



CITY OF SPRING PARK
CITY COUNCIL AGENDA
DECEMBER 3, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT MEETING AGENDA
4. ADOPT CONSENT AGENDA*
 - a. City Council Work Session Minutes from November 13, 2018
 - b. Regular City Council Meeting Minutes from November 13, 2018
 - c. MNSPECT Contract
 - d. Ordinance 18-04: Building Code Fee Schedule
 - e. Resolution 18-22: Approving Summary Publication of Ord. 18-04
 - f. Resolution 18-23: A Resolution Designating the Annual Polling Place
5. PUBLIC FORUM**
6. PRESENTATIONS & GUEST SPEAKERS
7. PUBLIC HEARINGS
 - a. Truth in Taxation Public Hearing
 - i. Resolution 18-24: Approving 2019 Final Levy
 - ii. Resolution 18-25: Approving 2019 Budget
8. PETITIONS, REQUESTS, & APPLICATIONS
9. ORDINANCES & RESOLUTIONS
10. REPORTS OF OFFICERS AND COMMITTEES
 - a. Mayor & Council
 - b. City Staff
 - c. Contract Staff
11. NEW BUSINESS & COMMUNICATIONS
12. CLAIMS FOR PAYMENT
 - a. December 3, 2018 Claims
13. UPCOMING MEETINGS & TRAINING
 - a. December 12 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM
 - b. December 12 – Planning Commission – 7:00 PM
 - c. December 17 – City Council Work Session – 6:00 PM
 - d. December 17 – Regular City Council Meeting – 7:00 PM
14. MISCELLANEOUS (INFORMATION ONLY)
15. ADJOURNMENT

*The Consent Agenda lists those items of business which are considered to be routine, recommended for approval, and/or which need no discussion. The several separate items listed on the Consent Agenda are acted upon by one motion. There will be no separate discussion of these items unless a Council Member makes a request, in which event the item will be removed from the Consent Agenda and placed elsewhere on the regular agenda for Council discussion and action.

** Under Public Forum individuals may address the City Council about any item not contained on the regular agenda. Each speaker should keep their statements to three minutes to allow sufficient time for others. The Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.



CITY OF SPRING PARK
WORK SESSION MINUTES
NOVEMBER 13, 2018 – 6:00 PM
SPRING PARK CITY HALL

CALL TO ORDER - The work session was called to order by Mayor Pro Tempore Hughes at 6:04 p.m.

Council Members Present: Gary Hughes, Mayor Pro Tempore; Pamela Horton; Catherine Kane Palen; and Megan Pavot

Council Members Absent: Jerome P. Rockvam, Mayor

Staff Present: Dan Tolsma, City Administrator; David Anderson, Assistant City Attorney; and Theresa Schyma, City Clerk

1. FOOD TRUCK ORDINANCE REVIEW

City Administrator Tolsma presented a summary of the food truck ordinance and Council's request that the issue be revisited at the end of this year to discuss last year's amendment that allowed food trucks to operate for an unlimited number of days in the city.

City Clerk Schyma discussed the current number of trucks that have been licensed in 2018, the associated licensing fees, and provided a summary of the food truck application process.

City Council consensus was that no changes were necessary to the food truck ordinance regarding number of operating days.

2. PLANNING COMMISSION MEETING START TIME DISCUSSION

City Administrator Tolsma presented the Planning Commission's request to move the Planning Commission Meeting start time from 7 p.m. to 6 p.m. beginning January 1, 2019.

The City Council consensus was to allow the change in start time.

Council Member Kane Palen wanted to revisit the issue about televising City Council work sessions.

Council Member Hughes has asked City Administrator Tolsma to give a brief recap of the items approved as part of the consent agenda during the "City Staff Reports" section of the regular meeting.

City Administrator Tolsma stated that he is agreeable to reviewing items that were approved on the consent agenda during the "City Staff Reports." He added that items of a routine nature are placed

on the consent agenda to run a more efficient meeting. The two to three residents that have brought up the item for discussion have stated they want televised work sessions for reasons of transparency but the information is already public. The work sessions are open to the public and both the agendas and the minutes are public information so there is definitely transparency.

City Administrator Tolsma stated that last year there was discussion at a televised City Council meeting about whether or not to televise work sessions. At that time the City Council asked the viewing public to voice their opinions if they would like to have work sessions televised. City staff and the Council only received feedback from two people, including the original person who brought it to the Council for discussion.

Council Member Kane Palen asked the city attorney for his opinion.

Assistant City Attorney Anderson stated that many cities typically do not televise their work sessions because they are informal discussions where there is a lot of back and forth between Council and staff. He agreed that all work sessions are open to the public and all agendas and minutes are public as well so there is already complete transparency. He continued that it is a policy decision and asked the Council if they want to spend City funds on something that only a handful of residents are requesting considering that the City is already being completely transparent.

Council Member Kane Palen stated that since there is not a great demand from residents to televise work sessions then the Council should just move on.

3. 2019 STAFF WAGES & PERFORMANCE REVIEW

City Administrator Tolsma presented a summary of proposed personnel costs for 2019 including salary, benefits, cost of living estimates from the Bureau of Labor and Statistics, and the different options for merit increases. He added that there was a comprehensive wage study completed last year for communities around the Lake Minnetonka area and doesn't believe that much would've changed from that report.

Council Member Hughes asked when a decision needed to be made.

City Administrator Tolsma responded that a 3% percent increase was already factored into the proposed budget so there is time but it is typically approved at the same meeting as the budget.

4. MISCELLANEOUS

Council Member Hughes wanted to discuss a last minute change in the contract for snow removal that is being considered at tonight's regular meeting. The change is due to a clerical error; the contract needs to have a section removed for "trucks" since the City no longer owns any vehicles.

The City Council consensus was to move forward with the corrected contract at tonight's meeting.

Council Member Hughes questioned potential damage to light poles.

City Administrator Tolsma stated he has already toured the city with new contractor and discussed trouble areas, sidewalks, light poles, etc. The new contractor also has different equipment specifically for sidewalks so hopefully there will be fewer incidents of light pole damage.

Council Member Kane Palen wants City Hall security, especially during City Council meetings, to be an item for a future work session including techniques and de-escalation education for dealing with people that have mental health issues.

City Administrator Tolsma stated he could speak with Orono Police to see if they could provide some sort of training or information.

Assistant City Attorney Anderson added that he can speak with his staff and the League of Minnesota Cities to find some information on the topic since it is a good discussion to have when you do not have police present at City Council meetings.

Council Member Pavot stated that she believes police should be present at meetings and would like it discussed at the next Police Commission meeting.

City Administrator Tolsma stated it is within the scope of the City's contract for police services to have a police presence at meetings.

5. ADJOURN - The work session was adjourned by unanimous consent at 6:59 p.m.

Date Approved: December 3, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



CITY OF SPRING PARK
CITY COUNCIL MINUTES
NOVEMBER 13, 2018 – 7:00 PM
SPRING PARK CITY HALL

1. CALL TO ORDER - The meeting was called to order by Mayor Pro Tempore Hughes at 7:03 p.m.

Council Members Present: Gary Hughes, Mayor Pro Tempore; Pamela Horton; Catherine Kane Palen; and Megan Pavot

Council Members Absent: Jerome P. Rockvam, Mayor

Staff Present: Dan Tolsma, City Administrator; David Anderson, Assistant City Attorney; and Theresa Schyma, City Clerk

2. PLEDGE OF ALLEGIANCE – Mayor Pro Tempore Hughes led the audience in the Pledge of Allegiance.

3. ADOPT MEETING AGENDA

M/Horton, S/Kane Palen to adopt the meeting agenda.

Motion carried 4-0.

4. ADOPT CONSENT AGENDA

- a. City Council Work Session Minutes from October 15, 2018
- b. Regular City Council Meeting Minutes from October 15, 2018
- c. Resolution 18-21: Canvass Results of November 6, 2018 General Election

RESOLUTION NO. 18-21

RESOLUTION DETERMINING RESULTS OF THE GENERAL ELECTION OF
THE CITY OF SPRING PARK HELD ON TUESDAY, NOVEMBER 6, 2018

This resolution appears as Resolution No. 18-21.

- d. 2018/19 Snow Removal Contract – Larson Lawnscape

M/Pavot, S/Horton to adopt the Consent Agenda.

Motion carried 4-0.

5. PUBLIC FORUM – None.

6. PRESENTATIONS & GUEST SPEAKERS – None.

7. PUBLIC HEARINGS – None.

8. PETITIONS, REQUESTS, & APPLICATIONS – None.

9. ORDINANCES & RESOLUTIONS – None.

10. REPORTS OF OFFICERS AND COMMITTEES

a. Mayor & Council – Council Members Hughes and Horton thanked the residents for their support during the election and stated they were looking forward to serving the City for another four years.

b. City Staff – City Administrator Tolsma presented a summary of the new snow removal contract with Larson Lawnscape.

City Administrator Tolsma stated that at the last City Council meeting there was a short video presentation but due to technical issues it was not able to be viewed by people at home. A link to the presentation is now available on the LMCC website.

City Administrator Tolsma announced that the installation of the new playground equipment has started at Thor Thompson Park.

Council Member Kane Palen thanked Council Members Pavot and Hughes for their work on the parks upgrade project.

At the Council's request, City Clerk Schyma presented a summary of 2018 General Election.

c. Contract Staff – None.

11. NEW BUSINESS & COMMUNICATIONS – None.

12. CLAIMS FOR PAYMENT

a. November 13, 2018 Claims

M/Horton, S/Kane Palen to approve all claims for payment.

Motion carried 4-0.

13. UPCOMING MEETINGS & TRAINING

a. November 14 – Fire Commission – 11:00 AM

b. November 14 – LMCD Work Session at 6:00 PM with Regular Meeting at 7:00 PM

c. November 14 – Planning Commission – 7:00 PM

d. December 3 – Regular City Council Meeting – 7:00 PM

City Administrator Tolsma added that the December 3 City Council Meeting is also the Truth in Taxation Hearing. The date and time was on the proposed statement that was mailed recently from Hennepin County.

Council Member Horton noted the November 15 LMCC meeting at 7 p.m.

14. MISCELLANEOUS (INFORMATION ONLY)

- a. Mound Fire Department October Report
- b. September PeopleService Report

15. ADJOURNMENT

M/Pavot, S/Kane Palen to adjourn the City Council Meeting at 7:16 p.m.

Motion carried 4-0.

Date Approved: December 3, 2018

Dan Tolsma, City Administrator

Theresa Schyma, City Clerk



MNSPECT^{LLC}

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

Memo

To: City of Spring Park
From: Scott Qualle, Building Official
Date: September 26, 2018
Re: Proposed Contract and Fee Schedule

The adopted fee schedule (the 1997 UBC + 10%), as it applies to building code-related fees, for the City of Spring Park has remained steady since 2008. A few years ago, the need for an update of the building code fee schedule was brought to the City's attention. Since then, City staff and I have worked together on developing a revised fee schedule and contract change that would result in keeping up with inflation and other increasing costs. At the last council workshop, the council requested that we develop a compromise solution that included a modest fee schedule increase and a contract percentage reallocation to keep the city's revenue relatively unchanged based on three valuation scenarios. We believe that the proposed fee schedule and contract meet this requirement.

Attached are the following:

- Proposed Contract
- Proposed Fee Schedule
- Comparison of permit fees based on the current fee schedule and proposed fee schedule and the allocation breakdown based on the current contract and the proposed contract.
- Summary of changes to the contract
- Summary of changes to the fee schedule

If the proposed contract and fee schedule are acceptable, we propose that both become effective November 1, 2018.

Fee Schedule comparisons:

Permit Type	Fee Type	Current Contract and Fee Schedule			Proposed Contract and Fee Schedule		
		Permit and Plan Review Fee	MNSPECT Fee Allocation	City Fee Allocation	Permit Fee and Plan Review	MNSPECT Fee Allocation	City Fee Allocation
			Total Fee	Total Fee		Total Fee	Total Fee
Res. Reroof	Flat Fee	\$38.50	\$19.25	\$19.25	\$50.00	\$28.50	\$21.50
Deck	\$10,000	\$349.97	\$174.99	\$174.98	\$403.43	\$229.96	\$173.47
Remodel	\$35,000	\$914.43	\$457.22	\$457.21	\$1,053.11	\$600.27	\$452.84
New Home	\$250,000	\$3,349.25	\$1,674.63	\$1,674.62	\$3,856.05	\$2,197.95	\$1,658.10

Significant Changes to the Contract:

- Section 1, F. Memberships has been added to the Independent Contractor section.
- Section 3. Violations and Penalties has been altered to include: “Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations.”
- Effective Date and Termination of Agreement Dates have been altered.
- Section 5. Termination of Agreement has been revised with clause relating to terminating for cause. Language relating to “breach” has been added.
- Section 7. Payment of Services has been altered by adding a statement about billing method based on percentage of permit fees and hourly billing; statement added about postage and Special Investigation fees
- Section 14. Complaints – new section
- Section 15. Appeals – new section

Appendix A – Building Inspection Services (multiple small changes)

- Section 3, A – new item 5) Provide data or comply with any State agency reporting requirements.
- Section 3, B – new sections 19) Calculate valuations and 21) Verify all license and lead certifications.
- Section 3, C – new item 1) Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
- Section 5. – new paragraph regarding determination of valuation.
- Section 5. Cost to Municipality
 - fee for building permits changed from 50% to 57%
 - fee for plan review changed from 50% to 57%
 - residential site inspections changed from \$45 to \$50
- Section 5. – new item G) Inspector will make every attempt to recover fees.

- Section 5. – new item H) Fee for permitting software.
- Section 5. – new item I) Inflation increase.

