

City of Orono, Minnesota

2020 Preliminary Budget



City of Orono 2020 Preliminary Budget Table of Content

Tax Insert	3
Resolutions	4
General Fund Revenue	6
General Fund Expenditures	8
Mayor & Council	10
Administration	12
Elections	15
Assessing	17
Finance.....	19
Law/Legal Services	21
Central Services	23
Human Services	26
Police Department	28
Fire Protection	32
Building and Zoning	34
Engineering	37
Public Works Department	39
Parks	42
Golf Course	45
Brush Site	49
Special Services -Consulting & Police	51
Special Projects-Contingencies	53

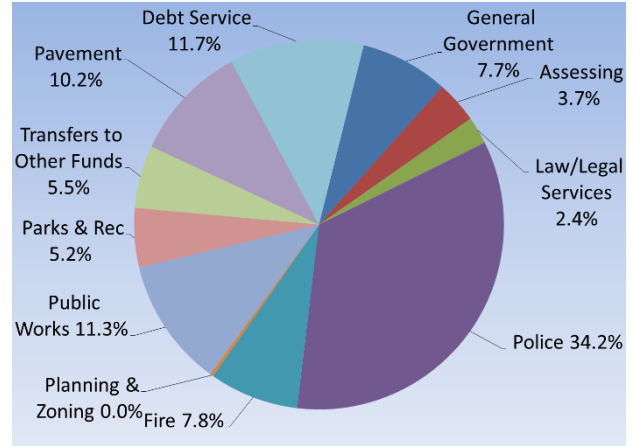


2020 Tax Levy and General Fund Budget

On September 23rd, the City Council approved the preliminary tax levy of \$6,007,450 for 2020. This is an increase of \$372,000 (6.6%) over the 2019 tax levy. The increase includes an additional \$153,000 for the road maintenance and reconstruction; reflecting the Council’s desire to establish a long term funding solution for the City’s road infrastructure. The tax rate is projected to increase from 16.406% to 16.677%.

What Does My Tax Dollar Pay For?

12% of the tax levy is used to pay the debt service on outstanding bonds. The Pavement Management Levy equals 10% of the levy. The other 78% is used for the General Fund to pay for basic government services like Police, Fire, Streets, and Zoning. A large share of General Fund Revenue (49%) is from non-tax sources: Licenses; Permits; and Contract Revenue. The chart to the right illustrates the percentage of each tax dollar used to fund General Fund programs net of the non-tax revenue sources. Funding for capital maintenance of roads has increased from \$0 in 2015 to \$617,450 in 2020, reflecting the current council’s commitment to road infrastructure.



Why is the General Fund Budget Increasing?

The General Fund Budget is increasing by \$565,920 dollars (6.6%) to \$9,143,200. The main factor in this increase are wage and benefit increases, which is increasing by \$296,160. The Police unions and Non-union wages are increasing by 3%, while Public Works and Administrative union are at 2.5% Other increases includes an increase of \$191,600 in professional services and \$80,000 for contracted street maintenance that was moved from the Pavement Management Fund.

Detailed budget information can be found on the City website: www.ci.orono.mn.us.

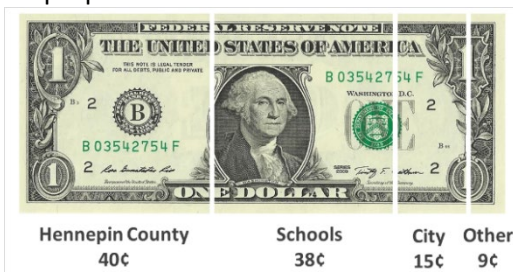
Why Are My Taxes Increasing by More (or less) Than the Levy Increase?

The City’s property tax levy is only one of several taxing jurisdictions that are included on your tax statement. *The City’s share of the tax bill is only 15% of the total.* Levy changes by the other jurisdictions can have a greater impact on your total tax than any change by the City. Contact information for all taxing jurisdictions is available on your proposed tax statement.

Orono’s Tax Rate is the 4th Lowest in Hennepin County!

Average city rate in Hennepin County	39.4%
Orono tax rate	16.67%

Your property tax is calculated by multiplying your property’s tax capacity (calculated based on your property value) by the City’s tax rate. For taxes payable in 2020, the City’s tax rate is projected to be at 16.677% which is one of the four lowest in the Hennepin County.



Prepared by the City of Orono Finance Department. Contact Finance Director Ron Olson with questions: 952-249-4611.



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL
NO. 7022

**A RESOLUTION ADOPTING THE PRELIMINARY 2019
TAX LEVY COLLECTIBLE IN 2020**

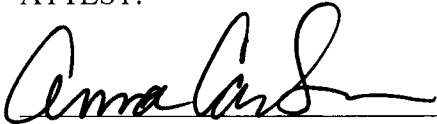
BE IT RESOLVED, by the City Council of the City of Orono, County of Hennepin, Minnesota, that the following sums be levied for the current year, collectible in 2020 upon the taxable property in the City of Orono, for the following purposes:

General Fund - Operating	\$4,679,000
Pavement Management Levy	617,450
G.O Improvement Bond 2010	134,825
G.O. Improvement Bond 2014	162,900
G.O. Improvement Bond 2016	<u>413,275</u>
TOTAL ALL LEVIES	<u>\$6,007,450</u>


The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

Adopted by the City Council of the City of Orono, Minnesota at a regular meeting held September 23, 2019.

ATTEST:



Anna Carlson, City Clerk



Dennis Walsh, Mayor



CITY OF ORONO
RESOLUTION OF THE CITY COUNCIL

NO. 7023

**A RESOLUTION TO ADOPT THE
PRELIMINARY 2020 GENERAL FUND BUDGET**

BE IT RESOLVED, by the City Council of the City of Orono, County of Hennepin, Minnesota that the preliminary 2020 General Fund budget is determined to be as follows:

ESTIMATED REVENUES

Taxes - General	\$4,689,000
Licenses and Permits	528,200
Intergovernmental	393,000
Charges for Services	3,157,700
Fines and Forfeits	80,100
Interest Income	81,100
Recreation Fees	176,000
Miscellaneous	<u>38,100</u>
TOTAL	<u>\$9,143,200</u>

APPROPRIATED EXPENDITURES

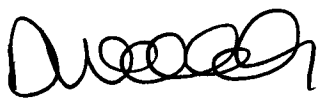
General Government	\$1,471,400
Public Safety	5,836,000
Street Maintenance	608,800
Parks and Recreation	463,500
Engineering - Unallocated	20,000
Reimbursable Expenditures	128,500
Special Projects and Contingency	30,000
Capital Outlay	185,000
Transfers to Other Funds	<u>400,000</u>
TOTAL	<u>\$9,143,200</u>

Adopted by the City Council of the City of Orono, Minnesota at a regular meeting held September 23, 2018.

