



BRING YOUR DREAMS.



2017-2018 City of Brookings Budget

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City Manager, Jeffrey W. Weldon

Mayor, Tim Reed

Deputy Mayor & Council Member, Keith Corbett

Council Member Patty Bacon

Council Member Dan Hansen

Council Member Mary Kidwiler

Council Member Oepke “Ope” Niemeyer

Council Member Nick Wendell

City of Brookings Leadership Team

Jeffrey W. Weldon, City Manager

Kevin A. Catlin, Assistant to the City Manager

Matt Bartley, Street Department Superintendent

Dan Brettschneider, Parks, Recreation & Forestry Director

Janet Coplan, Liquor Store Manager

Shawna M. Costello, CPA, CPFO, Finance Director

Ashia Gustafson, Library Director

Darrell Hartmann, Fire Chief

Donna Langland, Human Resources Director

Todd Langland, Solid Waste Director

Jackie Lanning, City Engineer

Jeff Miller, Chief of Police

Tom Richter, Executive Director – Swiftel Center

Mike Struck, Community Development Director

Shari Thornes, City Clerk

BRING YOUR DREAMS.



JEFFREY W. WELDON
City Manager

October 2016

Mayor and City Council Members
Brookings City and County Government Center
520 Third Street
Brookings, SD 57006

RE: Budget Message for the Proposed 2017 Budget for the City of Brookings

Dear Mayor Reed and Members of the City Council and Citizens of Brookings:

It is with great pleasure I submit to you the proposed Operating and Capital Budgets for 2017. As always, it includes all budgets for the City with the exception of Brookings Municipal Utilities and Brookings Health System. The budgets are developed in accordance with standard government accounting and auditing practices. While we attempt to maintain budgetary consistency from year to year to foster familiarity and increased knowledge of our budget by all users, we do make some adjustments to formats and presentations in the interest of continuous improvement of our budget development, submittal, and operational processes.

This document is my attempt to provide a narrative policy description of the numbers that make up the budget. Such numbers are an expression of the policy statements of the City Council and this narrative budget message further attempts to describe and explain the values, priorities, and commitments that are important to the efficient and effective operations of city government.

Budget process

The staff budget development process was similar to past years. Beginning in April, staff submit updates to the five-year Capital Improvement Plan (CIP) followed by departmental budget requests for their respective operational budgets for 2017. The budget review team consisting of Finance Director Shawna Costello, Assistant to the City Manager Kevin Catlin, and myself meet with each department to review their budgets and make sure programs, services, and any changes are clearly understood. Some changes were made at that time. Later, the budget team matched the requested expenditures with anticipated revenues and further budget adjustments were made. The final document has been presented to you in Workshop #1 (June 21) where we examined the CIP and Workshop #2 and #3 (July

19 and August 8 respectively) for the respective operating budgets. The budget hearing was held, and the budget was approved on September 13.

How to Read and Understand the Budget

In order to effectively interpret the Odata, it is presented to you in budgetary totals divided first by fund, beginning with the General Fund, which is further subdivided into departmental budgetary divisions. Generally, the budget divisions have four line items; (1) departmental-generated revenue; (2) personnel expenses; (3) operating expenses; and (4) capital expenses. Some departmental budgets do not have any department-generated revenue so (1) may not be included. Most of the items that comprise capital expenditures were discussed and described in Budget Workshop #1 and this number reflects the total of all capital for that budget division for 2017.

Additional data indicates the historical trend of these four lines; which is helpful in assessing any changes. Most changes are minimal, but where more substantial changes occur, they will be described in the following pages. As per previous direction, you requested budget divisions be displayed in these categories as opposed to line-item descriptions and amounts within these categories.

Following the General Fund budget categories, we have the Special Revenue Funds and Enterprise Funds.

With that overview, the following are the specifics.

General Fund

Since the General Fund is chiefly dependent upon our primary revenue streams of property and sales tax, it is the fund that runs most of the daily operations of city government. Thus, each General Fund department has very little capacity to generate revenue for itself. As such, it relies on the property and sales tax. The General Fund is balanced with \$22,185,883 in current revenues and \$22,614,905 in current expenditures and utilizing \$430,000 from General Fund Cash Reserves to produce a balanced budget. Generally, we strive for a balanced budget utilizing exclusively current revenues to match current expenditures. So for this budget, the use of some fund cash reserves is not typical, but is necessary in this case due to the nature of some committed expenditures in 2016 which will affect 2017. To minimize the effect of required reserves, we attempted to reduce operating expenses. The chief drivers of necessity of reserves are the consultant for the comprehensive master plan and the parking lot reconstruction at Bob Sheldon/Dwiggins-Medary Ball Field Complex.

The General Fund shows an overall decrease in revenue from 2016 of \$1,145,537 and a decrease in expenditures of \$1,716,008 from 2016. This amount fluctuates significantly from year to year due to variations in capital expenditures. Another explanation for the variation is that, while our primary revenue streams have steadily increased, we experienced decreases in departmental-generated revenue. The major budget categories for the General Fund are described in the chart below.

Revenues for the General Fund include property taxes in the amount of \$3,020,000, up by \$77,476 from 2016 chiefly due to inflationary allowance and an expansion of the tax base. A growing tax base is the direct result of more taxable property being developed and an overall expansion of the community. Since we cannot raise property tax rates, and inflationary increases are minor, our revenue growth stems mostly from solid, progressive economic development which yields more tax revenue. It is important to note that the South Dakota property tax code grants municipalities the smallest share of

the property tax pie; primarily because we also have sales tax, which the other local units of government do not have with the recent exception of the new sales tax revenue granted to school districts this year to address the teacher pay issue.

With regard to sales tax, we are estimating first penny sales tax revenue to be \$6,428,000, an increase of \$248,000 over 2016, or four percent. This is slightly more aggressive than past year's budget estimates. However, we have been running ahead of projections by a level that we are confident is sustainable with this higher projection. The first penny sales tax supports the General Fund while second penny sales tax supports two different capital funds.

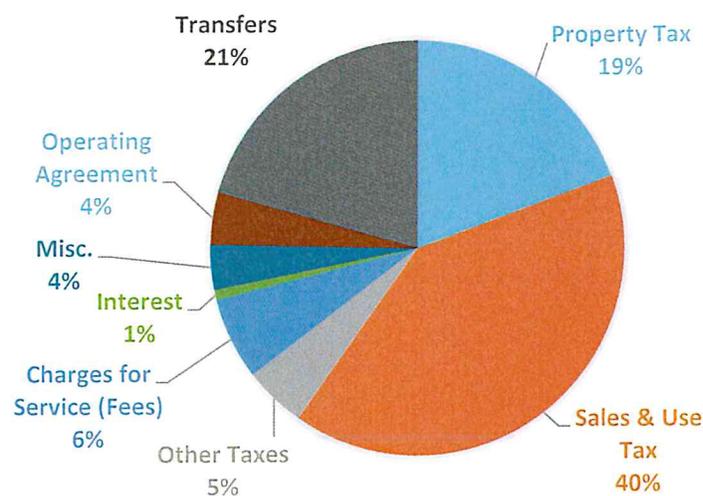
The General Fund has a contingency amount of \$250,000 for unanticipated but necessary, expenditures. We have never utilized this balance as an additional means of unbudgeted supplemental spending except for those determined to be absolutely necessary.

In addition to property and sales tax, other sources of revenue for the General Fund include transfers from public enterprise operations, licenses and permits, operating agreements (override) from alcohol sales, cable television franchise fees, fees for service and programs, intergovernmental aid, sale of assets, and interest income.

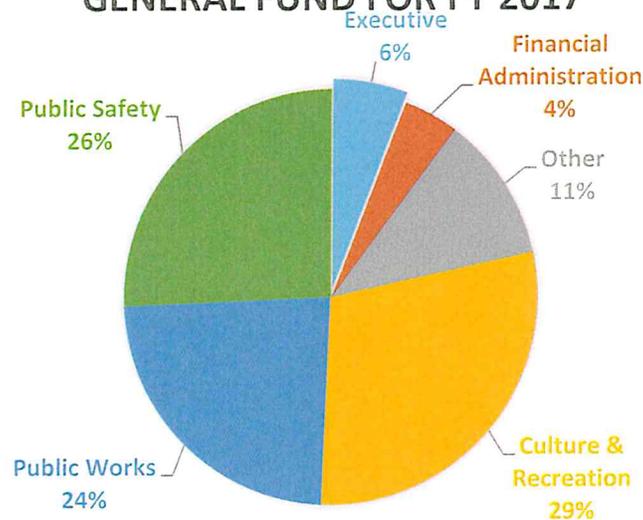
The following is a summary of General Fund expenditures compared to the current year:

<u>Category</u>	<u>Proposed 2017</u>	<u>Amended 2016</u>
Personnel	\$9,538,395	\$9,311,662
Operating expenses	\$10,774,897	\$10,506,644
Subsidies	\$730,400	\$726,700
Capital expenses	\$1,328,250	\$3,064,729
Transfers out	\$242,963	\$979,650
Total	\$22,614,906	\$23,839,385

REVENUES BY SOURCE GENERAL FUND FOR FY 2017



EXPENDITURES BY FUNCTION GENERAL FUND FOR FY 2017



Personnel Investment

The full-time workforce under the proposed 2017 budget is being reduced by one. We have eliminated one position due to re-organization and lean savings and eliminated a second with lean savings and replacing it with a part-time status. This budget provides for an increase of one full-time employee bringing our net workforce total to a reduction of one position, at 138 positions. That added position would be another detective in the Criminal Investigation division of the Police Department. The increase of specific types of crimes, mostly drugs and domestic abuse, is requiring more resources than we currently have. This increased costs will be off-set in 2017 by suspending the salaries of two officers who will be activated for National Guard duty. When they return, possibly in 2018, we will see personnel increases associated with this additional employee.

Our existing union contracts provide for overall salary adjustments of 2.50 percent and employees who are eligible to continue moving through the corresponding ranges and steps of the pay plan and receive pre-determined increases contingent upon performance evaluation. In addition to salaries and wages, the personnel expenses include benefit costs and employee training expenses. For the most part, employee benefit expenses have remained chiefly static, but we have increased training expenses and crime prevention programs slightly for the police department in light of current trends.

As always, we utilize permanent part-time and seasonal/temporary employees for various needs throughout many departments over the course of the year.

Notable changes in the General Fund

There are several unusual items which have an impact on the proposed 2017 General Fund Budget. First, the Council committed to two planning studies during 2016 that will carry over into 2017, which were not budgeted. They are the Comprehensive Bike Plan and the Comprehensive Master Plan. This is part of the reason for utilizing some General Fund Reserves to help balance the budget.

Second, we are seeing a significant increase in the streetlights and traffic signals expenditure. Brookings Municipal Utilities owns the street/traffic light infrastructure but is “leased’ to the City. As I mentioned previously, BMU is about to undertake a comprehensive replacement of approximately 2,000 old and structurally-compromised wood streetlight poles over the next several years and this cost is being passed along to us in the lease. The lease rate includes the costs of electricity and capital and is adjusted annually with the increase in the number of streetlights. As we have more residential subdivisions being developed annually, this requires additional costs from installing more streetlights.

Many communities have added a standard rate to their utility bill for streetlights and passed the cost of streetlights on directly to property owners instead of absorbing it in the City’s general revenue stream. If you wish to consider this alternative revenue stream for streetlights, please let me know.

When comparing transfers to past years, one will notice a change in transfers in/out involving the capital funds. Previously, we budgeted the capital expenditures in the General Fund, then transferred the funds from the Sales Tax Fund to the General Fund. This change will shorten the process by budgeting and paying for the specific capital item directly from the respective Sales Tax Fund.

Some of the major changes in the General Fund include:

- Engineering-\$70,000 for AutoCADD mapping project; a lean efficiency and technology upgrade.
- Community Development-\$150,000 consulting expense for Comprehensive Master Plan.
- City Clerk-\$27,000 for the Comprehensive Bike Master Plan.
- Streets-\$116,520 increase from BMU for Streetlight Replacement Program.
- Parks-\$53,000 reduction in revenue due to unexpected 2016 grant donation.
- Parks-\$200,000 capital expense for Bob Sheldon/Dwiggins Medary parking lot from reserves.
- All capital funds including the General Fund, allocation for public art.

Capital Investment

The City of Brookings has always had an aggressive Capital Improvement Plan (CIP), and 2017 is no exception. The total cost of the five-year CIP is \$42,145,568 and for 2017 alone it is \$9,751,306 across all funds. Most capital expenditures occur in Funds 212 and 213, the second penny funds for 25 percent and 75 percent respectively, although the General Fund also carries significant capital expenditures.

Major infrastructure improvements for 2017 include:

- Reconstruction of south end of Runway 17/35 at airport
- South Fire Station
- Highway 14 from 22nd Avenue to 34th Avenue gateway improvements
- 15th Street and 7th Avenue Street, Utility, and Storm Drainage Project
- Re-construction of South 20th Street West (old C.R. 16) from Main Avenue to Cumberland Ct.
- Re-construct Dwiggins-Medary/Bob Sheldon Athletic Complex parking lot
- Solid Waste Landfill set-aside for new trench and gas collection system
- Lefevre Drive Storm Sewer Project
- Renovation of Community Cultural Center Arts Council Building (old Carnegie Library)
- Annual Street Maintenance Program of chip seal, overlays, striping, curb replacements

A new feature to capital planning is the adoption of the Community Reinvestment Plan (CRP). This is a companion document to the CIP, which adds another five-year projection beyond the CIP, providing a

comprehensive 10-year window for capital planning. The CRP provides mostly for the largest expenditures such as real estate, and major infrastructure and building projects. The CRP will be a helpful tool in long-range capital planning, especially as some of our expenditure commitments are increasingly long-term and cash flow projections will be critical. Capital items consist of new, replacements or major repairs and upgrades to: vehicles, equipment, infrastructure, and buildings and grounds.

Debt Management

Issuing and managing debt is a significant component of public finance. The City currently has issued debt for capital improvements, and the 75% Second Penny Capital Fund is paying the debt service for most of this amount. The following is a summary of our debt service obligations:

- 1) 2010 debt re-financing for library, Swiftel Center, PAC I, and government center:
Outstanding balance owed of \$7,955,000 with final payment 12/1/2022 as of year-end.
- 2) 2014 debt issuance for South Main Avenue/26th Street Project and several other capital projects to provide cash for the Bel Brands incentive package:
Outstanding balance owed of \$9,582,019 with final payment 12/1/2033 as of year-end.

Total debt service payments for 2017 in the 75 Percent Second Penny Fund is \$2,396,754.

The City Council also assumed two forms of debt without actually issuing any bonded indebtedness. This was in the form of 'annual appropriations' meaning we budget annual payments for a prescribed term. These three items are new for 2017 and will also come from our 75 Percent Second Penny Fund.

- 1) \$6 million to PAC II paid over 12 years; beginning in 2017.
- 2) \$750,000 to Brookings Health System paid over 11 years; beginning in 2017.
- 3) \$500,000 to Brookings County for the purchase of the County Resource Center, as an expansion of the Swiftel Center; paid over five years beginning in 2017.

In addition, 2017 represents the third year of a five-year commitment for an additional annual appropriation for the expansion of the Boys and Girls Club of Brookings of \$100,000 per year. That is also being financed by the 75 Percent Second Penny Fund.

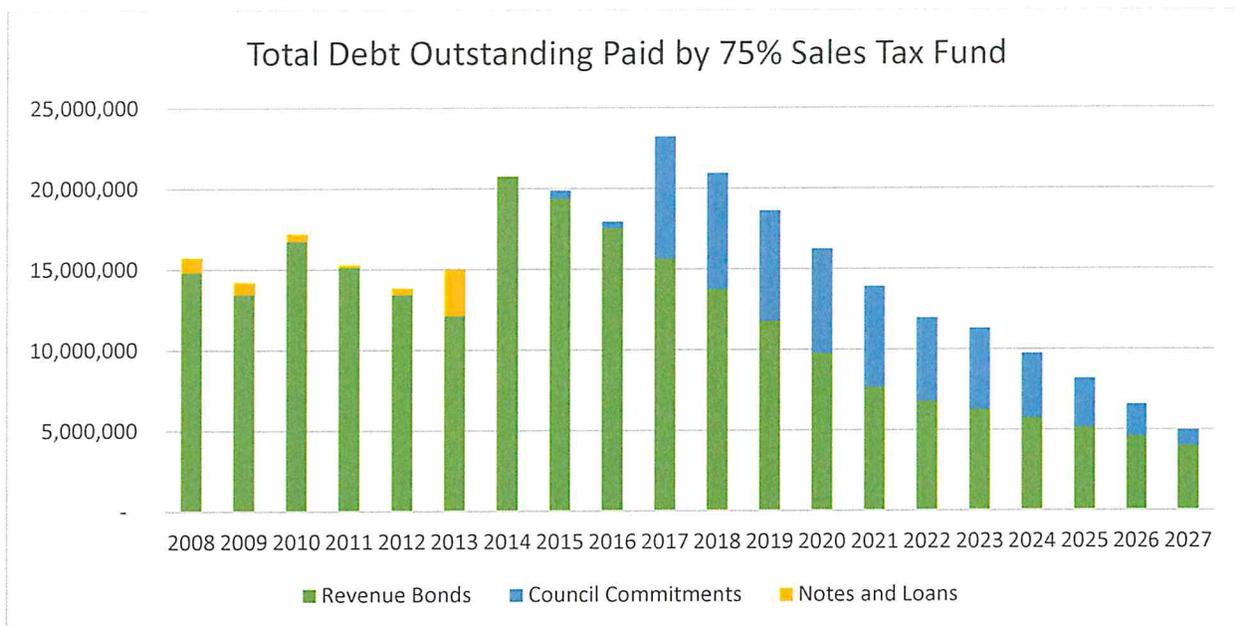
An additional annual appropriation is made in the form of Sales Tax Grants as an economic development incentive. This grant affects the General Fund, 25 Percent Second Penny, and 75 Percent Second Penny. The incentive grants are currently being made to 3M and Bel Brands, USA as part of an overall economic development program adopted by the City Council. These do have maximum amounts and are paid commensurate with an amount of local sales tax paid by the recipient. In 2017, our budget expects to grant \$577,500 for these two recipients. All three funds are affected, because these funds receive sales tax as a revenue, so the grant affects each fund equally. This annual appropriation is considered revenue-neutral because the grant matches the revenue generated by the private improvement.