Exhibit A Building Inspection Process

- New Item 6. Wall Bracing added to Residential Buildings inspection list
- Additional services – clarification in fee types added

Appendix B – Electrical Inspection Services

- Section 3, B. Inspection language changed. Electrical Inspections are currently provided on Monday, Wednesday, and Fridays.

Appendix C – Plumbing Plan Review

- Section 1. – sentence added “This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.” MNSPECT has received delegation authority

Appendix D – Sediment and Erosion Control

Section 1, C. “During normal, required construction inspections” has been added to define when SEC inspections are completed.

Section 3. Rate has been changed from .0005 of building permit valuation to .0006.

Appendix E and F are both added for consideration. Neither have been selected for this Agreement.

Standards of Service

Inspections has been changed to state that “When we are meeting someone for an inspection, they are scheduled a specific time to minimize wasted time waiting for an inspector.”

Logistics and Work Flow has an added sentence stating that all permits must flow through the Municipal office.

Significant Changes to the Fee Schedule:

- Maintenance Permit Fees and Zoning Permit Fees (sheds, fences, retaining walls) changed from \$38.50 to \$50.00
- Residential plumbing permit fee minimum changed from \$50.00 to \$75.00
- New Fixture Maintenance fee for replacement of one appliance or fixture – residential plumbing and mechanical (water softeners, water heaters, furnace, air conditioning, etc.) \$50.00
- Residential mechanical gas line only permit \$45.00 to \$50.00; gas line with mechanical permit changed from \$10.00 to \$15.00 per gas line with a minimum of \$30.00 (was minimum of \$20.00)
- Commercial plumbing and mechanical permit fees currently calculated at 1.25% of the contract price; changed to calculate permits based on Valuation Fee Schedule.
- Commercial minimum building permit fee of \$75.00 – currently no minimum
- Commercial minimum plumbing and mechanical fees \$75.00 – currently \$55.00
- Commercial gas line only permit fee minimum \$50.00 – currently \$45.00
- Valuation-based fees – changing to 1997 + 25% - currently 1997 + 10%
- Commercial plumbing plan review fee – recommend 65% of permit fee – currently based on service and DFU's (separate fee chart)
- Residential Site Inspection (pre-excavation) – recommend \$50.00 – currently \$60.00
- Sediment and Erosion Control – recommend .0006 of permit valuation – currently .0005 of permit valuation
- Fees for moved-in structures added
- Inspections outside of normal business hours – recommended \$75/hour – currently \$120.00
- Inspections for which no fee is specifically indicated – recommended \$75 – currently \$60.00
- Fees added for copies other than 8 ½ x 11 black and white
- Fees added for replacement permit cards
- Fees added for contractor license verification and lead certification verification
- Permit renewal fee added
- Change of Use of occupancy permit fee added
- Pre-final on new home construction fee added
- Refund policy added
- Optional Temporary Certificate of Occupancy Escrow added – this is a municipal fee

AGREEMENT AND CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT and contract for inspection services is made and entered into this _____ day of October, 2018, by and between the City of Spring Park, Minnesota (“Municipality”) and MNSPECT, LLC, a Minnesota Limited Liability Company (“Inspector”).

WITNESSETH:

WHEREAS, the Municipality is desirous of contracting with Inspector for the performance of various services within the Municipality to include:

- | | | | | |
|-------------------------------------|--|---------------------|----------------|------------------|
| <input checked="" type="checkbox"/> | Building Inspections (Appendix A) | _____
City Admin | _____
Mayor | _____
MNSPECT |
| <input checked="" type="checkbox"/> | Electrical Inspections (Appendix B) | _____
City Admin | _____
Mayor | _____
MNSPECT |
| <input checked="" type="checkbox"/> | Plumbing Plan Review (Appendix C) | _____
City Admin | _____
Mayor | _____
MNSPECT |
| <input checked="" type="checkbox"/> | S.E.C. Inspections (Appendix D) | _____
City Admin | _____
Mayor | _____
MNSPECT |
| <input type="checkbox"/> | Rental Inspections (Appendix E) | _____
City Admin | _____
Mayor | _____
MNSPECT |
| <input type="checkbox"/> | Fire Inspections (Appendix F) | _____
City Admin | _____
Mayor | _____
MNSPECT |

and

WHEREAS, Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Independent Contractor.

It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with the Municipality to perform the services as provided in this agreement.

- A. Non-Employee Status – Personnel assigned to perform the Services to be provided by Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers’ compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.
- B. Administrative Responsibility - The daily administration of the Inspector services rendered to the Municipality shall be under the sole direction of the Inspector. The degree of services rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint

control of the Municipality and the Inspector. Headquarters for the services rendered to the Municipality under this agreement shall be located at the Municipality offices. The Inspector shall submit to the Municipality a regular report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.

C. Insurance.

- i. Auto Insurance – Inspector in carrying out its obligation under this Agreement, shall supply, upon the request of the Municipality, a Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$1,000,000 single limit, per occurrence.
- ii. Professional Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 covering all personnel employed by Inspector in capacity of acting as an Inspector/Agent of the municipality.
- iii. General Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of General Liability Insurance in an amount of at least \$1,000,000 covering all personnel employed by Inspector in capacity of acting as an Agent of the Municipality. The Municipality will be listed as an additional insured.
- iv. Workers' Compensation Insurance – The Inspector shall provide its employees with workers' compensation coverage with at least the state minimum coverage requirements. The Inspector shall provide the Municipality with copies of Certificate of Workers' Compensation Insurance.

D. Continuing Education and Certification - The Inspector shall be responsible for maintenance of required or appropriate certification and continuing education as Inspector under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals and reference materials.

E. Communications, Equipment, and Supplies.

The Inspector shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this agreement.

F. Memberships.

Inspector may join trade groups or attain membership in associations as the building official of the municipality.

2. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the Municipality offices. All such files the Inspector may desire for its own records shall be maintained outside the Municipality offices. Files and records created in connection with this Agreement shall be subject to the provisions of the Minnesota Data Practices Act, and specifically Minn. Stat. 13.05, subd. 11. Inspector shall not be expected to respond, or be responsible for responses to public information requests. Requestors will be referred to the Municipality for verification and

response. Inspector will assist Municipality with requests when requested by Municipality Staff or Council.

3. Violations and Penalties.

Any Code violations occurring within the Municipality may be charged in accordance with the ordinances of the Municipality and shall be subject to the penalties provided therein. Prosecution of such violations shall be by the Prosecuting Attorney of the Municipality. All costs and expenses incurred by said prosecution shall be paid by the Municipality. Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations. The Inspector agrees to cooperate with the Prosecuting Attorney of the Municipality in such prosecutions (including provision of testimony and documentary evidence) upon request.

4. Effective Date of Service.

The effective date of service to which the terms of this Agreement apply shall be on the First day of January, 2019.

5. Termination of Agreement.

This Agreement shall remain in force and effect from the effective date of service until December 31, 2021. This Agreement may be terminated for Cause at any time as provided herein below. "Cause" for purposes of this Agreement, shall be deemed to occur if either party to this Agreement should materially breach any material provision herein. In such case, the non-breaching party may notify the breaching party in writing specifying the respect in which such party has breached the Agreement. In the event that such breach is not remedied to the reasonable satisfaction of the non-breaching party within thirty (30) calendar days after delivery of the above notice, the non-breaching party may, by written notice to the breaching party, terminate this Agreement, effective immediately. Breach of an obligation with respect to a party shall be deemed to include both a single instance of a material failure to perform one of its duties hereunder, as well as a continual, general lack of performance of its duties hereunder. If the breach is satisfactorily cured, this agreement shall continue as if no breach had occurred. The last day of the Agreement is the last day services will be provided.

This agreement shall automatically renew for one year terms unless Inspector is notified not less than 90 days prior to the next contract end date.

6. Normal Business Hours.

Normal business hours are defined as: 8:00 a.m. to 4:30 p.m., Monday through Friday, generally excluding Federal holidays except Columbus Day. A list of holiday dates observed will be provided to the Municipality each year, for the following year, by November 1st.

7. Payment for Services.

Many billing options exist to compensate Inspector for their services. The Municipality and Inspector have agreed that the compensation method shall be based on a percentage of permit fees, along with hourly billing for other services.

Billings for all services as defined in Costs to Municipality for Services sections in each appendix shall be considered payment for all services rendered during that billing period for activities related to serving as the Building Official. Postage for official correspondences on behalf of the Municipality shall be added to the monthly billing. Although billings may be calculated based on specific permits, payments are for all services provided during that billing period.

Special Investigation fees shall be billed whether or not permits are ultimately issued.

Any payments received by Inspector for contracted services as a result of eCommerce or Internet transactions or electrical permits shall be accounted for, allocated by contract specifications, and amounts due to Municipality shall be netted against current billing.

Municipality shall remit payment to Inspector within thirty (30) days of filing a Report or Billing. Both parties acknowledge that they are subject to the provisions of Minnesota Statute 471.425, regarding prompt payment to subcontractors.

8. Assignment.

Inspector may not assign this Agreement without the prior written consent of the Municipality.

9. Staff.

Each of the parties hereto agrees that while Inspector is performing services under this Agreement and for a period of (12) twelve months following the performance of such services or the termination of this Agreement, whichever is later, neither party will, except with the other party's written approval, solicit or offer employment as an employee, inspector, independent contractor, or in any other capacity to the other party's employees or staff engaged in any efforts under this Agreement without the prior written consent of the other party.

10. Hold Harmless and Indemnification.

Inspector shall release, defend, hold harmless and indemnify the Municipality from any and all claims, losses, damages and costs of every kind and nature (including, without limitation, reasonable attorney's fees), in any manner, directly or indirectly, arising out of, resulting from, or in any manner connected with this agreement and the actions or failures to act of the Inspector, its officers, employees, or agents. The indemnity obligations contained in this Section shall survive termination of this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Inspector has previously notified the Municipality in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Municipality fails to enforce that Code or arising out of any situation involving an existing or future platted lot with corrected soils, filled soils or a building pad.

11. Entire Agreement.

This Agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral,

express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties.

12. Choice of Law.

This Agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this Agreement for MNSPECT represents and warrants that he has been duly authorized to execute this Agreement on behalf of MNSPECT, by the company's Board of Managers and that this Agreement shall bind the company to the terms and obligations contained herein.

14. Complaints.

Any complaint about Inspector received by Municipality Staff or Elected Officials shall be promptly forwarded to Inspector with specific details, property address, and contact information so Inspector may research the concern(s) expressed and develop and communicate a response to the complainant and/or Municipality.

15. Appeals.

MN Rule 1300.0230 provides a mechanism for persons aggrieved by an order, decision, or determination of the Building Official to appeal. The Municipality does not have an appeals board. Therefore, any appeals will be heard by the State appeals board.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate this _____ day of _____, 2018.

City of Spring Park

MNSPECT, LLC

By _____
Jerry Rockvam, Mayor

By _____
Scott Qualle, President

Attest By _____
Dan Tolsma, City Administrator

Appendix A
BUILDING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the current Minnesota State Building Code Pursuant to MN Rules Chapter 1300 and represent the Municipality as its Designated Building Official.
- B. Render required enforcement of the MN State Fire Code on all buildings or structures undergoing work requiring building permits under A (above).
- C. Provide such other services as specified in this Agreement.

2. Adoption of Building Codes.

The Minnesota State Building Code, established pursuant to Minnesota Statutes 326B.101 to 326B.16, has been adopted as the Building Code for the Municipality. The Municipality will use the current Minnesota State Building Code and other chapters of Minnesota Rules and enforcement and administration provisions. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix A shall be referred to hereinafter as “Building Code,” and shall be enforced by the Inspector.

The Inspector shall inform the Municipality whenever its Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for issuing permits and performing inspection services.

- A. Responsibility of the Municipality:
 - 1. Direct the administration of all zoning requirements and inform Inspector in writing what requirements are needed to be enforced by the Inspector.
 - 2. Administer all contractor licensing required if required by the Municipality.
 - 3. Issue all permits and collect local permit fees and state or regional charges.
 - 4. Keep permanent records on file as directed by Building Official.
 - 5. Provide data or comply with any State agency reporting requirements.
 - 6. Complete all periodic reports and government surveys.
 - 7. Prosecute all violations, as it deems necessary and appropriate.

8. Provide Inspector with access to the Municipality offices during regular business hours of the Municipality including access to telephones, copy machine, etc., for the Municipality Building Code purposes only.
9. Issue certificates of occupancy, signed by Inspector.

B. Responsibility of Inspector:

1. Perform all pre-construction building plan reviews for compliance with Building and Fire Codes.
2. Perform all on-site construction inspections required for Building Code enforcement.
3. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
4. Assist in maintaining the building files kept by the municipality by providing physical or electronic copies of all documents required by Minnesota Rule 1300.
5. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
6. Provide permit and code information to the contractors, developers, architects, and citizens of Municipality.
7. Inspect hazardous buildings, inspect buildings to be moved into the Municipality prior to such action, and inspect Municipality Buildings (at the Municipality's request) subject to 5.F of this appendix.
8. Originate and provide Certificates of Occupancy.
9. Recommend updating of Building Code ordinances.
10. Review and recommend fee schedule changes.
11. Create and update all applicable permit applications and forms.
12. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
13. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to: a monthly summary of the number of permits issued, the approved valuation, and the amount of the fees. Within thirty (30) days after each calendar year ending, during the terms of this contract, the Inspector shall prepare an annual report containing the same information as the monthly reports.
14. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
15. Assist Fire Chief with Building Code related issues.
16. Upon submission of a complete residential (IRC) building application, the Inspector shall process its portion of the building permit within ten (10) working days, excluding weekends and holidays.
17. Upon submission of a complete commercial (IBC) building application, the Inspector shall process its portion of the building permit within fifteen (15) working days, excluding weekends and holidays.
18. Calculate building permit fees for building permits.
19. Calculate valuations as directed in MN Rule 1300 and municipality fee schedule.
20. Attend Municipality Council meetings, as requested, to discuss building projects or issues related to the building code (up to two times per year without charge).

