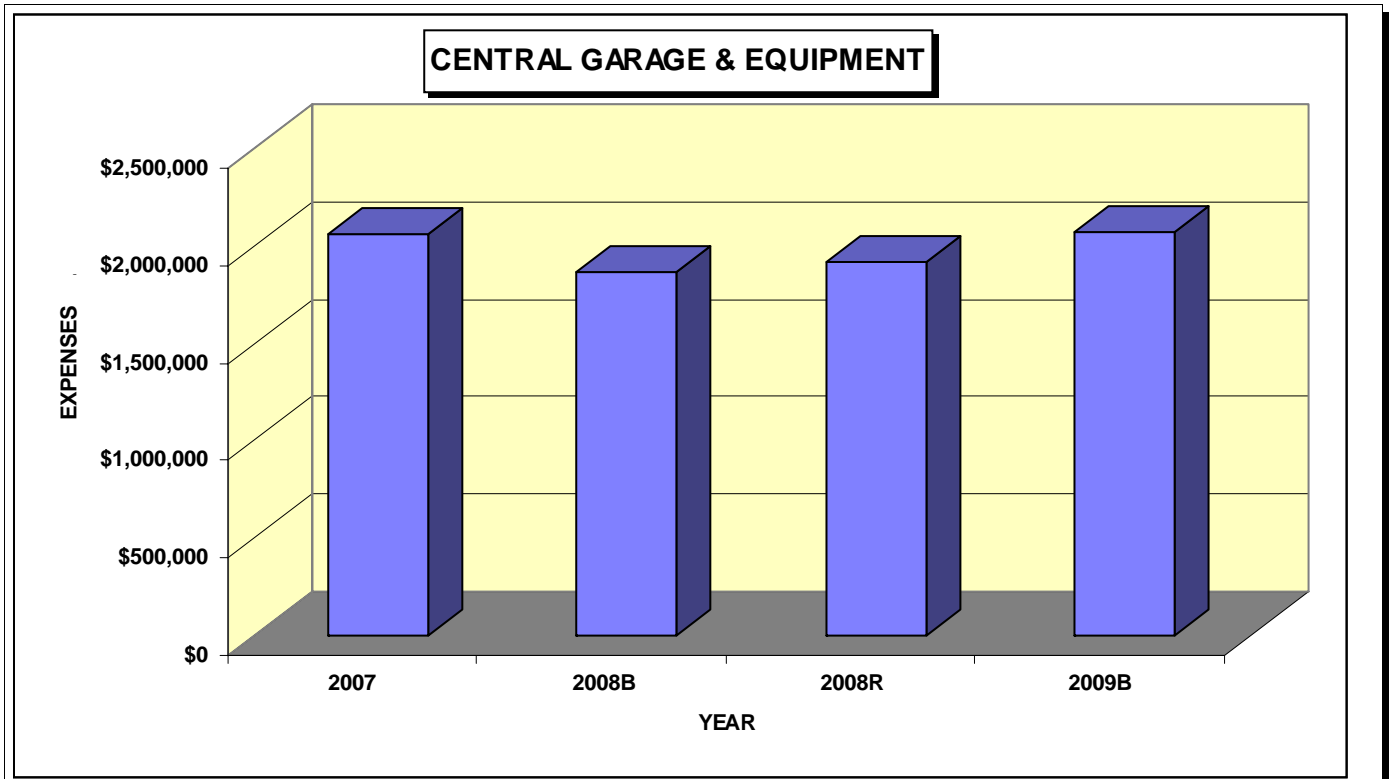


FUND: CENTRAL GARAGE  
 DEPARTMENT: Public Works

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

BUSINESS UNIT	2007 ACTUAL	2008 BUDGET	2008 REVISED	2009 BUDGET
61000 CENTRAL GARAGE	\$ 2,067,875	\$ 1,867,820	\$ 1,924,830	\$ 2,079,340
<i>Public Works TOTAL</i>	<u>\$ 2,067,875</u>	<u>\$ 1,867,820</u>	<u>\$ 1,924,830</u>	<u>\$ 2,079,340</u>
<b>REVENUES</b>				
61000 CENTRAL GARAGE	\$ 1,355,513	\$ 1,418,680	\$ 1,458,680	\$ 1,585,960



**BUDGET SUMMARY  
CENTRAL GARAGE FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2007 Actual</u>	<u>2008 Revised</u>	<u>2009 Budget</u>	<u>2010 Projected</u>
PRIOR YEAR RETAINED EARNINGS	\$ 4,167,171	\$ 3,454,809	\$ 3,504,659	\$ 3,591,279
<u>Revenues</u>				
Charges for Service:				
Equipment Rental	941,452	919,680	947,200	975,616
<u>Miscellaneous Revenues</u>				
Interest	75,957	60,000	60,000	60,000
Other Revenues	36,094	33,000	43,000	40,000
Total Misc. Revenues	112,051	93,000	103,000	100,000
<b>TOTAL REVENUES</b>	<b>1,053,503</b>	<b>1,012,680</b>	<b>1,050,200</b>	<b>1,075,616</b>
<u>Expenses</u>				
Personal Services	259,445	280,290	318,450	328,000
Other Services and Charges	581,979	643,540	695,890	716,770
Operating Expenses	841,424	923,830	1,014,340	1,044,770
Net Income before Depreciation	212,079	88,850	35,860	30,846
Depreciation	478,621	485,000	485,000	499,550
Net Income (Loss)	(266,542)	(396,150)	(449,140)	(468,704)
<u>Operating Transfers From (To)</u>				
General Fund	14,000	-	-	-
Capital Projects Funds	288,010	446,000	535,760	551,830
Capital Projects Funds	(747,830)	-	-	-
	(445,820)	446,000	535,760	551,830
<b>RETAINED EARNINGS</b>	<b>\$ 3,454,809</b>	<b>\$ 3,504,659</b>	<b>\$ 3,591,279</b>	<b>\$ 3,674,405</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 568,856</b>	<b>\$ 516,000</b>	<b>\$ 580,000</b>	<b>\$ 560,000</b>

\* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

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**BUDGET SUMMARY**  
**CENTRAL GARAGE FUND PROJECTION**

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<u>CASH FLOW SUMMARY</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Revised</u>	<u>2009</u> <u>Budget</u>	<u>2010</u> <u>Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 1,020,323	\$ 1,012,680	\$ 1,050,200	\$ 1,075,616
Items not requiring cash -				
Depreciation	478,621	485,000	485,000	499,550
Decrease in Inventory	453	-	-	-
Increase in Payables	89,441	-	-	-
Sale of Property	33,180	-	-	-
Transfer in	302,010	446,000	535,760	551,830
TOTAL SOURCES	<u>1,924,028</u>	<u>1,943,680</u>	<u>2,070,960</u>	<u>2,126,996</u>
<u>USES OF CASH</u>				
Total Expenses	1,320,045	1,408,830	1,499,340	1,544,320
Transfer out	747,830	-	-	-
Capital Outlay	461,949	516,000	580,000	560,000
TOTAL USES	<u>2,529,824</u>	<u>1,924,830</u>	<u>2,079,340</u>	<u>2,104,320</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	(605,796)	18,850	(8,380)	22,676
<u>CASH BALANCE - JANUARY 1</u>	<u>1,672,814</u>	<u>1,067,018</u>	<u>1,085,868</u>	<u>1,077,488</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 1,067,018</u>	<u>\$ 1,085,868</u>	<u>\$ 1,077,488</u>	<u>\$ 1,100,164</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 1,076,705			
Less: Current liabilities - December 31	186,179			
Cash To Be Available	<u>\$ 890,526</u>			

## **CENTRAL GARAGE DIVISION**

### **MISSION STATEMENT**

To secure, maintain, repair and replace all motor vehicles, heavy equipment and attachments used by the City.

### **DIVISION FOCUS**

The Central Garage has two full-time mechanics, one seasonal employee, and shares a supervisor with the Parks department. The division focus is to provide quality, durable equipment for all divisions and maintain that equipment 24 hours a day, seven days a week through any emergency. The City owns 96 motorized vehicles, ranging from fire trucks, and front-end loaders to riding mowers and sewer line jetters. We also maintain another 51 pieces of equipment. We have extended the life cycle of these vehicles substantially and are monitoring the results. Cost savings have been favorable with some equipment such as squad cars and dump trucks, but categories such as pickup trucks have not fared as well. Fuel costs have increased the operating costs of the vehicles also over the last few years, causing a significant increase in operating costs for equipment in 2008.