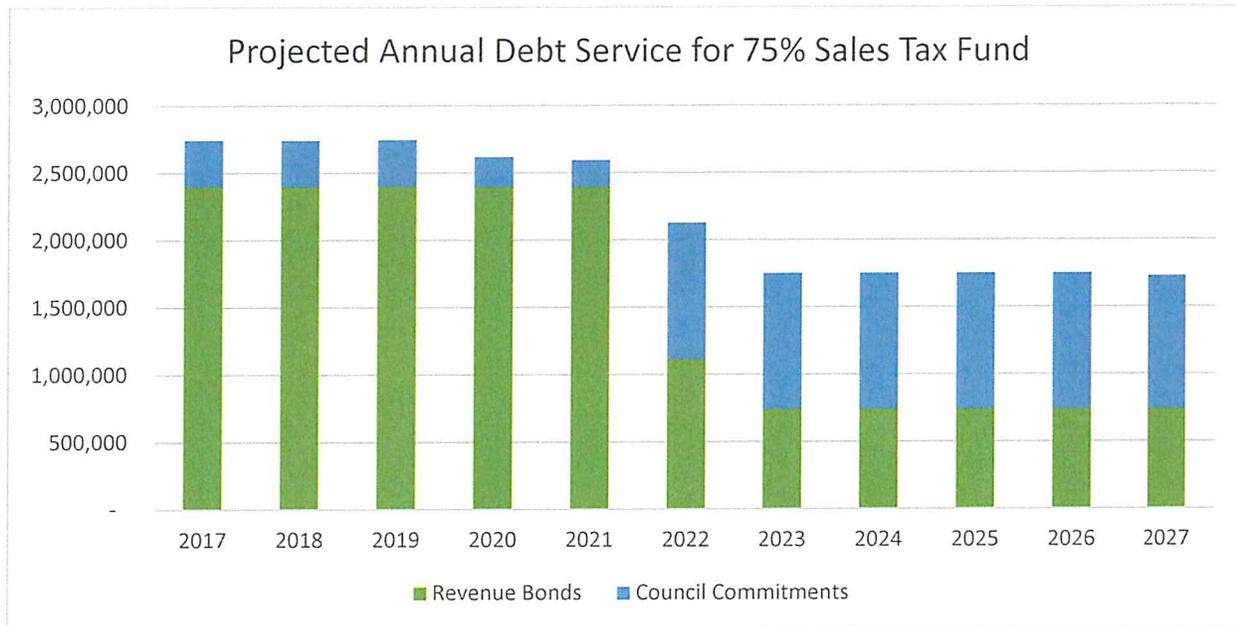
Finally, the Storm Drainage Fund is financing debt service issuances associated with several drainage improvement projects through the State Revolving Fund Loan Program (SRF). This program has an interest rate of three percent (3%) and a term of 20 years. It is specifically designed to assist local units of government with financing water-related infrastructure projects. The following is a summary of the storm water debt:

	<u>Storm Drainage Project</u>	<u>2017 Debt Service</u>	<u>Last Year of Payment</u>
1)	Southland Lane pond	\$26,037	2032
2)	Pheasant Nest pond	\$22,356	2033
3)	Nelson pond	\$15,076	2033
4)	Camelot drainage system	\$131,526	2034
5)	Division Ave. system	\$29,878	2036

Municipalities are statutorily limited in the amount of tax-supported debt they can assume. This limitation is expressed as a percentage of overall property assessed valuation. At this point, we are consuming approximately 40 percent of our allowable debt capacity. The City has a very strong credit history with a credit rating of A1 according to Moody’s Investor Services who completed our last analysis. Such a rating is a ‘snapshot’ of our overall financial picture and how we manage our finances, including cash reserves and overall fund balances. Favorable credit ratings also earn lower interest rates for any future debt issuances. Debt issued by Brookings Health System or Brookings Municipal Utilities are considered public enterprise debt with debt service being financed by revenue from their respective operations. As such, they are classified differently and subject to different debt limitations. As you know, these entities also have significant debt.

State law and standard accounting practices require us to describe tax increment as debt even though actual debt may not be issued. For some of our districts, the developers actually issue the debt, and for other districts, the City fronted the project costs with cash, and recover such costs over time with increment.





Cash Balances

An inherent component of public budgeting is projections of cash and fund balances, reserves, cash flow, and working capital. As a general rule, reserves in various funds need to be healthy, but not excessive. Admittedly, striking this balance is subjective, but some axioms provide guidance. First, reserves should adequately provide three to six months of working capital for cash flow purposes. Second, they should provide for desired depreciation, capital replacement, contingencies or emergencies, and any desired savings for future capital needs. Third, they should not be so excessive to amount to over-taxation or over-charging. Cash and fund balances are critically examined by auditors, bonding agencies, and lenders. Sufficient cash balances are an integral component of our A2 credit rating. Great pains should be taken to preserve our credit rating.

Much of our reserves are liquid and easily accessible, while other amounts have various levels of restrictions for their use. For example, bond reserves are not accessible, as lending agencies often require a reserve restriction to cover debt payments in the event of a shortfall, as long as there is a principle outstanding. In my opinion, this budget strikes the appropriate balance of meeting our spending needs within our revenue parameters, preserves and protects our reserves, and where necessary, makes responsible use of reserves, in accordance with the Council's priorities. Perhaps most importantly, our credit rating is preserved.

Estimated year-end 2017 cash balances for the largest and most active funds are:

Fund 101 General Fund	\$2,727,199
Fund 212 Second Penny 25%	\$296,394
Fund 213 Second Penny 75%	\$1,018,642
Fund 284 Third Penny	\$862,993
Fund 214 E-911	\$67,602
Fund 282 Storm Drainage	\$438,772
Fund 224 Swiftel Center	\$306,890
Fund 285 BID Hospitality Tax Revenue	\$150,913

Special Revenue Funds and Budgets

Our special revenue funds are chiefly the Storm Drainage Fund, E-911 Fund, Public Art Fund and the Swiftel Center Fund. The Storm Drainage Fund finances most of the capital projects involving the City's storm water management infrastructure and maintenance thereof. It has a dedicated revenue stream using Drainage Utility Fees and has a comprehensive long-term plan, which the Council recently updated for prioritized improvement projects. The Council has the option of increasing this fee. The last increase was a doubling of the previous fee in 2008 and has not been increased since. Staff recently provided you with a rate study for this fund on potential rate increases. The Drainage Fee provides for cash payments of various storm drainage capital projects as well as debt service for more expensive capital projects. We can expect an operational cost increase in 2017 as rates from BMU for sewer-jetting costs will be increasing. Such rates have not been adjusted in many years.

The second major revenue fund is the E-911 Fund. This is a joint powers fund for dispatch services between the City and County. The City acts as the fiscal agent for the fund and dispatch employees are City personnel. The primary revenue stream is State funding, which comes to all local dispatch centers via a state-imposed Telephone Tax. This tax does not provide, nor is it intended to provide, all necessary funding to operate local dispatch centers. The City and County supplement operational expenses on a pro rata share based on call load. Because this is an intergovernmental operation and receives significant state funding, it is considered a Special Revenue Fund separate from the General Fund.

The Public Art Fund is a third segregated fund. Established in 2016 for implementation with the 2017 Budget, this prescribes a one percent (1%) supplemental transfer for each other fund's capital expenditures annually to be dedicated to public art. An Arts Commission has been established to recommend expenditures for public art displays to the City Council. For 2017, the estimated revenue for this fund is \$67,471.

The fourth major revenue fund is the Swiftel Event Center Fund. This fund provides for the operation and management of the Swiftel Center. Its revenue is comprised of \$2,052,979 from its own operations, up slightly from \$1,996,155 in 2016, and augmented with an operating shortfall from the Third Penny Sales Tax Fund. The proposed 2017 3B Supplement is \$404,950, up from \$375,000 in 2016. One of the reasons for this increase is the new Federal Fair Labor Standards Act (FLSA) which mandated a significant increase in overtime costs for exempt employees. VenuWorks employs a significant number of employees on our behalf that are affected by this change. The Swiftel Center is a significant community generator of Sales Tax Revenue. Capital expenditures associated with the Swiftel Center are financed chiefly by the 75% Second Penny Public Improvement Fund, which is capped for 2017 at \$300,000. Most of that will be consumed by debt service payments via an inter-fund loan from the Solid Waste Landfill Fund for the seating replacement.

Hospitality Tax Revenue

The City of Brookings utilizes two statutorily-authorized revenue streams using hospitality commerce as the base for a tax. The 3B (bed-board-booze) tax is a supplemental sales tax applied to a much narrower base than the First and Second Penny Sales Tax. Listed as Fund 284 in the budget, it provides for expenditures connected with the promotion of the City. For 2017, we are estimating revenue of \$871,500 and expenditures of \$935,884. Primary expenditures of 3B Revenue include the Convention and Visitors Bureau, Downtown Brookings, Inc., the Swiftel Center, Chamber of Commerce, and other like expenses which include some outside agencies.

The second Hospitality Tax is authorized through a Business Improvement District and identified as Fund 285 in your budget. This tax is a \$2 per room per night surcharge on all lodging accommodations. Commonly referred to as the “pillow tax” because of the nature of its tax base, all revenue is budgeted for the Convention and Visitors Bureau.

The primary public purpose of these two revenue streams is to provide reinvestment capital into entities that can leverage spin-off development for other entities, primarily private entities, to further generate increased commerce, economic development, and tax base expansion.

Public Enterprise Funds and Budgets

Public Enterprise Operations include the Liquor Store, Solid Waste Landfill, Solid Waste Collections, Golf Course and Airport. By the strictest of definitions, public enterprise operations should ideally be self-sufficient in generating enough revenue to cover their expenses, so they do not rely on tax revenue. This has historically been the case, and continues to be so for the Liquor Store and Solid Waste Budgets. The Golf Course should see that level of financial sustainability with the many operational and capital improvements that have been made and contemplated in the future. This operation is heavily weather-dependent and favorable weather conditions can help insure that profitability. The Airport will never achieve profitability and requires a transfer from the General Fund for operations. The Airport is heavily dependent upon State and Federal Grant Programs for capital improvements. It is limited in capacity as an FAA-General Aviation, Part-139 Airport Facility.

A primary public purpose of public enterprise operations is to generate sufficient revenue to provide a transfer to the General Fund as another revenue stream to reduce the reliance on taxes. Judicious use of transfers needs to insure that sufficient cash is retained for purposes of operating expenses, cash flow and working capital, and depreciation. The proposed budget has the following public enterprise operations making transfers to the General Fund. A supplemental transfer to the Golf Course from the Liquor Store is envisioned only to the extent a shortfall develops by year-end. No tax revenue is used for the golf course operating expenses, and this year, we have moved the golf cart leases from second penny capital to operations. Capital expenditures, such as equipment replacement and facility improvements, continue to be financed by Second Penny. The Golf Course Revenue includes a surcharge for capital improvements beginning in 2016 and continues for 2017.

Proposed transfers are as follows:

Brookings Municipal Utilities	\$2,255,000
Solid Waste Landfill	\$600,000
Municipal Liquor Store	\$300,000
Municipal Liquor Store (to golf if needed)	\$100,000
Research & Technology Center	\$120,000

Funding Requests for Outside Agencies

As always, we solicit requests for City financial assistance to other entities by which we can form partnerships to further the quality of life for our community. We received 23 applications totaling \$1,469,200. Most were repeat requests, but some were first-time requests. The Council has received copies of all applications and this budget includes my staff recommendations of funding for each applicant. Subsidy requests are found in the General Fund, 75 percent Second Penny Fund, 3B Fund, and the Business Improvement District Fund.

Economic Development

As in past years, furthering economic development remains a staple of our goals. This priority is reflected in our Strategic Plan as well as our Budget. It is important that policy prescriptions be adequately supported with budgetary commitments. This budget continues our strong support of Brookings Economic Development Corporation (BEDC) and the Growth Partnership of the SDSU Research Park. In addition to the traditional economic development strategies of commercial and industrial development, BEDC has launched new initiatives reflective of the new economy such as fostering entrepreneurialism and workforce development.

We continue to emphasize the visitor industry as a key component of economic development through the Convention and Visitors Bureau and with special events such as the third year of “Downtown at Sundown.” The Swiftel Center is also a key generator of visitor traffic. The proposed budget also continues the Downtown Retail Acceleration Grant Program through the 3B Fund for eligible recipients as another Economic Development Incentive Program targeted to our Downtown Central Business District.

In recent years, our economic development efforts have broadened to include retail development. Since our budget is heavily-dependent upon sales tax, it makes sense to invest in strategies that help generate sales tax for the future. In addition to the budgetary imperatives of increased sales tax revenue, expansive retail opportunities add to the quality of life for residents and visitors with additional options for shopping, dining, and other consumer services. Brookings is losing too much sales tax revenue to other destinations. Our efforts to develop the old DOT property into Brookings Marketplace represents the best opportunity to help make this happen. We own the land and have interest from private sector partners that can make it happen.

A note of caution is warranted here. A 10,000-foot view of our Capital Improvement Plan and Community Reinvestment Plan clearly reveal they will require substantial increases in sales tax growth to be sustainable. Property taxes alone will not keep up with the projected spending. Our long-term commitments to SDSU’s PAC II, Brookings Health System, the Sales Tax Rebate Program, and even the Boys and Girls Club facility, along with current debt service obligations, consume capacity for cash for other capitalized expenditures. The long-range project of financing the 20th Street/Interstate 29 overpass/interchange will require substantial cash that can only be generated from sales tax growth. For this reason, we need to aggressively move to develop Brookings Marketplace with more retail in an effort to increase the revenue stream.

This will require incentives; a fact of life in today’s economic development world. Incentives can be challenging to quantify a justifiable return on investment. But consider this perspective: if we offer too much, we are out a little money. If we offer too little, we will have lost future opportunities to recover not only that original incentive investment, but almost certainly the spin-off value that will materialize. Perhaps without consciously realizing this, we adopted this strategy which successfully caused Bel Brands, USA to select Brookings.

New Initiatives

A few years ago, we embarked on new concepts and ideas to improve our governance. Such efforts have intensified over the past two years specifically. We began by undertaking a comprehensive

discussion about sustainability issues and integrating more eco-friendly measures into government services. That expanded to lean government practices, improved public transparency, more integration of modern technology applications, and a stronger commitment to public art.

We have since expanded such efforts by examining measures to bolster our Central Business District through the Small Business Grant Program and promotion of downtown open/green/gathering space. We have been working with our economic development partners on workforce development and maker-space initiatives. Special projects have taken long-term perspectives for a new Comprehensive Master Plan and the first-ever Bicycle Master Plan designed to institutionalize our commitment to bicycling for enjoyment and as an alternative mode of transportation. The public dialogue about the Recreation Center has spurred considerations about a Park Facility Master Plan for both indoor and outdoor recreation and athletic facilities. We have met future needs of transportation by facilitating efforts with the State of South Dakota for Highway 14 improvements and involved the community in every aspect of this ambitious project, while also positioning ourselves for a future major street system and interstate highway crossing to serve the southern portion of the City.

Finally, we have taken on the difficult challenge of affordable housing for a large segment of our population. We have also begun a community conversation about mental health issues.

To be sure, these items have implications on our resources of time, talent, and treasure; but can be addressed with proper prioritization, and thoughtful, pragmatic discussion. Perhaps most importantly, we need to expand our base of partners and build upon our current partnerships for continued success. Government cannot and should not undertake these efforts alone and strong partners have always been a hallmark of everything we have endeavored to do. Certainly, this needs to continue to address the needs and challenges of the future in our never-ending quest of continual improvement.