21. Verify all appropriate contractor licenses and lead certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.
22. Any software that is available for use by clients of Inspector shall be made available for use by the Municipality.
23. Issue Stop Work Orders (up to one hour).
24. Verify (measure) set-backs and other requested measurements supplied by Municipality for zoning code compliance.

C. Procedure for Building Code Administration:

1. Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
2. The Inspector reviews the building construction plans and site plans for conformance with the Building Code and applicable Municipality ordinances, and approves, modifies, or rejects same.
3. The Municipality upon approval of the plans by the Inspector and consistent with all local requirements, issues the required permit, collects the local, state, and regional fees, and notifies the Inspector of any other pertinent information.
4. The Inspector shall perform all field inspections, notify the Municipality of any violations and final completion.
5. The Inspector approves, and Municipality Staff issues, the Certificate of Occupancy upon final approval and when in compliance with all local requirements.

4. Building Official to be Officer of the Municipality.

The Designated Building Official (Inspector) shall be provided specific authority to administer and enforce the Building Code as provided by this Appendix A. Such authority shall be granted by proper action of the Municipality's elected officials.

5. Cost to Municipality for Services.

One of the responsibilities of the Building Official is to determine the Valuation of a project at the time of application (MN Rule 1300.0160). In an attempt to treat all applicants fairly and equally, Inspector will use the calculated valuation from the State Valuation Table (published annually in May) as a minimum valuation.

The Municipality shall pay to the Inspector for services under this contract the following:

- A. The Inspector shall be paid 57% of the permit fee as found in the Municipality's fee schedule, for permits issued, with a minimum charge of \$50.00 per permit.
- B. The Inspector shall be paid 75% of all special investigation fees, commercial plumbing, mechanical, fire alarm, fire sprinkler, and accessory (reroof, reside, and window replacement) permits; and 100% of all hourly, site inspection, after hours inspection, manufactured home connections, pre-move, post-move, postage, copy, and license/lead verification, master plan review, and re-inspection fees.

- C. The Plan Review fee for a project is 65% of the building permit fee for the project. The Inspector shall receive 57% of the Plan Review fee calculated for all plans reviewed.
- D. If requested, the Inspector shall receive the sum of \$50.00 for each residential pre-construction site inspection completed, and \$90.00 for each commercial pre-construction site inspection completed.
- E. Payments made by the Municipality to the Inspector pursuant to 3B and 5 A-D above shall be for services included under "Required Services" in Appendix A of this Agreement during the term of this Agreement.
- F. The Municipality shall pay the Inspector for services performed at the request of the Municipality other than as provided in Section 3B and 5 A – D above, at the rates following this paragraph. Time spent pursuant to this paragraph may include such matters as preparation and time spent in connection with the prosecution of any violations for the Building Code Ordinance or other ordinances of the Municipality, attending staff meetings, or mentoring Municipal Staff. The Inspector shall submit logs with any such statements for services rendered under this subsection. No charges for services at an hourly rate may be made unless there has been prior direction to the Inspector by the Municipality.

Designated Building Official	\$125.00/hour
Senior Building Official	\$95.00/hour
Fire Inspector	\$90.00/hour
Building Inspector	\$75.00/hour
Other Staff	\$75.00/hour

- G. Inspector shall make every attempt, where appropriate, (penalty fees, re-inspection fees, etc.) to recover fees from applicant on behalf of the Municipality.
- H. Municipality shall have unlimited access to Inspector's permitting software, and shall pay \$75.00 per month for each user ID. All electronic files and records shall be provided to the Municipality upon termination of this Agreement.
- I. To prevent the balance of payments from falling out of line with inflation, each year of the contract and subsequent renewals, the Inspector's fee share percentage shall increase by the amount of inflation for the previous year, not to exceed 75% without renegotiating new terms.

Exhibit A
BUILDING INSPECTION PROCESS

Required Services
(Included in Building Permit Fees)

Residential Buildings
(One inspection per item)

1. Plans Examination
2. Footing
3. Foundation
4. Pre-backfill inspection
5. Sub-slab vapor-barrier inspection
6. Wall-bracing inspection
7. Framing
8. Plumbing – rough in.
9. Insulation
10. Gypsum wall board (optional)
11. Gas line pressure test
12. Heat/mechanical – rough in
13. Heat/mechanical – final
14. Final plumbing and sump pump
15. Final building
16. Authorize Certificate of Occupancy

Commercial Buildings
(Possible multiple inspections per item)

1. Plans Examination
2. Pre-Construction site inspection
3. Footing
4. Poured wall or wood foundation
5. Slab vapor-barrier inspection
6. Pre-backfill inspection
7. Framing
8. Plumbing – rough in. (1 insp)
9. Insulation
10. Gypsum wall board
11. Fire resistive assemblies
12. Fire Caulking
13. Rough-in fire suppression systems
14. Final fire suppression systems
15. Fire alarm systems
16. Gas line pressure test
17. Heat/mechanical – rough in
18. Heat/mechanical – final
19. Final plumbing and sump pump
20. Final building
21. Authorize Certificate of Occupancy

Additional Services
(Additional Fee May Apply)

1. Pre-Construction Meetings - hourly
2. Complaint investigations - hourly
3. Re-inspections – verify corrections – re-inspection fee
4. Stop work orders – hourly
5. Routine or other inspections requested by Municipality - hourly
6. Verify compacted fill placement under structure - hourly
7. Partial completion inspections – re-inspection fee
8. Additional rough-in inspections or “pre-final” inspections - re-inspection fee
9. Prosecution of violations - hourly
10. Partial plumbing – winter underground inspections – re-inspection fee
11. Moved-in building inspections – fee schedule
12. Contractor neglects to cancel inspections – re-inspection fee
13. License Look-up Fee – fee schedule
14. Lead Certification Look-up Fee – fee schedule

Appendix B
ELECTRICAL INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide Electrical Inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the currently adopted State Electrical Code and represent the Municipality as its Electrical Inspector.
- B. Provide such other services as may be agreed to by the parties.

2. Adoption of Electrical Codes.

The National Electrical Code has been adopted by reference as the Electrical Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this agreement shall be referred to hereinafter as “Electrical Code” and shall be enforced by the Electrical Inspector.

The Inspector shall inform the Municipality whenever the Municipal Code of the municipality should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Electrical Inspection services.

- A. Responsibility of the Municipality:
 - 1. Complete all periodic reports and government surveys.
 - 2. Prosecute all violations, as it deems necessary and appropriate.
 - 3. Provide Electrical Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality Electrical Code inspection purposes only.
- B. Responsibility of Inspector:
 - 1. Issue all permits and collect local permit fees.

2. Perform all on-site inspections required for Electrical Code enforcement.
3. Perform Electrical Plan Review within fifteen (15) business days
4. Provide timely inspection reports and other information for the permanent records kept by the Municipality.
5. Assist in all Electrical Code violation prosecutions with the Electrical Inspector's time and records.
6. Provide general Electrical Code information to the citizens of Municipality as required by the Municipality.
7. Inspect hazardous electrical conditions as requested by the Municipality.
8. Recommend updating of Electrical Code ordinance.
9. Review and recommend Electrical Inspection Fee Schedule.
10. Represent Municipality as its Electrical Inspector within the limits of the National Electrical Code.
11. Serve as authority to administer and enforce the Electrical Code.
12. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to a monthly summary of the inspections performed.
13. Assist the Municipality on ordinance and Electrical Code related issues.
14. Attend Municipality Meetings, as requested, to discuss building projects or issues related to the Electrical Inspections Program.

4. Cost to Municipality for Services.

- A. Inspector shall be paid eighty percent (80%) of all electrical permit fees as found in the Municipality's Fee Schedule.
- B. The Electrical Plan Review Fee will be calculated at twenty-five percent (25%) of permit fee when required by the Inspector.
- C. Inspector shall be paid one hundred percent (100%) of all electrical plan review fees for commercial and industrial (IBC) plans reviewed.

Appendix C
PLUMBING PLAN REVIEW SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide Plumbing Plan Review services for the Municipality on the following terms and conditions:

Render required enforcement and administration of the currently adopted State Plumbing Codes and perform Plumbing Plan Review Services formerly provided by the State of Minnesota. This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.

2. Adoption of Plumbing Codes.

The State Plumbing Code has been adopted by reference as the Plumbing Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix C shall be referred to hereinafter as “Plumbing Code” and shall be enforced by the Inspector.

The Inspector shall inform the Municipality when its Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Plumbing Plan Review Services.

A. Responsibility of the Municipality:

1. Issue all permits and collect local permit fees.
2. Complete all periodic reports and government surveys.
3. Prosecute all violations, as it deems necessary and appropriate.

B. Responsibility of Inspector:

1. Perform Plumbing Plan Review for all eligible Commercial, Industrial and Multi-Unit Residential projects requiring such review.
2. The Plumbing Inspector reserves the right to pass plans on to the State if such plans represent issues beyond the scope of this

contract. The Plumbing Inspector will bill the Municipality for costs incurred for such special instances.

3. Provide timely review reports and other information for the permanent records kept by the Municipality and to State Department of Labor and Industry.
4. Assist in all Plumbing Code violation prosecutions with the Plumbing Inspector's time and records.
5. Provide general Plumbing Code information to contractors, developers, architects, and citizens of Municipality.
6. Recommend updating of Plumbing Code ordinance.
7. Review and recommend Plumbing Plan Review Fee Schedule.
8. Represent Municipality as its Plumbing Inspector within the limits of the State Plumbing Codes.
9. Serve as authority to administer and enforce the Plumbing Code.
10. Provide the Municipality with timely reports as reasonably requested by the Municipality.
11. Assist the Municipality on ordinance and Plumbing Code related issues.
12. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Plumbing Inspections or Plan Review Programs.
13. Perform Plumbing Plan Review services within fifteen (15) business days of receipt of a complete submission

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of 100% of plumbing plan review fee listed in Municipality's Fee Schedule. The Municipality shall use the State's Plumbing Plan Review fee schedule if it has not adopted its own fee schedule.

Appendix D
SEDIMENT AND EROSION CONTROL (S.E.C.) SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide S.E.C inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the Municipality’s currently adopted Ordinances and Standards regulating Sediment and Erosion Control. Be cognizant of regulations associated with the Minnesota State Board of Water and Soil Resources, the Association of Metropolitan Soil and Water Conservation Districts, the Minnesota Pollution Control Agency and any other County, State or Federal Agency charged with the regulation of Sediment and Erosion Control issues.
- B. Provide such other services as may be agreed to by the parties.
- C. During normal, required construction inspections, Inspector shall be responsible for monitoring and enforcing the condition of individual building sites from site inspection until issuance of Certificate of Occupancy.

2. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and the S.E.C. Inspector and to establish procedures for performing inspection services.

- A. Responsibility of the Municipality:
 - i. Issue any permits and collect local permit fees, state or regional charges.
 - ii. Complete all periodic reports and government surveys.
 - iii. Prosecute all violations, as it deems necessary and appropriate.
 - iv. Provide S.E.C. Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality S.E.C. inspection purposes only.
- B. Responsibility of Inspector:
 - 1. Perform all on-site inspections required for S.E.C. enforcement.
 - 2. Provide timely inspection reports and other information for the permanent records kept by the Municipality.

3. Assist in all S.E.C. related prosecutions with the S.E.C. Inspector's time and records.
4. Provide general S.E.C. information to contractors, developers, architects and citizens of Municipality as required by the Municipality.
5. Recommend updating of S.E.C. ordinances.
6. Review and recommend S.E.C. Inspection billing rates.
7. Represent Municipality as its S.E.C. Inspector within the limits of the Municipal Ordinance or the provisions of this document.
8. Serve as authority to administer and enforce the S.E.C Ordinance or Standard as prescribed by the Municipality.
9. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a quarterly summary of the inspections performed.
10. Attend Municipality Meetings, as requested, to discuss issues related to the S.E.C. Inspections Program.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of .0006 of building permit valuation with a minimum of \$150 for new construction and \$50 for additions. The amount of these fees shall be charged to the permit applicant as a part of the permit fees as a separate line item.

Work requested outside construction process as defined in 1C above will be conducted at an hourly rate of \$75.00 per hour during regular business hours or 200% of this rate outside of normal business hours.

Appendix E
AGREEMENT AND CONTRACT FOR
RESIDENTIAL RENTAL HOUSING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).
Inspector will provide Residential Rental Housing Inspection services for the Municipality on the following terms and conditions:
 - A. Render required enforcement and administration of Municipality’s currently adopted Rental Housing Ordinance and represent the Municipality as its Rental Inspector
 - B. Provide such other services as may be agreed to by the parties.

2. Administrative Procedures.
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Residential Rental Housing inspection services.
 - A. Responsibility of the Municipality:
 1. Administer the Residential Rental Housing Program.
 2. Complete all periodic reports and government surveys.
 3. Prosecute all violations, as it deems necessary and appropriate.
 4. Provide Rental Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.
 5. Provide Residential Rental Housing Ordinance information to citizens.

 - B. Responsibility of Inspector:
 1. Perform all on-site inspections required for Rental Housing Ordinance enforcement.
 2. Provide inspection reports and other information for the permanent records kept by the Municipality.
 3. Assist in all Rental Housing Ordinance prosecutions with the Rental Inspector’s time and records.
 4. Provide general Rental Housing Ordinance information to the citizens as required by the Municipality.
 5. Investigate rental complaints as requested by the Municipality.
 6. Recommend updating of Rental Ordinances.
 7. Review and recommend Rental licensing rates.
 8. Represent Municipality as its Rental Inspector.
 9. Serve as authority to administer and enforce the Rental Housing Ordinance.
 10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
 11. Assist the Municipality on Municipal Rental Housing Ordinance related issues.