### **2008 HIGHLIGHTS**

- Move Into New Maintenance Facility.
- Reach Agreement with MnDot on Salt & Fuel Agreement.
- Build Equipment for New Maintenance Facility.
- Implement Staff Adjustments at New Maintenance Facility. (City Council Goal Q-4)
- Review City Works / INFOR Software.

### **2009 CENTRAL GARAGE DIVISION GOALS**

- Sell Old Garage Site for Redevelopment. (City Council Goal Q-1)
- Re-analyze and Adjust Equipment Rates.
- Analyze and Adjust New Maintenance Facility Costs For Utilities.
- Implement New Cost Accounting Software for the Public Works.

### **DIVISION EXPENDITURE COMMENT**

- We will continue to closely monitor the volatile fuel costs associated with operating costs for the fleet and make adjustments as necessary.
- Due to the higher fuel costs, re-adjusting of our personal services to fund 50% of the cost of the Fleet/Parks supervisor instead of 25%, and an increase in capital outlay our expenditures show a 3.1% increase in revised for 2008 and 11.3% increase over adopted 2008 for 2009.

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**FUND: CENTRAL GARAGE**

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**DETAIL REVENUES BY FUND**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Charges for Service</u>				
4318 Equipment Rental - Operating	\$ 941,452	\$ 917,680	\$ 917,680	\$ 945,200
4338 Insurance Claims	-	2,000	2,000	2,000
<i>Charges for Service Total</i>	<u>\$ 941,452</u>	<u>\$ 919,680</u>	<u>\$ 919,680</u>	<u>\$ 947,200</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 75,957	\$ 20,000	\$ 60,000	\$ 60,000
8035 Other Miscellaneous Revenues	2,017	500	500	500
8036 Sale of Property	897	-	-	-
8037 Recovery From Damage City Prop	-	2,500	2,500	2,500
8038 Gain on disposal of Assets	33,180	30,000	30,000	40,000
<i>Other Income Total</i>	<u>\$ 112,051</u>	<u>\$ 53,000</u>	<u>\$ 93,000</u>	<u>\$ 103,000</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 302,010	\$ 446,000	\$ 446,000	\$ 535,760
<i>Other Financing Sources Total</i>	<u>\$ 302,010</u>	<u>\$ 446,000</u>	<u>\$ 446,000</u>	<u>\$ 535,760</u>
<i>CENTRAL GARAGE TOTAL</i>	<u><u>\$ 1,355,513</u></u>	<u><u>\$ 1,418,680</u></u>	<u><u>\$ 1,458,680</u></u>	<u><u>\$ 1,585,960</u></u>

**FUND: CENTRAL GARAGE**  
**DEPARTMENT: Public Works**  
**BUSINESS UNIT: CENTRAL GARAGE - 61000**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 268,831	\$ 271,880	\$ 273,220	\$ 302,270
6007 Seasonal	15,636	18,740	18,740	19,300
6009 Overtime	3,824	2,840	2,840	2,930
6013 Longevity	3,230	3,330	3,350	3,870
6031 Employer Social Security	16,559	16,720	17,320	18,810
6032 Employer Medicare	3,873	3,910	4,050	4,400
6033 Employer Pera	17,376	18,580	19,180	21,950
6035 Medical Insurance	33,614	36,250	34,190	40,340
6036 Dental Insurance	1,728	1,770	1,710	1,930
6037 Term Life	235	230	230	250
6038 Workers Compensation	6,100	4,160	4,160	3,980
6040 Long Term Disability	1,124	930	1,230	1,360
6051 Interdepartmental Labor	-	500	500	500
6054 Interdepartmental Labor Credit	(112,685)	(105,820)	(100,430)	(103,440)
<i>Personal Services Total</i>	<u>\$ 259,445</u>	<u>\$ 274,020</u>	<u>\$ 280,290</u>	<u>\$ 318,450</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 829	\$ 2,190	\$ 120	\$ 120
6201 Rents & Leases	720	740	740	760
6202 Data Processing Rental	15,663	16,210	16,210	16,700
6204 Motor Pool Operating Rental	4,595	4,440	4,440	4,570
6205 Maintenance & Repairs	59,943	86,200	74,000	76,220
6206 Accident Repairs	16,863	22,520	22,520	23,200
6207 Utility Services	44,363	45,810	49,870	54,860
6301 Advertising & Publication	205	100	200	200
6302 Communications	3,661	6,450	6,450	6,450
6303 Professional Development	1,790	2,440	2,440	2,440
6305 Subscriptions & Memberships	134	100	100	100
6307 Insurance & Bonds	47,500	47,500	47,500	49,100
6308 Property Liability	19,950	19,950	19,950	19,950
6310 Taxes & Licenses	1,509	-	1,600	1,600
6315 Other Contractual Services	2,164	3,040	15,240	15,600
6401 Office Supplies	148	380	380	380
6402 Copy Charges	352	110	110	110
6403 Postage	32	80	80	80
6405 Fuels	195,837	221,200	243,320	281,030
6406 Lubricants	4,130	4,880	4,880	5,030
6407 Auto Operating Supplies	7,816	6,340	6,340	6,530
6408 Tires	29,856	14,730	14,730	15,170
6409 Uniforms & Clothing	2,633	2,250	2,180	2,250
6410 Small Tools & Parts	99,636	78,780	78,780	81,140
6414 Other Supplies	21,650	31,360	31,360	32,300
<i>Other Services &amp; Charges Total</i>	<u>\$ 581,979</u>	<u>\$ 617,800</u>	<u>\$ 643,540</u>	<u>\$ 695,890</u>

**FUND: CENTRAL GARAGE**  
**DEPARTMENT: Public Works**  
**BUSINESS UNIT: CENTRAL GARAGE - 61000**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Depreciation</u>				
6610 Depreciation	\$ 478,621	\$ 460,000	\$ 485,000	\$ 485,000
<i>Depreciation Total</i>	<u>\$ 478,621</u>	<u>\$ 460,000</u>	<u>\$ 485,000</u>	<u>\$ 485,000</u>
<u>Capital Outlay</u>				
7500 Motor Vehicles	\$ -	\$ 516,000	\$ 516,000	\$ 580,000
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 516,000</u>	<u>\$ 516,000</u>	<u>\$ 580,000</u>
<u>Other Financing Uses</u>				
8511 Operating Transfers Out	\$ 747,830	\$ -	\$ -	\$ -
<i>Other Financing Uses Total</i>	<u>\$ 747,830</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>CENTRAL GARAGE TOTAL</b>	<u><u>\$ 2,067,875</u></u>	<u><u>\$ 1,867,820</u></u>	<u><u>\$ 1,924,830</u></u>	<u><u>\$ 2,079,340</u></u>

## Performance Measures

### Department/Division

### Central Garage

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Budget 2009</u>
<b>Inputs:</b>			
Number of full time employees	4.25	4.25	4.5
Division Expenditures	\$ 1,320,045	\$ 1,408,830	\$ 1,499,340
<b>Outputs:</b>			
No. of Vehicles Maintained	96	96	96
No. of Pieces of Equipment Maintained	51	51	51
<b>Effectiveness Measures:</b>			
Customer Survey	4.90	5.0	5.0
Scale 1 to 5			
1 = Needs Improvement			
5 = Excellent			
<b>Efficiency Measures:</b>			
Average Cost per Mile - Police Squads	\$ 0.50	\$ 0.60	\$ 0.80
Average Cost per Mile - Dump Trucks	\$ 3.20	\$ 3.40	\$ 4.30
Cost per Capita	\$ 38.27	\$ 40.84	\$ 43.46