Conclusion

As perhaps the single-most important policy document government can have, the Budget is not only the lubricant to grease the gears of a complex mechanism. It is also an expression of goals, values, and a vision for the present and the future. In order to operationalize that vision, we have aggressively developed and implemented Strategic Plans, which now spans more than just one year. As a living document, we monitor performance and track results of the Strategic Plan and make mid-course corrections as necessary.

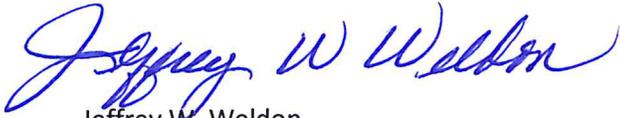
As always, budgets reflect priorities. Priorities come with opportunities and limitations, but also challenges to be overcome, if we are bold enough to assume a responsible degree of risk in pursuit of that vision. I believe this budget accomplishes all of these objectives and continues to be true to our compass as expressed in our mission statement and vision statement.

I would like to thank the staff and especially the department heads for their diligent work in helping me prepare this comprehensive document. Their commitment, dedication, and perseverance to the values of public service continue to be stellar and are serving this community in an outstanding fashion. I would also like to thank the Mayor and Council Members for your leadership in addressing the many opportunities we face with courage, pragmatism, and boundless optimism for the future.

As always, it remains an honor and privilege to serve as your City Manager. For me, there is no higher calling than to serve the residents of the City of Brookings.

Sincerely,

CITY OF BROOKINGS

A handwritten signature in blue ink that reads "Jeffrey W. Weldon". The signature is written in a cursive style with a large initial "J".

Jeffrey W. Weldon
City Manager

2017 Budget City Calendar Schedule

Date	Topic
May 1st	Press Release on Subsidy Application process
**May 9th thru May 12th **May 16th thru May 20th	Preliminary Discussion with Department Managers about the 5-10 Year Capital Improvement Plan-Engineer, Police, Fire, Street, Parks, Recreation & Forestry, & Edgebrook , Swiftel Center, Landfill.
May 15th	Projected Personnel Cost entered into Enhanced Budgeting by HR
May 31st	Capital lines entered into Enhanced Budgeting by Finance
**May 31st	Budget Request entered into Enhanced Budgeting Module (Operating lines)
June 1st	All information for 5 Year CIP/10 Year CRP due to Finance (Word Document and Excel Charts)
**June 13th thru June 16th **June 20th thru 23rd	Management Team Members meet with City Manager to Review budget requests; have supporting documentation
June 15th	Subsidy Applications due
June 21st	Discussion with City Council reviewing 5 Year CIP/10 Year CRP
June 24th	Performance Base Narratives to Finance Manager
**July 1st	Proposed Budget on disk to City Council
**July 19th	Budget Work Session with City Council #1
**August 9th	Budget Work Session with City Council #2
**August 16th	Budget Work Session with City Council (#3 if needed)
**August 23rd	First Reading of Budget Ordinance
**September 13th	Second Reading and Adoption of 2017 Budget Ordinance & Adoption of 5 Year CIP/10 Year CRP
November	2017 Budget Books Available
January 1, 2017	New Fiscal Year

** Dates that are Firm

2017

5:00 p.m. Study Session
6:00 p.m. Regular Meeting,
unless notified

City of Brookings

Regular Meetings
Study Sessions
Holidays
Election / Board of Equalization
Council Conferences

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 – observance of New Year’s Holiday (Jan. 1)
Jan. 16 – Martin Luther King, Jr. Birthday
Jan. 18 – Brookings Day in Pierre

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 11 – Election Day

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 7-8 – Municipal Government Day & Rib Dinner with Your Legislator
Feb. 20 – President’s Day

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 11 – City Council Retreat (tentative)
May 21-24 ICSC
May 29 – Memorial Day

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 11-15 – NLC Congressional City Conference (Washington, DC)
March 20 – Board of Equalization

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2017

5:00 p.m. Study Session
6:00 p.m. Regular Meeting,
unless notified

City of Brookings

Regular Meetings
Study Sessions
Holidays
Election / Board of Equalization
Council Conferences

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 – Independence Day

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTE: The August 8th & 22nd Council Meetings may include a budget discussion from 4:00 p.m.-6:00 p.m. The August 15th Council Study Session will be held for Budget discussion only.

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4 – Labor Day

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 3-6 – SDML Conference (Sioux Falls)
Oct. 9 – Columbus/Native American Day

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

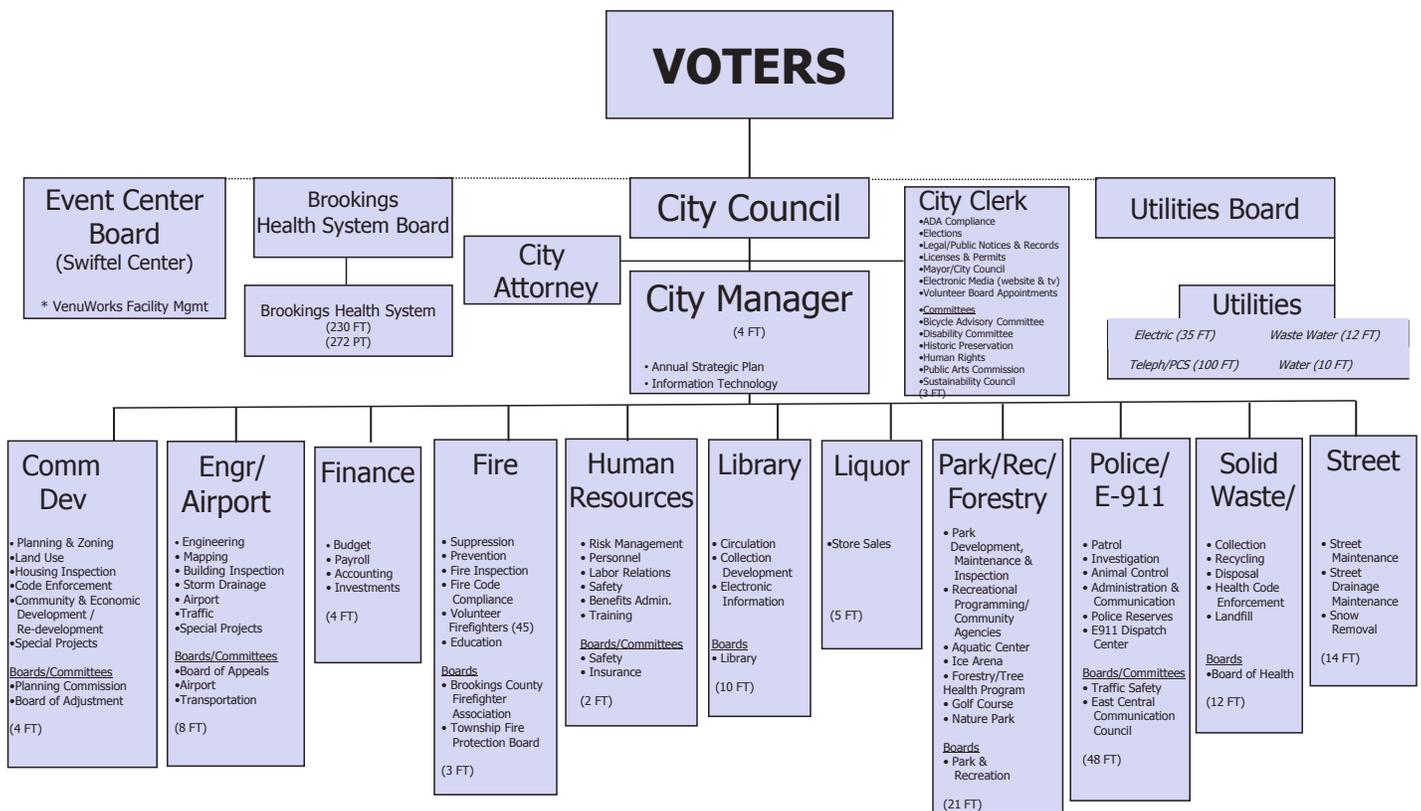
Nov. 10 – observance of Veteran’s Day (Nov. 11)
Nov. 15-18 – NLC City Summit (Charlotte, NC)
Nov. 23 – Thanksgiving Holiday

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 25 –Christmas Holiday

City of Brookings, South Dakota



6/24/2016

City of Brookings
Full-time Personnel Schedule by Department

	Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
		Actual	Budget	Budget						
401	Mayor & Council	7	7	7	7	7	7	7	7	7
403	City Clerk	3	3	3	3	3	3	3	3	3
406	City Manager	1	1	1	1	1	1	1	2	2
414	Human Resources	2	2	2	2	2	2	2	2	2
415	Finance	4	4	4	4	4	5	5	5	4
416	Information Technology	1	1	1	1	1	1	2	2	2
418	Community Development	4	4	4	4	4	4	4	4	4
419	Engineering	6	6	6	6	6	6	6	6	5
421	Police	30	32	33	33	34	35	36	37	38 (1)
422	Fire	3	3	3	3	3	3	3	3	3
423	Enhanced 911	7	7	7	7	8	9	9	9	9
431	Street	14	14	14	14	14	14	14	14	14
442	Animal Control	1	1	1	1	1	1	1	1	1
448	Dakota Nature Park	0	0	0	0	0	0	0	0	0
449	Hillcrest Aquatic Center	0	0	0	1	1	1	1	1	1
451	Recreation	4	4	4	1	1	1	1	1	1
452	Park	11	8	8	8	8	9	9	9	10
453	Larson Ice Arena	0	0	0	2	2	2	2	2	2
454	Forestry	4	5	5	5	5	5	5	5	5
455	Library	10	10	10	10	10	10	10	10	10
282	Storm Drainage	1	1	1	1	1	1	1	1	1
601	Liquor	6	6	6	6	6	5	5	5	5
606	Airport	2	2	2	2	2	2	2	2	2
607	Golf Course	0	3	3	3	3	3	3	3	2
612	Solid Waste Collection	6	6	6	6	6	6	6	6	6
625	Solid Waste Disposal	7	7	7	7	6	6	6	6	6
Total		127.00	130.00	131.00	131.00	132.00	135.00	137.00	139.00	138.00 (2)

(1) Additional patrol officer in the Detective Unit added in 2017 Budget

(2) Excludes # for Mayor and City Council

Brookings County Covered Workers

Source: Brookings Economic Development Corporation

Industry	2012	2013	2014	2015
Natural Resources/ Mining	408	432	444	N/A
Construction	645	679	724	965
Manufacturing	4,095	4,023	4,178	4,428
Wholesale Trade	425	409	460	473
Retail Trade	1,727	1,783	1,817	1,918
Trans/Warehousing/Utilities	320	334	344	359
Information	150	156	155	135
Financial Activities	612	598	567	636
Prof Bus Services	711	749	793	801
Education/Health Svc	1,065	1,107	1,129	1,054
Leisure/Hospitality	1,968	1,962	1,921	1,905
Other Services	398	421	419	460
Total Government	4,260	4,316	4,426	4,539
TOTAL	16,784	16,969	17,377	17,673

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE

SECTION I

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BROOKINGS, BROOKINGS COUNTY, SOUTH DAKOTA, that the following sums are appropriated to meet the obligation of the Municipality

	Special Revenue Funds										
	General Fund	25% Sales & Use Tax Fund	75% Sales & Use Tax Fund	Enhanced 911 Fund	Swiftel Center Fund	Library Fines Fund	Library Building Fund	Special Assessment Fund	Storm Drainage Fund	3rd B Tax Fund	BID Fee Fund
GENERAL GOVERNMENT											
Legislative											
401 Mayor & City Council	146,288										
Total Legislative	146,288	0	0	0	0	0	0	0	0	0	0
Executive											
403 City Clerk	385,049										
406 City Manager	314,125										
412 City Attorney	103,000										
Total Executive	802,174	0	0	0	0	0	0	0	0	0	0
Financial Administration											
414 Human Resources	239,154										
415 Finance Office	465,442										
Total Financial Administration	704,596	0	0	0	0	0	0	0	0	0	0
Other											
405 Non-Departmental	6,550,269										
416 Information Technology	216,037										
417 General Government Building	39,333										
420 City county Administration Building	338,400										
495 Contributions to Others	730,400		400,000							429,500	
Total Other	7,874,439	0	400,000	0	0	0	0	0	0	429,500	0
TOTAL GENERAL GOVERNMENT	9,527,497	0	400,000	0	0	0	0	0	0	429,500	0
PUBLIC SAFETY											
421 Police	3,348,918	243,735									
422 Fire Fighting & Prevention	629,942	1,183,100									
424 Hydrant Rental	93,265										
214 E-911 Dispatch				720,780							
TOTAL PUBLIC SAFETY	4,072,125	1,426,835	0	720,780	0	0	0	0	0	0	0
PUBLIC WORKS											
418 Community Development	620,120										
419 Engineer	616,919										
431 Street Department	2,605,608		20,000								
213 Streets		452,500	2,002,500								
280 Special Assessment							270,185				
282 Storm Drainage								1,731,350			
TOTAL PUBLIC WORKS	3,842,647	452,500	2,022,500	0	0	0	270,185	1,731,350	0	0	
HEALTH AND WELFARE											
442 Animal Control	107,547										
TOTAL HEALTH AND WELFARE	107,547	0	0	0	0	0	0	0	0	0	
CULTURE AND RECREATION											
448 Dakota Nature Park	111,016										
449 Hillcrest Aquatic Center	410,160										
451 Recreation Department	337,061										
452 Parks Department	1,821,376		175,000								
453 Larson Ice Arena	462,097										
454 Forestry Department	588,973										
455 Library	1,091,443					30,000	33,000				
224 Event Center			100,000		2,757,929						
TOTAL CULTURE AND RECREATION	4,822,126	0	275,000	0	2,757,929	30,000	33,000	0	0	0	
CONSERVATION AND DEVELOPMENT											
495 Promotion/Development		25,000	452,500							101,434	221,900
TOTAL CONSERVATION AND DEVELOPMENT	0	25,000	452,500	0	0	0	0	0	0	101,434	221,900
DEBT SERVICE											
470 Debt Service Payments			2,396,754								
TOTAL DEBT SERVICE	0	0	2,396,754	0	0	0	0	0	0	0	0
OPERATING TRANSFER OUT											
495 To 75% Sales & Use Tax		193,000						151,265			
495 To E-911 Fund											
495 To Swiftel Fund			300,000							404,950	
495 To Public Art Fund	13,283	17,268	18,475								
495 To Gateway Project Fund			365,000								
495 To Airport Fund	229,680		200,000								
495 To Edgebrook Golf Fund			62,500								
TOTAL OPERATING TRANSFERS	242,963	210,268	945,975	0	0	0	0	151,265	0	404,950	0
TOTAL APPROPRIATIONS AND TRANSFERS	22,614,905	2,114,603	6,492,729	720,780	2,757,929	30,000	33,000	421,450	1,731,350	935,884	221,900

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE
(continued)

	Debt Service Funds						Capital Projects	Total Governmental Funds
	TIF-1 Innovation Campus Fund	TIF-3 Valley View Fund	TIF-4 Sieler Fund	TIF-5 32nd Ave Fund	TIF-6 Digester Fund	TIF-7 S Main Fund	Brookings Gateway Project Fund	
GENERAL GOVERNMENT								
Legislative								
401 Mayor & City Council								146,288
Total Legislative	0	0	0	0	0	0	0	146,288
Executive								
403 City Clerk								385,049
406 City Manager								314,125
412 City Attorney								103,000
Total Executive	0	0	0	0	0	0	0	802,174
Financial Administration								
414 Human Resources								239,154
415 Finance Office								465,442
Total Financial Administration	0	0	0	0	0	0	0	704,596
Other								
405 Non-Departmental								6,550,269
416 Information Technology								216,037
417 General Government Building								39,333
420 City county Administration Building								338,400
495 Contributions to Others								1,559,900
Total Other	0	0	0	0	0	0	0	8,703,939
TOTAL GENERAL GOVERNMENT	0	0	0	0	0	0	0	10,356,997
PUBLIC SAFETY								
421 Police								3,592,653
422 Fire Fighting & Prevention								1,813,042
424 Hydrant Rental								93,265
214 E-911 Dispatch								720,780
TOTAL PUBLIC SAFETY	0	0	0	0	0	0	0	6,219,740
PUBLIC WORKS								
418 Community Development								620,120
419 Engineer								616,919
431 Street Department								2,625,608
213 Streets								2,455,000
280 Special Assessment								270,185
282 Storm Drainage								1,731,350
TOTAL PUBLIC WORKS	0	0	0	0	0	0	0	8,319,182
HEALTH AND WELFARE								
442 Animal Control								107,547
TOTAL HEALTH AND WELFARE	0	0	0	0	0	0	0	107,547
CULTURE AND RECREATION								
448 Dakota Nature Park								111,016
449 Hillcrest Aquatic Center								410,160
451 Recreation Department								337,061
452 Parks Department								1,996,376
453 Larson Ice Arena								462,097
454 Forestry Department								588,973
455 Library								1,154,443
224 Event Center								2,857,929
TOTAL CULTURE AND RECREATION	0	0	0	0	0	0	0	7,918,055
CONSERVATION AND DEVELOPMENT								
495 Promotion/Development							615,000	1,415,834
TOTAL CONSERVATION AND DEVELOPMENT	0	0	0	0	0	0	615,000	1,415,834
DEBT SERVICE								
470 Debt Service Payments	448,328	216,832	84,380	16,130				3,162,424
TOTAL DEBT SERVICE	448,328	216,832	84,380	16,130	0	0	0	3,162,424
OPERATING TRANSFER OUT								
495 To 75% Sales & Use Tax					260,120	100,000		511,385
495 To E-911 Fund								193,000
495 To Swiftel Fund								704,950
495 To Public Art Fund								49,026
495 To Gateway Project Fund								365,000
495 To Airport Fund								429,680
495 To Edgebrook Golf Fund								62,500
TOTAL OPERATING TRANSFERS	0	0	0	0	260,120	100,000	0	2,315,541
TOTAL APPROPRIATIONS AND TRANSFERS	448,328	216,832	84,380	16,130	260,120	100,000	615,000	39,815,320