ATTEST:



Anna Carlson, City Clerk



Dennis Walsh, Mayor

City of Orono
2020 Revenue Budget Summary

Revenue Source	2018 Actual	Y-T-D Jul 31, 2019	2019 Budget	2020 Budget	Increase (Decrease)	Percentage Increase (Decrease)
Current Ad Valorem Taxes	4,270,048	2,210,426	4,380,000	4,679,000	299,000	6.8%
Delinquent Ad Valorem Taxes	(36,921)	35,349	10,000	10,000	-	0.0%
Fiscal Disparities	34,614	18,247	-	-	-	N/A
Personal Property Tax	19,534	20,362	-	-	-	N/A
Forfeited Tax Sale Apportionmt	-	-	-	-	-	N/A
Rent Credit	-	-	-	-	-	N/A
Penalties and Interest-Taxes	831	1,453	-	-	-	N/A
Property Taxes	4,288,106	2,285,838	4,390,000	4,689,000	299,000	6.8%
Beer & Liquor Licenses	7,125	-	7,000	7,100	100	1.4%
Cigarette Licenses	280	750	400	500	100	25.0%
Garbage Haulers Licenses	1,095	990	1,100	1,100	-	0.0%
Other Business License/Permit	11,275	6,986	6,500	10,000	3,500	53.8%
Dog Licenses	100	680	-	-	-	N/A
Total Licenses	19,875	9,406	15,000	18,700	3,700	24.7%
Building Permits	577,582	328,727	400,000	425,000	25,000	6.3%
Zoning Permit	1,200	925	1,750	1,500	(250)	-14.3%
Mechanical/Septic/Other	102,411	32,549	55,000	55,000	-	0.0%
Plumbing Permit	39,972	19,948	25,000	28,000	3,000	12.0%
Total Permits	721,165	382,148	481,750	509,500	27,750	5.8%
Federal Grant-other	-	-	-	-	-	N/A
Market Value Credit	392	-	-	-	-	N/A
Police State Aid	234,178	-	220,000	225,000	5,000	2.3%
Police Training Reimbursement	31,005	3,779	23,000	23,000	-	0.0%
PERA State Aid	7,219	3,610	7,220	-	(7,220)	-100.0%
State Grant-other	138,854	57,317	20,000	145,000	125,000	625.0%
Total Intergovernmental	411,648	64,706	270,220	393,000	122,780	45.4%
Administrative Charges for Svc	69,000	138,325	245,170	283,500	38,330	15.6%
General Taxable Sales/Service	3,852	1,082	1,000	2,000	1,000	100.0%
Assessments searches	200	100	300	200	(100)	-33.3%
Plan Check/Site Exam Fees	320,621	207,864	190,000	200,000	10,000	5.3%
Cond Use-Variance-Dev Fees	20,405	14,135	17,000	19,000	2,000	11.8%
Engineering & Legal Fees	95,817	36,043	40,000	45,000	5,000	12.5%
Bldg Permits-mail in fees	320	-	700	-	(700)	-100.0%
On-site Septic Program fees	44,933	45,765	44,750	45,800	1,050	2.3%
Coop Agreement-public works	1,241	745	3,000	1,500	(1,500)	-50.0%
InterDepartmental Services-PW	-	-	-	-	-	N/A
Brush Site Fees	-	580	-	800	800	N/A
Off Leash Annual Pass	16,790	13,045	12,000	15,000	3,000	25.0%
Total Gen Govt Service Charges	573,178	457,684	553,920	612,800	58,880	10.6%
Coop Agreement-inspection	18,841	21,694	20,000	15,000	(5,000)	-25.0%
Coop Agreement-police	2,307,980	2,108,382	2,370,830	2,428,000	57,170	2.4%
Police Special Services	150,000	68,609	90,000	100,000	10,000	11.1%
False Alarm Fees	900	650	2,000	1,000	(1,000)	-50.0%
Police Reports	1,431	381	850	900	50	5.9%
Police Reserve Receipts	-	100	300	-	(300)	-100.0%
Total Public Safety Service Charges	2,479,151	2,199,816	2,483,980	2,544,900	60,920	2.5%
Other Fines	-	-	-	-	-	N/A
Court Fines	70,820	41,064	80,000	80,000	-	0.0%
Drug Task Force	-	-	-	-	-	N/A
Dog Impound Fees	140	-	100	100	-	0.0%
Total Fines and Forfeits	70,960	41,064	80,100	80,100	-	0.0%
Interest on investments	69,482	-	95,910	80,600	(15,310)	-16.0%
Interest-NOW account	474	244	500	500	-	0.0%
Total Investment Revenue	69,956	244	96,410	81,100	(15,310)	-15.9%
Green Fees	109,792	78,388	110,000	110,000	-	0.0%
Rental-Golf carts & Club	47,691	29,041	49,000	48,000	(1,000)	-2.0%
Beer Sales	10,152	5,875	8,000	10,000	2,000	25.0%
Pop Sales	-	-	-	-	-	N/A
Concessions-taxable	4,983	3,841	6,000	5,000	(1,000)	-16.7%
Golf Ball Sales	-	1,225	-	1,000	1,000	N/A
Pro Shop-taxable	2,075	872	3,000	2,000	(1,000)	-33.3%
Pro Shop-nontaxable	277	68	-	-	-	N/A
Other Golf Course Receipts	591	-	-	-	-	N/A
Cash Over/Short	50	9	-	-	-	N/A

City of Orono
2020 Revenue Budget Summary

<u>Revenue Source</u>	2018 <u>Actual</u>	Y-T-D <u>Jul 31, 2019</u>	2019 <u>Budget</u>	2020 <u>Budget</u>	Increase (Decrease)	Percentage Increase (Decrease)
Total Golf Course Receipts	175,609	119,316	176,000	176,000	-	0.0%
Utility Penalties	1,920	2,380	2,000	2,000	-	0.0%
Miscellaneous Revenue	4,488	3,457	3,000	4,700	1,700	56.7%
Rent Income	5,400	3,600	5,400	5,400	-	0.0%
Contributions & donations	2,517	2,500	-	-	-	N/A
Refunds & Reimbursements	20,376	3,111	500	3,000	2,500	500.0%
Sale of Equipment	33,097	25,577	15,000	20,000	5,000	33.3%
Cash Over/Short	-	(1)	-	-	-	N/A
Filing fees-elections/plats	1,056	413	4,000	3,000	(1,000)	-25.0%
Total Miscellaneous Revenue	68,855	41,037	29,900	38,100	8,200	27.4%
Total Revenue	8,878,504	5,601,259	8,577,280	9,143,200	565,920	6.6%

City of Orono
2020 General Fund Budget
Major Expenditure Categories

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	5,370,117	5,469,740	5,765,900	5.41%
Supplies & Maintenance	688,297	625,110	611,300	-2.21%
Insurances	98,846	122,810	160,300	30.53%
Professional Services	1,106,196	1,287,000	1,478,600	14.89%
Other Expenses	571,836	374,720	499,000	33.17%
Capital Outlay	197,547	184,000	185,000	0.54%
Transfers to Other Funds	837,703	400,000	400,000	0.00%
Contingencies	8,312	100,000	30,000	-70%
Purchases for Resale	8,909	13,900	13,100	-5.76%
Total	8,887,763	8,577,280	9,143,200	6.60%

City of Orono
2020 General Fund Budget
Departmental Budgets

	<u>2018</u>	<u>2019</u>	<u>2020</u>	%
	<u>Actual</u>	<u>Budget</u>	<u>Recommended</u>	Increase (Decrease)
Mayor & Council	88,698	34,030	34,500	1.38%
Administration	340,623	434,470	426,800	-1.77%
Elections	20,037	7,160	69,500	870.67%
Assessing	185,750	185,000	203,000	9.73%
Finance	315,214	273,050	276,100	1.12%
Law/Legal Services	114,340	129,000	134,000	3.88%
Central Services	326,633	294,890	315,100	6.85%
Human Services	12,125	12,400	12,400	0.00%
Police	4,384,955	4,519,170	4,873,800	7.85%
Fire Protection Services	389,365	402,100	433,900	7.91%
Building & Zoning	707,346	695,910	713,300	2.50%
Engineering	15,655	20,000	20,000	0.00%
Street Maintenance	596,420	513,180	608,800	18.63%
Parks	187,857	218,440	230,000	5.29%
Golf Course	213,491	212,730	220,400	3.61%
Brush Site	-	-	13,100	N/A
Special Services	145,247	125,750	128,500	2.19%
Special Projects-Contingencies	8,312	100,000	30,000	-70.00%
Transfers to Other Funds	837,703	400,000	400,000	0.00%
Total General Fund Expenditures	8,889,770	8,577,280	9,143,200	6.60%

2020 General Fund Operating Budget
 Departmental Summary
 Mayor & Council
 41110

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
Personal Services	19,665	19,690	19,700	0.05%
City Wide Memberships	67,976	12,090	12,500	3.39%
Other Expenses	1,056	2,250	2,300	2.22%
City Council Total	88,698	34,030	34,500	1.38%

PROGRAM DESCRIPTION & OBJECTIVES:

The City Council oversees the policies and procedures that govern the city in promoting the health, safety, and general welfare of the citizens of Orono.