**FUND: CENTRAL GARAGE**  
**DEPARTMENT: Public Works**  
**BUSINESS UNIT: CENTRAL GARAGE - 61000**

**DIVISION PERSONNEL**

CLASSIFICATIONS	NUMBER OF EMPLOYEES		SALARY GRADE
	2008	2009	
<u>Regular Full-Time Employees</u>			
Operation Coordinator	1.00	1.00	M-3
Fleet & Park Maintenance Supervisor	.25	.50	M-1
Automotive Mechanic	2.00	2.00	LT-5
Accounting Clerk	1.00	1.00	GS-3
Tree Inspector/Solid Waste	.25	.25	GS-3
<i>Total</i>	<u>4.50</u>	<u>4.75</u>	

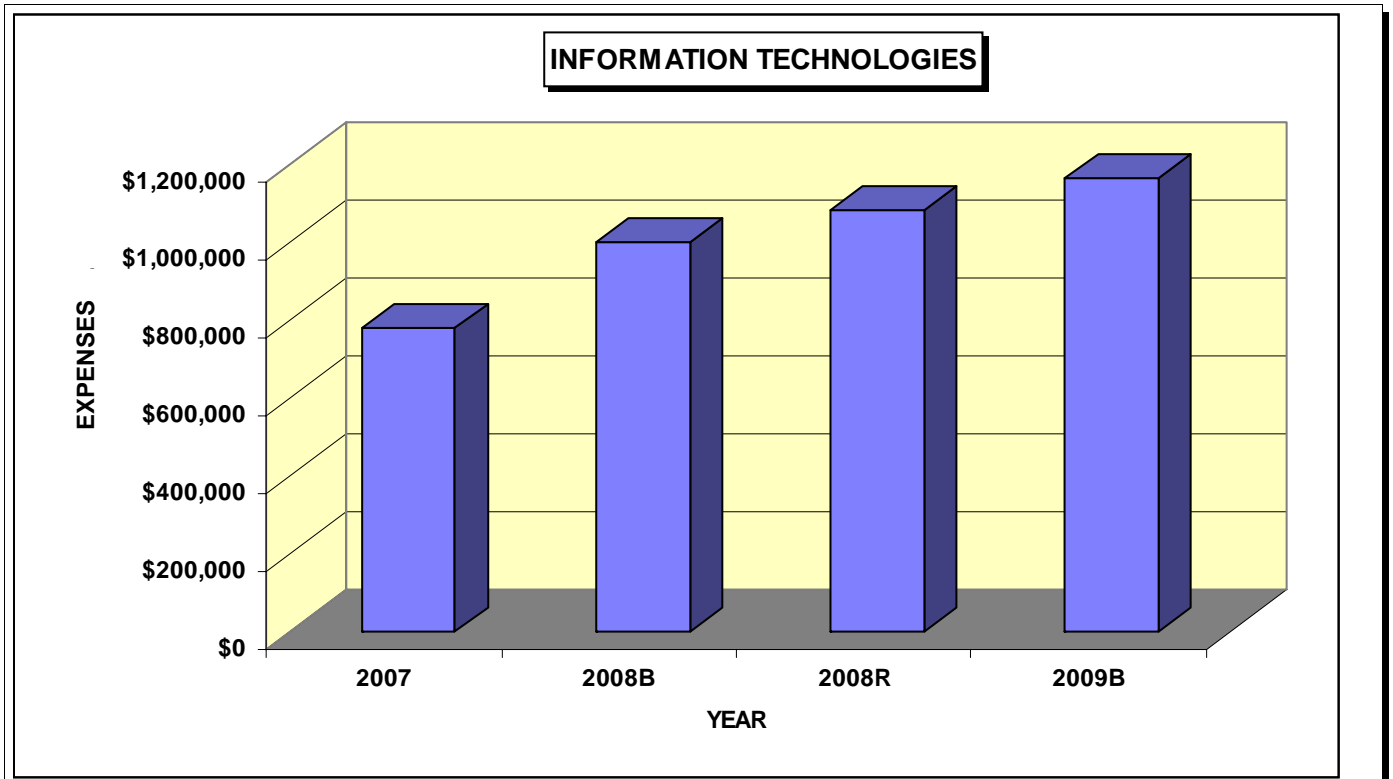
**CAPITAL OUTLAY**

ITEMS	2008	2009
	REVISED	BUDGET
1 Tandem Dump Truck	\$ 140,000	\$ -
2 Hydraulic Sidewalk Snowblowers	10,000	-
1 1 Ton Truck w/Dump Box	35,000	-
1 Sidewalk Plow	80,000	-
1 3/4 Ton Pickup	30,000	-
1 3/4 Pickup w/Trailer	45,000	-
1 Utility Truck	20,000	-
1 4 in 1 Bucket	15,000	-
Fire Rescue Truck	60,000	-
3 Full Size Police Sedans	81,000	-
1 Ton Truck	-	45,000
2 Mowers	-	26,000
1 Skid Steer Loader	-	34,000
1 1 Ton Truck	-	47,000
1 Brush Chipper	-	70,000
1 Ice Resurfacers	-	115,000
4 Mid-Size Sedans	-	80,000
1 Sports Utility Vehicle	-	28,000
5 Full-size Police Squads	-	135,000
<i>Total</i>	<u>\$ 516,000</u>	<u>\$ 580,000</u>

**FUND:** INFORMATION TECHNOLOGIES  
**DEPARTMENT:** Administrative Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

<b>BUSINESS UNIT</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
62000 INFORMATION TECHNOLOGIES	\$ 780,311	\$ 998,710	\$ 1,080,140	\$ 1,163,500
<i>Administrative Services TOTAL</i>	<u>\$ 780,311</u>	<u>\$ 998,710</u>	<u>\$ 1,080,140</u>	<u>\$ 1,163,500</u>
<b>REVENUES</b>				
62000 INFORMATION TECHNOLOGIES	\$ 878,767	\$ 922,300	\$ 920,360	\$ 957,380



**BUDGET SUMMARY**  
**INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2007 Actual</u>	<u>2008 Revised</u>	<u>2009 Budget</u>	<u>2010 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 279,582	\$ 378,038	\$ 383,558	\$ 299,468
<u>Revenues</u>				
Charges for Service	\$ 733,388	\$ 780,310	\$ 854,460	880,090
Subtotal	<u>733,388</u>	<u>780,310</u>	<u>854,460</u>	<u>880,090</u>
<u>Miscellaneous Revenues</u>				
Interest	9,945	5,000	1,750	1,000
Miscellaneous Revenues	64	-	-	-
Total Miscellaneous Revenues	<u>10,009</u>	<u>5,000</u>	<u>1,750</u>	<u>1,000</u>
Total Revenues	<u>743,397</u>	<u>785,310</u>	<u>856,210</u>	<u>881,090</u>
<u>Expenses</u>				
Personal Service	284,672	311,290	334,270	344,300
Other Services and Charges	462,286	556,790	643,610	662,920
Total Operating Expenses	<u>746,958</u>	<u>868,080</u>	<u>977,880</u>	<u>1,007,220</u>
Net Income before Depreciation	(3,561)	(82,770)	(121,670)	(126,130)
<u>Depreciation</u>	<u>33,353</u>	<u>46,760</u>	<u>63,590</u>	<u>64,000</u>
Net Income (Loss)	<u>(36,914)</u>	<u>(129,530)</u>	<u>(185,260)</u>	<u>(190,130)</u>
<u>Operating Transfers: From (To)</u>				
Debt Service Funds	2,230	32,710	2,890	3,310
Capital Project Funds	133,140	102,340	98,280	128,620
Net Transfers	<u>135,370</u>	<u>135,050</u>	<u>101,170</u>	<u>131,930</u>
<u>RETAINED EARNINGS</u>	<u>\$ 378,038</u>	<u>\$ 383,558</u>	<u>\$ 299,468</u>	<u>\$ 241,268</u>
<u>CAPITAL OUTLAY *</u>	<u>\$ -</u>	<u>\$ 165,300</u>	<u>\$ 122,030</u>	<u>\$ 50,000</u>

\* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

**BUDGET SUMMARY**  
**INFORMATION TECHNOLOGIES FUND PROJECTION**

<u>CASH FLOW SUMMARY</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Revised</u>	<u>2009</u> <u>Budget</u>	<u>2010</u> <u>Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 743,397	\$ 785,310	\$ 856,210	\$ 881,090
Items not requiring cash -				
Depreciation	33,353	46,760	63,590	64,000
Transfers	135,370	135,050	101,170	128,620
TOTAL SOURCES	<u>912,120</u>	<u>967,120</u>	<u>1,020,970</u>	<u>1,073,710</u>
<u>USES OF CASH</u>				
Total Expenses	780,311	914,840	1,041,470	1,071,220
Increase in Inventory	6,597	-	-	-
Decrease in Payables	13,711	-	-	-
Capital Outlay	38,532	165,300	122,030	50,000
TOTAL USES	<u>839,151</u>	<u>1,080,140</u>	<u>1,163,500</u>	<u>1,121,220</u>
NET INCREASE (DECREASE) IN CASH	<u>72,969</u>	<u>(113,020)</u>	<u>(142,530)</u>	<u>(47,510)</u>
CASH BALANCE - JANUARY 1	<u>238,231</u>	<u>311,200</u>	<u>198,180</u>	<u>55,650</u>
CASH BALANCE - DECEMBER 31	<u>\$ 311,200</u>	<u>\$ 198,180</u>	<u>\$ 55,650</u>	<u>\$ 8,140</u>
<u>CASH TO BE AVAILABLE</u>				
Current Assets - December 31	\$ 340,327			
Less: Current Liabilities - Dec. 31	68,171			
Cash To Be Available	<u>\$ 272,156</u>			

# **INFORMATION TECHNOLOGIES DIVISION**

## **MISSION STATEMENT**

To provide the following support services to city departments: computer equipment, networks, software, IP telephony, training and help desk; maintaining an internal office supplies store; high speed photocopying; processing all outgoing City mail; special purchasing; and election activities support.

## **DIVISION FOCUS**

This division provides a variety of services utilized by various City departments. The division provides for the processing of outgoing mail and purchases items for the City's internal office supplies store. It also coordinates the purchasing of supplies and equipment from Hennepin County and State of Minnesota contracts. Division staff assist the City Clerk with election activities, including election day equipment troubleshooting.

Information Technologies' primary focus is to provide a variety of computer services utilized by city departments. Help desk support and training are provided for office automation software. Hardware and software procurement, installation, testing and troubleshooting services are also provided. The division is responsible for the administration of the City's computer network. This includes ensuring the security and integrity of the system, providing local and wide-area networking services, and system planning. In mid-2008 the I.T. Division began the implementation and support of an IP telephony system, in accordance with an operational goal adopted by the City Council.

This division charges City departments for the costs of all services, supplies, maintenance and support based on their use of the City's computer system. Most equipment is acquired with a tax levy for equipment purchases.

In both 2008 and 2009 the focus of the division is to continue to provide high quality computer support services, maintain a reliable and cost effective computer network, and insure the continued security and reliability of the network. Staff will also continue to focus efforts on the expansion of the City's fiber optic network and IP telephony system to additional City facilities.

## **2008 HIGHLIGHTS**

- Complete the first phase of the construction of a fiber optic network connecting City facilities. The first phase includes connecting City Hall to the fiber network being built by area school districts, cities and LOGIS. It also includes construction of a fiber network to connect the new Public Works Building, Water Treatment Plant, Cedar Liquor Store, Community Center, and Fire Station #2 to City Hall. (City Council Goal D-3)
- In accordance with City Council Goal Q-3, complete the first phase of an IP telephony system at City facilities. The first phase includes the installation of needed

infrastructure for the voice over IP system and the roll-out of IP telephony to City staff located at the new Public Works Building, the Water Treatment Plant, and in the I.T. Division office area at City Hall.

- Install a computer network at the new Public Works Building, prepare for the move of equipment to the new site, and install and test the computer network and IPT phone system at the time of occupancy.
- Upgrade word processing, spreadsheet and other productivity software to provide up to date tools and features for City staff.

### **DIVISION GOALS**

- Construct the second phase of the City's fiber optic network which includes connecting additional City facilities and adding a redundant link to the regional fiber network jointly operated by area cities, school districts and LOGIS. (City Council Goal D-3)
- Implement the second phase of the City's IP telephony system which will bring most City facilities and staff onto the voice over IP system. (City Council Goal Q-3)
- Continue to provide high quality Help Desk support to City staff.
- Continue the implementation of a records storage and management solution.
- Continue proactive efforts to protect the integrity and security of the computer network.

### **DIVISION EXPENDITURE COMMENT**

The total amount of the revised 2008 budget reflects an increase over the adopted 2008 budget. This is due to the delay from late 2007 into the spring of 2008 of the construction of the first phase of the fiber optic network and the addition of a first phase of the IP telephony implementation to the 2008 revised budget.

The proposed 2009 budget reflects an increase over 2008 amounts. This is primarily due to two factors. First, the full-time Network Administrator position, which was filled part-time from mid-2006 through the spring of 2008, has been returned to being staffed full-time. Second, the need to purchase new telephones, software licenses and onther buy-in costs related to the implementation of IP telephony in 2009 represents a one-time additional cost which is a necessary investment to realize the long-term savings of the IP telephony system.

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**FUND: INFORMATION TECHNOLOGIES**

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**DETAIL REVENUES BY FUND**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Charges for Service</u>				
4320 IT Equipment Rental	\$ 612,366	\$ 652,800	\$ 648,040	\$ 718,920
4322 Sale of Supplies	26,540	33,380	33,380	34,650
4324 Copying Services	31,585	39,060	32,310	32,310
4326 Postage Services	62,897	57,010	66,580	68,580
<i>Charges for Service Total</i>	<u>\$ 733,388</u>	<u>\$ 782,250</u>	<u>\$ 780,310</u>	<u>\$ 854,460</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 9,945	\$ 5,000	\$ 5,000	\$ 1,750
8035 Other Miscellaneous Revenues	64	-	-	-
<i>Other Income Total</i>	<u>\$ 10,009</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 1,750</u>
<u>Other Financing Sources</u>				
8051 Operating Transfers In	\$ 135,370	\$ 135,050	\$ 135,050	\$ 101,170
<i>Other Financing Sources Total</i>	<u>\$ 135,370</u>	<u>\$ 135,050</u>	<u>\$ 135,050</u>	<u>\$ 101,170</u>
<i>INFORMATION TECHNOLOGIES TOTAL</i>	<u><u>\$ 878,767</u></u>	<u><u>\$ 922,300</u></u>	<u><u>\$ 920,360</u></u>	<u><u>\$ 957,380</u></u>

**FUND: INFORMATION TECHNOLOGIES**  
**DEPARTMENT: Administrative Services**  
**BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 186,702	\$ 238,300	\$ 229,320	\$ 261,230
6006 Part-time	36,733	14,040	13,120	1,920
6007 Seasonal	1,358	-	5,770	-
6013 Longevity	3,661	3,980	3,960	4,180
6031 Employer Social Security	12,913	14,390	15,010	15,690
6032 Employer Medicare	3,020	3,370	3,510	3,670
6033 Employer Pera	13,955	16,600	16,020	18,050
6035 Medical Insurance	22,906	31,730	20,510	25,900
6036 Dental Insurance	1,152	1,540	1,400	1,630
6037 Term Life	157	210	190	210
6038 Workers Compensation	1,140	1,000	1,000	160
6040 Long Term Disability	685	820	1,050	1,190
6051 Interdepartmental Labor	290	220	430	440
<i>Personal Services Total</i>	<u>\$ 284,672</u>	<u>\$ 326,200</u>	<u>\$ 311,290</u>	<u>\$ 334,270</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 133,171	\$ 126,380	\$ 130,600	\$ 157,960
6204 Motor Pool Operating Rental	15	50	50	50
6205 Maintenance & Repairs	43,226	85,760	82,980	98,680
6207 Utility Services	20,160	20,760	20,760	21,380
6302 Communications	44,931	35,170	46,790	56,660
6303 Professional Development	690	1,380	1,380	1,030
6305 Subscriptions & Memberships	500	830	830	870
6307 Insurance & Bonds	5,000	5,000	5,000	5,100
6308 Property Liability	1,760	1,760	1,760	1,760
6401 Office Supplies	1,867	1,600	1,600	1,650
6402 Copy Charges	1,196	2,000	2,000	2,000
6403 Postage	172	280	750	750
6414 Other Supplies	209,598	274,770	262,290	295,720
<i>Other Services &amp; Charges Total</i>	<u>\$ 462,286</u>	<u>\$ 555,740</u>	<u>\$ 556,790</u>	<u>\$ 643,610</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 33,353	\$ 53,630	\$ 46,760	\$ 63,590
<i>Depreciation Total</i>	<u>\$ 33,353</u>	<u>\$ 53,630</u>	<u>\$ 46,760</u>	<u>\$ 63,590</u>
<u>Capital Outlay</u>				
7400 Machinery & Equipment	\$ -	\$ 63,140	\$ 165,300	\$ 122,030
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 63,140</u>	<u>\$ 165,300</u>	<u>\$ 122,030</u>
<b>INFORMATION TECHNOLOGIES TOTAL</b>	<u><u>\$ 780,311</u></u>	<u><u>\$ 998,710</u></u>	<u><u>\$ 1,080,140</u></u>	<u><u>\$ 1,163,500</u></u>