12. Attend Municipality Meetings, as requested, to discuss issues related to the Rental Inspections Program.
13. Issue all Residential Rental Housing licensing as required by the Municipality.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector, for services under this contract, according to the following schedule:

- A. The Inspector shall bill the Municipality for the initial rental inspection and any follow-up inspection to verify compliance at a rate of \$75 per hour.
- B. The Inspector shall bill for complaint inspections at a rate of \$75 per hour.

Appendix F
AGREEMENT AND CONTRACT FOR
FIRE INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).
Inspector will provide fire inspection services for the Municipality on the following terms and conditions:
 - A. Render required enforcement and administration of Municipality’s currently adopted Fire Ordinance including the State Fire Code and represent the Municipality as its Fire Inspector
 - B. Provide such other services as may be agreed to by the parties.

2. Adoption of Fire Codes.
The Minnesota State Fire Code, established pursuant to Minnesota Statute 299F.011 has been adopted by reference as the Fire Code for the Municipality.

3. Administrative Procedures.
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Fire Inspection services.
 - A. Responsibility of the Municipality/Fire Department:
 1. Administer all licensing as required by the Municipality (fireworks, explosives, etc.).
 2. Issue all permits and collect local permit fees, state or regional charges.
 3. Complete all periodic reports and government surveys.
 4. Prosecute all violations, as it deems necessary and appropriate.
 5. Provide Fire Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.

 - B. Responsibility of Inspector:
 1. Perform necessary site plan reviews for compliance with Fire Codes.
 2. Perform all on-site inspections required for Fire Code enforcement, on a schedule to be determined by the Municipality and Fire Chief.
 3. Provide inspection reports and other information for the permanent records kept by the Municipality.
 4. Assist in all Fire Code prosecutions with the Fire Inspector’s time and records.
 5. Provide general Fire Code information to the citizens as required by the Municipality.
 6. Inspect hazardous buildings as requested by the Municipality.
 7. Review and recommend Fire Inspection Fee Schedules.
 8. Represent Municipality as its Fire Inspector within the limits of the Minnesota State Fire Code and Local Ordinance.
 9. Serve as authority to administer and enforce the Fire Code.

10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
11. Assist Fire Chief on Municipal Ordinance and Fire Code related issues.
12. Attend Municipal Meetings, as requested, to discuss building projects or issues related to the Fire Inspections Program.

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of \$90.00 per hour for annual fire inspections and \$75.00 for clerical services provided.

Standards of Service

Phones and Scheduling

We will staff our office and perform inspections from 8:00 a.m. – 4:30 p.m. Monday through Friday. We observe national holidays except Columbus Day. Except during occasional all-staff meetings, there is always staff at the office to expedite calls to the inspectors, answer questions, or handle concerns during these hours. We have voice mail to accommodate after-hours calls and requests for inspection. An on-call inspector can be reached for after-hours emergencies. To accommodate contractors outside of the metro area, we have a toll free number, 888-446-1801.

Code Enforcement

We will enforce the minimum standards established in all the required enforcement sections of the MN State Building Code.

Inspections

We schedule all inspections through our office. When we are meeting someone for an inspection, they are scheduled for a specific time to minimize wasted time waiting for the inspector. We will provide same day inspections when available, and everyone will be served by the end of the following business day. We will be available to provide inspection services every business day and will pick up or drop off permit applications whenever needed.

We strive to be on time to all of our inspections. If the actual time of arrival will vary more than 10 minutes from the time scheduled, our inspectors generally contact our office, and the scheduling staff calls the on-site contact to inform them.

Logistics and Work Flow

All permits must flow through the Municipal Office. This allows you to track permits. We will stop by Municipality Office when we are performing inspections in the area or if we need to pick-up any information, drop-off permits after plan review is completed, attend meetings, or answer questions. We encourage the Municipality to email or call if a permit is available for pick-up to facilitate scheduling and streamline workflow. The inspectors, as well as our dedicated support staff, are available to answer code questions, handle concerns, and schedule inspections during regular business hours. All inspectors have mobile phones. In addition to telephone contact, we provide an “Ask an Inspector” feature on our website that can be accessed at any time.

All documentation for inspections performed is returned to our office at the end of the business day. We transcribe all pertinent information for the inspection slips and scan them for our records. This allows us to research issues on open permits. We then return all records to the Municipality so the property file can remain updated in a timely manner. All client municipalities have access to our proprietary software for reports and data entry. All permanent files are maintained by the Municipality.

CITY OF SPRING PARK
SPRING PARK, MN

ORDINANCE 18-04

AMENDMENT AND RESTATEMENT OF CITY CODE
APPENDIX A – BUILDING CODE SCHEDULE OF FEES AND CHARGES

CITY OF SPRING PARK
BUILDING CODE FEE SCHEDULE

Effective Date: January 1, 2019

Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

Maintenance Permit Fees:

-) Re-Roof: \$50.00 see handout for when building permit is required
-) Re-Side: \$50.00 see handout for when building permit is required
-) Re-Window: \$50.00 replacement of same size windows (Exception: egress windows – see handout)
-) Re-Door (Exterior): \$50.00 replacement of same-size exterior doors
-) Garage (overhead) door: \$50.00 replacement of same size doors

Zoning Permit Fees:

-) Shed (under 200 sq. ft.) \$50.00 no state surcharge
-) Fence (under 7' in height) \$50.00 no state surcharge
-) Retaining Wall (under 4' in height) \$50.00 no state surcharge
(Fences over 7' in height and retaining walls over 4' in height require building permits submitted for plan review and are based on valuation)

Plumbing Permit Fees:

-) New fixtures: \$10.00 per fixture, (\$75.00 minimum)
-) Lawn Irrigation Systems: \$50.00
-) Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Sink, Toilet, Water Softener, or Water Heater Replacement.)

Mechanical Permit Fees:

-) New appliances: \$37.50 per appliance (\$75.00 minimum) (for new construction only: furnace and A/C are considered one unit)
-) Gas Line (with mechanical permit): \$15.00 per gas line, \$30.00 minimum
-) Gas Line only permit: \$50.00
-) Fire Place insert – see Above (Mechanical Permits)
-) Fire Place masonry – Based on valuation (building permit required)
-) Fixture Maintenance: \$50.00 (This permit is for replacing a previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, or A/C Replacement.)

Commercial Fees (includes all projects not defined as residential on page 1)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, re-roof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees = Valuation Based Permits

Building Permit minimum: \$75.00

Plumbing minimum: \$75.00

Mechanical minimum: \$75.00

Gas line minimum (unless included with other mechanical work): \$50.00

Fire Sprinkler Systems require regular building permit; fees are based on valuation

Fire Alarm Systems require regular building permit; fees are based on valuation

Valuation Based Fees

(Residential and Commercial building permit fees when plan review is required)

Fee Schedule Base: 1997 +25%

Value up to (and including):		For the first:	Plus	For each additional:
\$1,200	\$75.00	1,200	-	
\$2,000	\$75.00	1,200	\$3.50	\$100 or fraction thereof
\$25,000	\$102.50	\$2,000	\$17.75	\$1,000 or fraction thereof
\$50,000	\$510.75	\$25,000	\$12.75	\$1,000 or fraction thereof
\$100,000	\$829.50	\$50,000	\$8.85	\$1,000 or fraction thereof
\$500,000	\$1272.00	\$100,000	\$7.10	\$1,000 or fraction thereof
\$1,000,000	\$4112.00	\$500,000	\$6.00	\$1,000 or fraction thereof
1,000,001 and up	\$7112.00	\$1,000,000	\$5.00	\$1,000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – commercial and/or residential

-) **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects when valuation-based permits require plans/documents to be submitted for review, including required plumbing plan review.
-) **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the master plan review is 65% of the permit fee.
-) **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
-) **Residential Site Inspection (including initial S.E.C.):** required for all new construction (new homes, detached garages, accessory structures) \$50.00
-) **Commercial Site Inspection (including initial S.E.C.):** required for all new construction (new buildings and accessory structures) \$90.00
-) **S.E.C. (Soil and Erosion Control)** \$.0006 x permit valuation for all *Building* Permits except re-roof, re-side, window replacement, decks & interior remodels. Minimum \$150.00 new home or commercial construction, minimum \$50.00 on any other non-exempt construction.
-) **Demolition Permit Fees:** Based on valuation
-) **Exterior Structures:**
 - Retaining Wall (over 4' in height): based on valuation
 - Fence (over 7' in height): based on valuation
 - Sheds (over 200 sq. feet): based on valuation
 - Swimming Pools:
 - Seasonal Swimming Pools: \$50.00
 - Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
 - Permanent and In-ground Swimming Pools: Based on Valuation
-) **Moved in Structures:**
 -) **Pre-moved in single family dwelling – code compliance inspection:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
 -) **Pre-moved in accessory structure – code compliance inspection:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
 -) **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
 -) **Manufactured home installation:** \$275.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
 -) **Connection fee – plumbing:** \$50.00
 -) **Connection fee – mechanical:** \$50.00
 -) **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** valuation based

Electrical Permits

A	Minimum Fee Per Inspection Trip – Includes 4 circuits (more than 4 see Section D below)	\$40.00
	Additional Inspection trips for Reinspection/Bonding/Equipotential Plane/etc.	\$40.00
B	Residential – one and two-family dwelling units (up to 3 trips included)	Per unit
	1. New Dwelling Unit, up to and including a 200 amp service.....	\$125.00
	2. New Dwelling Unit, 201 amp to 400 amp service.....	\$175.00
	3. Existing Dwelling unit, additions, alterations, or repairs up to & including a 200 amp service, fees as per C&D below but not to exceed.....	\$125.00
	4. Existing Dwelling Unit, additions, alterations, or repairs 201 amp to 40 amp service, fees as per C&D below but not to exceed.....	\$175.00
	5. New or Existing Dwelling unit, 401 amp service or above.....	See C & D
C	New or Upgraded Services, Temp. Services, Generators, Other power supply sources, or feeders to separate structures	Each
	1. Up to and including 200 amp service.....	\$50.00
	2. 201 amp to and including 400 amp service.....	\$100.00
	3. 401 amp to and including 800 amp service.....	\$200.00
	4. 801 amp service and above.....	\$300.00
D	Fees for circuits/feeders & Transformers	Per circuit
	1. 0 to 200 amp.....	\$10.00
	2. Above 200 amp.....	\$15.00
	3. Transformers up to 10 KVA.....	\$20.00
	4. Transformers over 10 KVA.....	\$30.00
E	Multi-Family Dwellings	Per unit
	1. Each dwelling unit	\$50.00
F	Alarm, Communication, Signaling Circuits, or less than 50 volts	Each
	1. Each system device or apparatus	\$0.50
G	For inspections not covered on this form or for required special inspections (hourly)	\$60.00
H	Commercial plan review fee (if required) is 25% of Total Permit Fee	
I	Work started or finished without permit is 2 times the required permit fee	

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality:	\$60 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$75/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$75/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum):	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit) – applies whether permit is issued or not:	100% of permit fee
6.	Copy charge (black/white 8 ½ x 11) – per side:	\$.25/sheet
7.	Copy charge (black/white 11 x 17 and 8 ½ x 14) – per side:	\$.50/sheet
8.	Copy charge (color 8 ½ x 11) – per side:	\$1.00/sheet
9.	Copy charge (color 11 x 17 and 8 ½ x 14) – per side:	\$2.00/sheet
10.	Print or Copy charge (large plan sheet)(color or black/white)	\$4.00
11.	Replacement permit card fee – short card (8 ½ x 7):	\$25.00
12.	Replacement permit card fee – long card (8 ½ x 14):	\$40.00
13.	License Look-Up (contractor license verification):	\$5.00
14.	Lead Certification (for eligible construction) (contractor Lead Certification Verification):	\$5.00
15.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number):	50% of original permit fee
16.	Change of Use of occupancy classification:	\$100.00
17.	Pre-Final inspection (new home or structure) – 2 hour minimum:	\$75/hr.
18.	Temporary Certificate of Occupancy – Escrow (less costs to administer)**	\$1,000.00
19.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started - partial)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work has not started) within 6 months of permit issuance by municipality	75%
	Maintenance Permits	0%

Permit Valuation is based on supplied construction value with a minimum of the calculated value from the approved building department valuation schedule.

Last Date Printed:

**This would be a City imposed fee.

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 18-22

**RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE
AMENDING AND RESTATING APPENDIX A OF THE CITY CODE –
SCHEDULE OF FEES AND CHARGES – BUILDING CODE FEES**

WHEREAS, on December 3, 2018 the Spring Park City Council adopted Ordinance No. 18-04 amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges; and

WHEREAS, the Spring Park City Council has determined that the publication of the title and a summary of Ordinance No. 18-04 would clearly inform the public of the intent and effect of the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED, that the Spring Park City Council authorizes that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION
ORDINANCE NO. 18-04**

**AN ORDINANCE AMENDING AND RESTATING APPENDIX A OF THE CITY
CODE – SCHEDULE OF FEES AND CHARGES – BUILDING CODE FEES**

This summary of the ordinance is published pursuant to Minnesota Statute 331A.01, Subd. 10.

On December 3, 2018 the Spring Park City Council adopted Ordinance No. 18-04 amending and restating Appendix A of the Spring Park City Code regarding schedule of fees and charges.

This ordinance makes several adjustments to the building code fee schedule for residential and commercial building permits.

Copies of the ordinance are available for public inspection in the City Clerk's office during normal business hours or upon request by calling Spring Park City Hall at 952-471-9051.