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for City Council Representatives.

*City-wide Memberships are as follows:

- Suburban Rate Authority
- League of Minnesota Cities
- Metro Cities

*Other Expenses includes training and meeting expenses.

City of Orono
 2020 Line Item Budget
 Mayor & Council
 41110

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	18,200	18,210	18,200	-0.05%
FICA	1,392	1,400	1,400	0.00%
Worker's Comp Insurance Prem	73	80	100	25.00%
Total Personal Services	<u>19,665</u>	<u>19,690</u>	<u>19,700</u>	<u>0.05%</u>
<u>Other Expenses</u>				
IT Services	0	800	800	0.00%
Memberships	67,976	12,090	12,500	3.39%
Training & Development	66	250	300	20.00%
Meeting Expenses	990	1,200	1,200	0.00%
Other Miscellaneous Charges	0	0	0	N/A
Total Other Expenses	<u>69,032</u>	<u>14,340</u>	<u>14,800</u>	<u>3.21%</u>
City Council Total	<u>88,698</u>	<u>34,030</u>	<u>34,500</u>	<u>1.38%</u>

2020 General Fund Operating Budget
 Departmental Summary
 Administration
 41300

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	329,327	408,470	401,500	-1.71%
Supplies & Maintenance	207	300	300	0.00%
Professional Services	4,545	12,500	12,500	0.00%
Other Expenses	6,543	13,200	12,500	-5.30%
Administration Total	<u>340,623</u>	<u>434,470</u>	<u>426,800</u>	<u>-1.77%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Administration Department includes the City Administrator who is responsible for meeting statutory and legal obligations, implementing policy established by the City Council and ensuring the successful management of all city operations. In addition the City Administrator is responsible for overseeing the human resource function.

The City Clerk and Administrative Staff are also included in the Administration Department and perform various function such as customer service, general administrative duties, permits and licensing, elections, data practices,

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for the City Administrator and Administration Staff (90%).

*Professional Services includes the city recorder for city council meetings.

*Other Expenses includes training and development, memberships in professional organizations for the Administrative Staff, and the City Administrator's car allowance.

City of Orono
2020 Line Item Budget
Administration
41300

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	242,257	290,270	285,800	-1.54%
Full-Time Employees Overtime	434	1,300	1,300	0.00%
Part-Time Employees	0	0	0	N/A
Temporary/Seasonal Employees	8,910	10,500	10,500	0.00%
PERA	18,204	21,870	21,500	-1.69%
FICA	18,714	23,110	22,800	-1.34%
City Benefit Contribution	39,411	59,460	57,600	-3.13%
Unemployment Benefit Payments	0	0	0	N/A
Worker's Comp Insurance Prem	1,397	1,960	2,000	2.04%
Total Personal Services	<u>329,327</u>	<u>408,470</u>	<u>401,500</u>	<u>-1.71%</u>
<u>Supplies & Maintenance</u>				
Books & Periodicals	207	300	300	0.00%
Total Supplies & Maintenance	<u>207</u>	<u>300</u>	<u>300</u>	<u>0.00%</u>
<u>Professional Services</u>				
IT Services	0	6,500	6,500	0.00%
Professional Services	4,545	6,000	6,000	0.00%
Total Professional Services	<u>4,545</u>	<u>12,500</u>	<u>12,500</u>	<u>0.00%</u>

City of Orono
 2020 Line Item Budget
 Administration cont.
 41300

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Other Expenses</u>				
Travel Expenses	750	4,000	3,500	-12.50%
General Advertising	0	0	0	N/A
Memberships	1,245	1,200	1,500	25.00%
Training & Development	1,444	4,500	4,000	-11.11%
Meeting Expenses	439	500	500	0.00%
Other Miscellaneous Charges	2,665	3,000	3,000	0.00%
Total Other Expenses	6,543	13,200	12,500	-5.30%
Administration Total	340,623	434,470	426,800	-1.77%

2020 General Fund Operating Budget
 Departmental Summary
 Elections
 41410

	<u>2018</u>	<u>2019</u>	<u>2020</u>	%
	<u>Actual</u>	<u>Budget</u>	<u>Recommended</u>	<u>Increase</u> <u>(Decrease)</u>
Personal Services	12,692	1,160	58,200	3365.52%
Supplies & Maintenance	3,315	5,000	3,400	-32.00%
Other Expenses	4,030	1,000	7,900	690.00%
Elections Total	20,037	7,160	69,500	619.27%

PROGRAM DESCRIPTION & OBJECTIVES:

The Elections Department administers all federal, state, county, and municipal elections held in the city. Temporary election judges are hired to provide the necessary staffing at polling locations, and for the operation of voting machines. The Administrative Staff provides supervision to the election judges as needed and maintains election records.

OPERATING COST ACTIVITIES:

*Personal Services are the wages for the temporary election judges and Administration Staff (10%). 2020 is an election year.

*Other expenses include professional services, postage, travel expenses, advertising, building/equipment rental, training, meeting expenses and other miscellaneous expenses.

City of Orono
2020 Line Item Budget
Elections
41410

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% <u>Increase</u> <u>(Decrease)</u>
<u>Personal Services</u>				
Full-Time Employees Regular	0	0	18,000	N/A
Full-Time Employees Overtime	0	1,000	1,000	0.00%
Temporary/Seasonal Employees	12,556	0	31,300	N/A
PERA	0	80	1,400	1650.00%
FICA	137	80	1,500	1775.00%
City Benefit Contribution	0	0	4,600	N/A
Worker's Comp Insurance Prem	0	0	400	N/A
Total Personal Services	12,692	1,160	58,200	3365.52%
<u>Supplies & Maintenance</u>				
Books & Periodicals	0	0	0	N/A
Equipment Parts & Accessories	2,725	5,000	2,500	-50.00%
Small Tools and Minor Equip	591	0	900	N/A
Total Supplies & Maintenance	3,315	5,000	3,400	-32.00%
<u>Other Expenses</u>				
Professional Services	0	0	500	N/A
Postage	397	1,000	1,000	0.00%
Travel Expenses	352	0	500	N/A
General Advertising	226	0	400	N/A
Building Rentals	0	0	0	N/A
Other Equipment Rentals	0	0	0	N/A
Training & Development	67	0	500	N/A
Meeting Expenses	1,543	0	2,800	N/A
Other Miscellaneous Charges	1,443	0	2,200	N/A
Total Other Expenses	4,030	1,000	7,900	690.00%
Elections Total	20,037	7,160	69,500	619.27%

2020 General Fund Operating Budget
 Departmental Summary
 Assessing
 41550

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase <u>(Decrease)</u>
Assessing Contract	185,750	185,000	203,000	9.73%
Assessing Total	185,750	185,000	203,000	9.73%

PROGRAM DESCRIPTION & OBJECTIVES:

The City maintains a renewable contract agreement with Hennepin County to provide Assessing services.