## Performance Measures

### Department/Division

### Information Technologies

	<u>Actual 2007</u>	<u>Current 2008</u>	<u>Budget 2009</u>
<b>Inputs:</b>			
Number of staffed full time equivalent positions in IT Division	3.65	4.00	4.00
Division operating expenses	\$ 776,750	\$ 914,840	\$ 1,041,470
Division revenue	\$ 743,397	\$ 785,310	\$ 856,210
<b>Outputs:</b>			
Number of devices supported (PCs, laptops, servers, & printers)	242	288	295
Number of sites supported	14	14	15
Number of users supported (est.)	240	240	245
<b>Effectiveness Measures:</b>			
Number of disruptive virus outbreaks	0	0	0
Number of unplanned in-house network down events	0	0	0
Network availability (est.)	99%	99%	99%
<b>Efficiency Measures:</b>			
Expenses per user	\$ 3,236.46	\$ 3,811.83	\$ 4,250.90
Revenue per user	\$ 3,097.49	\$ 3,272.13	\$ 3,494.73
Expenses per capita	\$ 22.52	\$ 26.52	\$ 30.19

**FUND: INFORMATION TECHNOLOGIES**  
**DEPARTMENT: Administrative Services**  
**BUSINESS UNIT: INFORMATION TECHNOLOGIES - 62000**

**DIVISION PERSONNEL**

CLASSIFICATIONS	NUMBER OF EMPLOYEES		SALARY GRADE
	2008	2009	
<u>Regular Full-Time Employees</u>			
IT Manager	1.00	1.00	M-2
IT Technician	1.00	1.00	GS-5
Help Desk Technician	1.00	1.00	GS-4
Network Administrator	1.00	1.00	GS-6
<i>Total</i>	<u>4.00</u>	<u>4.00</u>	
<u>Part-Time Employees</u>			
Sr Clerk Typist	.05	.05	GS-2
<i>Total</i>	<u>.05</u>	<u>.05</u>	

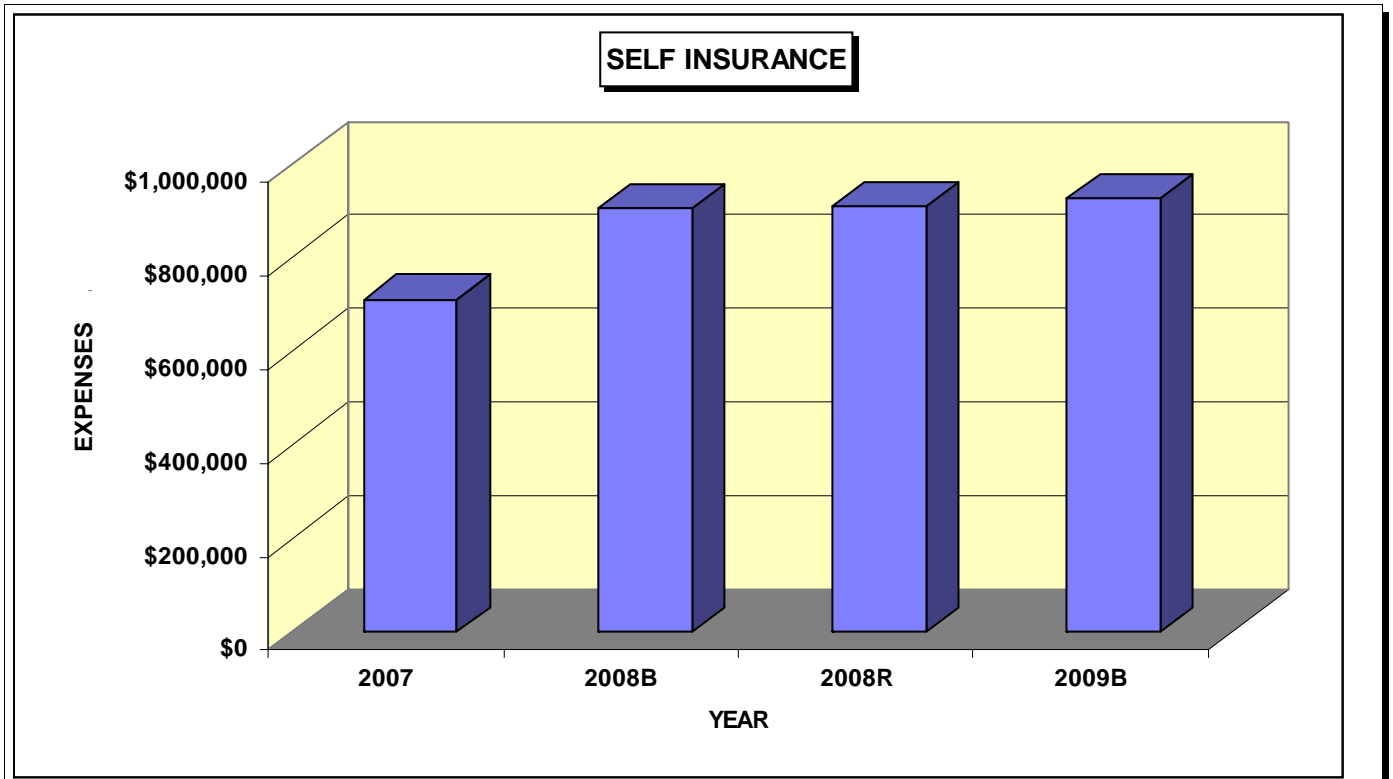
**CAPITAL OUTLAY**

ITEMS	2008	2009
	REVISED	BUDGET
Records Archival System Scanners	\$ 5,760	\$ 6,050
Network Servers	-	11,980
Wide Format Printer/Scanner/Copier	26,660	-
Fiber Network Construction	110,420	104,000
Voice over IP Phone Gateway & Messaging Server	22,460	-
<i>Total</i>	<u>\$ 165,300</u>	<u>\$ 122,030</u>

**FUND:** PROPERTY LIABILITY  
**DEPARTMENT:** Administrative Services

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

<b>BUSINESS UNIT</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
64000 PROPERTY LIABILITY	\$ 711,277	\$ 906,020	\$ 908,530	\$ 925,160
<i>Administrative Services TOTAL</i>	<u>\$ 711,277</u>	<u>\$ 906,020</u>	<u>\$ 908,530</u>	<u>\$ 925,160</u>
<b>REVENUES</b>				
64000 PROPERTY LIABILITY	\$ 1,010,672	\$ 927,470	\$ 929,470	\$ 926,470