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE
(continued)

SECTION II The following designates the application of fund derived from the sources indicated:

General Fund	Special Revenue Funds									
	25% Sales & Use Tax Fund	75% Sales & Use Tax Fund	Enhanced 911 Fund	Swiftel Center Fund	Library Fines Fund	Library Building Fund	Special Assessment Fund	Storm Drainage Fund	3rd B Tax Fund	
FUNDS AVAILABLE:										
Estimated Fund Balance on Dec 31, 2016	14,544,794	1,654,225	2,023,591	141,381	(135,766)	25,938	72,343	272,608	1,316,042	947,685
ANTICIPATED REVENUES:										
310 Taxes	9,501,650	1,607,000	4,866,462	357,000					856,450	870,000
320 Licenses and Permits	272,200									
330 Intergovernmental Revenues	783,000			96,500						
340 Charges for Goods and Services	7,287,775				2,052,979					
350 Fines and Forfeitures	91,060					25,000				
360 Miscellaneous Revenues	975,198	4,200	20,000	500			35,500	233,036	1,300	1,500
390 Other Sources										
Subtotal - Anticipated Revenues	18,910,883	1,611,200	4,886,462	454,000	2,052,979	25,000	35,500	233,036	857,750	871,500
Operating Transfers In:										
From General Fund				193,000						
From 25% Sales & Use Tax Fund					300,000					
From 75% Sales & Use Tax Fund			151,265							
From Special Assessment Fund					404,950					
From TIFs			360,120							
From Liquor Fund	300,000									
From Landfill Fund	600,000									
From R & T Center Fund	120,000									
From Municipal Utilities Funds	2,255,000									
Subtotal - Operating Transfers In	3,275,000	0	511,385	193,000	704,950	0	0	0	0	0
TOTAL SOURCES OF FUNDS	22,185,883	1,611,200	5,397,847	647,000	2,757,929	25,000	35,500	233,036	857,750	871,500
Total Means of Finance 2017	36,730,677	3,265,425	7,421,438	788,381	2,622,163	50,938	107,843	505,644	2,173,792	1,819,185
Estimated Fund Balance Dec 31, 2017	14,115,772	1,150,822	928,709	67,601	(135,766)	20,938	74,843	84,194	442,442	883,301

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE
(continued)

	Special Revenue		Debt Service Funds					Capital Project	Total Governmental Funds	
	BID Fee Fund	Public Art Fund	TIF-1 Innovation Campus Fund	TIF-3 Valley View Fund	TIF-4 Sieler Fund	TIF-5 32nd Ave Fund	TIF-6 Digester Fund	TIF-7 S Main Fund		Brookings Gateway Project Fund
FUNDS AVAILABLE:										
Estimated Fund Balance on Dec 31, 2016	345,255	0	(1,157,179)	1,432	0	32,178	204,226	0	263,860	20,552,613
ANTICIPATED REVENUES:										
310 Taxes			448,328	216,832	84,380	16,130	260,120	100,000		19,184,352
320 Licenses and Permits										272,200
330 Intergovernmental Revenues										879,500
340 Charges for Goods and Services										9,340,754
350 Fines and Forfeitures										116,060
360 Miscellaneous Revenues	400,350									1,671,584
390 Other Sources										0
Subtotal - Anticipated Revenues	400,350	0	448,328	216,832	84,380	16,130	260,120	100,000	0	31,464,450
Operating Transfers In:										
From General Fund		13,283								13,283
From 25% Sales & Use Tax Fund		17,268								210,268
From 75% Sales & Use Tax Fund		18,475							365,000	683,475
From Special Assessment Fund										151,265
From 3rd B Tax Fund										404,950
From TIFs										360,120
From Liquor Fund		11								300,011
From Landfill Fund		4,950								604,950
From R & T Center Fund										120,000
From Municipal Utilities Funds										2,255,000
Subtotal - Operating Transfers In	0	53,987	0	0	0	0	0	0	365,000	5,103,322
TOTAL SOURCES OF FUNDS	400,350	53,987	448,328	216,832	84,380	16,130	260,120	100,000	365,000	36,567,772
Total Means of Finance 2017	745,605	53,987	(708,851)	218,264	84,380	48,308	464,346	100,000	628,860	57,120,385
Estimated Fund Balance Dec 31, 2017	523,705	53,987	(1,157,179)	1,432	-	32,178	204,226	-	13,860	17,305,065

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE
(continued)

SECTION III The following Budget and Means of Finance for the Enterprise Funds of the City of Brookings are hereby approved and shall be in full force and effect from and after its passage and publication

	Liquor Store	Airport	Edgebrook Golf Course	Solid Waste Collections	Solid Waste Disposal	Research & Technology Center	Total Enterprise Funds
FUNDS AVAILABLE:							
Estimated Net Position on 12/31/16	\$ 2,991,236	\$ 24,752,160	\$ 1,061,248	\$ 1,447,747	\$ 8,906,335	\$ 1,688,109	\$ 40,846,835
ANTICIPATED REVENUES:							
Intergovernmental Revenues		1,101,810					1,101,810
Operating Revenues	4,497,000	32,570	401,540	1,138,950	2,293,270	154,270	8,517,600
Miscellaneous Revenues	25,000		15,288	2,000	20,000	25,000	9,793,986
Subtotal - Anticipated Means of Finance 2017	4,522,000	1,134,380	416,828	1,140,950	2,313,270	179,270	19,413,396
Operating Transfers in:							
From General Fund		229,680					229,680
From Liquor Fund			100,000				100,000
From 75% Sales & Use Tax		200,000	62,500				262,500
Total - Operating Transfers in	0	429,680	162,500	0	0	0	592,180
TOTAL SOURCES OF FUNDS	4,522,000	1,564,060	579,328	1,140,950	2,313,270	179,270	20,005,576
TOTAL MEANS OF FINANCE FOR 2017	7,513,236	26,316,220	1,640,576	2,588,697	11,219,605	1,867,379	60,852,411
Operating Expenses:							
Operating Charges	3,810,385	260,583	515,707	986,079	954,287	73,789	6,600,830
Total Operating Expenses	3,810,385	260,583	515,707	986,079	954,287	73,789	6,600,830
Net Position Before Operating Transfers	711,615	26,055,637	1,124,869	1,602,618	10,265,318	1,793,590	54,251,581
Operating Transfers Out:							
To General Fund	300,000				600,000	120,000	1,020,000
To Public Art Fund	11				4,950		4,961
To Edgebrook Golf Course	100,000						100,000
Total - Operating Transfers Out	400,011	0	0	0	604,950	120,000	1,124,961
Total Expenses & Transfers Out	4,210,396	260,583	515,707	986,079	1,559,237	193,789	7,725,791
Estimated 2016 Ending Net Position	3,302,840	26,055,637	1,124,869	1,602,618	9,660,368	1,673,590	53,126,620

ORDINANCE 16-019
2017 APPROPRIATION ORDINANCE
(continued)

SECTION IV

Of the money received from the operations of the Municipal Utility Department of \$2,255,000, the City will transfer \$207,200 to the Brookings School District and \$50,000 will be used for Economic Development. The remaining \$1,997,800 is hereby appropriated and shall be transferred to the General Fund

SECTION V

The City Manager is hereby directed to certify the following amount of property tax levy made in this Ordinance to the County Finance Officer of Brookings County, South Dakota, in the manner provided by law.

General Fund	\$ 3,020,000
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SECTION VI

This Ordinance is declared to be for the support of the City Government and its existing public institutions and shall be in full force and effect from and after its passage and publication

PLACED UPON ITS FIRST READING:
PLACED UPON ITS SECOND READING:
APPROVED AND ADOPTED:
PUBLISHED:



Shari Thornes

Shari Thornes
City Clerk

Tim Reed

Tim Reed
Mayor

Summary of Accounts

General Government

101-000-X-XXX.XX	Non-Dept. Revenues
101-401-X-XXX.XX	Mayor and Council
101-403-X-XXX.XX	City Clerk
101-405-X-XXX.XX	Non-Dept. Expenses
101-406-X-XXX.XX	City Manager
101-412-X-XXX.XX	City Attorney
101-414-X-XXX.XX	Human Resources
101-415-X-XXX.XX	Finance
101-416-X-XXX.XX	Information Technology
101-417-X-XXX.XX	General Gov't Buildings
101-418-X-XXX.XX	Community Development
101-419-X-XXX.XX	Engineering
101-420-X-XXX.XX	City/County Admin Building
101-421-X-XXX.XX	Police
101-422-X-XXX.XX	Fire
101-424-X-XXX.XX	Hydrant Rental
101-431-X-XXX.XX	Street
101-422-X-XXX.XX	Animal Control
101-448-X-XXX.XX	Dakota Nature Park
101-449-X-XXX.XX	Hillcrest Aquatic Center
101-451-X-XXX.XX	Recreation
101-452-X-XXX.XX	Parks
101-453-X-XXX.XX	Larson Ice Arena
101-454-X-XXX.XX	Forestry
101-455-X-XXX.XX	Library
101-495-X-XXX.XX	Subsidies

Special Revenue

212-000-X-XXX.XX	25% Sales & Use Tax/Ord
213-000-X-XXX.XX	75% Public Improvements/Ord
214-000-X-XXX.XX	E911
224-000-X-XXX.XX	Swiftel Center
226-000-X-XXX.XX	Library Fines
227-000-X-XXX.XX	Library Donations
280-000-X-XXX.XX	Special Assessment
282-000-X-XXX.XX	Storm Drainage
284-000-X-XXX.XX	3 rd Penny Sales Tax
285-000-X-XXX.XX	Pillow Tax
290-000-X-XXX.XX	Public Art

Debt Service

314-000-X-XXX.XX	TIF Dist #1 Deb Serv/Innovation
316-000-X-XXX.XX	TIF Dist #3 Deb Serv/Valley View
317-000-X-XXX.XX	TIF Dist #4 Deb Serv/Sieler
318-000-X-XXX.XX	TIF Dist #5 32 nd Ave.
319-000-X-XXX.XX	TIF Dist #6 Deb Serv/Bel Digester
320-000-X-XXX.XX	TIF Dist #7 South Main Ave.

Capital Projects

520-000-X-XXX.XX	Brookings Gateway Project
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Enterprise Funds

601-000-X-XXX.XX	Liquor
606-000-X-XXX.XX	Airport
607-000-X-XXX.XX	EdgeBrook Golf Course
612-000-X-XXX.XX	Solid Waste Collection
625-000-X-XXX.XX	Landfill
630-000-X-XXX.XX	Research & Technology Center

BRING YOUR DREAMS.



BUDGET DETAIL

2014	2015	2016	2016	Account Number	Description	2017	2018
Actual	Actual	Adopted	Estimated			Proposed	Estimated
NONDEPARTMENTAL REVENUE							
\$ 2,664,067	\$ 2,789,428	\$ 2,942,524	\$ 2,942,524	101-000-4-111-01	Current Real Estate Taxes	\$ 3,020,000	\$ 3,100,000
32,686	15,671	32,500	32,500	101-000-4-111-02	Delinquent Real Estate Taxes	20,000	20,000
31,342	28,994	31,341	31,341	101-000-4-111-07	Mobile Home Taxes	30,000	30,000
86,045	70,462	86,045	86,045	101-000-4-111-09	Bank Franchise Taxes	80,000	80,000
6,180,988	6,327,828	6,180,000	6,180,000	101-000-4-113-00	1st Penny Sales & Use Tax	6,428,000	6,685,000
3,065	3,682	3,065	3,065	101-000-4-119-01	Taxes/Penalties	3,650	3,600
31,750	31,750	31,500	31,500	101-000-4-221-01	Licenses/Liquor	31,500	31,500
8,650	6,250	8,650	8,650	101-000-4-221-02	Licenses/Malt	6,250	6,250
9,500	9,500	9,500	9,500	101-000-4-221-05	Licenses/Wine	9,500	9,500
-	-	-	-	101-000-4-221-07	Licenses/Restaurant Liquor	-	-
3,450	2,950	3,450	3,450	101-000-4-221-08	Licenses/Temporary Liquor	3,000	3,000
150	675	-	-	101-000-4-221-09	Licenses/Liquor Transfers	-	-
4,800	8,600	4,800	4,800	101-000-4-221-10	Licenses/Video Lottery	8,600	8,600
4,560	4,690	4,500	4,500	101-000-4-221-11	Licenses/Temporary Merchants	4,500	4,500
978	906	975	975	101-000-4-221-12	Licenses/Plumbers	900	900
735	710	550	550	101-000-4-221-13	Licenses/Miscellaneous	700	700
1,500	2,019	1,500	1,500	101-000-4-221-14	Licenses/Transient Merchants	1,750	1,750
-	779,090	-	-	101-000-4-334-02	Surface Trans Prog (STP) Grant	-	-
124,705	137,571	130,000	130,000	101-000-4-335-03	State Liquor Tax	135,000	135,000
298,976	366,870	325,000	325,000	101-000-4-335-04	State/Hwy & Bridge Tax	360,000	360,000
1,416	1,488	1,500	1,500	101-000-4-335-08	State/Amusement Tax	1,500	1,500
156,369	109,223	156,300	156,300	101-000-4-338-01	County/Hwy & Bridge Tax	125,000	125,000
58,858	59,691	58,800	58,800	101-000-4-338-03	County/Wheel Tax	60,000	60,000
3,979	3,979	4,000	4,000	101-000-4-338-04	County/Road Tax	4,000	4,000
2,500	216	-	-	101-000-4-441-08	Reimbursed Expense	-	-
7,828	230	2,000	2,000	101-000-4-441-09	Miscellaneous	1,000	1,000
-	190	2,500	2,500	101-000-4-446-08	Reimbursed Expense	1,000	1,000
-	-	-	-	101-000-4-446-10	Donations	-	-
177,815	111,960	177,800	177,800	101-000-4-661-00	Interest Income	115,000	115,000
8,685	6,774	8,500	8,500	101-000-4-661-01	Money Market Interest Income	7,000	7,000
-	-	-	-	101-000-4-661-02	Tax Increment Interest	-	-
622	-	600	600	101-000-4-662-01	Rental Income	500	500
37,213	38,329	37,213	37,213	101-000-4-662-12	Cell Tower Rental	39,400	39,400
3,939,856	-	-	-	101-000-4-663-50	Bond Proceeds	-	-
-	-	-	-	101-000-4-664-00	Sale of Fixed Assets	5,000	5,000
219,806	215,686	220,000	220,000	101-000-4-669-00	Franchise Fees	220,000	220,000
17	-	-	-	101-000-4-669-02	Miscellaneous	-	-
64,715	73,423	64,500	64,500	101-000-4-669-08	Workers Compensation Refund	67,000	67,000
-	8,092	-	-	101-000-4-691-40	Insurance Refunds	-	-
-	-	-	-	101-000-4-692-00	Other Financing Sources	-	17
14,167,626	11,216,927	10,529,613	10,529,613		Total Revenue	10,789,750	11,126,717
-	-	-	-	101-000-6-700-00	Transfer in to General Fund	-	-
176,400	200,000	277,250	277,250	101-000-6-700-01	Transfer in from Liquor Fund	300,000	300,000
575,000	575,000	575,000	575,000	101-000-6-700-02	Transfer in from Landfill	600,000	600,000
-	1,020,636	742,000	957,830	101-000-6-700-03	Transfer In 75% S&U Tax	-	-
-	1,471,416	1,006,929	1,012,429	101-000-6-700-04	Transfer in 25% Sales & Use	-	-
40,000	75,000	105,000	105,000	101-000-6-700-05	Transfer in from Res & Tech	120,000	120,000
2,055,000	2,155,000	2,205,000	2,205,000	101-000-6-700-08	Transfer in from BMU	2,255,000	2,305,000
2,846,400	5,497,052	4,911,179	5,132,509		Total Transfers In	3,275,000	3,325,000
17,014,026	16,713,979	15,440,792	15,662,122		Total Revenues & Transfers In	14,064,750	14,451,717