ADOPTED by the City Council of the City of Spring Park this 3rd day of December, 2018.

Attest:

Approved:

Theresa Schyma, City Clerk

Jerome P. Rockvam, Mayor

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION NO. 18-23

RESOLUTION DESIGNATING ANNUAL POLLING PLACE

WHEREAS, it is important that citizens exercise their right to vote at their local polling place; and

WHEREAS, Minn. Stat. § 204B.16 requires the City Council to designate its local polling place for elections annually;

NOW, THEREFORE, BE IT RESOLVED that as required by Minn. Stat. § 204B.16, Subd. 1 the City Council of the City of Spring Park, in Hennepin County, Minnesota does hereby designate Spring Park City Hall, located at 4349 Warren Avenue, Spring Park, Minnesota as its polling place in 2019.

BE IT FURTHER RESOLVED, that the City notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

ADOPTED by the City Council of the City of Spring Park this 3rd day of December, 2018.

CITY OF SPRING PARK

Approved:

Jerome P. Rockvam, Mayor

Attest:

Theresa Schyma, City Clerk



MEMO

2019 LEVY & BUDGET

1. BACKGROUND: Every Year the City Council is required to establish a preliminary levy and a final levy. For 2019 cities have until September 30th to certify their preliminary levy. At the same meeting that the preliminary levy is approved the council must also establish the date and time for a truth in taxation hearing that must take place between November 25th and December 28th, at which time the budget and final levy will be discussed and public input will be allowed. Following the truth in taxation hearing and before December 28th the council must adopt the 2019 budget and certify the final levy.
2. 2018 YEAR TO DATE REVENUE & EXPENDITURES: For 2018 revenues and expenditures have been tracking closely to budgeted amounts throughout the general, water, and sewer funds. Specifically, the general fund is currently at 53.83% (revenue) and 72.44% (expenditures) of budget, water department is currently at 63.98% (revenue) and 61.28% (expenditures) of budget, and the sewer department is currently at 50.48% (revenue) and 64.23% (expenditures). It's important to note that the reason general fund revenue lags behind expenditures is simply because the majority of the City's revenue comes in two payments from the County, the first in July and the second in December.
3. 2019 FINAL LEVY & NOTABLE BUDGET LINE ITEMS: The final version of the 2019 budget has a levy increase of \$28,668. This amounts to a 2.75% increase, bringing the levy total to \$1,071,157. Notable line items are listed below.
 -) Fire service contract is increasing from \$144,750 to \$150,750.
 -) Police service contract changes are expected to increase from \$423,750 to \$434,000.
 -) Snow removal costs are proposed to stay flat at \$40,000.
 -) LMCD contribution is increasing slightly from \$5,600 to \$5,800.
 -) General fund bond payment amount will remain flat at \$128,000 after increasing by \$79,000 in 2017.
 -) General fund reserve transfer amount is budgeted at \$51,757, down from \$61,914 last year.
 -) Overall, the total General Fund Budget is increasing from \$1,261,650 to \$1,293,800.

2019 BUDGET SUMMARY

GENERAL FUND

Revenue

Property Tax Levy	\$1,071,157
Payments in Lieu of Taxes	\$38,000
Licenses & Permits	\$28,696
Zoning & Building Fees	\$39,000
Grants & Aid	\$8,200
Recycling Fees	\$10,000
Fines	\$15,000
Special Assessments	\$6,000
Miscellaneous	\$26,000
Transfer from Reserves	\$51,747
Total	\$1,293,800

Expenditures

Police	\$459,350
Fire	\$150,000
Public Works	\$187,950
Administration	\$181,850
Contracted Services (Planner, Attorney, Assessor & Building Official)	\$109,500
Parks & Recreation	\$33,000
Waste Services	\$42,500
Debt Service	\$129,650
Total	\$1,293,800

WATER & SEWER FUNDS

Revenue

Charges for Service	\$725,000
Miscellaneous	\$5,000
Interest Earnings	\$21,000
Lease Revenue	\$55,000
Transfer from Reserves	\$167,831
Total	\$973,831

Expenditures

Contracted Services (PeopleService)	\$70,000
Operations & Maintenance	\$454,580
Depreciation	\$165,000
Met Council Sewer Charges	\$215,331
Debt Service	\$138,850
Total	\$973,831

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 18 - 24

A RESOLUTION ADOPTING FINAL TAX LEVY

BE IT RESOLVED by the City Council of the City of Spring Park, County of Hennepin, Minnesota, that the following sum of money be levied for the current year, collectible in 2019 upon the taxable property in the City of Spring Park.

Total Levy: \$1,071,157

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 Spring Park, Minnesota on December 3, 2018.

Approved:

Attest:

Jerome P. Rockvam, Mayor

Theresa Schyma, City Clerk

**CITY OF SPRING PARK
SPRING PARK, MINNESOTA**

RESOLUTION 18 - 25

A RESOLUTION ADOPTING THE 2019 GENERAL FUND BUDGET

BE IT RESOLVED, by the Spring Park City Council, County of Hennepin, Minnesota, that the final 2019 General Fund Budget be accepted as follows:

(Per attached final 2019 Budget)

Total General Fund Budget is \$1,293,800.

Adopted by the City Council of the City of Spring Park, Minnesota on December 3, 2018.

Approved:

Attest:

Jerome P. Rockvam, Mayor

Theresa Schyma, City Clerk

CITY OF SPRING PARK
Revenue Guideline-2019 Budget 1st Draft
 November 2018

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 % of Budget	2019 Budget	UnderLine
FUND 101 GENERAL FUND							
Dept							
R 101-31010 Current Ad Valorem Taxes	\$910,915.69	\$1,042,662.42	\$1,042,489.00	\$570,047.11	54.68%	\$1,071,157.00	
R 101-31020 Delinquent Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-31040 Fiscal Disparities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-31090 In Lieu of Taxes	\$34,982.00	\$34,598.00	\$37,000.00	\$15,917.50	43.02%	\$38,000.00	
R 101-32000 Dock Licenses	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	100.00%	\$1,000.00	
R 101-32100 Business Licenses/Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-32105 Cigarette Permits	\$50.00	\$50.00	\$50.00	\$150.00	300.00%	\$50.00	
R 101-32110 Alcoholic Beverages	\$14,146.00	\$12,046.00	\$14,226.00	\$14,046.00	98.73%	\$14,046.00	
R 101-32120 Sign Permits	\$410.10	\$200.00	\$500.00	\$0.00	0.00%	\$500.00	
R 101-32150 Dog Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-32160 Garbage Haulers	\$1,198.00	\$975.00	\$1,000.00	\$1,025.00	102.50%	\$1,000.00	
R 101-32170 Amusements	\$2,090.00	\$4,758.50	\$2,500.00	\$2,658.50	106.34%	\$2,500.00	
R 101-32180 Other Licenses/Permits/Mech/	\$5,845.73	\$5,172.88	\$4,500.00	\$8,087.08	179.71%	\$7,500.00	
R 101-32210 Building Permits	\$17,124.22	\$16,932.18	\$17,000.00	\$27,210.57	160.06%	\$23,000.00	
R 101-32215 Building Permit - Surcharge	\$145.07	\$5,458.70	\$0.00	\$419.17	0.00%	\$0.00	
R 101-33100 Grants and Aids	\$10,323.00	\$16,955.00	\$2,500.00	\$0.00	0.00%	\$2,500.00	
R 101-33130 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33401 Local Government Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33402 Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33404 PERA Aid	\$701.00	\$701.00	\$700.00	\$350.50	50.07%	\$700.00	
R 101-33409 Housing Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-33610 County Grants/Aid for Hwy	\$2,823.00	\$0.00	\$2,000.00	\$0.00	0.00%	\$2,000.00	
R 101-33620 Recycling	\$3,052.00	\$2,790.00	\$3,000.00	\$2,189.00	72.97%	\$3,000.00	
R 101-34103 Variance/CUP Requests	\$1,580.84	\$250.00	\$500.00	\$1,400.00	280.00%	\$500.00	
R 101-34104 Plan Check Fee	\$13,077.20	\$15,150.24	\$14,000.00	\$17,741.17	126.72%	\$15,000.00	
R 101-34105 Dance & Police Fees	\$2,658.50	\$0.00	\$2,600.00	\$1,850.00	71.15%	\$2,600.00	
R 101-34112 Fire False Alarm Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-34401 Recycling Apartments	\$10,800.74	\$9,416.38	\$10,000.00	\$9,215.05	92.15%	\$10,000.00	
R 101-35100 Court Fines	\$16,907.59	\$10,914.76	\$15,000.00	\$9,756.94	65.05%	\$15,000.00	
R 101-35110 Dog Fines	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-35120 Liquor Violation Fines	\$600.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-36100 Special Assessments	\$0.00	\$0.00	\$6,000.00	\$0.00	0.00%	\$6,000.00	
R 101-36210 Interest Earnings	\$9,165.06	\$2,933.22	\$4,500.00	\$7,007.41	155.72%	\$8,000.00	
R 101-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 101-39101 Refunds & Abatements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 % of Budget	2019 Budget	UnderLine
R 101-39102 LMCIT Dividend	\$8,384.00	\$3,722.00	\$6,000.00	\$3,648.00	60.80%	\$6,000.00	_____
R 101-39103 Gambling Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 101-39104 Other Revenue	\$11,330.56	\$13,852.84	\$7,000.00	\$8,513.70	121.62%	\$12,000.00	_____
R 101-39106 Reimb.of Devlp.-2009 Presby	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 101-39203 Trsfr from General Fund Balan	\$46,569.00	\$0.00	\$67,585.00	\$0.00	0.00%	\$51,747.00	_____
R 101-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
Dept	\$1,125,879.30	\$1,200,539.12	\$1,261,650.00	\$702,232.70	55.66%	\$1,293,800.00	_____
FUND 101 GENERAL FUND	\$1,125,879.30	\$1,200,539.12	\$1,261,650.00	\$702,232.70	55.66%	\$1,293,800.00	_____
FUND 201 PUBLIC IMPROV REVOLVING FUND							
Dept							
R 201-31010 Current Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-31050 Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-31099 Excess TIF Distribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-33610 County Grants/Aid for Hwy	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-34110 Street Vacation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-36210 Interest Earnings	\$9,730.60	\$3,420.43	\$3,000.00	\$1,620.44	54.01%	\$3,000.00	_____
R 201-39106 Reimb.of Devlp.-2009 Presby	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-39203 Trsfr from General Fund Balan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 201-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
Dept	\$9,730.60	\$3,420.43	\$3,000.00	\$1,620.44	54.01%	\$3,000.00	_____
FUND 201 PUBLIC IMPROV REVOLVING FUN	\$9,730.60	\$3,420.43	\$3,000.00	\$1,620.44	54.01%	\$3,000.00	_____
FUND 203 CAPITAL SPEC REV FUND							
Dept							
R 203-31010 Current Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 203-31050 Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 203-31060 TIF Deficiency Payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 203-33402 Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 203-36210 Interest Earnings	\$10,228.10	\$6,654.42	\$5,000.00	\$6,096.49	121.93%	\$8,000.00	_____
Dept	\$10,228.10	\$6,654.42	\$5,000.00	\$6,096.49	121.93%	\$8,000.00	_____
FUND 203 CAPITAL SPEC REV FUND	\$10,228.10	\$6,654.42	\$5,000.00	\$6,096.49	121.93%	\$8,000.00	_____
FUND 204 TIF LAKEVIEW LOFTS							
Dept							
R 204-31050 Tax Increments	\$107,965.55	\$1,838.34	\$0.00	\$0.00	0.00%	\$0.00	_____
R 204-36210 Interest Earnings	\$8,041.15	\$3,457.63	\$0.00	\$848.47	0.00%	\$0.00	_____
Dept	\$116,006.70	\$5,295.97	\$0.00	\$848.47	0.00%	\$0.00	_____

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 % of Budget	2019 Budget	UnderLine
FUND 204 TIF LAKEVIEW LOFTS	\$116,006.70	\$5,295.97	\$0.00	\$848.47	0.00%	\$0.00	
FUND 205 TIF PRESBYTERIAN HOMES							
Dept							
R 205-31050 Tax Increments	\$0.00	\$75,599.26	\$72,000.00	\$46,740.65	64.92%	\$75,000.00	
R 205-36210 Interest Earnings	\$0.00	-\$125.44	\$0.00	\$52.16	0.00%	\$0.00	
Dept	\$0.00	\$75,473.82	\$72,000.00	\$46,792.81	64.99%	\$75,000.00	
FUND 205 TIF PRESBYTERIAN HOMES	\$0.00	\$75,473.82	\$72,000.00	\$46,792.81	64.99%	\$75,000.00	
FUND 301 TIF DEBT SERVICE							
Dept							
R 301-36210 Interest Earnings	\$4.00	\$26.95	\$0.00	\$0.40	0.00%	\$0.00	
Dept	\$4.00	\$26.95	\$0.00	\$0.40	0.00%	\$0.00	
FUND 301 TIF DEBT SERVICE	\$4.00	\$26.95	\$0.00	\$0.40	0.00%	\$0.00	
FUND 302 2010A GO Bonds							
Dept							
R 302-31010 Current Ad Valorem Taxes	\$13,747.00	\$13,495.13	\$0.00	\$0.00	0.00%	\$0.00	
R 302-36210 Interest Earnings	\$449.48	\$262.27	\$0.00	\$245.31	0.00%	\$0.00	
Dept	\$14,196.48	\$13,757.40	\$0.00	\$245.31	0.00%	\$0.00	
FUND 302 2010A GO Bonds	\$14,196.48	\$13,757.40	\$0.00	\$245.31	0.00%	\$0.00	
FUND 303 2015 GO BONDS							
Dept							
R 303-31010 Current Ad Valorem Taxes	\$87,194.00	\$115,387.87	\$0.00	\$0.00	0.00%	\$0.00	
R 303-36100 Special Assessments	\$31,814.87	\$6,853.12	\$0.00	\$0.00	0.00%	\$0.00	
R 303-36210 Interest Earnings	\$632.93	\$783.72	\$0.00	\$1,337.80	0.00%	\$0.00	
Dept	\$119,641.80	\$123,024.71	\$0.00	\$1,337.80	0.00%	\$0.00	
FUND 303 2015 GO BONDS	\$119,641.80	\$123,024.71	\$0.00	\$1,337.80	0.00%	\$0.00	
FUND 402 KINGS RD/WARREN DRAINAGE IMPRV							
Dept							
R 402-36210 Interest Earnings	-\$87.70	-\$305.25	\$0.00	-\$24.56	0.00%	\$0.00	
Dept	-\$87.70	-\$305.25	\$0.00	-\$24.56	0.00%	\$0.00	
FUND 402 KINGS RD/WARREN DRAINAGE I	-\$87.70	-\$305.25	\$0.00	-\$24.56	0.00%	\$0.00	
FUND 403 WEST ARM RD EAST IMPRV PROJECT							
Dept							