City of Orono
2020 Line Item Budget
Assessing
41550

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Assessing Services</u>				
Assessing Services	185,750	185,000	203,000	9.73%
Total Assessing Service	185,750	185,000	203,000	9.73%
Assessing Total	185,750	185,000	203,000	9.73%

2020 General Fund Operating Budget
 Departmental Summary
 Finance Department
 41500

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	310,761	262,750	265,700	1.12%
Supplies & Maintenance	0	0	0	N/A
Professional Services	293	4,900	5,000	2.04%
Other Expenses	707	5,400	5,400	0.00%
Finance Total	<u>311,760</u>	<u>273,050</u>	<u>276,100</u>	<u>1.12%</u>

PROGRAM DESCRIPTION & OBJECTIVES

The Finance Department oversees the City's financial operations, insurances, and employee benefits. It is responsible for preparing the budget document and annual report in accordance with generally accepted accounting principles.

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for the Finance Department Staff.
 Staff includes: Finance Director (90%), Accountant and Payroll/Utility Billing Clerk (50%).

*Other Expenses includes training and development, and memberships in professional organizations for the Finance Staff.

City of Orono
2020 Line Item Budget
Finance Department
41500

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	205,932	162,670	169,300	4.08%
Full-Time Employees Overtime	0	200	200	0.00%
Part-Time Employees	29,987	31,010	31,800	2.55%
Temporary/Seasonal Employees	1,164	0	0	N/A
PERA	17,408	14,530	15,100	3.92%
FICA	17,369	14,820	15,400	3.91%
City Benefit Contribution	37,278	38,120	32,400	-15.01%
Worker's Comp Insurance Prem	1,623	1,400	1,500	7.14%
Total Personal Services	310,761	262,750	265,700	1.12%
<u>Supplies & Maintenance</u>				
Books & Periodicals	0	0	0	N/A
Total Supplies & Maintenance	0	0	0	N/A
<u>Professional Services</u>				
Auditing and Acct'g Services	293	0	0	N/A
IT Services	0	4,900	5,000	2.04%
Total Professional Services	0	4,900	5,000	2.04%
<u>Other Expenses</u>				
Travel Expenses	392	1,500	1,500	0.00%
Memberships	315	400	400	0.00%
Training & Development	3,454	3,500	3,500	0.00%
Total Other Expenses	4,161	5,400	5,400	0.00%
Finance Total	314,921	273,050	276,100	1.12%

2020 General Fund Operating Budget
 Departmental Summary
 Law/Legal Services
 41600

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Professional Services	114,340	129,000	134,000	3.88%
Law/Legal Services Total	<u>114,340</u>	<u>129,000</u>	<u>134,000</u>	<u>3.88%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The City maintains a renewable contract agreement with two local legal firms to provide legal services. The Legal Department provides professional representation and opinion on city services and operations.

OPERATING COST ACTIVITIES:

*Professional Services includes the costs associated with the contract with legal staff, prosecution costs, code enforcement, and jail charges.

City of Orono
 2020 Line Item Budget
 Law/Legal Services
 41600

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Professional Services</u>				
Legal-Retainer	0	0	0	N/A
Legal-Prosecution	35,762	40,000	40,000	0.00%
Legal-Consulting	72,928	75,000	80,000	6.67%
Code Enforcement	998	2,000	2,000	0.00%
Jail Charges	4,652	12,000	12,000	0.00%
	<hr/>			
Total Professional Services	114,340	129,000	134,000	3.88%
	<hr/> <hr/>			
Law/Legal Services Total	114,340	129,000	134,000	3.88%
	<hr/> <hr/>			

2020 General Fund Operating Budget
 Departmental Summary
 Central Services
 41900

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Supplies & Maintenance	121,379	60,500	79,000	30.58%
Professional Services	40,896	89,000	89,000	0.00%
Insurances	30,200	38,290	44,800	17.00%
Other Expenses	134,158	107,100	102,300	-4.48%
Capital Outlay & Transfers	0	0	0	N/A
Central Services Total	<u>326,633</u>	<u>294,890</u>	<u>315,100</u>	<u>6.85%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Central Services Department provides for those operating expenses that encompass all city departments. By consolidating these expenditures, the City can more accurately determine the effectiveness of the costs and benefits provided. The City maintains a renewable contract agreement with an outside janitorial service for general cleaning and upkeep of city facilities. The Central Services Department also pays for a portion of the costs associated with the annual audit.

OPERATING COST ACTIVITIES:

*Supplies & Maintenance include the operating supplies and maintenance expenses on city equipment and facilities.

*Other Expenses includes utilities, publishing costs, copier leases, and other miscellaneous charges related to city operations.

*Insurance Expenses includes a portion of the City's general and liability insurance costs.

*Professional Services includes annual audit expenses and fees associated with administering city benefit plans.

City of Orono
2020 Line Item Budget
Central Services
41900

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% <u>Increase</u> <u>(Decrease)</u>
<u>Supplies & Maintenance</u>				
Office supplies	11,026	12,000	12,000	0.00%
Equipment Parts & Accessories	6,411	500	1,000	100.00%
Bldg/Grounds Maint. Supplies	3,482	3,500	3,500	0.00%
Repairs/Maint-Office Equip	6,839	500	500	0.00%
Repairs/Maint-Misc. Equip	211	3,000	3,000	0.00%
Repairs/Maint-Bldgs/Grounds	29,337	22,000	40,000	81.82%
Janitorial Services	18,959	19,000	19,000	0.00%
Software Licensing	45,115	0	0	N/A
Total Supplies & Maintenance	<u>121,379</u>	<u>60,500</u>	<u>79,000</u>	<u>30.58%</u>
<u>Professional Services</u>				
Auditing and Acct'g Services	20,250	22,000	24,000	9.09%
Data Processing Communication	0	0	0	N/A
IT Services	0	49,000	50,000	2.04%
Professional Services	20,646	18,000	15,000	-16.67%
Insurance Agent of Record	0	0	0	N/A
Total Professional Services	<u>40,896</u>	<u>89,000</u>	<u>89,000</u>	<u>0.00%</u>
<u>Insurances</u>				
General Liability Ins	10,000	12,000	10,200	-15.00%
Umbrella Liability Ins	5,000	10,000	15,100	51.00%
Bonds Insurance	200	1,040	700	-32.69%
Boiler & Machinery Ins	1,300	0	0	N/A
Property Insurance	5,000	10,000	14,100	41.00%
Equipment Floaters Ins	1,300	0	0	N/A
Automotive Insurance	7,400	5,250	4,700	-10.48%
Total Insurances	<u>30,200</u>	<u>38,290</u>	<u>44,800</u>	<u>17.00%</u>

City of Orono
 2020 Line Item Budget
 Central Services cont.
 41900

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Other Expenses</u>				
Bank Fees	18,503	20,000	23,000	15.00%
Telephone	12,724	10,000	12,000	20.00%
Postage	(845)	10,000	6,000	-40.00%
Internet/Other Communications	15,264	0	0	N/A
Printing & Publishing	21,853	16,000	22,000	37.50%
Gas & Electric	31,055	29,100	33,300	14.43%
Water Utilities	2,893	4,000	4,000	0.00%
Office Equipment Rental	20,591	17,500	1,500	-91.43%
Special Equipment Replacement	0	0	0	N/A
Other Miscellaneous Charges	12,120	500	500	0.00%
Total Other Expenses	134,158	107,100	102,300	-4.48%
<u>Capital Outlay</u>				
Spec Assmts on Land & Int	0	0	0	N/A
Interest on Special Assmnts	0	0	0	N/A
Total Capital Outlay	0	0	0	N/A
Central Services Total	326,633	294,890	315,100	6.85%

2020 General Fund Operating Budget
 Departmental Summary
 Human Services
 41800

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Contributions	12,125	12,400	12,400	0.00%
Human Services Total	12,125	12,400	12,400	0.00%

PROGRAM DESCRIPTION & OBJECTIVES:

The Human Services Department is comprised of area organizations that provide equal opportunity in employment, housing, public services, and education. The City maintains an affiliation with these organizations to ensure a strong relationship with area communities and their citizens.