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
MAYOR AND COUNCIL							
54,275	55,275	54,900	54,900	101-401-5-101-00	Regular Pay	54,900	54,900
4,150	4,200	4,200	4,200	101-401-5-101-08	Technology Allowance	4,200	4,200
4,470	4,550	4,521	4,521	101-401-5-120-00	FICA	4,521	4,520
146	144	162	162	101-401-5-123-00	Group Insurance	170	170
185	197	228	228	101-401-5-130-00	Workmans Compensation	230	230
63,226	64,366	64,011	64,011		Total Personnel Services	64,021	64,020
952	1,052	1,105	1,105	101-401-5-421-00	Insurance	1,267	1,300
-	-	11,000	11,000	101-401-5-422-03	Consulting/Engineering	30,000	30,000
1,592	1,905	4,000	4,000	101-401-5-426-01	Office Supplies	4,000	4,000
16,418	18,877	19,000	19,000	101-401-5-427-01	Travel & Lodging	22,500	22,500
3,500	6,843	7,500	7,500	101-401-5-427-02	Registration & Training	7,500	7,500
5,618	4,928	5,000	5,000	101-401-5-428-00	Sustainability Council	-	-
47	56	500	500	101-401-5-428-01	Telephone	500	500
4,383	5,157	4,000	4,000	101-401-5-429-00	Miscellaneous	4,000	4,000
1,887	1,861	2,000	2,000	101-401-5-429-01	Membership & Dues	2,000	2,000
146	-	7,000	7,000	101-401-5-856-29	Open Government Forum	7,000	7,000
2,997	3,281	3,500	3,500	101-401-5-856-63	Volunteer Recognition	3,500	3,500
37,539	43,960	64,605	64,605		Total Other Expenditures	82,267	82,300
100,764	108,326	128,616	128,616		Total Expenditures	146,288	146,320

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
CITY CLERK							
17,282	7,292	27,192	27,192	101-403-4-334-09	Grants	27,192	27,200
93	8,523	6,180	6,180	101-403-4-441-08	Reimbursed Expense	6,180	6,180
3,135	78	-	-	101-403-4-669-02	Miscellaneous Revenue	-	-
20,510	15,893	33,372	33,372		Total Revenue	33,372	33,380
164,730	173,803	176,922	181,567	101-403-5-101-00	Regular Pay	188,283	188,300
-	5,555	4,000	4,000	101-403-5-101-01	Temporary Pay	3,000	3,000
597	(202)	2,000	2,000	101-403-5-101-04	Overtime Pay	2,000	2,000
-	-	900	900	101-403-5-101-10	Wellness	900	900
11,206	12,452	14,450	14,450	101-403-5-120-00	FICA	14,931	14,950
9,932	10,427	11,093	11,093	101-403-5-121-09	Retirement	11,471	11,500
27,347	27,190	26,250	26,250	101-403-5-123-00	Group Insurance	30,041	30,050
534	567	599	599	101-403-5-130-00	Workmans Compensation	669	700
214,346	229,792	236,214	240,859		Total Personnel Services	251,295	251,400
408	451	475	475	101-403-5-421-00	Insurance	543	550
7,719	8,618	17,000	17,000	101-403-5-423-01	Publication & Recording Fees	17,000	17,000
11,141	3,154	5,000	5,000	101-403-5-423-03	Ordinance & Codification Fees	6,000	6,000
1,453	1,703	6,500	6,500	101-403-5-425-01	Maintenance Office Equipment	5,000	5,000
4,553	1,838	4,100	4,100	101-403-5-426-01	Office Supplies	4,100	4,100
6,261	17,243	18,000	18,000	101-403-5-426-02	Election Expense	21,000	21,000
2,053	2,487	3,200	3,200	101-403-5-427-01	Travel & Lodging	3,200	3,200
1,208	338	1,000	1,000	101-403-5-427-02	Registration & Training	1,000	1,000
147	200	300	300	101-403-5-428-01	Telephone	300	300
9,123	9,573	9,284	9,284	101-403-5-428-02	Public Education Human Rights	9,284	9,284
3,353	3,686	3,577	3,577	101-403-5-428-04	Public Education Disability	3,577	3,577
26,475	10,174	30,000	30,000	101-403-5-428-57	Public Education Historic	30,000	30,000
155	155	750	750	101-403-5-429-01	Membership & Dues	750	750
-	-	-	-	101-403-5-430-01	Sustainability Council	5,000	5,000
-	-	-	-	101-403-5-430-02	Bike Advisory Committee	27,000	27,000
74,050	59,620	99,186	99,186		Total Other Expenditures	133,754	133,761
288,396	289,412	335,400	340,045		Total Expenditures	385,049	385,161

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
NON DEPARTMENTAL							
1,456,355	1,526,415	1,500,000	1,500,000	101-405-4-381-11	Sales/OA-Wine, Liquor	1,525,000	1,525,000
4,146,800	4,719,556	4,400,000	4,400,000	101-405-4-381-31	Sales/OA Beer	4,700,000	4,700,000
484,781	-	-	-	101-405-4-381-32	Sales/OA Malt	-	-
1,465	-	-	-	101-405-4-381-33	OA Keg Deposits	-	-
2,126	2,540	2,200	2,200	101-405-4-381-97	OA Mkrup/Brewpds	2,500	2,500
463,824	471,479	440,000	440,000	101-405-4-381-98	Markup 10%/OA Beer	470,000	470,000
159,382	167,728	165,000	165,000	101-405-4-381-99	Markup 11%/OA Wine-Liquor	172,150	172,150
6,714,732	6,887,718	6,507,200	6,507,200		Total Revenue	6,869,650	6,869,650
-	11,363	4,000	4,000	101-405-5-421-05	Unemployment Claims	6,750	6,750
35,781	41,212	51,000	51,000	101-405-5-422-03	Consulting/Engineering	28,000	28,000
-	-	43,650	43,650	101-405-5-422-07	Televised Contracting Services	-	-
-	-	11,600	11,600	101-405-5-422-08	Website Contracted Services	-	-
7,864	9,611	9,948	9,948	101-405-5-429-01	Membership Dues	10,244	10,244
(22,061)	1,196	3,000	3,000	101-405-5-429-09	Miscellaneous	3,000	3,000
-	770	-	-	101-405-5-429-18	Bad Debt Expense	-	-
1,470,620	1,550,984	1,500,000	1,500,000	101-405-5-852-07	OA Purchases-Wine, Liquor	1,525,000	1,525,000
4,695,552	4,731,319	4,400,000	4,400,000	101-405-5-852-08	OA-Purchases Beer/Malt Beer	4,700,000	4,700,000
4,912	2,650	5,500	5,500	101-405-5-856-45	Employee Recognition	5,500	5,500
6,942	7,197	6,000	6,000	101-405-5-856-62	Wellness Promotion	6,775	6,775
-	-	10,000	10,000	101-405-5-856-96	Matching Grant Expense	10,000	10,000
2,674	-	10,000	10,000	101-405-5-856-97	City Manager's Contingency Fund	5,000	5,000
-	-	462,000	255,804	101-405-5-856-99	Contingency Fund	250,000	450,000
6,202,284	6,356,302	6,516,698	6,310,502		Total Other Expenditures	6,550,269	6,750,269
-	8,900	-	-	101-405-5-910-00	Land	-	-
-	-	-	-	101-405-5-940-00	Other Capital	-	-
-	8,900	-	-		Total Capital Expenditures	-	-
6,202,284	6,365,202	6,516,698	6,310,502		Total Expenditures	6,550,269	6,750,269

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
CITY MANAGER							
-	40,000	-	10,000	101-406-4-334-00	Grants	-	-
-	-	11	11	101-406-4-441-08	Reimbursed Expense	-	-
-	40,000	11	10,011		Total Revenue	-	-
142,803	148,073	211,998	225,396	101-406-5-101-00	Regular Pay	227,299	228,000
1,614	-	-	-	101-406-5-101-01	Temporary Pay	-	-
6,000	6,000	6,000	6,000	101-406-5-101-06	Car Allowance	6,000	6,000
189	314	300	300	101-406-5-101-10	Wellness Benefit	350	350
9,525	9,545	17,039	17,039	101-406-5-120-00	FICA	17,874	18,000
15,075	15,873	22,547	22,547	101-406-5-121-09	Retirement	22,043	22,050
5,418	5,432	19,314	19,314	101-406-5-123-00	Group Insurance	12,089	12,100
474	484	753	753	101-406-5-130-00	Workmans Compensation	808	850
181,098	185,721	277,951	291,349		Total Personnel Services	286,463	287,350
136	150	315	315	101-406-5-421-00	Insurance	362	400
1,779	2,552	2,500	2,500	101-406-5-426-01	Office Supplies	3,000	3,000
47	38	500	500	101-406-5-426-09	Subscriptions/Books	500	500
6,511	7,121	9,000	9,000	101-406-5-427-01	Travel & Lodging	14,000	14,000
1,423	1,746	3,000	3,000	101-406-5-427-02	Registration & Training	5,000	5,000
914	769	1,100	1,100	101-406-5-428-01	Telephone	1,100	1,100
2,097	2,211	2,200	2,200	101-406-5-429-01	Membership & Dues	3,700	3,700
-	-	-	40,000	101-406-5-856-05	Start Up Grant Exp	-	-
12,907	14,587	18,615	58,615		Total Other Expenditures	27,662	27,700
194,005	200,308	296,566	349,964		Total Expenditures	314,125	315,050

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
CITY ATTORNEY							
-	-	-	-	101-412-5-422-01	Contracted Legal Services	-	-
79,053	82,216	85,505	85,505	101-412-5-422-07	Contracted Services	89,000	89,000
43,153	9,835	10,000	10,000	101-412-5-422-08	Litigation Expense	10,000	10,000
-	-	-	-	101-412-5-426-03	General Supplies	-	-
-	-	-	-	101-412-5-426-09	Subscriptions/Books	-	-
2,744	2,857	4,000	4,000	101-412-5-427-01	Travel & Lodging	4,000	4,000
-	-	-	-	101-412-5-427-02	Registration & Training	-	-
-	-	-	-	101-412-5-429-01	Membership & Dues	-	-
124,951	94,908	99,505	99,505	Total Expenditures		103,000	103,000

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					HUMAN RESOURCES		
(23)	-	-	-	101-414-4-334-09	Grant	-	-
2,977	4,143	2,000	2,000	101-414-4-441-08	Reimbursed Expense	2,000	2,000
2,954	4,143	2,000	2,000		Total Revenues	2,000	2,000
141,186	125,835	127,280	130,741	101-414-5-101-00	Regular Pay	142,109	142,110
336	277	-	-	101-414-5-101-04	Overtime Pay	-	-
80	-	600	600	101-414-5-101-10	Wellness	300	300
9,061	9,131	10,110	10,110	101-414-5-120-00	FICA	10,917	10,920
7,731	7,568	7,929	7,929	101-414-5-121-09	Retirement	8,563	8,570
20,569	21,628	33,058	33,058	101-414-5-123-00	Group Insurance	16,950	16,950
441	440	495	495	101-414-5-130-00	Workmans Compensation	505	510
4,214	4,683	5,092	5,092	101-414-5-135-00	Employee Assistance Program	5,945	5,950
183,618	169,562	184,564	188,025		Total Personnel Services	185,289	185,310
276	144	345	345	101-414-5-421-00	Insurance	365	365
348	3,995	2,545	2,545	101-414-5-422-03	Consulting & Engineering	9,000	9,000
2,406	2,742	3,150	3,150	101-414-5-422-14	Cafeteria Plan Adm Fee	3,150	3,150
10,380	12,031	6,900	6,900	101-414-5-423-01	Publication & Recording Fees	10,400	10,400
1,004	1,010	780	780	101-414-5-425-01	Maintenance Office Equipment	1,040	1,040
2,225	451	2,800	2,800	101-414-5-426-01	Office Supplies	965	965
455	-	450	450	101-414-5-426-09	Subscriptions/Books	870	870
994	944	2,225	2,225	101-414-5-427-01	Travel & Lodging	2,225	2,225
968	1,341	2,275	2,275	101-414-5-427-02	Registration & Training	2,275	2,275
104	125	492	492	101-414-5-428-01	Telephone	130	130
415	900	1,089	1,089	101-414-5-429-01	Membership & Dues	1,495	1,495
655	644	750	750	101-414-5-429-08	Postage	750	750
2,873	1,885	1,200	1,200	101-414-5-429-09	Miscellaneous	1,200	1,200
3,222	2,862	5,000	5,000	101-414-5-429-10	Safety Program Training	5,000	5,000
1,407	2,867	15,000	15,000	101-414-5-429-15	In-House Training	15,000	15,000
27,729	31,941	45,001	45,001		Total Other Expenditures	53,865	53,865
211,347	201,503	229,565	233,026	-	Total Expenditures	239,154	239,175

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
FINANCE OFFICE							
4,173	4,491	4,400	4,400	101-415-4-441-04	Professional Services	4,400	4,400
7,799	7,852	-	-	101-415-4-441-08	Reimbursed Expense	-	-
193	61	-	-	101-415-4-669-02	Miscellaneous Income	-	-
12,165	12,404	4,400	4,400		Total Revenue	4,400	4,400
298,114	309,185	323,406	302,428	101-415-5-101-00	Regular Pay	263,072	263,072
4,607	-	-	-	101-415-5-101-01	Temporary Pay	-	-
8,552	1,706	1,000	1,000	101-415-5-101-04	Overtime Pay	1,000	1,000
48	-	900	900	101-415-5-101-10	Wellness Benefit	900	900
22,020	20,539	25,604	25,604	101-415-5-120-00	FICA	20,720	20,720
18,409	17,355	20,081	20,081	101-415-5-121-09	Retirement	15,898	15,898
46,882	39,788	49,277	49,277	101-415-5-123-00	Group Insurance	36,953	36,953
855	979	1,164	1,164	101-415-5-130-00	Workmans Compensation	935	935
399,487	389,552	421,432	400,454		Total Personnel Services	339,478	339,478
553	601	726	726	101-415-5-421-00	Insurance	724	724
36,630	45,780	52,300	52,300	101-415-5-422-02	Contracted Auditing Services	56,600	56,600
32,684	33,699	38,323	38,323	101-415-5-422-07	Contracting Services	39,000	39,000
2,126	2,535	2,400	2,400	101-415-5-423-01	Publication/Recording Fees	2,700	2,700
7,999	8,000	12,000	12,000	101-415-5-426-00	Advance for Postage	9,000	9,000
5,651	5,626	6,000	6,000	101-415-5-426-01	Office Supplies	6,000	6,000
575	95	1,200	1,200	101-415-5-426-09	Subscriptions/Books	1,200	1,200
3,866	6,344	8,000	8,000	101-415-5-427-01	Travel & Lodging	5,500	5,500
955	2,844	4,110	4,110	101-415-5-427-02	Registration & Training	3,000	3,000
1,718	540	804	804	101-415-5-428-01	Telephone	100	100
789	720	1,850	1,850	101-415-5-429-01	Membership & Dues	1,590	1,590
188	4,196	550	550	101-415-5-429-09	Miscellaneous	550	550
93,734	110,980	128,263	128,263		Total Other Expenditures	125,964	125,964
493,221	500,532	549,695	528,717		Total Expenditures	465,442	465,442