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 % of Budget	2019 Budget	UnderLine
R 403-36210 Interest Earnings	-\$827.10	-\$1,240.34	\$0.00	-\$75.33	0.00%	\$0.00	
Dept	-\$827.10	-\$1,240.34	\$0.00	-\$75.33	0.00%	\$0.00	
FUND 403 WEST ARM RD EAST IMPRV PROJ	-\$827.10	-\$1,240.34	\$0.00	-\$75.33	0.00%	\$0.00	
FUND 404 WEST ARM CENTRAL DRAIN/IMPROV							
Dept							
R 404-36210 Interest Earnings	\$1.00	\$0.02	\$0.00	\$0.01	0.00%	\$0.00	
Dept	\$1.00	\$0.02	\$0.00	\$0.01	0.00%	\$0.00	
FUND 404 WEST ARM CENTRAL DRAIN/IMP	\$1.00	\$0.02	\$0.00	\$0.01	0.00%	\$0.00	
FUND 601 WATER FUND							
Dept							
R 601-31010 Current Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-36210 Interest Earnings	\$23,038.63	\$14,309.29	\$15,000.00	\$12,778.51	85.19%	\$15,000.00	
R 601-37100 Water Sales	\$273,781.25	\$250,056.11	\$275,000.00	\$237,057.28	86.20%	\$325,000.00	
R 601-37150 Meter Deposit & Permits	\$0.00	\$195.00	\$500.00	\$0.00	0.00%	\$500.00	
R 601-37151 Connect/Reconnect Fees	\$550.24	\$480.00	\$500.00	\$450.00	90.00%	\$500.00	
R 601-37160 Water Penalty	\$1,462.54	\$536.37	\$1,000.00	\$755.32	75.53%	\$1,000.00	
R 601-37175 Equalization Col.Fees 09 Presb	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39100 Testing Fees	\$2,167.65	\$2,166.84	\$2,000.00	\$2,110.30	105.52%	\$2,000.00	
R 601-39104 Other Revenue	\$53,906.29	\$51,683.72	\$55,000.00	\$69,313.22	126.02%	\$55,000.00	
R 601-39107 Gain on Sale of Capital Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39202 Contribution-Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 601-39311 Trsfr from Water Fund Balance	\$0.00	\$0.00	\$47,550.00	\$0.00	0.00%	\$9,750.00	
Dept	\$354,906.60	\$319,427.33	\$396,550.00	\$322,464.63	81.32%	\$408,750.00	
FUND 601 WATER FUND	\$354,906.60	\$319,427.33	\$396,550.00	\$322,464.63	81.32%	\$408,750.00	
FUND 602 SEWER FUND							
Dept							
R 602-31010 Current Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-34108 Admin Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-36210 Interest Earnings	\$11,453.66	\$5,488.28	\$6,000.00	\$3,845.64	64.09%	\$6,000.00	
R 602-37200 Sewer Sales	\$359,438.42	\$345,260.42	\$375,000.00	\$325,778.79	86.87%	\$400,000.00	
R 602-37250 Sewer Connect/Reconnect Fee	\$100.50	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37260 Swr Penalty	\$2,105.00	\$796.03	\$1,000.00	\$1,150.80	115.08%	\$1,000.00	
R 602-37275 Equalization Col.Fees 09 Presb	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-37400 Reserve Replacement Charge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
R 602-39104 Other Revenue	\$3,758.48	\$25,237.50	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 % of Budget	2019 Budget	UnderLine
R 602-39107 Gain on Sale of Capital Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 602-39202 Contribution-Enterprise Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 602-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
R 602-39312 Trsfr from Sewer Fund Balance	\$0.00	\$0.00	\$104,968.00	\$0.00	0.00%	\$158,081.00	_____
Dept	\$376,856.06	\$376,782.23	\$486,968.00	\$330,775.23	67.93%	\$565,081.00	_____
FUND 602 SEWER FUND	\$376,856.06	\$376,782.23	\$486,968.00	\$330,775.23	67.93%	\$565,081.00	_____
FUND 999 CONVERSION FUND							
Dept							
R 999-31010 Current Ad Valorem Taxes	-\$28,073.61	\$3,737.10	\$0.00	\$0.00	0.00%	\$0.00	_____
R 999-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	_____
Dept	-\$28,073.61	\$3,737.10	\$0.00	\$0.00	0.00%	\$0.00	_____
FUND 999 CONVERSION FUND	-\$28,073.61	\$3,737.10	\$0.00	\$0.00	0.00%	\$0.00	_____
	\$2,098,462.23	\$2,126,593.91	\$2,225,168.00	\$1,412,314.40	63.47%	\$2,353,631.00	_____