**BUDGET SUMMARY  
INSURANCE FUND PROJECTION**

<b><u>AVAILABLE FOR APPROPRIATION</u></b>	<b>2007 Actual</b>	<b>2008 Revised</b>	<b>2009 Budget</b>	<b>2010 Projected</b>
<b><u>PRIOR YEAR RETAINED EARNINGS</u></b>	<b>\$ 4,739,542</b>	<b>\$ 5,038,937</b>	<b>\$ 5,059,877</b>	<b>\$ 5,061,187</b>
<b><u>Revenues</u></b>				
Charges for Service:				
Employers' Contribution	484,546	486,470	488,470	503,120
Employees' Contribution	194,292	178,000	181,000	186,430
Operating Revenues	<u>678,838</u>	<u>664,470</u>	<u>669,470</u>	<u>689,550</u>
<b><u>Miscellaneous Revenues</u></b>				
Interest	256,486	200,000	185,000	180,000
Claims/Refunds	75,348	65,000	72,000	73,000
Total Miscellaneous Revenues	<u>331,834</u>	<u>265,000</u>	<u>257,000</u>	<u>253,000</u>
Total Revenues	<u>1,010,672</u>	<u>929,470</u>	<u>926,470</u>	<u>942,550</u>
<b><u>Expenses</u></b>				
Personal Services	231,794	327,310	331,810	341,764
Other Services and Charges	479,483	581,220	593,350	600,000
Total Expenses	<u>711,277</u>	<u>908,530</u>	<u>925,160</u>	<u>941,764</u>
Net Income (Loss)	<u>299,395</u>	<u>20,940</u>	<u>1,310</u>	<u>786</u>
<b><u>RETAINED EARNINGS</u></b>	<b><u>\$ 5,038,937</u></b>	<b><u>\$ 5,059,877</u></b>	<b><u>\$ 5,061,187</u></b>	<b><u>\$ 5,061,973</u></b>

**BUDGET SUMMARY  
INSURANCE FUND PROJECTION**

<b><u>CASH FLOW SUMMARY</u></b>	<b>2007 Actual</b>	<b>2008 Revised</b>	<b>2009 Budget</b>	<b>2010 Projected</b>
<b><u>SOURCES OF CASH</u></b>				
Charges for Service	\$ 1,010,672	\$ 929,470	\$ 926,470	\$ 942,550
Decrease in Receivables	1,654	-	-	-
Increase in Payables	13,896	-	-	-
TOTAL SOURCES	<u>1,026,222</u>	<u>929,470</u>	<u>926,470</u>	<u>942,550</u>
<b><u>USES OF CASH</u></b>				
Total Expenses	711,277	908,530	925,160	941,764
Decrease in Reserve for Claims	79,484	-	-	-
TOTAL USES	<u>790,761</u>	<u>908,530</u>	<u>925,160</u>	<u>941,764</u>
<b><u>NET INCREASE (DECREASE) IN CASH</u></b>	235,461	20,940	1,310	786
<b><u>CASH BALANCE - JANUARY 1</u></b>	<u>5,342,049</u>	<u>5,577,510</u>	<u>5,598,450</u>	<u>5,599,760</u>
<b><u>CASH BALANCE - DECEMBER 31</u></b>	<u>\$ 5,577,510</u>	<u>\$ 5,598,450</u>	<u>\$ 5,599,760</u>	<u>\$ 5,600,546</u>
<b><u>CASH TO BE AVAILABLE</u></b>				
Current Assets - December 31	\$ 5,577,955			
Less: Current Liabilities - Dec. 31	<u>67,474</u>			
CASH TO BE AVAILABLE	<u>\$ 5,510,481</u>			

## **SELF INSURANCE FUND**

### **MISSION STATEMENT**

To support all of the City's costs for claims related to workers' compensation, unemployment insurance benefits and all other City self-insurance costs. To account for employee contributions and claims in the flexible benefits plan.

### **DIVISION FOCUS**

This fund functions to service the City's workers' compensation program including safety programs, incentives (such as Safety Bingo) and claims. It also provides funds for dental insurance coverage and serves as the account for the City's flexible benefits plan. In addition, all claims paid below the City's significant deductible limit for virtually all liability and property exposures are paid from this fund as well as awards of compensation, legal costs and administrative costs. Finally, the account also serves as a self insurance fund to cover risk exposures which are not insurable or which would require extraordinary premiums.

While the majority of the City's workers' compensation program is self insured, excess coverage for individual workers' compensation claims which exceed \$410,000 is purchased from the Workers' Compensation Reinsurance Association (WCRA) as mandated by statute. All costs below that amount on each claim are paid from this fund.

Funding from the Self-Insurance Fund pay for disability benefits, medical costs, legal fees, administrative charges and safety and risk management/reduction programs. The fund also provides for the periodic maintenance and upgrade of the City's fitness equipment.

The Administrative Services Director and the Administrative Aide regulate the Self-Insurance Fund and perform other associated duties. Accordingly, a portion of those individuals' time is charged to this fund. The administration of the City's risk management program is a very comprehensive and time-intensive function.

### **2008 HIGHLIGHTS**

- 2009 base workers' compensation premiums charged to City departments were decreased slightly from 2008 rates.
- 2009 rates for property/casualty liability coverage to City departments either remained level with, or slightly increased, from 2008 rates.

### **2009 SELF INSURANCE DIVISION GOALS**

- Continue to offer stable or reduced rates to user departments and divisions for workers' compensation and property casualty.
- Reduce workers' compensation claims for the City of Richfield, both occurrence and severity.
- Promote employee health and safety.
- Administer a successful risk management program, identifying risk exposures and dealing with them appropriately.

### **DIVISION EXPENDITURE COMMENT**

The budgeted expenditures for the Self-Insurance Fund 2008 Revised/2009 Proposed Budget reflect the anticipated costs for claims and to administer the risk management program. Rates charged to user departments are reviewed annually to determine if adjustments to the rate structure is warranted.

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**FUND:                    PROPERTY LIABILITY**

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**DETAIL REVENUES BY FUND**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Charges for Service</u>				
4328 Self Insurance City Contributi	\$ 351,076	\$ 323,000	\$ 353,000	\$ 355,000
4330 Self Insurance Employee Contri	50,112	48,000	48,000	49,000
4332 Property Contribution	133,470	133,470	133,470	133,470
4334 Flex Daycare	47,961	39,000	40,000	42,000
4336 Flex Health	96,219	94,000	90,000	90,000
4338 Insurance Claims	14,078	10,000	10,000	12,000
4340 Insurance Premium Refunds	61,270	50,000	55,000	60,000
<i>Charges for Service Total</i>	<u>\$ 754,186</u>	<u>\$ 697,470</u>	<u>\$ 729,470</u>	<u>\$ 741,470</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 256,486	\$ 230,000	\$ 200,000	\$ 185,000
<i>Other Income Total</i>	<u>\$ 256,486</u>	<u>\$ 230,000</u>	<u>\$ 200,000</u>	<u>\$ 185,000</u>
<i>PROPERTY LIABILITY TOTAL</i>	<u><u>\$ 1,010,672</u></u>	<u><u>\$ 927,470</u></u>	<u><u>\$ 929,470</u></u>	<u><u>\$ 926,470</u></u>