OPERATING COST ACTIVITIES:

*Contributions are the contributions made to Human Service Organizations in the Orono area. Organizations include:

The Gillespie Center	9,500
Orono Community Education	2,900
	12,400

City of Orono
 2020 Line Item Budget
 Human Services
 41800

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Other Expenses</u>				
Contributions to Civic Org's	12,125	12,400	12,400	0.00%
Total Other Expenses	12,125	12,400	12,400	0.00%
Human Services Total	12,125	12,400	12,400	0.00%

2020 General Fund Operating Budget
 Departmental Summary
 Police Department
 42110

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	3,536,561	3,680,660	3,868,100	5.09%
Supplies & Maintenance	241,921	239,300	246,500	3.01%
Professional Services	105,067	212,630	224,000	5.35%
Insurances	55,000	71,000	102,100	43.80%
Other Expenses	248,859	131,580	248,100	88.55%
Capital Outlay	197,547	184,000	185,000	0.54%
Police Total	<u>4,384,955</u>	<u>4,519,170</u>	<u>4,873,800</u>	<u>7.85%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Police Department provides for the public safety within Orono and several surrounding communities. This is accomplished through preventive patrol, traffic enforcement, education, criminal investigation and prosecution. Through renewable contract agreements, the city provides police services to the communities of Spring Park, Minnetonka Beach, and Mound. Due to the nature of these cooperative agreements, the Police Department operates, and is budgeted for as a 'cost center'. This enables the City to accurately determine the portion of operating costs that pertain to each contract city.

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for the Police Department.

Staff includes: Police Chief, Deputy Chief, Sergeant (4), Investigators (3), Patrol Officers (19), Community Service Officer, Office Manager, Administrative Assistant (2)

*Supplies & Maintenance include the operating supplies and maintenance expenses on police equipment and facilities.

*Other Expenses includes utilities, fuel, publishing costs, copier leases, and other miscellaneous charges related to police operations.

*Insurance Expenses includes a portion of the City's general, liability, and auto insurance costs.

*Professional Services includes the police records system, internet, animal care, and medical and psychological

City of Orono
2020 Line Item Budget
Police Department
42110

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	2,506,424	2,580,810	2,676,300	3.70%
Full-Time Employees Overtime	35,048	50,000	50,000	0.00%
Part-Time Employees	67,358	56,000	60,000	7.14%
Temporary/Seasonal Employees	0	0	0	N/A
PERA	391,268	418,860	459,300	9.65%
FICA	50,590	52,040	54,000	3.77%
City Benefit Contribution	371,872	397,880	418,500	5.18%
Unemployment Benefit Payments	0	0	0	N/A
Worker's Comp Insurance Prem	114,000	125,070	150,000	19.93%
Total Personal Services	<u>3,536,561</u>	<u>3,680,660</u>	<u>3,868,100</u>	<u>5.09%</u>
<u>Supplies & Maintenance</u>				
Office supplies	3,314	6,000	5,000	-16.67%
Books & Periodicals	462	1,000	1,000	0.00%
Motor Fuels & Lubricants	80,560	100,000	100,000	0.00%
Equipment Parts & Accessories	7,612	4,000	16,500	312.50%
Bldg/Grounds Maint. Supplies	202	1,300	1,000	-23.08%
Clothing & personal equipment	52,820	27,000	27,000	0.00%
Training Supplies	8,507	16,000	16,000	0.00%
Explorers Program expenses	3,337	4,000	4,000	0.00%
Small Tools and Minor Equip	7,781	5,000	5,000	0.00%
Repairs/Maint-Office Equip	3,413	500	1,000	100.00%
Repairs/Maint-Auto Equip	35,857	45,000	40,000	-11.11%
Repairs/Maint-Misc. Equip	4,297	8,000	7,000	-12.50%
Repairs/Maint-Bldgs/Grounds	9,009	6,500	7,500	15.38%
Janitorial Services	14,649	15,000	15,500	3.33%
Software Licensing	10,101	0	0	N/A
Total Supplies & Maintenance	<u>241,921</u>	<u>239,300</u>	<u>246,500</u>	<u>3.01%</u>

City of Orono
 2020 Line Item Budget
 Police Department cont.
 42110

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Professional Services</u>				
Engineering-Consulting	0	0	0	N/A
Legal-Consulting	6,233	8,000	8,000	0.00%
LOGIS-Applications	83,004	110,790	112,500	1.54%
Data Processing Communication	3,511	6,000	6,000	0.00%
IT Services	0	72,840	80,000	9.83%
Animal Care	1,132	500	3,000	500.00%
Professional Services	11,187	14,500	14,500	0.00%
Insurance Agent of Record	0	0	0	N/A
Total Professional Services	<u>105,067</u>	<u>212,630</u>	<u>224,000</u>	<u>5.35%</u>
<u>Insurances</u>				
General Liability Ins	35,000	40,000	57,400	43.50%
Umbrella Liability Ins	10,000	15,000	24,900	66.00%
Property Insurance	1,000	1,000	1,100	10.00%
Equipment Floaters Ins	0	0	0	N/A
Automotive Insurance	9,000	15,000	18,700	24.67%
Insurance Deductibles	0	0	0	N/A
Total Insurances	<u>55,000</u>	<u>71,000</u>	<u>102,100</u>	<u>43.80%</u>

City of Orono
 2020 Line Item Budget
 Police Department cont.
 42110

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Other Expenses</u>				
Telephone	20,333	23,230	24,000	3.31%
Postage	1,269	1,000	800	-20.00%
Internet/Other Communications	4,260	0	0	N/A
Travel Expenses	0	250	300	20.00%
General Advertising	0	0	0	N/A
Printing & Publishing	1,947	1,800	1,500	-16.67%
Gas & Electric	17,842	20,000	20,000	0.00%
Water Utilities	2,300	3,000	3,000	0.00%
Office Equipment Rental	5,478	4,500	3,000	-33.33%
EDP/Communications Equip Rent	26,320	23,000	26,000	13.04%
Memberships	6,650	5,000	5,500	10.00%
Towing Charges	515	0	0	N/A
Training & Development	23,876	38,000	38,000	0.00%
Distribution to Other Govmnts	120,671	0	119,500	N/A
Meeting Expenses	1,398	2,500	2,200	-12.00%
Special Equipment Replacement	14,451	5,000	0	-100.00%
Licenses & Taxes	1,273	1,300	1,300	0.00%
Other Miscellaneous Charges	276	3,000	3,000	0.00%
Total Other Expenses	248,859	131,580	248,100	88.55%
<u>Capital Outlay</u>				
Automotive Equipment	144,220	160,000	164,000	2.50%
Furniture and Fixtures	0	0	0	N/A
Office Equip and Furnishings	2,727	3,000	0	-100.00%
IT Hardware & Applications	7,223	0	0	N/A
Other Equipment	43,377	21,000	21,000	0.00%
Total Capital Outlay	197,547	184,000	185,000	0.54%
Police Total	4,384,955	4,519,170	4,873,800	7.85%

2020 General Fund Operating Budget
 Departmental Summary
 Fire Protection Services
 42260

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase <u>(Decrease)</u>
Professional Services	389,365	402,100	433,900	7.91%
Fire Protection Services Total	<u>389,365</u>	<u>402,100</u>	<u>433,900</u>	<u>7.91%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Fire Department is comprised of renewable contract agreements with the surrounding community of Long Lake for fire suppression services.

OPERATING COST ACTIVITIES:

*Professional Services are the costs associated with the contract agreements with Long Lake.