CITY OF SPRING PARK

Expenditure Guideline-2019 Budget 1st Draft

Current Period: November 2018

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
Fund 101 GENERAL FUND								
Dept 41100 Mayor/Council/Pl. Comm.								
E 101-41100-105 Salary/PT/Lawn Services	\$17,608.76	\$19,200.00	\$19,600.00	\$17,600.00	\$2,000.00	89.80%	\$19,600.00	
E 101-41100-109 Recording Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41100-121 PERA/FICA/Hosp Ins	\$1,346.40	\$1,468.80	\$1,500.00	\$1,356.80	\$143.20	90.45%	\$1,500.00	
E 101-41100-437 Other Miscellaneous	\$549.44	\$1,250.61	\$1,500.00	\$289.35	\$1,210.65	19.29%	\$750.00	
Dept 41100 Mayor/Council/Pl. Comm.	\$19,504.60	\$21,919.41	\$22,600.00	\$19,246.15	\$3,353.85	85.16%	\$21,850.00	
Dept 41410 Elections								
E 101-41410-105 Salary/PT/Lawn Services	\$3,412.52	\$0.00	\$3,550.00	\$3,124.39	\$425.61	88.01%	\$0.00	
E 101-41410-200 Office Supplies	\$219.97	\$0.00	\$400.00	\$42.23	\$357.77	10.56%	\$0.00	
E 101-41410-351 Legal Notices Publishing	\$100.24	\$0.00	\$250.00	\$246.73	\$3.27	98.69%	\$0.00	
E 101-41410-437 Other Miscellaneous	\$1,572.30	\$870.59	\$1,050.00	\$1,176.95	-\$126.95	112.09%	\$1,000.00	
Dept 41410 Elections	\$5,305.03	\$870.59	\$5,250.00	\$4,590.30	\$659.70	87.43%	\$1,000.00	
Dept 41500 Administration								
E 101-41500-101 Administrator	\$51,934.80	\$51,408.00	\$50,000.00	\$49,008.96	\$991.04	98.02%	\$52,000.00	
E 101-41500-102 Clerk	\$28,137.65	\$22,519.11	\$24,250.00	\$22,556.91	\$1,693.09	93.02%	\$25,000.00	
E 101-41500-103 People Service	\$57.27	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-107 Office Assistant	\$12,955.29	\$12,556.91	\$13,500.00	\$12,185.92	\$1,314.08	90.27%	\$14,000.00	
E 101-41500-119 Ordinance Codification	\$650.00	\$7,332.48	\$750.00	\$2,123.07	-\$1,373.07	283.08%	\$1,000.00	
E 101-41500-121 PERA/FICA/Hosp Ins	\$28,274.30	\$23,503.92	\$30,000.00	\$25,595.40	\$4,404.60	85.32%	\$30,000.00	
E 101-41500-200 Office Supplies	\$531.95	\$671.14	\$750.00	\$406.41	\$343.59	54.19%	\$750.00	
E 101-41500-207 Computer Support/Supplies	\$858.00	\$838.00	\$1,000.00	\$648.25	\$351.75	64.83%	\$1,000.00	
E 101-41500-299 Admin Expenses	\$202.25	\$204.68	\$500.00	\$35.01	\$464.99	7.00%	\$250.00	
E 101-41500-301 Auditing Services	\$1,983.90	\$1,250.00	\$2,000.00	\$1,043.50	\$956.50	52.18%	\$2,000.00	
E 101-41500-302 Accounting Services	\$458.00	\$355.02	\$500.00	\$657.80	-\$157.80	131.56%	\$675.00	
E 101-41500-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-310 Contracted Services	\$1,865.94	\$4,158.15	\$1,500.00	\$1,289.81	\$210.19	85.99%	\$1,500.00	
E 101-41500-311 Executive Search	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-321 Telephone and Mtce Agreem	\$108.67	\$108.66	\$400.00	\$101.98	\$298.02	25.50%	\$125.00	
E 101-41500-322 Postage & Meter	\$349.89	\$549.83	\$400.00	\$838.14	-\$438.14	209.54%	\$800.00	
E 101-41500-323 Web Host	\$150.00	\$166.67	\$200.00	\$183.33	\$16.67	91.67%	\$200.00	
E 101-41500-324 Internet Service	\$201.93	\$290.35	\$350.00	\$256.75	\$93.25	73.36%	\$300.00	
E 101-41500-330 Technology Support	\$1,560.96	\$3,331.37	\$2,000.00	\$1,120.04	\$879.96	56.00%	\$1,500.00	
E 101-41500-350 Print/Binding	\$736.15	\$417.22	\$750.00	\$275.37	\$474.63	36.72%	\$600.00	
E 101-41500-361 Liability/Prop Ins/WC	\$8,284.50	\$7,881.00	\$8,500.00	\$7,665.00	\$835.00	90.18%	\$7,800.00	
E 101-41500-404 Repairs/Existing Equip	\$0.00	\$0.00	\$250.00	\$280.48	-\$30.48	112.19%	\$250.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 101-41500-413 Office Equipment/Rental	\$1,693.87	\$1,777.33	\$1,750.00	\$964.80	\$785.20	55.13%	\$1,750.00	
E 101-41500-433 Membership/Dues/Edu	\$6,016.45	\$5,743.62	\$6,000.00	\$5,658.07	\$341.93	94.30%	\$6,000.00	
E 101-41500-437 Other Miscellaneous	\$10,747.31	\$9,476.14	\$6,000.00	\$7,728.00	-\$1,728.00	128.80%	\$6,000.00	
E 101-41500-439 Other - TIF	\$1,035.00	\$4,016.80	\$1,500.00	\$2,220.00	-\$720.00	148.00%	\$2,500.00	
E 101-41500-560 Furniture and Fixtures	\$494.30	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-580 New Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41500-581 Historical Society Support	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	100.00%	\$3,000.00	
Dept 41500 Administration	\$162,288.38	\$161,556.40	\$155,850.00	\$145,843.00	\$10,007.00	93.58%	\$159,000.00	
Dept 41510 Public Works								
E 101-41510-310 Contracted Services	\$2,328.34	\$17,064.60	\$17,250.00	\$16,530.73	\$719.27	95.83%	\$18,000.00	
Dept 41510 Public Works	\$2,328.34	\$17,064.60	\$17,250.00	\$16,530.73	\$719.27	95.83%	\$18,000.00	
Dept 41550 Assessing								
E 101-41550-310 Contracted Services	\$18,117.69	\$19,117.42	\$19,250.00	\$20,113.74	-\$863.74	104.49%	\$21,000.00	
E 101-41550-437 Other Miscellaneous	\$25.00	\$20.00	\$0.00	\$20.00	-\$20.00	0.00%	\$0.00	
Dept 41550 Assessing	\$18,142.69	\$19,137.42	\$19,250.00	\$20,133.74	-\$883.74	104.59%	\$21,000.00	
Dept 41560 Budgeting and Planning								
E 101-41560-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41560-121 PERA/FICA/Hosp Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41560-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41560-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41560-310 Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41560 Budgeting and Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 41600 Law/Legal Services								
E 101-41600-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41600-304 Legal Fees	\$11,812.90	\$8,430.75	\$15,000.00	\$5,673.33	\$9,326.67	37.82%	\$20,000.00	
E 101-41600-351 Legal Notices Publishing	\$717.49	\$709.34	\$1,000.00	\$855.84	\$144.16	85.58%	\$1,000.00	
E 101-41600-353 Ordinance Publication	\$1,312.27	\$208.18	\$500.00	\$146.50	\$353.50	29.30%	\$500.00	
Dept 41600 Law/Legal Services	\$13,842.66	\$9,348.27	\$16,500.00	\$6,675.67	\$9,824.33	40.46%	\$21,500.00	
Dept 41900 Building & Grounds								
E 101-41900-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-103 People Service	\$1,718.22	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-104 Standby - Orono	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-41900-105 Salary/PT/Lawn Services	\$3,336.09	\$3,161.65	\$3,500.00	\$5,850.00	-\$2,350.00	167.14%	\$6,000.00	
E 101-41900-121 PERA/FICA/Hosp Ins	\$901.66	\$241.86	\$300.00	\$0.00	\$300.00	0.00%	\$0.00	
E 101-41900-212 Gas and Oil/Truck R and M	\$535.06	\$142.48	\$0.00	\$3.23	-\$3.23	0.00%	\$0.00	
E 101-41900-215 Shop Supplies	\$381.68	\$156.83	\$250.00	\$277.72	-\$27.72	111.09%	\$250.00	
E 101-41900-220 Repair/Maint Supply	\$250.50	\$19.96	\$250.00	\$0.00	\$250.00	0.00%	\$250.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 101-42000-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42000-121 PERA/FICA/Hosp Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42000-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42000-301 Auditing Services	\$1,983.90	\$3,802.00	\$3,800.00	\$4,210.17	-\$410.17	110.79%	\$4,200.00	
E 101-42000-302 Accounting Services	\$458.00	\$355.02	\$400.00	\$657.80	-\$257.80	164.45%	\$650.00	
E 101-42000-304 Legal Fees	\$14,387.46	\$14,184.90	\$15,000.00	\$12,372.22	\$2,627.78	82.48%	\$14,500.00	
E 101-42000-310 Contracted Services	\$402,746.04	\$423,630.04	\$423,750.00	\$387,975.00	\$35,775.00	91.56%	\$434,000.00	
E 101-42000-312 Workhouse Exp Room & Boa	\$10,544.50	\$1,268.50	\$3,000.00	\$154.00	\$2,846.00	5.13%	\$3,000.00	
E 101-42000-313 Booking Per Diem/Jail Chrg	\$2,162.30	\$1,385.76	\$1,500.00	\$1,005.00	\$495.00	67.00%	\$1,500.00	
E 101-42000-321 Telephone and Mtce Agreem	\$998.86	\$1,121.87	\$1,000.00	\$857.85	\$142.15	85.79%	\$1,000.00	
E 101-42000-323 Web Host	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42000-324 Internet Service	\$201.93	\$290.37	\$350.00	\$481.90	-\$131.90	137.69%	\$500.00	
E 101-42000-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42000-580 New Equipment	\$4,647.64	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42000 Public Safety & Welfare	\$438,130.63	\$446,038.46	\$448,800.00	\$407,713.94	\$41,086.06	90.85%	\$459,350.00	
Dept 42100 Lake Mtka Conservation Dist.								
E 101-42100-310 Contracted Services	\$4,728.00	\$4,991.00	\$5,600.00	\$4,184.25	\$1,415.75	74.72%	\$5,800.00	
Dept 42100 Lake Mtka Conservation Dist.	\$4,728.00	\$4,991.00	\$5,600.00	\$4,184.25	\$1,415.75	74.72%	\$5,800.00	
Dept 42260 Fire Services								
E 101-42260-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42260-121 PERA/FICA/Hosp Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42260-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42260-310 Contracted Services	\$104,011.60	\$108,091.10	\$113,250.00	\$111,409.76	\$1,840.24	98.38%	\$115,000.00	
E 101-42260-520 CH Handicap Ramp	\$31,068.40	\$32,286.90	\$31,500.00	\$33,278.24	-\$1,778.24	105.65%	\$35,000.00	
Dept 42260 Fire Services	\$135,080.00	\$140,378.00	\$144,750.00	\$144,688.00	\$62.00	99.96%	\$150,000.00	
Dept 42400 Building Inspection								
E 101-42400-305 Plan Check Fees	\$7,448.75	\$9,466.93	\$8,000.00	\$8,745.85	-\$745.85	109.32%	\$9,000.00	
E 101-42400-310 Contracted Services	\$14,414.37	\$14,539.76	\$15,000.00	\$17,116.18	-\$2,116.18	114.11%	\$17,000.00	
E 101-42400-438 Surcharges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42400 Building Inspection	\$21,863.12	\$24,006.69	\$23,000.00	\$25,862.03	-\$2,862.03	112.44%	\$26,000.00	
Dept 42500 Civil Defense								
E 101-42500-105 Salary/PT/Lawn Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-220 Repair/Maint Supply	\$222.94	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-42500-580 New Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42500 Civil Defense	\$222.94	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 42800 Spring Fall Cleanup								
E 101-42800-310 Contracted Services	\$14,501.75	\$16,787.94	\$14,000.00	\$21,288.70	-\$7,288.70	152.06%	\$20,000.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
Dept 42800 Spring Fall Cleanup	\$14,501.75	\$16,787.94	\$14,000.00	\$21,288.70	-\$7,288.70	152.06%	\$20,000.00	
Dept 42900 Recycling								
E 101-42900-310 Contracted Services	\$22,236.72	\$22,425.75	\$23,000.00	\$19,906.33	\$3,093.67	86.55%	\$22,500.00	
Dept 42900 Recycling	\$22,236.72	\$22,425.75	\$23,000.00	\$19,906.33	\$3,093.67	86.55%	\$22,500.00	
Dept 43100 Streets & Sidewalks								
E 101-43100-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-103 People Service	\$2,650.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-104 Standby - Orono	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-105 Salary/PT/Lawn Services	\$350.86	\$400.14	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 101-43100-121 PERA/FICA/Hosp Ins	\$960.49	\$30.62	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-212 Gas and Oil/Truck R and M	\$1,469.11	\$133.17	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 101-43100-224 Street Maint Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-226 Sign Repair Materials	\$553.24	\$2,666.26	\$750.00	\$323.45	\$426.55	43.13%	\$750.00	
E 101-43100-227 Street Light Repairs	\$0.00	\$594.12	\$750.00	\$3,424.75	-\$2,674.75	456.63%	\$2,000.00	
E 101-43100-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-301 Auditing Services	\$793.56	\$500.00	\$900.00	\$417.40	\$482.60	46.38%	\$450.00	
E 101-43100-302 Accounting Services	\$183.20	\$142.01	\$200.00	\$263.12	-\$63.12	131.56%	\$250.00	
E 101-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$6,677.34	-\$6,677.34	0.00%	\$5,000.00	
E 101-43100-304 Legal Fees	\$707.46	\$504.90	\$1,000.00	\$272.22	\$727.78	27.22%	\$500.00	
E 101-43100-308 Street Sweeping	\$1,701.50	\$6,990.50	\$3,500.00	\$4,967.50	-\$1,467.50	141.93%	\$3,500.00	
E 101-43100-310 Contracted Services	\$1,081.20	\$903.14	\$1,750.00	\$1,028.95	\$721.05	58.80%	\$1,500.00	
E 101-43100-315 Sidewalk Repair	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	0.00%	\$2,000.00	
E 101-43100-316 Tree Maintenance	\$739.80	\$926.67	\$2,000.00	\$3,747.50	-\$1,747.50	187.38%	\$2,500.00	
E 101-43100-317 Trees New/Replace	\$2,800.00	\$0.00	\$1,000.00	\$1,350.00	-\$350.00	135.00%	\$500.00	
E 101-43100-361 Liability/Prop Ins/WC	\$2,761.50	\$2,627.00	\$3,000.00	\$2,555.10	\$444.90	85.17%	\$2,600.00	
E 101-43100-381 Utilities/Electric/Gas	\$10,033.05	\$16,061.68	\$14,000.00	\$12,158.45	\$1,841.55	86.85%	\$14,000.00	
E 101-43100-399 Storm Damage	\$825.00	\$0.00	\$2,000.00	\$455.00	\$1,545.00	22.75%	\$1,000.00	
E 101-43100-400 Repairs/Maint General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-402 Repairs/Maint Streets/Strm	\$0.00	\$5,860.00	\$5,000.00	\$8,277.92	-\$3,277.92	165.56%	\$5,000.00	
E 101-43100-404 Repairs/Existing Equip	\$0.00	\$12.74	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 101-43100-407 Seal Coating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-410 Facility Lease	\$4,227.94	\$4,119.36	\$4,000.00	\$3,889.13	\$110.87	97.23%	\$4,000.00	
E 101-43100-437 Other Miscellaneous	\$0.00	\$221.82	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-515 Sunset Drive Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-517 Channel Road Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-520 CH Handicap Ramp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-550 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43100-580 New Equipment	\$85.75	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
Dept 43100 Streets & Sidewalks	\$31,923.66	\$42,694.13	\$43,850.00	\$49,807.83	-\$5,957.83	113.59%	\$45,550.00	
Dept 43101 Snow Removal								
E 101-43101-307 Snow Removal - Sidewalks	\$5,361.00	\$4,080.00	\$10,000.00	\$11,511.00	-\$1,511.00	115.11%	\$10,000.00	
E 101-43101-309 Snow Plowing - Streets	\$6,851.00	\$3,607.00	\$20,000.00	\$15,831.00	\$4,169.00	79.16%	\$20,000.00	
E 101-43101-318 Street Salt-Sanding	\$9,965.00	\$11,048.16	\$10,000.00	\$7,706.00	\$2,294.00	77.06%	\$10,000.00	
Dept 43101 Snow Removal	\$22,177.00	\$18,735.16	\$40,000.00	\$35,048.00	\$4,952.00	87.62%	\$40,000.00	
Dept 43150 Surface Water Management								
E 101-43150-206 GIS	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
E 101-43150-303 Engineering Fees	\$1,890.00	\$0.00	\$3,000.00	\$4,297.32	-\$1,297.32	143.24%	\$4,000.00	
E 101-43150-310 Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-43150-402 Repairs/Maint Streets/Strm	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	0.00%	\$2,500.00	
Dept 43150 Surface Water Management	\$1,890.00	\$0.00	\$9,000.00	\$4,297.32	\$4,702.68	47.75%	\$6,500.00	
Dept 45180 Senior Center								
E 101-45180-310 Contracted Services	\$11,000.00	\$11,000.00	\$11,000.00	\$5,500.00	\$5,500.00	50.00%	\$11,000.00	
E 101-45180-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 45180 Senior Center	\$11,000.00	\$11,000.00	\$11,000.00	\$5,500.00	\$5,500.00	50.00%	\$11,000.00	
Dept 45200 Parks								