**FUND: PROPERTY LIABILITY**  
**DEPARTMENT: Administrative Services**  
**BUSINESS UNIT: PROPERTY LIABILITY - 64000**

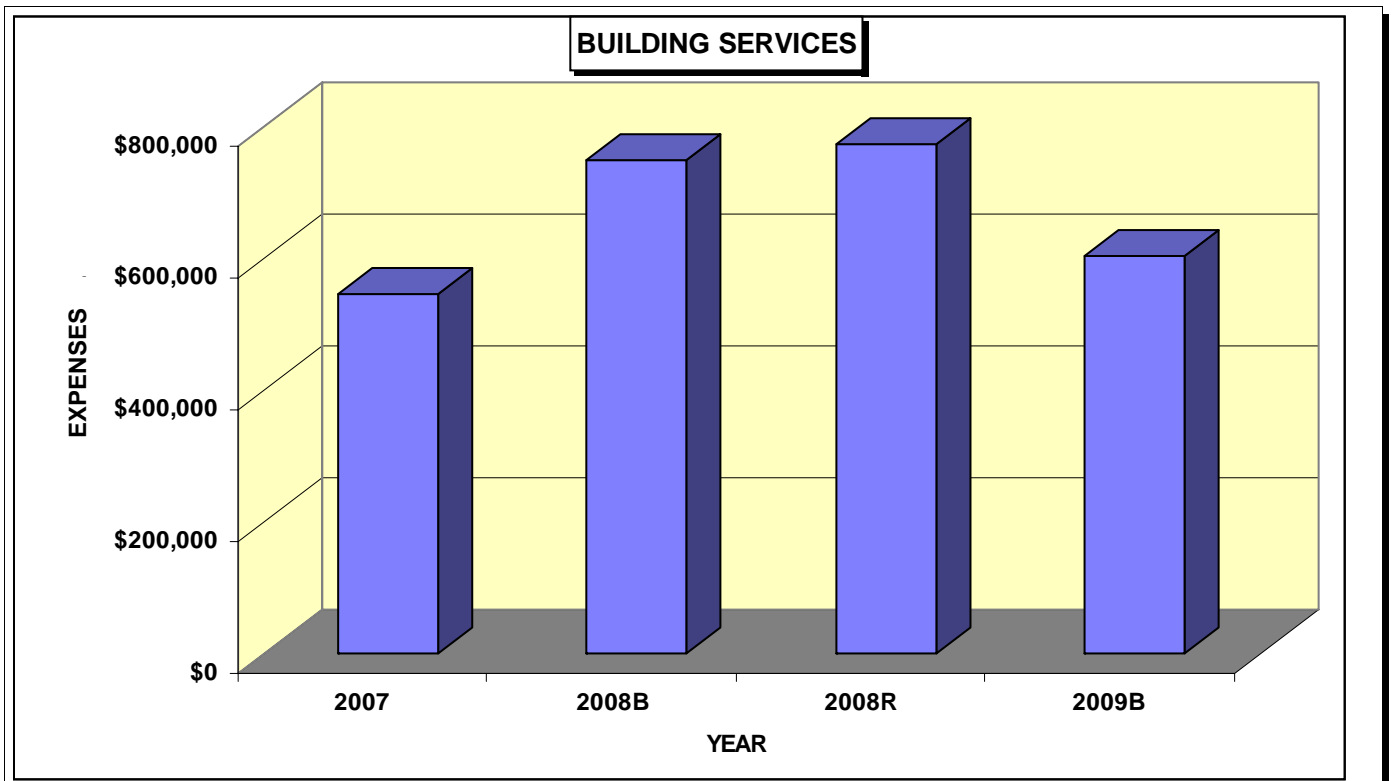
**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 1,066	\$ 91,000	\$ 91,000	\$ 91,000
6038 Workers Compensation	49,517	26,000	49,000	50,000
6039 MN Unemployment	31,906	16,000	32,000	33,000
6051 Interdepartmental Labor	106,195	80,000	106,000	107,000
6052 Administrative Charges	43,110	51,320	49,310	50,810
<i>Personal Services Total</i>	<u>\$ 231,794</u>	<u>\$ 264,320</u>	<u>\$ 327,310</u>	<u>\$ 331,810</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 71,403	\$ 70,000	\$ 70,000	\$ 72,000
6202 Data Processing Rental	2,968	3,500	3,500	3,600
6303 Professional Development	227	100	230	240
6306 Care of Persons	94,412	110,000	95,000	97,000
6307 Insurance & Bonds	50,800	56,000	51,000	53,000
6308 Property Liability	-	2,700	-	-
6313 Day Care Reimbursement	52,862	40,000	53,000	54,000
6314 Health Care Reimbursement	94,576	93,000	95,000	96,000
6315 Other Contractual Services	(61,228)	40,000	40,000	40,000
6316 Dental Single	65,888	70,000	66,000	67,000
6317 Dental Spouse	26,752	28,000	27,000	28,000
6318 Dental Dependent	29,392	28,000	29,000	30,000
6402 Copy Charges	221	100	230	250
6414 Other Supplies	263	300	260	260
6513 Other Charges	50,947	100,000	51,000	52,000
<i>Other Services &amp; Charges Total</i>	<u>\$ 479,483</u>	<u>\$ 641,700</u>	<u>\$ 581,220</u>	<u>\$ 593,350</u>
<b>PROPERTY LIABILITY TOTAL</b>	<u><u>\$ 711,277</u></u>	<u><u>\$ 906,020</u></u>	<u><u>\$ 908,530</u></u>	<u><u>\$ 925,160</u></u>

**FUND: BUILDING SERVICES FUND**  
**DEPARTMENT: Public Works**

**DEPARTMENT SUMMARY BY BUSINESS UNIT**

<b>BUSINESS UNIT</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
67000 BUILDING SERVICES FUND	\$ 547,358	\$ 750,670	\$ 773,560	\$ 603,910
<i>Public Works TOTAL</i>	<u>\$ 547,358</u>	<u>\$ 750,670</u>	<u>\$ 773,560</u>	<u>\$ 603,910</u>
<b>REVENUES</b>				
67000 BUILDING SERVICES FUND	\$ 677,798	\$ 682,770	\$ 696,770	\$ 717,070



**BUDGET SUMMARY**  
**BUILDING SERVICES FUND PROJECTION**

<u>AVAILABLE FOR APPROPRIATION</u>	<u>2007 Actual</u>	<u>2008 Revised</u>	<u>2009 Budget</u>	<u>2010 Projected</u>
<u>PRIOR YEAR RETAINED EARNINGS</u>	\$ 875,966	\$ 1,006,406	\$ 1,114,616	\$ 1,227,776
<u>Revenues</u>				
Charges for Service:				
Building Rental	655,429	676,770	697,070	717,980
<u>Miscellaneous Revenues</u>				
Interest	22,369	20,000	20,000	20,600
Total Misc. Revenues	22,369	20,000	20,000	20,600
<b>TOTAL REVENUES</b>	<b>677,798</b>	<b>696,770</b>	<b>717,070</b>	<b>738,580</b>
<u>Expenses</u>				
Personal Services	276,024	284,210	278,530	286,890
Other Services and Charges	228,297	259,350	280,380	288,790
Operating Expenses	504,321	543,560	558,910	575,680
Net Income before Depreciation	173,477	153,210	158,160	162,900
Depreciation	43,037	45,000	45,000	46,350
Net Income (Loss)	130,440	108,210	113,160	116,550
<u>RETAINED EARNINGS</u>	<u>\$ 1,006,406</u>	<u>\$ 1,114,616</u>	<u>\$ 1,227,776</u>	<u>\$ 1,344,326</u>
<u>CAPITAL OUTLAY</u>	<u>\$ -</u>	<u>\$ 185,000</u>	<u>\$ -</u>	<u>\$ -</u>

\* Capital outlay expense is recorded as depreciation over the useful life of the fixed asset.

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**BUDGET SUMMARY**  
**BUILDING SERVICES FUND PROJECTION**

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<u>CASH FLOW SUMMARY</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Revised</u>	<u>2009</u> <u>Budget</u>	<u>2010</u> <u>Projected</u>
<u>SOURCES OF CASH</u>				
Total Revenues	\$ 677,798	\$ 696,770	\$ 717,070	\$ 738,580
Items not requiring cash -				
Depreciation	43,037	45,000	45,000	46,350
Increase in Payables	21,730	-	-	-
TOTAL SOURCES	<u>742,565</u>	<u>741,770</u>	<u>762,070</u>	<u>784,930</u>
<u>USES OF CASH</u>				
Total Expenses	547,358	588,560	603,910	622,030
Capital Outlay	23,312	185,000	-	-
TOTAL USES	<u>570,670</u>	<u>773,560</u>	<u>603,910</u>	<u>622,030</u>
<u>NET INCREASE (DECREASE) IN CASH</u>	171,895	(31,790)	158,160	162,900
<u>CASH BALANCE - JANUARY 1</u>	<u>400,368</u>	<u>572,263</u>	<u>540,473</u>	<u>698,633</u>
<u>CASH BALANCE - DECEMBER 31</u>	<u>\$ 572,263</u>	<u>\$ 540,473</u>	<u>\$ 698,633</u>	<u>\$ 861,533</u>
<u>CASH TO BE AVAILABLE</u>				
Current assets - December 31	\$ 572,263			
Less: Current liabilities - December 31	68,183			
Cash To Be Available	<u>\$ 504,080</u>			

## **BUILDING SERVICES DIVISION**

### **MISSION STATEMENT**

To provide mechanical and janitorial services to the City Hall complex and the Penn Avenue Fire Station and to plan, administer and finance major maintenance for these buildings.