City of Orono
 2020 Line Item Budget
 Fire Protection Services
 42260

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Professional Services</u>				
Fire Services	389,365	402,100	433,900	7.91%
Professional Services	0	0	0	N/A
Total Professional Services	<u>389,365</u>	<u>402,100</u>	<u>433,900</u>	<u>7.91%</u>
Fire Protection Services Total	<u>389,365</u>	<u>402,100</u>	<u>433,900</u>	<u>7.91%</u>

2020 General Fund Operating Budget
 Departmental Summary
 Building & Zoning
 42400

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	536,406	527,860	549,500	4.10%
Supplies & Maintenance	3,919	5,000	5,000	0.00%
Professional Services	160,394	139,180	146,800	5.47%
Other Expenses	6,626	23,870	12,000	-49.73%
Building & Zoning Total	<u>707,346</u>	<u>695,910</u>	<u>713,300</u>	<u>2.50%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Planning & Zoning Department oversees the development and redevelopment within the City in accordance with established policies and guidelines. The policies and guidelines have been created and are enforced to maintain the health, safety, and welfare of the public, as well as the aesthetics of the community.

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for Planning and Zoning Staff.

Staff includes: Director of Community Development, Planners (2), Planning Assistant and Building Officials.

*Professional Services include engineering, legal consulting services and contracted building inspections.

*Other Expenses includes training and development, and memberships in professional organizations for the Planning & Zoning Staff.

City of Orono
 2020 Line Item Budget
 Building & Zoning
 42400

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	417,978	399,530	415,400	3.97%
Full-Time Employees Overtime	0	200	200	0.00%
Part-Time Employees	0	0	0	N/A
Temporary/Seasonal Employees	0	0	0	N/A
PERA	30,430	29,980	31,200	4.07%
FICA	30,971	30,580	31,800	3.99%
City Benefit Contribution	54,608	65,260	68,300	4.66%
Unemployment Benefit Payments	0	0	0	N/A
Worker's Comp Insurance Prem	2,419	2,310	2,600	12.55%
Total Personal Services	<u>536,406</u>	<u>527,860</u>	<u>549,500</u>	<u>4.10%</u>
<u>Supplies & Maintenance</u>				
Books & Periodicals	255	500	500	0.00%
Motor Fuels & Lubricants	0	1,500	1,500	0.00%
Equipment Parts & Accessories	3,534	3,000	3,000	0.00%
Clothing & personal equipment	0	0	0	N/A
Small Tools and Minor Equip	0	0	0	N/A
Repairs/Maint-Auto Equip	0	0	0	N/A
Repairs/Maint-Misc. Equip	130	0	0	N/A
Total Supplies & Maintenance	<u>3,919</u>	<u>5,000</u>	<u>5,000</u>	<u>0.00%</u>

City of Orono
 2020 Line Item Budget
 Building & Zoning cont.
 42400

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Professional Services</u>				
Engineering-Consulting	18,194	5,000	5,000	0.00%
GIS/Mapping	0	0	3,000	N/A
Legal-Consulting	14,863	16,000	15,000	-6.25%
Inspection Services	116,250	90,000	90,000	0.00%
Bank Fees	4	0	0	N/A
IT Services	0	8,180	23,800	190.95%
Professional Services	11,085	20,000	10,000	-50.00%
Total Professional Services	160,394	139,180	146,800	5.47%
<u>Other Expenses</u>				
Telephone	458	0	500	N/A
Travel Expenses	1,296	2,250	2,000	-11.11%
General Advertising	1,057	500	500	0.00%
Other Equipment Rentals	0	0	0	N/A
Software Licensing	559	15,600	0	-100.00%
Memberships	859	1,200	1,600	33.33%
Training & Development	2,167	3,020	7,400	145.03%
Meeting Expenses	178	1,200	0	-100.00%
Licenses & Taxes	52	100	0	-100.00%
Total Other Expenses	6,626	23,870	12,000	-49.73%
Building & Zoning Total	707,346	695,910	713,300	2.50%

2020 General Fund Operating Budget
 Departmental Summary
 Engineering
 43170

	<u>2018</u>	<u>2019</u>	<u>2020</u>	%
	<u>Actual</u>	<u>Budget</u>	<u>Recommended</u>	<u>Increase</u> <u>(Decrease)</u>
Professional Services	15,655	20,000	20,000	0.00%
Engineering Total	15,655	20,000	20,000	0.00%

PROGRAM DESCRIPTION & OBJECTIVES:

The City maintains a renewable contract with a local firm to provide all engineering services. The Engineering Department provides professional representation and opinion on city services and operations.

OPERATING COST ACTIVITIES:

*Professional Services are the costs associated with the contract agreement with the engineering firm.

City of Orono
 2020 Line Item Budget
 Engineering
 43170

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Professional Services</u>				
Engineering-Retainer	0	0	0	N/A
Engineering-Consulting	15,655	20,000	5,000	-75.00%
GIS/Mapping	0	0	15,000	N/A
Total Professional Services	15,655	20,000	20,000	0.00%
Engineering Total	15,655	20,000	20,000	0.00%

2020 General Fund Operating Budget
 Departmental Summary
 Public Works Department
 43000

	<u>2018</u>	<u>2019</u>	<u>2020</u>	%
	<u>Actual</u>	<u>Budget</u>	<u>Recommended</u>	Increase (Decrease)
Personal Services	356,636	282,060	293,200	3.95%
Supplies & Maintenance	192,913	184,370	176,100	-4.49%
Professional Services	697	3,270	96,800	2860.24%
Other Expenses	44,166	43,480	42,700	-1.79%
Public Works Total	<u>594,413</u>	<u>513,180</u>	<u>608,800</u>	<u>18.63%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Street Department provides for the maintenance of all city streets to ensure a safe and driveable condition. Standard maintenance includes seal-coating, patching, snow plowing, and sweeping. Due to its excess storage capacity, the City maintains cooperative agreements with surrounding communities for storage and sale of salt/sand supplies.

OPERATING COST ACTIVITIES:

*Personal Services include the wages and employment taxes for the Public Works Department.

Staff includes: Director of Public Works/City Engineer (15%), Public Works Supervisors (25%),

*Supplies & Maintenance include general operating supplies for street repair/maintenance, and vehicle and equipment maintenance.

*Other Expenses include electricity costs for street lighting and employee development.

City of Orono
 2020 Line Item Budget
 Public Works Department
 43000

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	239,821	183,520	191,000	4.08%
Full-Time Employees Overtime	14,024	11,000	11,000	0.00%
PERA	15,639	14,590	15,200	4.18%
FICA	15,631	14,890	15,400	3.43%
City Benefit Contribution	46,067	41,430	44,200	6.69%
Unemployment Benefit Payments	6,157	0	0	N/A
Worker's Comp Insurance Prem	19,296	16,630	16,400	-1.38%
Total Personal Services	<u>356,636</u>	<u>282,060</u>	<u>293,200</u>	<u>3.95%</u>
<u>Supplies & Maintenance</u>				
Books & Periodicals	0	170	0	-100.00%
Motor Fuels & Lubricants	35,000	35,000	0	-100.00%
Equipment Parts & Accessories	16,229	24,000	0	-100.00%
Vehicle Equipment & Parts	8,000	8,000	0	-100.00%
Street Maint. Materials/Supply	67,886	50,000	54,000	8.00%
Clothing & personal equipment	6,484	4,000	7,400	85.00%
Small Tools and Minor Equip	2,000	3,000	3,000	0.00%
Telephone	678	200	1,700	750.00%
Repairs/Maint-Auto Equip	10,000	10,000	0	-100.00%
Repairs/Maint-Misc. Equip	10,672	20,000	0	-100.00%
Repairs/Maint-Bldgs/Grounds	13,612	10,000	10,000	0.00%
Contracted Street Maint.	22,351	20,000	100,000	400.00%
Total Supplies & Maintenance	<u>192,913</u>	<u>184,370</u>	<u>176,100</u>	<u>-4.49%</u>