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
INFORMATION TECHNOLOGY							
53,419	92,439	98,626	101,308	101-416-5-101-00	Regular Pay	107,226	107,226
8,436	3,102	2,500	2,500	101-416-5-101-04	Overtime Pay	2,500	2,500
-	-	600	600	101-416-5-101-10	Wellness Benefit	400	400
4,541	7,093	8,020	8,020	101-416-5-120-00	FICA	8,425	8,425
3,713	5,733	6,291	6,291	101-416-5-121-09	Retirement	6,608	6,608
4,826	8,640	16,197	16,197	101-416-5-123-00	Group Insurance	16,972	16,972
169	301	480	480	101-416-5-130-00	Workmans Compensation	423	423
75,103	117,308	132,714	135,396		Total Personnel Services	142,554	142,554
136	199	420	420	101-416-5-421-00	Insurance	445	445
6,848	6,881	13,961	13,961	101-416-5-422-07	Software Services	15,961	15,961
3,338	5,674	3,500	3,500	101-416-5-426-01	Office Supplies	3,500	3,500
-	-	500	500	101-416-5-426-09	Subscriptions/Books	500	500
411	454	1,500	1,500	101-416-5-427-01	Travel & Lodging	2,500	2,500
-	-	1,000	1,000	101-416-5-427-02	Registration & Training	2,000	2,000
12,146	15,125	12,927	12,927	101-416-5-428-01	Telephone	12,927	12,927
-	-	200	200	101-416-5-429-01	Memberships & Dues	200	200
21	56	300	300	101-416-5-429-09	Miscellaneous	300	300
22,900	28,389	34,308	34,308		Total Other Expenditures	38,333	38,333
-	-	-	-	101-416-5-856-97	Contingency - IT	10,000	-
30,729	18,343	27,400	27,400	101-416-5-940-00	Other Capital-IT Equipment	7,000	-
971	-	8,000	8,000	101-416-5-940-03	Other Capital-City Clerk	9,100	24,950
-	-	3,200	3,200	101-416-5-940-06	Other Capital-City Manager	-	2,100
870	-	1,500	1,500	101-416-5-940-14	Other Capital-Human Resources	-	-
44,246	2,051	8,000	8,000	101-416-5-940-15	Other Capital-Finance	-	2,200
3,123	6,888	7,950	7,950	101-416-5-940-19	Other Capital-Eng	9,050	10,550
3,446	-	6,500	6,500	101-416-5-950-01	Capital less than \$5,000-IT	-	20,100
11,806	2,526	1,100	1,100	101-416-5-950-18	Capital less than \$5,000-C Dev	-	-
-	-	-	-	101-416-5-950-19	Capital less than \$5,000-Eng	-	-
2,654	92,678	4,400	8,853	101-416-5-950-21	Capital less than \$5,000-PD	-	-
917	3,192	-	-	101-416-5-950-22	Capital less than \$5,000-Fire	-	-
1,736	-	1,500	1,500	101-416-5-950-31	Street/Computer Eqp	-	-
917	-	4,200	4,200	101-416-5-950-51	Capital less than \$5,000-Rec	-	2,000
101,414	125,678	73,750	78,203		Total Capital Expenditures	35,150	61,900
199,418	271,375	240,772	247,907		Total Expenditures	216,037	242,787

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
GENERAL GOVERNMENT BUILDINGS							
-	1,750	-	-	101-417-4-441-08	Reimbursed Expense	-	17
-	1,750	-	-		Total Revenues	-	17
15,266	18,640	16,122	16,122	101-417-5-421-00	Insurance	18,819	18,819
-	-	-	-	101-417-5-422-07	Contracting Services	10,074	10,074
3,655	2,146	3,100	3,100	101-417-5-424-01	Equipment Rental	3,100	3,100
1,263	1,171	3,600	3,600	101-417-5-425-01	Maintenance Office Equipment	3,000	3,000
-	2,173	500	500	101-417-5-425-05	Maintenance Building	500	500
407	368	500	500	101-417-5-426-03	General Supplies	500	500
-	-	-	-	101-417-5-426-04	Cleaning Supplies	-	-
-	-	-	-	101-417-5-428-01	Telephone	-	-
2,343	2,478	2,400	2,400	101-417-5-428-02	Electric & Water	2,640	2,640
351	179	700	700	101-417-5-428-03	Heat	700	700
23,285	27,155	26,922	26,922		Total Other Expenditures	39,333	39,333
-	-	20,000	20,000	101-417-5-911-00	Buildings & Structures	-	-
84,325	-	45,500	45,500	101-417-5-911-21	Public Safety Buildings	-	-
-	-	7,000	7,000	101-417-5-920-00	Furniture & Equipment	-	-
55,723	-	-	-	101-417-5-940-00	Other Capital	-	-
18,197	10,405	9,360	9,360	101-417-5-950-01	Capital less than \$5,000	-	-
158,244	10,405	81,860	81,860		Total Capital Expenditures	-	-
181,529	37,560	108,782	108,782		Total Expenditures	39,333	39,333

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
COMMUNITY DEVELOPMENT							
32,800	40,236	35,000	35,000	101-418-4-221-06	Housing Licenses	40,000	40,000
1,660	2,030	1,500	1,500	101-418-4-223-01	Sign Permits	1,500	1,500
-	-	-	-	101-418-4-334-10	Grants Federal	-	-
11,389	11,044	11,300	11,300	101-418-4-441-01	Zoning & Subdivision Fees	11,000	11,000
-	-	-	-	101-418-4-441-08	Reimbursed Expense	-	-
600	-	-	-	101-418-4-441-09	Miscellaneous	-	-
988	-	225	225	101-418-4-446-16	Code Enforcement Inspection Fee	225	225
(20)	15	60	60	101-418-4-555-00	Parking Fines	60	60
30,418	30,986	19,142	19,142	101-418-4-662-01	Rental Income	12,000	12,000
77,835	84,311	67,227	67,227		Total Revenue	64,785	64,785
281,011	292,218	290,926	298,654	101-418-5-101-00	Regular Pay	307,870	307,870
579	486	1,000	1,000	101-418-5-101-04	Overtime Pay	1,000	1,000
796	816	1,200	1,200	101-418-5-101-10	Wellness Benefit	1,200	1,200
19,559	20,460	23,654	23,654	101-418-5-120-00	FICA	23,728	23,750
16,938	17,328	18,103	18,103	101-418-5-121-09	Retirement	18,610	18,610
43,765	42,821	53,549	53,549	101-418-5-123-00	Group Insurance	53,392	53,400
3,233	3,239	3,662	3,662	101-418-5-130-00	Workmans Compensation	4,026	4,030
365,881	377,368	392,094	399,822		Total Personnel Services	409,826	409,860
1,570	1,834	1,930	1,930	101-418-5-421-00	Insurance	2,094	2,100
128	-	2,000	2,000	101-418-5-422-03	Consulting/Engineering	152,000	152,000
2,338	4,165	6,000	6,000	101-418-5-422-07	Contracted Services	6,000	6,000
736	677	850	850	101-418-5-423-01	Publication/Recording Fees	850	850
-	-	1,000	1,000	101-418-5-423-05	Advertising/Public Education	1,000	1,000
94	105	600	600	101-418-5-425-02	Maintenance Motor Vehicles	600	600
3,685	18	6,000	6,000	101-418-5-425-05	Maintenance Rental Buildings	2,000	2,000
3,051	5,496	3,500	3,500	101-418-5-426-01	Office Supplies	3,500	3,500
248	656	500	500	101-418-5-426-03	General Supplies	500	500
313	348	1,000	1,000	101-418-5-426-09	Subscriptions/Books	1,000	1,000
2,637	2,057	3,500	3,500	101-418-5-426-10	Gasoline	3,500	3,500
-	260	500	500	101-418-5-426-12	Tires	750	750
320	401	4,500	4,500	101-418-5-427-01	Travel & Lodging	5,500	5,500
130	300	2,500	2,500	101-418-5-427-02	Registration & Training	3,000	3,000
1,998	2,780	3,950	3,950	101-418-5-428-01	Telephone	5,800	5,800
2,015	2,331	3,600	3,600	101-418-5-428-02	Electric and Water	3,600	3,600
399	648	1,000	1,000	101-418-5-429-01	Membership & Dues	1,300	1,300
179	-	-	-	101-418-5-429-09	Miscellaneous	-	-
19,840	22,076	42,930	42,930		Total Other Expenditures	192,994	193,000
-	-	-	-	101-418-5-910-00	Land	-	600,000
8,415	-	-	-	101-418-5-911-00	Buildings & Structures	-	-
-	-	-	-	101-418-5-920-00	Furniture & Equipment	300	-
-	-	-	-	101-418-5-930-00	Machinery & Auto Equipment	17,000	-
5,946	-	-	-	101-418-5-940-00	Other Capital	-	-
14,361	-	-	-		Total Capital Expenditures	17,300	600,000
400,081	399,444	435,024	442,752		Total Expenditures	620,120	1,202,860

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
ENGINEERING DEPARTMENT							
124,225	154,262	145,000	145,000	101-419-4-223-01	Building Permits/Engineer Fees	150,000	150,000
50	400	-	-	101-419-4-441-08	Reimbursed Expense	-	-
40	77	50	50	101-419-4-441-09	Miscellaneous	50	50
2,325	2,547	1,700	1,700	101-419-4-662-09	Vehicle Rental	2,435	2,435
126,639	157,286	146,750	146,750		Total Revenues	152,485	152,485
309,737	319,202	322,966	331,579	101-419-5-101-00	Regular Pay	337,922	338,000
18,280	18,976	19,500	19,500	101-419-5-101-01	Temporary Pay	27,000	27,000
1,205	1,036	1,300	1,300	101-419-5-101-04	Overtime Pay	1,300	1,300
-	-	-	-	101-419-5-101-07	Clothing Allowance	300	300
397	366	600	600	101-419-5-101-10	Wellness Benefit	600	600
23,888	24,606	27,068	27,068	101-419-5-120-00	FICA	28,085	28,100
18,655	19,026	20,060	20,060	101-419-5-121-09	Retirement	20,407	20,410
41,361	40,452	43,653	43,653	101-419-5-123-00	Group Insurance	63,014	63,020
4,199	4,517	4,756	4,756	101-419-5-130-00	Workmans Compensation	4,961	4,970
-	-	600	600	101-419-5-136-00	Wellness Reimbursement	-	-
417,722	428,181	440,503	449,116		Total Personnel Services	483,589	483,700
4,042	4,039	5,217	5,217	101-419-5-421-00	Insurance	4,635	4,635
-	-	500	500	101-419-5-422-03	Consulting/Engineering	500	500
-	-	-	2,400	101-419-5-422-07	Contracted Services	2,500	2,500
48	-	320	320	101-419-5-422-09	Testing Services	320	320
309	328	300	300	101-419-5-423-01	Publication/Recording Fees	350	350
-	-	500	500	101-419-5-425-01	Maintenance Office Equipment	500	500
2,630	1,037	1,800	1,800	101-419-5-425-02	Maintenance Motor Vehicles	1,800	1,800
-	-	250	250	101-419-5-425-04	Maintenance of Equipment	250	250
3,574	5,552	5,000	5,000	101-419-5-426-01	Office Supplies	5,000	5,000
507	3,631	2,100	2,100	101-419-5-426-03	General Supplies	2,100	2,100
25	-	110	110	101-419-5-426-05	Photographic Supplies	110	110
2,836	4,482	3,800	3,800	101-419-5-426-09	Subscriptions/Books	3,800	3,800
1,994	2,281	3,700	3,700	101-419-5-426-10	Gasoline	2,500	2,500
140	183	460	460	101-419-5-426-12	Tires	460	460
2,742	2,946	3,100	3,100	101-419-5-427-01	Travel & Lodging	4,500	4,500
1,940	1,380	2,200	2,200	101-419-5-427-02	Registration & Training	2,560	2,560
2,955	2,604	3,000	3,000	101-419-5-428-01	Telephone	3,000	3,000
1,359	1,423	1,445	1,445	101-419-5-429-01	Membership & Dues	1,445	1,445
25,101	29,886	33,802	36,202		Total Other Expenditures	36,330	36,330
2,338	2,225	-	-	101-419-5-920-00	Furniture & Equipment	70,000	-
20,891	-	-	13,000	101-419-5-930-00	Machinery & Auto Equipment	27,000	10,000
-	-	-	-	101-419-5-950-01	Capital less than \$5,000	-	-
23,229	2,225	-	13,000		Total Capital Expenditures	97,000	10,000
466,052	460,292	474,305	498,318		Total Expenditures	616,919	530,030

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
CITY/COUNTY ADMIN BUILDING							
140,000	-	-	-	101-420-4-334-00	Grants		
-	135,748	185,200	185,200	101-420-4-441-08	52% County Reimbursement	176,000	176,017
140,000	135,748	185,200	185,200		Total Revenue	176,000	176,017
7,083	7,251	7,000	7,000	101-420-5-101-20	Reimbursement for County Emp	8,000	8,017
7,083	7,251	7,000	7,000	-	Total Personnel Services	8,000	8,017
4,299	4,122	9,500	9,500	101-420-5-421-00	Insurance	4,800	4,800
-	-	95,000	95,000	101-420-5-422-07	Contracted Services	103,500	103,500
26,950	10,421	20,000	20,000	101-420-5-425-05	Maintenance of Building	25,000	25,000
3,272	1,870	3,000	3,000	101-420-5-426-03	Supplies	3,000	3,000
5,030	8,121	5,000	5,000	101-420-5-426-04	Cleaning Supplies	5,500	5,500
16,808	33,337	38,000	38,000	101-420-5-428-01	Telephone	38,000	38,000
26,647	63,987	65,000	65,000	101-420-5-428-02	Electric & Water	65,000	65,000
11,718	9,355	25,000	25,000	101-420-5-428-03	Heat	25,000	25,000
-	-	600	600	101-420-5-428-05	Hauling Services	600	600
61,896	35,562	70,000	70,000	101-420-5-429-03	Cleaning Services	60,000	60,000
12,257	107,876	-	-	101-420-5-429-09	Miscellaneous	-	-
168,877	274,651	331,100	331,100		Total Other Expenditures	330,400	330,400
(4,770)	1,939	-	-	101-420-5-911-00	Building	-	-
8,309	-	10,783	10,783	101-420-5-920-00	Furniture & Equipment	-	-
3,539	1,939	10,783	10,783		Total Capital Expenditures	-	-
179,498	283,841	348,883	348,883		Total Expenditures	338,400	338,417

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
POLICE DEPARTMENT							
24,044	9,100	22,357	22,357	101-421-4-334-09	Grants	22,472	22,472
7,827	32,569	58,838	58,838	101-421-4-441-08	Reimbursed Expense	62,000	62,000
-	-	-	-	101-421-4-442-08	Alarm Surcharges	-	-
4,339	28,963	2,500	2,500	101-421-4-442-09	Miscellaneous	2,500	2,500
3,179	4,570	4,800	4,800	101-421-4-442-10	Safety Town Fees	6,000	6,000
4,539	2,628	2,500	2,500	101-421-4-446-10	Donations	2,750	2,750
1,934	500	1,500	1,500	101-421-4-446-11	Dare Donations	1,500	1,500
20,972	24,441	18,000	18,000	101-421-4-551-00	Court Fines	19,000	19,000
57,951	54,831	76,000	76,000	101-421-4-555-00	Parking Fines	60,000	60,000
4,000	17,000	45,000	45,000	101-421-4-664-00	Sale of Fixed Assets	10,000	10,000
128,785	174,602	231,495	231,495		Total Revenue	186,222	186,222
1,815,796	1,952,230	2,011,368	2,066,814	101-421-5-101-00	Regular Pay	2,115,259	2,115,300
17,040	21,582	34,500	34,500	101-421-5-101-01	Temporary Pay	34,500	34,500
110,265	109,502	54,000	54,000	101-421-5-101-04	Overtime Pay	54,000	54,000
-	-	-	-	101-421-5-101-06	Car Allowance	4,800	4,800
2,768	1,913	4,400	4,400	101-421-5-101-07	Clothing Allowance	4,400	4,400
768	1,347	1,200	1,200	101-421-5-101-10	Wellness Benefit	1,500	1,500
142,875	152,726	165,796	165,796	101-421-5-120-00	FICA	170,801	170,800
151,537	162,029	167,676	167,676	101-421-5-121-09	Retirement	172,989	173,000
318,000	321,200	362,183	362,183	101-421-5-123-00	Group Insurance	360,415	360,420
55,207	58,274	63,500	63,500	101-421-5-130-00	Workmans Compensation	70,666	70,700
2,614,256	2,780,803	2,864,623	2,920,069		Total Personnel Services	2,989,330	2,989,420
28,838	29,899	31,918	31,918	101-421-5-421-00	Insurance	36,238	36,240
1,738	10,918	16,527	16,527	101-421-5-422-03	Consulting/Engineering	17,400	17,400
2,635	1,819	1,700	1,700	101-421-5-422-06	Medical Services	1,700	1,700
2,620	710	2,000	2,000	101-421-5-422-09	Testing Services	2,000	2,000
3,122	854	3,500	3,500	101-421-5-424-01	Equipment Rental	3,500	3,500
3,541	4,011	2,300	2,300	101-421-5-425-01	Maintenance Office Equipment	2,300	2,300
19,887	16,779	20,000	20,000	101-421-5-425-02	Maintenance Motor Vehicle	20,000	20,000
2,222	-	1,800	1,800	101-421-5-425-04	Maintenance Equipment	1,800	1,800
8,982	7,730	11,000	11,000	101-421-5-425-05	Maintenance Building	15,200	15,200
695	2,050	3,000	3,000	101-421-5-425-06	Maintenance Radio	3,000	3,000
6,179	6,122	9,500	9,500	101-421-5-426-01	Office Supplies	9,500	9,500
20,934	21,488	19,000	19,000	101-421-5-426-03	General Supplies	21,000	21,000
1,560	1,773	2,600	2,600	101-421-5-426-04	Cleaning Supplies	2,600	2,600
2,668	2,400	4,258	4,258	101-421-5-426-05	Investigation Supplies	4,300	4,300
639	479	750	750	101-421-5-426-09	Subscriptions/Books	750	750
48,713	42,750	75,000	75,000	101-421-5-426-10	Gasoline	65,000	65,000
2,128	2,291	4,000	4,000	101-421-5-426-12	Tires	4,000	4,000
18,234	16,054	17,000	17,000	101-421-5-426-17	Uniforms	17,000	17,000
2,503	3,261	3,300	3,300	101-421-5-426-30	SWAT Tactical Supplies	3,300	3,300
3,600	7,475	8,000	8,000	101-421-5-427-01	Travel & Lodging	10,000	10,000
5,098	2,457	4,000	4,000	101-421-5-427-02	Registration & Training	5,000	5,000
15,819	15,017	15,120	15,120	101-421-5-427-03	Gun Range Training Expenses	17,000	17,000
16,988	21,570	21,765	21,765	101-421-5-428-01	Telephone	22,000	22,000
30,104	31,719	30,500	30,500	101-421-5-428-02	Electric & Water	32,000	32,000
7,075	9,278	8,500	8,500	101-421-5-428-03	Heat	9,300	9,300
785	3,548	2,000	2,000	101-421-5-428-08	Sirens	2,000	2,000
730	435	600	600	101-421-5-429-00	Miscellaneous	600	600
1,798	1,125	1,400	1,400	101-421-5-429-01	Membership & Dues	1,400	1,400
18,345	15,401	18,000	18,000	101-421-5-429-03	Cleaning Services	18,000	18,000
1,364	1,418	1,500	1,500	101-421-5-429-09	Reserve Expenses	2,500	2,500
2,137	1,970	2,700	2,700	101-421-5-429-10	Dare Expenditures	2,700	2,700
6,478	6,846	5,000	5,000	101-421-5-856-21	Safety Town	6,500	6,500
288,157	289,647	348,238	348,238		Total Other Expenditures	359,588	359,590
640	-	-	-	101-421-5-911-00	Building & Structures	-	-
60,291	-	1,750	1,750	101-421-5-920-00	Furniture & Equipment	-	-
40,261	173,644	179,900	179,900	101-421-5-930-00	Machinery & Auto Equipment	-	-
43,744	11,439	63,180	63,180	101-421-5-940-00	Other Capital	-	-
15,244	-	-	-	101-421-5-950-01	Capital less than \$5,000	-	-
160,179	185,083	244,830	244,830		Total Capital Expenditures	-	-
3,062,592	3,255,533	3,457,691	3,513,137		Total Expenditures	3,348,918	3,349,010