### **DIVISION FOCUS**

The Building Services Division is made up of the Building Supervisor and two Public Works Workers.

In addition to routine and preventative maintenance, this Division works closely with the Building Maintenance Advisory Committee to determine major maintenance projects to be financed each year by this internal fund. In 2005 the City Hall task force recommended that a new facility was needed. In 2006 City Hall Task Force II worked on the site location and funding sources for a new building. In 2007 the City hired Wold & Associates to do a schematic design of the new city hall. In 2008 the City Hall Task Force continued to work with Wold & Associates and Council will vote to move forward with the New City Hall.

The Division is also responsible for the maintenance and repair of irrigation systems, wood furniture and landscaping in the Lyndale/HUB/Nicollet (LHN). Division staff also assists with maintenance tasks at the Pool, Ice Arena, park buildings, liquor stores Woodlake nature center and the Community Center as needed.

### **2008 HIGHLIGHTS**

- Worked with City Hall Task Force II/ Wold & Associates for new City Hall (City Council Goal M-7)
- Replaced Fire Station II Roof (City Council Goal M-15)
- Installed exhaust system in apparatus floor Fire Station II.
- Work with the City I.T. Department and Logis on the new Voice Over IP phone system (City Council Goal Q-3)
- Staff member on Green Team (City Council Goal M-4)

### **2009 BUILDING SERVICES DIVISION GOALS**

- Continue with new City Hall Project (City Council Goal M-7)
- Continue with Minnesota Energy Consumption Program
- Establish a maintenance program with the liquor stores

### **PERFORMANCE MEASURES**

Based on maintenance cost per square foot at City Hall, survey of employees on the maintenance crew.

### **DIVISION EXPENDITURE COMMENT**

The 2008 Revised Budget has been increased by 2.2% due to utility rate increase. The 2009 Proposed Budget will also be increased by an additional 2.8% also due to utility rate increase. Due to the uncertainty of the New City Hall Building it dictates not reducing operating cost the 2008 & 2009 operating budget due to the aging condition of City Hall.

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**FUND: BUILDING SERVICES FUND**

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**DETAIL REVENUES BY FUND**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Charges for Service</u>				
4346 Building Rental	\$ 628,670	\$ 647,530	\$ 647,530	\$ 666,950
4348 Labor Services	26,759	29,240	29,240	30,120
<i>Charges for Service Total</i>	<u>\$ 655,429</u>	<u>\$ 676,770</u>	<u>\$ 676,770</u>	<u>\$ 697,070</u>
<u>Other Income</u>				
8011 Investment Earnings	\$ 22,369	\$ 6,000	\$ 20,000	\$ 20,000
<i>Other Income Total</i>	<u>\$ 22,369</u>	<u>\$ 6,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
<i>BUILDING SERVICES FUND TOTAL</i>	<u><u>\$ 677,798</u></u>	<u><u>\$ 682,770</u></u>	<u><u>\$ 696,770</u></u>	<u><u>\$ 717,070</u></u>

**FUND: BUILDING SERVICES FUND**  
**DEPARTMENT: Public Works**  
**BUSINESS UNIT: BUILDING SERVICES FUND - 67000**

**DETAIL EXPENDITURES BY BUSINESS UNIT**

<b>CLASSIFICATIONS</b>	<b>2007 ACTUAL</b>	<b>2008 BUDGET</b>	<b>2008 REVISED</b>	<b>2009 BUDGET</b>
<u>Personal Services</u>				
6005 Full Time	\$ 163,896	\$ 167,730	\$ 169,920	\$ 175,880
6009 Overtime	184	3,180	2,180	2,180
6013 Longevity	1,434	1,470	1,500	1,540
6031 Employer Social Security	9,458	10,120	10,300	10,570
6032 Employer Medicare	2,212	2,370	2,410	2,470
6033 Employer Pera	10,006	11,200	11,280	12,110
6035 Medical Insurance	20,685	21,230	20,890	23,330
6036 Dental Insurance	1,152	1,190	1,150	1,220
6037 Term Life	157	160	160	160
6038 Workers Compensation	43,960	37,900	37,900	21,750
6040 Long Term Disability	595	570	770	800
6051 Interdepartmental Labor	22,285	25,750	25,750	26,520
<i>Personal Services Total</i>	<u>\$ 276,024</u>	<u>\$ 282,870</u>	<u>\$ 284,210</u>	<u>\$ 278,530</u>
<u>Other Services &amp; Charges</u>				
6103 Professional Services -General	\$ 7,126	\$ 190	\$ 190	\$ 190
6202 Data Processing Rental	2,832	2,900	2,900	2,980
6204 Motor Pool Operating Rental	6,848	5,790	5,790	5,960
6205 Maintenance & Repairs	6,981	12,890	12,890	13,280
6207 Utility Services	104,222	103,240	112,690	123,350
6302 Communications	8,373	12,300	13,230	14,420
6303 Professional Development	633	2,880	2,880	2,970
6307 Insurance & Bonds	3,728	7,420	7,420	13,200
6308 Property Liability	15,870	15,870	15,870	15,870
6310 Taxes & Licenses	150	210	210	220
6315 Other Contractual Services	52,168	62,310	62,310	64,180
6401 Office Supplies	193	500	500	510
6409 Uniforms & Clothing	1,443	1,430	1,430	1,470
6410 Small Tools & Parts	709	1,000	1,000	1,030
6412 Maint. & Const. Materials	6,191	10,140	10,140	10,440
6414 Other Supplies	10,830	9,730	9,900	10,310
<i>Other Services &amp; Charges Total</i>	<u>\$ 228,297</u>	<u>\$ 248,800</u>	<u>\$ 259,350</u>	<u>\$ 280,380</u>
<u>Depreciation</u>				
6610 Depreciation	\$ 43,037	\$ 44,000	\$ 45,000	\$ 45,000
<i>Depreciation Total</i>	<u>\$ 43,037</u>	<u>\$ 44,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
<u>Capital Outlay</u>				
7310 Site Improvements	\$ -	\$ 175,000	\$ 185,000	\$ -
<i>Capital Outlay Total</i>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ 185,000</u>	<u>\$ -</u>
<b>BUILDING SERVICES FUND TOTAL</b>	<u><u>\$ 547,358</u></u>	<u><u>\$ 750,670</u></u>	<u><u>\$ 773,560</u></u>	<u><u>\$ 603,910</u></u>

## Performance Measures

### Department/Division

### Building Services

	Actual 2007	Budget 2008	Budget 2009
<b>Inputs:</b>			
Number of full time employees	3.00	3.00	3.00
Division Expenditures	\$ 547,358	\$ 588,560	\$ 603,910
<b>Outputs:</b>			
Annual Contract Cleaning Cost City Hall	\$ 46,420	\$ 46,420	\$ 46,420
<b>Effectiveness Measures:</b>			
Cost per Square Foot to Clean City Hall	\$ 1.36	\$ 1.36	\$ 1.36
<b>Efficiency Measures:</b>			
Estimated Cost per Square Foot to Maintain City Hall	\$ 10.58	\$ 11.37	\$ 11.67
Rent Revenue per Square Foot	\$ 14.01	\$ 14.47	\$ 14.90
Expense per Capita	\$ 15.87	\$ 17.06	\$ 17.51

**FUND: BUILDING SERVICES FUND**  
**DEPARTMENT: Public Works**  
**BUSINESS UNIT: BUILDING SERVICES FUND - 67000**

**DIVISION PERSONNEL**

CLASSIFICATIONS	NUMBER OF EMPLOYEES		SALARY GRADE
	2008	2009	
<u>Regular Full-Time Employees</u>			
Building Supervisor	1.00	1.00	M-1
Public Works Worker I	1.00	1.00	LT-1
Public Works Worker II	1.00	1.00	LT-3
<i>Total</i>	<u>3.00</u>	<u>3.00</u>	

**CAPITAL OUTLAY**

ITEMS	2008	2009
	REVISED	BUDGET
Fire Station II Roof/Exhaust/Boiler	\$ 185,000	\$ -
<i>Total</i>	<u>\$ 185,000</u>	<u>\$ -</u>