City of Orono
 2020 Line Item Budget
 Public Works Department cont.
 43000

	<u>2018</u> Actual	<u>2019</u> Budget	<u>2020</u> Recommended	% Increase (Decrease)
<u>Professional Services</u>				
PW Engineering-Consulting	332	0	800	N/A
GIS/Mapping	0	0	800	N/A
IT Services	0	3,270	3,500	7.03%
Fleet Services	0	0	91,700	N/A
Professional Services	365	0	0	N/A
Total Professional Services	697	3,270	96,800	2860.24%
<u>Other Expenses</u>				
Travel Expenses	205	175	200	14.29%
Gas & Electric	2,308	4,880	2,700	-44.67%
Street Lighting	28,069	29,000	29,000	0.00%
EDP/Communications Equip Rent	1,763	1,145	2,400	109.61%
Other Equipment Rentals	9,277	4,000	4,000	0.00%
Software Licensing	0	0	0	N/A
Memberships	334	250	300	20.00%
Training & Development	1,965	3,500	3,500	0.00%
Licenses & Taxes	176	250	300	20.00%
Other Miscellaneous Charges	69	280	300	7.14%
Total Other Expenses	44,166	43,480	42,700	-1.79%
Public Works Total	594,413	513,180	608,800	18.63%

2020 General Fund Operating Budget
 Departmental Summary
 Parks
 45200

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	90,194	127,210	134,500	5.73%
Supplies & Maintenance	82,296	80,400	78,000	-2.99%
Professional Services	4,950	1,980	8,400	324.24%
Other Expenses	10,417	8,850	9,100	2.82%
Parks Total	<u>187,857</u>	<u>218,440</u>	<u>230,000</u>	<u>5.29%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Parks & Recreation Department provides for the maintenance of the City's parks. In addition, the city participates in a joint recreation program with area organizations to ensure a community-wide effort in providing adequate recreational facilities.

OPERATING COST ACTIVITIES:

*Personal Services includes the wages and employment taxes for the Parks Department.

Staff includes: Director of Public Works (10%), Parks/Golf Supervisor (50%),
 Maintenance Workers (5%)

*Supplies & Maintenance includes the operating supplies and maintenance for all park facilities.

*Other Expenses includes the costs associated with equipment rental.

City of Orono
2020 Line Item Budget
Parks
45200

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	56,793	75,920	79,400	4.58%
Full-Time Employees Overtime	534	0	0	N/A
Part-Time Employees	0	0	0	N/A
Temporary/Seasonal Employees	9,252	14,650	15,700	7.17%
PERA	4,177	5,700	6,000	5.26%
FICA	4,333	6,930	7,300	5.34%
City Benefit Contribution	10,511	16,230	17,400	7.21%
Worker's Comp Insurance Prem	4,594	7,780	8,700	11.83%
Total Personal Services	90,194	127,210	134,500	5.73%
<u>Supplies & Maintenance</u>				
Motor Fuels & Lubricants	69	500	0	-100.00%
Equipment Parts & Accessories	1,984	500	0	-100.00%
Bldg/Grounds Maint. Supplies	9,197	10,000	10,000	0.00%
Park Initiatives	9,584	10,000	10,000	0.00%
Repairs/Maint-Auto Equip	474	200	0	-100.00%
Repairs/Maint-Misc. Equip	959	1,200	0	-100.00%
Repairs/Maint-Bldgs/Grounds	60,028	58,000	58,000	0.00%
Total Supplies & Maintenance	82,296	80,400	78,000	-2.99%
<u>Professional Services</u>				
Engineering-Consulting	30	0	0	N/A
IT Services	0	840	1,000	19.05%
Fleet Services	0	0	6,300	N/A
Professional Services	4,920	1,140	1,100	-3.51%
Total Professional Services	4,950	1,980	8,400	324.24%

City of Orono
 2020 Line Item Budget
 Parks cont.
 45200

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Other Expenses</u>				
Telephone	245	0	400	N/A
Travel Expenses	0	0	0	N/A
Printing & Publishing	257	0	500	N/A
Gas & Electric	349	550	600	9.09%
Other Equipment Rentals	7,891	7,000	7,000	0.00%
Software Licensing	1,047	1,000	0	-100.00%
Meeting Expenses	0	0	0	N/A
Licenses & Taxes	581	300	500	66.67%
Other Miscellaneous Charges	46	0	100	N/A
Contributions to Civic Org's	0	0	0	N/A
Total Other Expenses	10,417	8,850	9,100	2.82%
Parks Total	187,857	218,440	230,000	5.29%

2020 General Fund Operating Budget
 Departmental Summary
 Golf Course
 45210

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	116,089	119,130	122,900	3.16%
Supplies & Maintenance	41,418	33,840	23,900	-29.37%
Insurances	13,646	13,520	13,300	-1.63%
Other Expenses	33,429	32,340	47,200	45.95%
Purchases for Resale	8,909	13,900	13,100	-5.76%
Golf Course Total	213,491	212,730	220,400	3.61%

PROGRAM DESCRIPTION & OBJECTIVES:

The Golf Course provides a golfing opportunity for both residents and visitors to the City.

OPERATING COST ACTIVITIES:

Personal Services include the wages and employment taxes for the Golf Course.

Staff includes: Parks/Golf Supervisor (50%), Clubhouse Manager, Seasonal Golf Course Employees

Supplies & Maintenance include general operating supplies for the course and equipment repairs and maintenance.

Insurances include the golf courses share of the City's general, liability, liquor, and auto insurance policies.

Other Expenses include utilities, golf cart rental, and advertising.

Purchase for Resale are items that are food, beverage, clothing and golf supplies that are sold in the clubhouse.

City of Orono
2020 Line Item Budget
Golf Course
45210

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	37,180	36,210	38,200	5.50%
Full-Time Employees Overtime	344	0	0	N/A
Part-Time Employees	0	0	0	N/A
Temporary/Seasonal Employees	56,480	57,040	58,200	2.03%
PERA	3,790	2,720	2,900	6.62%
FICA	4,347	7,140	7,400	3.64%
City Benefit Contribution	7,980	8,080	8,800	8.91%
Unemployment Benefit Payments	75	0	0	N/A
OPEB Expense	0	0	0	N/A
Worker's Comp Insurance Prem	5,893	7,940	7,400	-6.80%
Total Personal Services	116,089	119,130	122,900	3.16%
<u>Supplies & Maintenance</u>				
Office supplies	262	0	300	N/A
Motor Fuels & Lubricants	1,068	3,500	0	-100.00%
Equipment Parts & Accessories	4,151	2,500	0	-100.00%
Bldg/Grounds Maint. Supplies	9,560	7,200	8,500	18.06%
Clothing & personal equipment	(128)	300	500	66.67%
Small Tools and Minor Equip	1,763	500	500	0.00%
Repairs/Maint-Office Equip	0	100	100	0.00%
Repairs/Maint-Auto Equip	2,000	300	0	-100.00%
Repairs/Maint-Misc. Equip	3,791	5,440	0	-100.00%
Repairs/Maint-Bldgs/Grounds	18,951	14,000	14,000	0.00%
Total Supplies & Maintenance	41,418	33,840	23,900	-29.37%

City of Orono
2020 Line Item Budget
Golf Course cont.
45210

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Insurances</u>				
General Liability Ins	7,500	7,500	7,400	-1.33%
Umbrella Liability Ins	1,500	1,500	1,500	0.00%
Boiler & Machinery Ins	300	350	400	14.29%
Property Insurance	2,300	2,650	2,700	1.89%
Equipment Floaters Ins	300	350	300	-14.29%
Automotive Insurance	370	370	400	8.11%
Dram Shop Insurance	1,376	800	600	-25.00%
	<hr/>			
Total Insurances	13,646	13,520	13,300	-1.63%