E 101-45200-101 Administrator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-103 People Service	\$869.07	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-104 Standby - Orono	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-105 Salary/PT/Lawn Services	\$4,225.55	\$3,033.25	\$3,500.00	\$5,850.00	-\$2,350.00	167.14%	\$6,000.00	
E 101-45200-121 PERA/FICA/Hosp Ins	\$583.49	\$232.02	\$200.00	\$0.00	\$200.00	0.00%	\$0.00	
E 101-45200-212 Gas and Oil/Truck R and M	\$536.94	\$116.51	\$200.00	\$0.00	\$200.00	0.00%	\$0.00	
E 101-45200-220 Repair/Maint Supply	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-225 Landscaping - New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-301 Auditing Services	\$793.56	\$500.00	\$800.00	\$417.40	\$382.60	52.18%	\$500.00	
E 101-45200-302 Accounting Services	\$183.20	\$142.01	\$200.00	\$263.12	-\$63.12	131.56%	\$250.00	
E 101-45200-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-310 Contracted Services	\$2,557.07	\$3,675.59	\$3,500.00	\$6,859.22	-\$3,359.22	195.98%	\$3,500.00	
E 101-45200-316 Tree Maintenance	\$5,289.06	\$3,513.55	\$2,000.00	\$3,221.00	-\$1,221.00	161.05%	\$2,000.00	
E 101-45200-361 Liability/Prop Ins/WC	\$1,380.75	\$1,313.50	\$1,500.00	\$1,277.60	\$222.40	85.17%	\$1,500.00	
E 101-45200-381 Utilities/Electric/Gas	\$45.80	\$53.30	\$250.00	\$37.20	\$212.80	14.88%	\$250.00	
E 101-45200-384 Refuse/Garbage Disposal	\$1,229.37	\$1,056.66	\$1,000.00	\$1,316.54	-\$316.54	131.65%	\$1,500.00	
E 101-45200-399 Storm Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-400 Repairs/Maint General	\$0.00	\$283.24	\$500.00	\$60.59	\$439.41	12.12%	\$250.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 101-45200-404 Repairs/Existing Equip	\$6,029.89	\$2,917.23	\$2,000.00	\$0.00	\$2,000.00	0.00%	\$2,000.00	
E 101-45200-410 Facility Lease	\$4,227.94	\$4,119.36	\$4,250.00	\$4,687.74	-\$437.74	110.30%	\$4,250.00	
E 101-45200-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-516 Trailhead Improvement Proj	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-520 CH Handicap Ramp	\$2,185.19	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
E 101-45200-550 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 101-45200-580 New Equipment	\$783.01	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$0.00	
Dept 45200 Parks	\$30,919.89	\$20,956.22	\$21,900.00	\$23,990.41	-\$2,090.41	109.55%	\$22,000.00	
Dept 46000 Suburban Rate Authority								
E 101-46000-310 Contracted Services	\$425.00	\$434.00	\$450.00	\$443.00	\$7.00	98.44%	\$450.00	
Dept 46000 Suburban Rate Authority	\$425.00	\$434.00	\$450.00	\$443.00	\$7.00	98.44%	\$450.00	
Dept 47500 Debt Service								
E 101-47500-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$111,250.00	\$111,250.00	\$0.00	100.00%	\$111,250.00	
E 101-47500-611 Bond Interest	\$0.00	\$0.00	\$16,000.00	\$17,458.31	-\$1,458.31	109.11%	\$17,500.00	
E 101-47500-620 Fiscal Agent s Fees	\$900.00	\$900.00	\$900.00	\$925.00	-\$25.00	102.78%	\$900.00	
Dept 47500 Debt Service	\$900.00	\$900.00	\$128,150.00	\$129,633.31	-\$1,483.31	101.16%	\$129,650.00	
Dept 49000 Miscellaneous								
E 101-49000-499 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49000 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49999 Operating Transfers								
E 101-49999-720 Operating Transfers	\$0.00	\$77,684.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49999 Operating Transfers	\$0.00	\$77,684.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Fund 101 GENERAL FUND	\$1,070,019.13	\$1,201,456.31	\$1,261,650.00	\$1,198,248.76	\$63,401.24	94.97%	\$1,293,800.00	
Fund 201 PUBLIC IMPROV REVOLVING FUND								
Dept 41900 Building & Grounds								
E 201-41900-520 CH Handicap Ramp	\$27,538.45	\$35,915.48	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$0.00	
E 201-41900-521 Document Scanning	\$0.00	\$0.00	\$15,000.00	\$12,913.00	\$2,087.00	86.09%	\$0.00	
E 201-41900-522 Sidewalk Project	\$0.00	\$0.00	\$20,000.00	\$84,774.02	-\$64,774.02	423.87%	\$0.00	
E 201-41900-523 Slip Lining	\$0.00	\$0.00	\$50,000.00	\$36,497.38	\$13,502.62	72.99%	\$100,000.00	
E 201-41900-723 Playgrounds	\$0.00	\$15,310.00	\$100,000.00	\$84,855.30	\$15,144.70	84.86%	\$70,000.00	
Dept 41900 Building & Grounds	\$27,538.45	\$51,225.48	\$195,000.00	\$219,039.70	-\$24,039.70	112.33%	\$170,000.00	
Fund 201 PUBLIC IMPROV REVOLVING FUND	\$27,538.45	\$51,225.48	\$195,000.00	\$219,039.70	-\$24,039.70	112.33%	\$170,000.00	
Fund 203 CAPITAL SPEC REV FUND								
Dept 46500 Economic Development								
E 203-46500-301 Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 203-46500-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 203-46500-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 46500 Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49999 Operating Transfers								
E 203-49999-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49999 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Fund 203 CAPITAL SPEC REV FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Fund 205 TIF PRESBYTERIAN HOMES								
Dept 46500 Economic Development								
E 205-46500-439 Other - TIF	\$0.00	\$90,825.00	\$72,000.00	\$44,403.62	\$27,596.38	61.67%	\$72,000.00	
Dept 46500 Economic Development	\$0.00	\$90,825.00	\$72,000.00	\$44,403.62	\$27,596.38	61.67%	\$72,000.00	
Fund 205 TIF PRESBYTERIAN HOMES	\$0.00	\$90,825.00	\$72,000.00	\$44,403.62	\$27,596.38	61.67%	\$72,000.00	
Fund 601 WATER FUND								
Dept 43150 Surface Water Management								
E 601-43150-206 GIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 43150 Surface Water Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 47500 Debt Service								
E 601-47500-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$51,250.00	\$51,250.00	\$0.00	100.00%	\$51,250.00	
E 601-47500-611 Bond Interest	\$16,620.00	\$15,701.45	\$15,100.00	\$14,538.49	\$561.51	96.28%	\$15,000.00	
E 601-47500-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 47500 Debt Service	\$16,620.00	\$15,701.45	\$66,350.00	\$65,788.49	\$561.51	99.15%	\$66,250.00	
Dept 49400 Water Utilities								
E 601-49400-101 Administrator	\$13,919.64	\$17,136.00	\$17,750.00	\$16,336.32	\$1,413.68	92.04%	\$18,500.00	
E 601-49400-102 Clerk	\$24,458.52	\$21,601.95	\$22,750.00	\$20,562.07	\$2,187.93	90.38%	\$23,750.00	
E 601-49400-103 People Service	\$43,141.39	\$34,129.20	\$34,250.00	\$30,689.13	\$3,560.87	89.60%	\$35,000.00	
E 601-49400-104 Standby - Orono	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-105 Salary/PT/Lawn Services	\$90.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 601-49400-107 Office Assistant	\$3,462.42	\$10,852.75	\$13,000.00	\$11,827.51	\$1,172.49	90.98%	\$13,500.00	
E 601-49400-121 PERA/FICA/Hosp Ins	\$24,317.16	\$14,917.23	\$25,000.00	\$16,440.34	\$8,559.66	65.76%	\$22,000.00	
E 601-49400-129 Pension Expense	\$2,586.00	-\$10,382.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-200 Office Supplies	\$495.74	\$642.10	\$500.00	\$386.54	\$113.46	77.31%	\$500.00	
E 601-49400-201 Meters & Supplies	\$1,845.65	\$2,139.02	\$5,000.00	\$394.86	\$4,605.14	7.90%	\$2,500.00	
E 601-49400-206 GIS	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 601-49400-207 Computer Support/Supplies	\$5,758.00	\$1,853.00	\$2,000.00	\$970.50	\$1,029.50	48.53%	\$2,000.00	
E 601-49400-212 Gas and Oil/Truck R and M	\$1,473.36	\$130.16	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 601-49400-215 Shop Supplies	\$177.49	\$104.56	\$500.00	\$0.00	\$500.00	0.00%	\$500.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 601-49400-216 Chemicals and Chem Produc	\$2,743.27	\$4,782.72	\$3,500.00	\$2,557.99	\$942.01	73.09%	\$3,500.00	
E 601-49400-220 Repair/Maint Supply	\$2,401.83	\$2,674.99	\$2,000.00	\$546.62	\$1,453.38	27.33%	\$2,000.00	
E 601-49400-299 Admin Expenses	\$501.64	\$294.95	\$500.00	\$341.92	\$158.08	68.38%	\$500.00	
E 601-49400-301 Auditing Services	\$7,142.04	\$7,052.00	\$7,500.00	\$6,923.27	\$576.73	92.31%	\$7,000.00	
E 601-49400-302 Accounting Services	\$1,648.80	\$1,278.05	\$1,750.00	\$2,368.08	-\$618.08	135.32%	\$2,500.00	
E 601-49400-303 Engineering Fees	\$32.40	\$2,800.00	\$5,000.00	\$3,182.50	\$1,817.50	63.65%	\$5,000.00	
E 601-49400-304 Legal Fees	\$707.45	\$504.91	\$1,000.00	\$272.22	\$727.78	27.22%	\$750.00	
E 601-49400-306 Testing Fees	\$2,611.63	\$2,613.16	\$2,750.00	\$1,952.30	\$797.70	70.99%	\$2,750.00	
E 601-49400-310 Contracted Services	\$3,102.98	\$3,893.81	\$4,000.00	\$2,019.95	\$1,980.05	50.50%	\$3,500.00	
E 601-49400-321 Telephone and Mtce Agreem	\$1,453.54	\$1,230.53	\$1,700.00	\$959.82	\$740.18	56.46%	\$1,500.00	
E 601-49400-322 Postage & Meter	\$264.80	\$523.46	\$500.00	\$409.59	\$90.41	81.92%	\$500.00	
E 601-49400-323 Web Host	\$150.00	\$166.67	\$400.00	\$183.33	\$216.67	45.83%	\$250.00	
E 601-49400-324 Internet Service	\$227.16	\$290.31	\$350.00	\$606.52	-\$256.52	173.29%	\$500.00	
E 601-49400-330 Technology Support	\$1,798.46	\$3,778.87	\$3,000.00	\$1,367.54	\$1,632.46	45.58%	\$2,500.00	
E 601-49400-361 Liability/Prop Ins/WC	\$6,075.30	\$5,779.40	\$6,250.00	\$5,621.10	\$628.90	89.94%	\$6,000.00	
E 601-49400-381 Utilities/Electric/Gas	\$24,948.72	\$27,692.80	\$24,000.00	\$23,682.44	\$317.56	98.68%	\$26,000.00	
E 601-49400-400 Repairs/Maint General	\$0.00	\$0.00	\$10,000.00	\$872.34	\$9,127.66	8.72%	\$10,000.00	
E 601-49400-401 Repairs/Maint Buildings	\$131.12	\$774.81	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-402 Repairs/Maint Streets/Strm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-404 Repairs/Existing Equip	\$3,993.08	\$5,519.44	\$2,500.00	\$1,786.30	\$713.70	71.45%	\$2,500.00	
E 601-49400-405 Depreciation	\$85,425.69	\$91,421.92	\$90,000.00	\$0.00	\$90,000.00	0.00%	\$90,000.00	
E 601-49400-406 Depreciation Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-410 Facility Lease	\$8,423.91	\$8,238.72	\$9,000.00	\$8,574.43	\$425.57	95.27%	\$9,000.00	
E 601-49400-411 Repairs / Breaks	\$17,630.77	\$45,769.20	\$30,000.00	\$47,740.18	-\$17,740.18	159.13%	\$45,000.00	
E 601-49400-413 Office Equipment/Rental	\$1,693.82	\$1,631.86	\$1,500.00	\$964.71	\$535.29	64.31%	\$1,500.00	
E 601-49400-417 Uniform Rentals	\$431.00	\$43.91	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-433 Membership/Dues/Edu	\$1,810.00	\$370.47	\$0.00	\$484.98	-\$484.98	0.00%	\$500.00	
E 601-49400-437 Other Miscellaneous	\$2,209.00	\$429.38	\$1,000.00	\$768.78	\$231.22	76.88%	\$1,000.00	
E 601-49400-481 Well 1 Repair/Maint	\$18.81	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-482 Well 2 Repair/Maint	\$118.81	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-483 Well #3 Rehab	\$7,220.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-486 HS Pumps	\$4,446.01	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-520 CH Handicap Ramp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-580 New Equipment	\$540.00	\$221.82	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-590 Water Tower Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-595 Water Plant Control Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 601-49400-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
Dept 49400 Water Utilities	\$311,627.91	\$312,902.13	\$330,200.00	\$211,794.18	\$118,405.82	64.14%	\$342,500.00	
Dept 49451 Water Plant Control Upgrade								
E 601-49451-595 Water Plant Control Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49451 Water Plant Control Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49499 Water Tower Improvements								
E 601-49499-590 Water Tower Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49499 Water Tower Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Fund 601 WATER FUND	\$328,247.91	\$328,603.58	\$396,550.00	\$277,582.67	\$118,967.33	70.00%	\$408,750.00	
Fund 602 SEWER FUND								
Dept 43150 Surface Water Management								
E 602-43150-206 GIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 43150 Surface Water Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 47500 Debt Service								
E 602-47500-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$57,500.00	\$57,500.00	\$0.00	100.00%	\$57,500.00	
E 602-47500-611 Bond Interest	\$16,398.51	\$15,637.87	\$15,100.00	\$13,986.97	\$1,113.03	92.63%	\$15,100.00	
E 602-47500-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 47500 Debt Service	\$16,398.51	\$15,637.87	\$72,600.00	\$71,486.97	\$1,113.03	98.47%	\$72,600.00	
Dept 49450 Sewer Utilities								
E 602-49450-101 Administrator	\$14,652.95	\$17,136.00	\$17,500.00	\$16,336.32	\$1,163.68	93.35%	\$18,500.00	
E 602-49450-102 Clerk	\$24,647.71	\$21,601.95	\$23,000.00	\$20,562.13	\$2,437.87	89.40%	\$24,000.00	
E 602-49450-103 People Service	\$41,672.25	\$34,129.20	\$34,250.00	\$30,689.14	\$3,560.86	89.60%	\$35,000.00	
E 602-49450-104 Standby - Orono	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49450-105 Salary/PT/Lawn Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49450-107 Office Assistant	\$5,432.27	\$10,852.72	\$13,250.00	\$11,827.37	\$1,422.63	89.26%	\$14,000.00	
E 602-49450-121 PERA/FICA/Hosp Ins	\$23,753.99	\$14,917.12	\$22,000.00	\$16,440.22	\$5,559.78	74.73%	\$20,000.00	
E 602-49450-129 Pension Expense	\$7,380.00	-\$8,757.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49450-200 Office Supplies	\$487.75	\$642.12	\$500.00	\$388.57	\$111.43	77.71%	\$500.00	
E 602-49450-206 GIS	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00%	\$0.00	
E 602-49450-207 Computer Support/Supplies	\$2,958.00	\$1,853.00	\$2,000.00	\$970.50	\$1,029.50	48.53%	\$1,500.00	
E 602-49450-212 Gas and Oil/Truck R and M	\$1,473.37	\$130.20	\$250.00	\$0.00	\$250.00	0.00%	\$0.00	
E 602-49450-215 Shop Supplies	\$33.91	\$42.41	\$250.00	\$0.00	\$250.00	0.00%	\$250.00	
E 602-49450-216 Chemicals and Chem Produc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49450-220 Repair/Maint Supply	\$738.81	\$0.00	\$250.00	\$0.00	\$250.00	0.00%	\$250.00	
E 602-49450-299 Admin Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49450-301 Auditing Services	\$7,142.04	\$7,052.00	\$7,200.00	\$6,923.26	\$276.74	96.16%	\$7,000.00	
E 602-49450-302 Accounting Services	\$1,648.80	\$1,278.04	\$1,700.00	\$2,368.08	-\$668.08	139.30%	\$2,500.00	

Account Descr	2016 Amt	2017 Amt	2018 Budget	2018 YTD Amt	2018 YTD Balance	2018 %YTD Budget	2019 Budget	UnderLine
E 602-49456-121 PERA/FICA/Hosp Ins	\$37.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49456-597 Lift Station No.2 Replaceme	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
E 602-49456-598 Lift Station No.5 Replaceme	\$615.18	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Dept 49456 Lift Station No.5 Replacement	\$652.87	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	
Fund 602 SEWER FUND	\$506,572.26	\$451,151.95	\$559,568.00	\$440,271.99	\$119,296.01	78.68%	\$565,081.00	
	\$1,932,377.75	\$2,123,262.32	\$2,484,768.00	\$2,179,546.74	\$305,221.26	87.72%	\$2,509,631.00	