,448</b>	<b>47,555</b>	<b>47,555</b>
	<b>Total</b>	<b>76,530</b>	<b>95,371</b>	<b>92,050</b>	<b>95,199</b>	<b>95,199</b>

**BUDGET SUMMARY**

Personnel	32,406	42,121	41,602	41,144	41,144
Supplies	5,476	8,500	6,000	6,500	6,500
Purchased Services	38,648	44,750	44,448	47,555	47,555
Fixed Costs	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Reserves	-	-	-	-	-
<b>Gross City Cost</b>	<b>76,530</b>	<b>95,371</b>	<b>92,050</b>	<b>95,199</b>	<b>95,199</b>