<u>Other Expenses</u>				
Engineering-Consulting	383	0	0	N/A
Bank Fees	3,431	5,000	3,700	-26.00%
IT Services	0	1,640	2,000	21.95%
Fleet Services	0	0	14,100	N/A
Professional Services	404	0	0	N/A
Telephone	2,926	3,300	3,300	0.00%
Travel Expenses	0	0	0	N/A
General Advertising	859	1,750	1,800	2.86%
Printing & Publishing	1,723	750	1,300	73.33%
Gas & Electric	8,313	8,500	8,700	2.35%
Other Equipment Rentals	14,376	10,200	11,000	7.84%
Memberships	150	300	300	0.00%
Training & Development	116	150	200	33.33%
Special Equipment Replacement	0	0	0	N/A
Licenses & Taxes	325	550	600	9.09%
Other Miscellaneous Charges	424	200	200	0.00%
	<hr/>			
Total Other Expenses	33,429	32,340	47,200	45.95%

City of Orono
 2020 Line Item Budget
 Golf Course cont.
 45210

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Purchases for Resale</u>				
PURCHASES FOR RESALE	0	0	0	N/A
Beer For Resale	3,498	3,800	3,800	0.00%
Soft Drinks For Resale	2,860	3,600	3,600	0.00%
Concessions For Resale-Txbl	582	1,500	1,500	0.00%
Concessions For Resale-NonTax	1,037	2,500	2,300	-8.00%
Pro Shop Items For Resale	932	2,500	1,900	-24.00%
Other For Resale	0	0	0	N/A
Total Purchases for Resale	8,909	13,900	13,100	-5.76%
Golf Course Total	213,491	212,730	220,400	3.61%

2020 General Fund Operating Budget
 Departmental Summary
 Brush Site
 45220

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	0	0	11,600	N/A
Supplies & Maintenance	0	0	300	N/A
Insurances	0	0	100	N/A
Other Expenses	0	0	1,100	N/A
Brush Site Total	<u>0</u>	<u>0</u>	<u>13,100</u>	<u>N/A</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Brush Site provides a place for residents and contractors to drop off tree branches and brush.

OPERATING COST ACTIVITIES:

Personal Services include the wages and employment taxes for the Brush Site.

Staff includes: Brush Site Attendant

Supplies & Maintenance include general operating supplies for repair and maintenance of the brush site.

Insurances include the brush site's share of the City's general insurance polices.

Other Expenses include convenience fee, IT services, insurance, gas/electricity, repairs/maintenance and equipment rental.

City of Orono
2020 Line Item Budget
Brush Site
45220

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Temporary/Seasonal Employees	0	0	10,800	N/A
FICA	0	0	800	N/A
Total Personal Services	<u>0</u>	<u>0</u>	<u>11,600</u>	<u>N/A</u>
<u>Other Expenses</u>				
Bldg/Grounds Maint. Supplies	0	0	300	N/A
Bank Fees	0	0	0	N/A
IT Services	0	0	300	N/A
General Liability Ins	0	0	100	N/A
Gas & Electric	0	0	300	N/A
Repairs/Maint-Bldgs/Grounds	0	0	500	N/A
Other Equipment Rentals	0	0	0	N/A
Total Other Expenses	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>N/A</u>
Brush Site Total	<u>0</u>	<u>0</u>	<u>13,100</u>	<u>N/A</u>

2020 General Fund Operating Budget
 Departmental Summary
 Special Services -Consulting & Police
 43280

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	61,785	40,750	41,000	0.61%
Professional Services	83,462	85,000	87,500	2.94%
Special Services-Consulting & Police Total	<u>145,247</u>	<u>125,750</u>	<u>128,500</u>	<u>2.19%</u>

PROGRAM DESCRIPTION & OBJECTIVES:

The Special Services Department provides a separate 'cost center' for tracking city-provided consulting and Police special service details. Orono residents who apply for land use variations are subject to be billed for any additional staff, legal, and engineering time that is spent reviewing their application. These charges are recorded in this departmental budget, and the applicants are subsequently billed for this additional time. Orono businesses or residents who wish to contract with the city for Police security or traffic control are billed for the officers time. The City's costs are recorded in this departmental budget, and are offset by the revenues received from the requesting parties.

OPERATING COST ACTIVITIES (Reimbursed):

*Personal Services include Police Officer overtime wages for security work and/or traffic control.

*Professional Services include legal and engineering review expense for land use applications.

City of Orono
 2020 Line Item Budget
 Special Services -Consulting & Police
 43280

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Overtime	53,543	35,000	35,000	0.00%
PERA	7,555	5,250	2,600	-50.48%
FICA	687	500	2,700	440.00%
City Benefit Contribution	0	0	0	N/A
Worker's Comp Insurance Prem	0	0	700	N/A
	<hr/>			
Total Personal Services	61,785	40,750	41,000	0.61%
<hr/>				
<u>Professional Services</u>				
Engineering-Consulting	63,323	75,000	73,000	-2.67%
Legal-Consulting	19,885	10,000	14,500	45.00%
Professional Services	254	0	0	N/A
Special Projects, Contingency	0	0	0	N/A
	<hr/>			
Total Professional Services	83,462	85,000	87,500	2.94%
<hr/>				
Special Services- Consulting & Police Total	145,247	125,750	128,500	2.19%

2020 General Fund Operating Budget
 Departmental Summary
 Special Projects-Contingencies
 43290

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
Personal Services	0	0	0	N/A
Professional Services	0	0	0	N/A
Other Expenses	0	0	0	N/A
Capital & Transfers	837,703	400,000	400,000	0.00%
Contingency Items	8,312	100,000	30,000	-70.00%
Special Projects-Contingencies Total	846,015	500,000	430,000	-14.00%

PROGRAM DESCRIPTION & OBJECTIVES:

The Special Projects & Contingencies Department includes funds allocated for planned projects or events that benefit the entire city, and for any unforeseen circumstances that produces additional expenses. This department also provides for operating transfers to other funds.

OPERATING COST ACTIVITIES:

* Transfers are as follows:

Improvement and Equipment Outlay Fund	300,000
2014 Improvement Bond Debt Service Fund	100,000
	400,000

*Contingency Items is an amount for unbudgeted and unforeseen items that require action before the next budget cycle.

GENERAL FUND TOTAL	8,884,309	8,577,280	9,143,200	6.60%
---------------------------	-----------	-----------	-----------	-------

City of Orono
 2020 Line Item Budget
 Special Projects-Contingencies
 43290

	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>2020</u> <u>Recommended</u>	% Increase (Decrease)
<u>Personal Services</u>				
Full-Time Employees Regular	0	0	0	N/A
Total Personal Services	0	0	0	N/A
<u>Professional Services</u>				
Engineering-Consulting	0	0	0	N/A
Professional Services	0	0	0	N/A
Total Professional Services	0	0	0	N/A
<u>Other Expenses</u>				
Other Miscellaneous Charges	0	0	0	N/A
Total Other Expenses	0	0	0	N/A
<u>Capital & Transfers</u>				
Land	0	0	0	N/A
Operating Transfers	837,703	400,000	400,000	0.00%
Total Capital & Transfers	837,703	400,000	400,000	0.00%
<u>Contingency Items</u>				
Special Projects, Contingency	8,312	100,000	30,000	-70.00%
Total Contingency Items	8,312	100,000	30,000	-70.00%
Special Projects-Contingencies Total	846,015	500,000	430,000	-14.00%
GENERAL FUND TOTAL	8,887,470	8,577,280	9,143,200	6.60%