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
FIRE DEPARTMENT							
-	-	-	-	101-422-4-334-06	Capital Grant	-	-
500	-	-	-	101-422-4-334-09	Grants	-	-
65,538	69,113	66,000	66,000	101-422-4-335-06	Fire Insurance Premium	66,000	66,000
330	20	-	-	101-422-4-342-03	Fines/Fees	-	-
903	307	-	-	101-422-4-441-08	Reimbursed Expense	-	-
1,143	500	-	-	101-422-4-446-10	Donations	-	-
-	-	37,500	37,500	101-422-4-446-14	Fire-Rescue Call Fees	1,000	1,000
2,627	3,349	2,500	2,500	101-422-4-446-16	Inspection Fees	2,500	2,500
70	40	-	-	101-422-4-662-01	Rentals	-	-
656	-	-	-	101-422-4-664-00	Miscellaneous	-	-
71,767	73,329	106,000	106,000		Total Revenue	69,500	69,500
199,195	206,487	208,433	214,042	101-422-5-101-00	Regular Pay	215,758	215,770
-	472	10,000	10,000	101-422-5-101-01	Temporary Pay	10,000	10,000
-	-	-	-	101-422-5-101-10	Wellness Benefit	-	-
14,361	15,051	17,484	17,484	101-422-5-120-00	FICA	17,576	17,580
15,053	15,575	16,511	16,511	101-422-5-121-09	Retirement	16,666	16,670
110,538	114,113	111,000	111,000	101-422-5-121-10	Retirement/Volunteer Firemen	111,000	111,000
33,539	33,237	35,423	35,423	101-422-5-123-00	Group Insurance	51,057	51,060
12,394	13,928	14,404	14,404	101-422-5-130-00	Workmans Compensation	18,454	18,460
2,009	2,207	4,000	4,000	101-422-5-136-00	Wellness Reimbursement	4,000	4,000
387,089	401,070	417,255	422,864		Total Personnel Services	444,511	444,540
27,992	27,728	27,732	27,732	101-422-5-421-00	Insurance	32,281	32,300
6,625	6,109	6,500	6,500	101-422-5-422-06	Medical Services	6,500	6,500
4,256	6,014	6,000	6,000	101-422-5-422-07	Contracting Services	6,000	6,000
3,854	4,153	3,500	3,500	101-422-5-424-01	Equipment Rental	3,500	3,500
1,383	249	1,250	1,250	101-422-5-425-02	Maintenance Motor Vehicles	1,250	1,250
8,405	8,079	7,500	7,500	101-422-5-425-03	Maintenance Trucks	7,500	7,500
2,858	3,516	7,300	7,300	101-422-5-425-04	Maintenance Equipment	7,300	7,300
288	2,817	1,000	1,000	101-422-5-425-05	Maintenance Buildings	1,000	1,000
6,158	2,723	3,000	3,000	101-422-5-425-06	Maintenance Radio	3,000	3,000
80	635	3,000	3,000	101-422-5-426-01	Office Supplies	3,000	3,000
31,503	24,083	32,000	32,000	101-422-5-426-03	General Supplies	32,000	32,000
220	257	300	300	101-422-5-426-04	Cleaning Supplies	300	300
-	104	150	150	101-422-5-426-05	Photographic Supplies	150	150
2,026	1,896	1,400	1,400	101-422-5-426-09	Subscriptions/Books	1,400	1,400
11,363	7,982	15,500	15,500	101-422-5-426-10	Gasoline	12,000	12,000
39	-	500	500	101-422-5-426-11	Oil & Grease Supplies	500	500
1,721	-	2,000	2,000	101-422-5-426-12	Tires	2,000	2,000
1,486	144	2,000	2,000	101-422-5-426-17	Uniforms & Clothing	2,000	2,000
409	355	350	350	101-422-5-426-28	Extinguishing Agents	350	350
2,915	2,434	5,000	5,000	101-422-5-426-29	Propane	5,000	5,000
13,965	22,467	20,200	20,200	101-422-5-427-01	Travel & Lodging	20,200	20,200
6,973	8,730	9,000	9,000	101-422-5-427-02	Registration & Training	9,000	9,000
3,920	3,815	5,400	5,400	101-422-5-428-01	Telephone	5,400	5,400
13,017	12,915	13,000	13,000	101-422-5-428-02	Electric & Water	13,000	13,000
2,963	2,798	2,500	2,500	101-422-5-429-01	Memberships & Dues	2,500	2,500
2,491	3,315	3,000	3,000	101-422-5-429-06	Fire Hose Replacement	3,000	3,000
309	331	300	300	101-422-5-429-08	Postage	300	300
4,001	3,687	5,000	5,000	101-422-5-429-10	Fire Safety Promotion	5,000	5,000
161,220	157,336	184,382	184,382		Total Other Expenditures	185,431	185,450
-	-	-	-	101-422-5-910-00	Land	-	-
55,413	-	10,000	10,000	101-422-5-911-00	Buildings & Structures	-	-
179,600	113,065	-	5,500	101-422-5-920-00	Furniture & Equipment	-	-
158,145	831,508	45,000	45,000	101-422-5-930-00	Machinery & Auto Equipment	-	-
29,093	7,911	25,000	25,000	101-422-5-940-00	Other Capital	-	-
-	-	70,000	70,000	101-422-5-950-01	Capital less than \$5,000	-	-
422,252	952,484	150,000	155,500		Total Capital Expenditures	-	-
970,561	1,510,890	751,637	762,746		Total Expenditures	629,942	629,990
PUBLIC SAFETY							
87,630	88,895	90,045	90,045	101-424-5-424-04	Hydrant Rentals	93,265	93,282
87,630	88,895	90,045	90,045		Total Expenditures	93,265	93,282

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
STREET DEPARTMENT							
11,414	5,945	19,025	19,025	101-431-4-334-09	Grants	1,500	1,500
512,702	23,203	3,000	3,000	101-431-4-441-08	Reimbursed Expense	6,000	6,000
186,135	8,376	-	-	101-431-4-443-09	Miscellaneous	-	-
58,647	6,205	5,150	5,150	101-431-4-664-00	Sale of Fixed Assets	5,000	5,000
768,898	43,729	27,175	27,175		Total Revenue	12,500	12,500
691,219	688,066	688,256	706,097	101-431-5-101-00	Regular Pay	735,627	735,630
18,512	25,771	29,000	29,000	101-431-5-101-01	Temporary Pay	29,000	29,000
34,042	35,598	55,000	55,000	101-431-5-101-04	Overtime Pay	55,000	55,000
229	655	650	650	101-431-5-101-07	Clothing Allowance	1,300	1,300
-	-	300	300	101-431-5-101-10	Wellness Benefit	300	300
51,609	52,224	60,827	60,827	101-431-5-120-00	FICA	63,039	63,040
42,191	42,434	45,967	45,967	101-431-5-121-09	Retirement	47,702	47,710
115,167	131,185	135,980	135,980	101-431-5-123-00	Group Insurance	147,734	147,740
33,837	36,811	38,188	38,188	101-431-5-130-00	Workmans Compensation	44,038	44,040
986,808	1,012,744	1,054,168	1,072,009		Total Personnel Services	1,123,740	1,123,760
32,135	33,109	37,500	37,500	101-431-5-421-00	Insurance	39,111	39,120
432	228	515	515	101-431-5-422-06	Medical Services	515	520
41,322	70,455	98,880	98,880	101-431-5-422-07	Contracting Services	95,000	95,000
474	552	618	618	101-431-5-422-15	Drug & Alcohol Testing	618	620
2,246	1,934	1,545	1,545	101-431-5-423-05	Advertising/Promotion Fees	1,545	1,550
-	41,355	-	-	101-431-5-424-06	Rent	-	-
223	863	670	670	101-431-5-425-01	Maintenance Office Equipment	670	670
3,609	8,357	8,446	8,446	101-431-5-425-03	Maintenance Trucks	8,446	8,450
20,448	25,138	21,053	21,053	101-431-5-425-04	Maintenance of Equipment	21,053	21,060
10,496	3,245	4,210	4,210	101-431-5-425-05	Maintenance Buildings	4,210	4,210
2,083	2,360	2,575	2,575	101-431-5-425-06	Maintenance Radio	2,575	2,580
12,934	30,783	22,660	22,660	101-431-5-425-11	Maintenance Sweeper	22,660	22,660
49,468	86,977	150,000	150,000	101-431-5-425-13	Maintenance Curb & Gutter	-	-
273,260	212,395	295,000	295,000	101-431-5-425-14	Maintenance Street Sealing	-	-
1,830	3,336	1,339	1,339	101-431-5-426-01	Office Supplies	1,339	1,340
36,057	23,774	25,000	25,000	101-431-5-426-03	General Supplies	25,000	25,000
1,786	1,785	1,648	1,648	101-431-5-426-04	Cleaning Supplies	2,000	2,000
-	-	-	500	101-431-5-426-09	Subscriptions/books	500	500
48,928	30,022	46,350	46,350	101-431-5-426-10	Gasoline	43,000	43,000
5,933	6,477	4,326	4,326	101-431-5-426-11	Oil & Grease Supplies	5,500	5,500
15,290	17,154	20,000	20,000	101-431-5-426-12	Tires	20,000	20,000
61,512	54,363	42,951	42,951	101-431-5-426-13	Diesel Fuel	42,951	42,960
426	-	1,030	1,030	101-431-5-426-15	Chemicals	1,030	1,030
-	-	-	-	101-431-5-426-16	Mosquito Control	20,000	20,000
1,904	2,835	2,575	2,575	101-431-5-426-17	Uniforms	2,575	2,580
3,112	8,085	10,000	10,000	101-431-5-426-18	Gravel	10,000	10,000
85,372	59,354	63,139	63,139	101-431-5-426-19	Bituminous Material	63,139	63,140
11,248	15,059	17,000	17,000	101-431-5-426-20	Dust Control	17,000	17,000
54,189	47,097	49,028	49,028	101-431-5-426-22	Salt & Calcium Chloride	55,000	55,000
12,148	10,529	11,845	11,845	101-431-5-426-23	Sand	11,845	11,850
23,818	41,450	44,702	44,702	101-431-5-426-24	Street Paint & Signs	50,000	50,000
1,013	1,216	4,000	4,000	101-431-5-427-01	Travel & Lodging	4,000	4,000
809	726	1,030	1,030	101-431-5-427-02	Registration & Training	2,000	2,000
5,396	3,667	5,974	5,974	101-431-5-428-01	Telephone	5,974	5,980
7,182	10,694	7,004	7,004	101-431-5-428-02	Electric & Water	10,000	10,000
10,197	6,143	20,394	20,394	101-431-5-428-03	Heat	20,394	20,400
442,059	479,028	468,750	468,750	101-431-5-428-04	Street Lights & Traffic Signal	585,000	585,000
-	555	515	515	101-431-5-428-05	Hauling Service	515	520
-	70	103	103	101-431-5-429-01	Membership & Dues	103	110
2,600	3,894	4,000	4,000	101-431-5-429-03	Cleaning Service	4,000	4,000
34	180	100	100	101-431-5-429-04	Licenses	100	100
25,766	21,449	19,025	19,025	101-431-5-441-03	West Nile Grant Expenses	500	500
1,307,737	1,366,693	1,515,500	1,516,000		Total Other Expenditures	1,199,868	1,199,950

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
-	-	50,000	50,000	101-431-5-920-00	Furniture & Equipment	-	-
549,697	254,887	293,000	293,000	101-431-5-930-00	Machinery & Auto Equipment	282,000	480,000
7,816	-	-	-	101-431-5-950-01	Capital less than \$5,000	-	-
580,356	755,520	715,000	757,945	101-431-5-960-00	Street & Sidewalk Improvements	-	-
-	-	-	220,964	101-431-5-960-01	STP Project Improvements	-	-
1,137,869	1,010,407	1,058,000	1,321,909		Total Capital Expenditures	282,000	480,000
3,432,414	3,389,844	3,627,668	3,909,918		Total Expenditures	2,605,608	2,803,710

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					ANIMAL CONTROL		
3,196	3,120	3,000	3,000	101-442-4-221-04	Animal Licenses	3,000	3,000
-	53	300	300	101-442-4-441-08	Reimbursed Expense	300	300
8,452	7,215	8,500	8,500	101-442-4-445-02	Housing, Feed & Care	8,500	8,500
200	400	300	300	101-442-4-445-09	Fees	300	300
11,990	12,400	11,800	11,800	101-442-4-556-00	Animal at Large Fines	12,000	12,000
23,838	23,188	23,900	23,900		Total Revenue	24,100	24,100
49,539	50,597	50,583	51,925	101-442-5-101-00	Regular Pay	53,255	53,300
15,717	13,218	15,500	15,500	101-442-5-101-01	Temporary Pay	15,500	15,500
1,259	1,192	500	500	101-442-5-101-04	Overtime Pay	500	500
-	-	50	50	101-442-5-101-07	Clothing Allowance	100	100
-	-	-	-	101-442-5-101-10	Wellness Benefit	-	-
4,967	4,716	5,209	5,209	101-442-5-120-00	FICA	5,306	5,310
3,052	3,107	3,156	3,156	101-442-5-121-09	Retirement	3,231	3,240
9,562	9,564	10,085	10,085	101-442-5-123-00	Group Insurance	10,616	10,620
1,332	1,409	1,521	1,521	101-442-5-130-00	Workmans Compensation	1,674	1,680
85,427	83,803	86,604	87,946		Total Personnel Services	90,182	90,250
495	508	559	559	101-442-5-421-00	Insurance	615	620
-	327	300	300	101-442-5-422-09	Testing Services	300	300
708	310	500	500	101-442-5-425-03	Maintenance Trucks	500	500
-	325	-	-	101-442-5-425-04	Maintenance Equipment	-	-
54	-	500	500	101-442-5-425-05	Maintenance Buildings	500	500
-	356	200	200	101-442-5-425-06	Maintenance Radio	200	200
179	569	500	500	101-442-5-426-01	Office Supplies	500	500
497	346	1,000	1,000	101-442-5-426-03	General Supplies	1,200	1,200
507	1,675	600	600	101-442-5-426-04	Cleaning Supplies	1,000	1,000
3,839	620	6,500	6,500	101-442-5-426-10	Gasoline	5,000	5,000
-	-	900	900	101-442-5-426-12	Tires	300	300
324	227	300	300	101-442-5-426-15	Chemicals	300	300
227	-	400	400	101-442-5-426-17	Uniforms	400	400
-	-	700	700	101-442-5-427-01	Travel & Lodging	700	700
-	1,566	150	150	101-442-5-427-02	Registration & Training	150	150
2,571	3,193	1,900	1,900	101-442-5-428-01	Telephone	1,900	1,900
3,091	-	3,800	3,800	101-442-5-428-02	Electric & Water	3,800	3,800
12,492	10,022	18,809	18,809		Total Other Expenditures	17,365	17,370
4,840	-	5,799	5,799	101-442-5-911-00	Building & Structures	-	-
-	-	31,400	31,400	101-442-5-930-00	Machinery & Auto Equipment	-	-
4,840	-	37,199	37,199		Total Capital Expenditures	-	-
102,759	93,825	142,612	143,954		Total Expenditures	107,547	107,620

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
DAKOTA NATURE PARK							
-	-	-	-	101-448-4-334-09	Grants	-	-
-	1,318	1,236	1,236	101-448-4-423-05	Advertising	-	-
1,787	2,486	3,000	3,000	101-448-4-446-03	Program Fees	3,500	3,500
-	-	-	-	101-448-4-446-10	Donations	-	-
-	461	1,236	1,236	101-448-4-669-02	Miscellaneous	1,236	1,236
7,623	12,127	7,000	7,000	101-448-4-848-10	Equipment Rental	12,000	12,000
4,285	6,552	8,000	8,000	101-448-4-848-12	Building Rentals	9,000	9,000
13,695	22,944	20,472	20,472		Total Revenues	25,736	25,736
-	-	-	-	101-448-5-101-00	Regular Pay	13,221	13,300
26,112	31,881	33,000	33,000	101-448-5-101-01	Temporary Pay	33,000	33,000
87	110	-	-	101-448-5-101-04	Overtime	-	-
2,004	2,447	2,525	2,525	101-448-5-120-00	FICA	3,544	3,550
-	-	-	-	101-448-5-121-09	Retirement	793	800
-	-	-	-	101-448-5-123-00	Group Insurance	1,485	1,490
145	460	482	482	101-448-5-130-00	Workman's Compensation	1,936	1,940
28,348	34,898	36,007	36,007		Total Personnel Services	53,979	54,080
6,137	1,477	6,638	6,638	101-448-5-421-00	Insurance	1,802	1,800
-	-	2,400	2,400	101-448-5-422-07	Contracted Services	2,400	2,400
-	6,055	1,000	1,000	101-448-5-423-05	Advertising	1,000	1,000
-	-	-	-	101-448-5-425-05	Maintenance Building	3,000	3,000
-	-	-	-	101-448-5-426-01	Office Supplies	500	500
4,903	1,194	4,500	4,500	101-448-5-426-03	Supplies	5,500	5,500
-	-	-	-	101-448-5-426-04	Cleaning Supplies	1,500	1,500
-	1,262	1,200	1,200	101-448-5-426-17	Uniforms	1,200	1,200
-	6,451	-	1,500	101-448-5-428-01	Telephone	1,560	1,560
6,835	-	7,725	7,725	101-448-5-428-02	Electricity	7,725	7,725
-	-	-	-	101-448-5-428-03	Heat	-	-
-	-	350	350	101-448-5-854-00	Refunds	350	350
17,876	16,439	23,813	25,313		Total Other Expenditures	26,537	26,535
-	-	-	-	101-448-5-911-00	Buildings & Structures	30,500	5,000
-	-	-	-		Total Capital Expenditures	30,500	5,000
46,223	51,337	59,820	61,320		Total Expenditures	111,016	85,615

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
AQUATIC CENTER							
25,645	28,691	31,000	31,000	101-449-4-346-04	Aquatic Center Concessions	32,000	32,000
145,221	153,596	149,329	149,329	101-449-4-446-02	Swimming Pool Fees	150,000	150,000
170,866	182,287	180,329	180,329		Total Revenue	182,000	182,000
47,920	43,604	54,190	55,564	101-449-5-101-00	Regular Pay	50,107	50,110
144,406	152,883	153,500	153,500	101-449-5-101-01	Temporary Pay	156,500	156,500
3,231	4,490	3,000	3,000	101-449-5-101-04	Overtime Pay	4,500	4,500
1,800	1,475	1,800	1,800	101-449-5-101-06	Car Allowance	1,800	1,800
-	302	1,520	1,520	101-449-5-101-07	Clothing/Boot Allowance	1,520	1,520
60	66	-	-	101-449-5-101-10	Wellness Benefit	-	-
14,899	15,182	16,493	16,493	101-449-5-120-00	FICA	16,404	16,410
2,988	2,514	3,856	3,856	101-449-5-121-09	Retirement	3,636	3,640
6,711	4,354	7,248	7,248	101-449-5-123-00	Group Insurance	5,103	5,110
7,644	7,145	8,573	8,573	101-449-5-130-00	Workmans Compensation	9,431	9,440
229,659	232,015	250,180	251,554		Total Personnel Services	249,001	249,030
8,170	7,119	7,849	7,849	101-449-5-421-00	Insurance	8,634	8,640
725	369	250	250	101-449-5-422-09	Testing Services	375	380
790	830	1,000	1,000	101-449-5-423-05	Advertising-Promotion Fees	1,000	1,000
3,254	2,258	5,500	5,500	101-449-5-425-04	Maintenance Equipment	5,500	5,500
4,099	3,226	6,000	6,000	101-449-5-425-05	Maint Buildings & Structures	6,000	6,000
506	30	1,000	1,000	101-449-5-426-01	Office Supplies	500	500
3,548	5,103	2,400	2,400	101-449-5-426-03	General Supplies	4,000	4,000
1,196	1,518	1,500	1,500	101-449-5-426-04	Cleaning Supplies	1,500	1,500
18,601	18,842	20,500	20,500	101-449-5-426-15	Chemicals	20,500	20,500
369	375	250	250	101-449-5-428-01	Telephone	400	400
35,931	40,627	36,500	36,500	101-449-5-428-02	Electric & Water	42,000	42,000
22,226	14,807	15,000	15,000	101-449-5-428-03	Heat	15,000	15,000
15,899	18,073	18,000	18,000	101-449-5-447-10	Concession Supplies	18,500	18,500
-	-	250	250	101-449-5-469-00	Credit Card Fees	250	250
115,314	113,177	115,999	115,999		Total Other Expenditures	124,159	124,170
284	195	-	-	101-449-5-911-00	Buildings & Structures	-	-
11,681	50,891	16,000	16,000	101-449-5-920-00	Furniture & Equipment	37,000	33,000
11,965	51,086	16,000	16,000		Total Capital Expenditures	37,000	33,000
356,938	396,278	382,179	383,553		Total Expenditures	410,160	406,200

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
RECREATION DEPARTMENT							
-	-	-	-	101-451-4-334-09	Grants	-	-
2,103	4,200	1,500	1,500	101-451-4-441-08	Advertising	2,500	2,500
76,056	78,004	100,000	100,000	101-451-4-446-03	Recreation Program Fees	85,000	85,000
-	-	-	-	101-451-4-446-04	Cultural Center Fees	-	-
8,413	7,772	14,000	14,000	101-451-4-446-07	Reimbursements	8,500	8,500
13,725	-	-	-	101-451-4-446-10	Donation	-	-
-	1,548	-	-	101-451-4-664-00	Sale of Fixed Asset	-	-
7,833	4,519	3,200	3,200	101-451-4-669-02	Sponsorships	3,200	3,200
108,130	96,043	118,700	118,700		Total Revenue	99,200	99,200
79,245	74,623	85,481	87,627	101-451-5-101-00	Regular Pay	88,362	88,400
72,145	49,296	89,253	89,253	101-451-5-101-01	Temporary Pay-Recreation	89,253	89,260
7,108	6,623	9,500	9,500	101-451-5-101-02	Temporary Pay-Affiliate	6,700	6,700
396	1,092	-	-	101-451-5-101-04	Overtime Pay	-	-
3,750	3,175	3,750	3,750	101-451-5-101-06	Car Allowance	3,750	3,750
-	40	-	-	101-451-5-101-07	Clothing Allowance	30	30
140	129	200	200	101-451-5-101-10	Wellness Benefit	200	200
12,091	9,776	14,590	14,590	101-451-5-120-00	FICA	14,405	14,410
5,154	4,594	5,518	5,518	101-451-5-121-09	Retirement	5,541	5,550
15,337	10,411	14,832	14,832	101-451-5-123-00	Group Insurance	12,017	12,020
1,750	1,750	1,963	1,963	101-451-5-130-00	Workmans Compensation	2,160	2,160
197,115	161,509	225,087	227,233		Total Personnel Services	222,418	222,480
2,346	2,000	2,631	2,631	101-451-5-421-00	Insurance	2,895	2,900
5,514	918	4,120	4,120	101-451-5-422-07	Contracting Services	4,500	4,500
11,462	12,077	10,300	10,300	101-451-5-423-05	Advertising/Promotion Fees	12,000	12,000
-	28	500	500	101-451-5-425-02	Maintenance Motor Vehicle	500	500
2,829	3,103	5,770	5,770	101-451-5-425-05	Maintenance Buildings	5,770	5,770
2,038	2,060	2,575	2,575	101-451-5-426-01	Office Supplies	2,575	2,580
303	287	1,545	1,545	101-451-5-426-04	Cleaning Supplies	750	750
33,000	15,734	21,550	21,550	101-451-5-426-07	Recreation Supplies	20,000	20,000
-	-	103	103	101-451-5-426-09	Subscriptions/Books	103	110
828	415	1,000	1,000	101-451-5-426-10	Gasoline	1,000	1,000
5,046	4,599	10,000	10,000	101-451-5-426-17	Uniforms	7,000	7,000
1,212	3,153	2,500	2,500	101-451-5-427-01	Travel & Lodging	2,500	2,500
960	1,588	1,000	1,000	101-451-5-427-02	Registration & Training	1,500	1,500
6,244	7,601	6,180	6,180	101-451-5-428-01	Telephone	7,600	7,600
6,928	5,853	8,750	8,750	101-451-5-428-02	Electric & Water	8,750	8,750
4,509	4,091	4,600	4,600	101-451-5-428-03	Heat	4,600	4,600
390	195	100	100	101-451-5-429-01	Membership & Dues	400	400
216	58	750	750	101-451-5-429-08	Postage	400	400
-	-	-	-	101-451-5-459-00	Loss or Damage	-	-
464	591	800	800	101-451-5-469-00	Credit Card Fees/Banking Fees	800	800
4,195	476	5,000	5,000	101-451-5-854-00	Refunds	5,000	5,000
14,000	8,000	34,000	34,000	101-451-5-856-01	Affiliated Organizations	18,000	18,000
102,485	72,827	123,774	123,774		Total Other Expenditures	106,643	106,660
-	-	-	-	101-449-5-920-00	Furniture & Equipment	8,000	24,000
-	-	-	-		Total Capital Expenditures	8,000	24,000
299,600	234,336	348,861	351,007		Total Expenditures	337,061	353,140

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
PARKS DEPARTMENT							
-	45,000	-	-	101-452-4-334-07	Grants	-	-
-	-	-	-	101-452-4-334-09	Grant-Lions Park	-	-
2,645	2,336	2,500	2,500	101-452-4-446-04	Tennis Court Fees	2,500	2,500
13,390	17,737	13,000	13,000	101-452-4-446-06	Camping Fees	13,000	13,000
-	100	-	-	101-452-4-446-07	Reimbursements	-	-
22,796	51,311	10,300	10,300	101-452-4-446-08	Reimbursed Expense	10,300	10,300
280	-	-	53,000	101-452-4-446-10	Donations	-	-
3,400	3,500	1,500	1,500	101-452-4-446-12	Park Rentals	1,500	1,500
2,923	-	1,133	1,133	101-452-4-446-19	Mowing services & materials	1,133	1,133
9,860	9,131	11,000	11,000	101-452-4-662-11	Garden Plot Rentals	11,000	11,000
-	1,825	-	-	101-452-4-664-00	Sale of Fixed Assets	-	-
2,640	3,401	-	-	101-452-4-669-02	Miscellaneous Revenue	-	-
57,934	134,341	39,433	92,433		Total Revenue	39,433	39,433
412,477	448,179	425,911	437,240	101-452-5-101-00	Regular Pay	447,490	447,490
148,340	149,020	155,000	155,000	101-452-5-101-01	Temporary Pay	160,000	160,000
8,464	11,154	5,500	5,500	101-452-5-101-04	Overtime Pay	8,000	8,000
1,200	1,800	1,200	1,200	101-452-5-101-06	Car Allowance	1,800	1,800
238	195	245	245	101-452-5-101-07	Clothing Allowance	1,000	1,000
502	651	600	600	101-452-5-101-10	Wellness Benefit	600	600
41,409	44,056	45,969	45,969	101-452-5-120-00	FICA	47,590	47,590
25,304	27,139	26,754	26,754	101-452-5-121-09	Retirement	27,725	27,730
86,243	87,304	83,923	83,923	101-452-5-123-00	Group Insurance	85,122	85,130
22,336	21,649	25,292	25,292	101-452-5-130-00	Workmans Compensation	27,570	27,570
746,512	791,147	770,394	781,723		Total Personnel Services	806,897	806,910
12,051	17,930	19,508	19,508	101-452-5-421-00	Insurance	21,459	21,460
-	-	4,000	4,000	101-452-5-422-03	Consulting/Engineering	84,000	84,000
3,933	4,005	4,120	4,120	101-452-5-422-07	Contracting Services	4,120	4,120
141	318	500	500	101-452-5-422-15	Drug & Alcohol Testing	500	500
443	259	500	500	101-452-5-423-01	Publication /Recording Fees	500	500
100	-	700	700	101-452-5-423-05	Advertising/Promotion Fees	500	500
5,353	5,279	6,000	6,000	101-452-5-424-01	Equipment Rental	7,000	7,000
42	-	500	500	101-452-5-425-01	Maintenance Office Equipment	500	500
2,055	1,338	3,500	3,500	101-452-5-425-02	Maintenance Motor Vehicle	3,500	3,500
3,018	8,867	2,500	2,500	101-452-5-425-03	Maintenance Trucks	7,500	7,500
28,515	18,581	27,000	27,000	101-452-5-425-04	Maintenance Equipment	27,000	27,000
14,058	12,441	8,500	8,500	101-452-5-425-05	Maintenance Buildings	24,500	24,500
1,292	1,240	1,500	1,500	101-452-5-426-01	Office Supplies	1,500	1,500
43,261	61,084	51,000	51,000	101-452-5-426-03	General Supplies	58,000	58,000
4,720	3,996	7,000	7,000	101-452-5-426-04	Cleaning Supplies	6,000	6,000
27,527	21,035	18,000	18,000	101-452-5-426-06	Horticulture Supplies	28,000	28,000
-	190	500	500	101-452-5-426-09	Subscriptions/Books	500	500
25,016	22,964	30,000	30,000	101-452-5-426-10	Gasoline	25,000	25,000
3,628	2,552	5,500	5,500	101-452-5-426-11	Oil & Grease Supplies	5,500	5,500
3,238	2,851	3,000	3,000	101-452-5-426-12	Tires	3,000	3,000
14,777	9,447	18,000	18,000	101-452-5-426-13	Diesel Fuel	18,000	18,000
3,955	9,983	7,500	7,500	101-452-5-426-15	Chemicals	11,000	11,000
2,201	2,501	2,000	2,000	101-452-5-426-17	Uniforms	2,500	2,500
1,427	2,451	1,200	1,200	101-452-5-426-18	Gravel	1,500	1,500
-	57	1,500	1,500	101-452-5-426-19	Bituminous Material	1,000	1,000
-	-	5,000	5,000	101-452-5-426-21	Street Sealing	2,500	2,500
5,381	4,093	8,000	8,000	101-452-5-426-23	Sand	8,000	8,000
736	2,107	3,000	3,000	101-452-5-427-01	Travel & Lodging	3,000	3,000
948	1,520	3,000	3,000	101-452-5-427-02	Registration & Training	3,000	3,000
10,154	10,630	10,000	10,000	101-452-5-428-01	Telephone	10,600	10,600
60,663	79,839	79,600	79,600	101-452-5-428-02	Electric & Water	80,000	80,000
8,055	6,773	8,500	8,500	101-452-5-428-03	Heat	8,500	8,500
102	675	1,500	1,500	101-452-5-428-05	Hauling Services	1,500	1,500
15	699	850	850	101-452-5-429-01	Membership & Dues	850	850
416	343	750	750	101-452-5-429-08	Postage	750	750
171	156	1,000	1,000	101-452-5-469-00	Banking Fees/Credit Card Fees	1,000	1,000
40	45	-	-	101-452-5-854-00	Remit Revenue Collected	-	-
287,432	316,249	345,228	345,228		Total Other Expenditures	462,279	462,280

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
PARKS DEPARTMENT - continued							
78,994	48,793	-	-	101-452-5-911-00	Building & Structures	-	-
8,901	242	-	15,200	101-452-5-920-00	Furniture & Equipment	-	-
219,177	221,289	240,000	240,000	101-452-5-930-00	Machinery & Auto Equipment	206,000	94,000
70,989	450,212	436,000	541,885	101-452-5-940-00	Other Capital	346,200	603,000
-	-	-	100,000	101-452-5-999-47	Capital Special Project	-	-
378,062	720,536	676,000	897,085		Total Capital Expenditures	552,200	697,000
1,412,006	1,827,932	1,791,622	2,024,036		Total Expenditures	1,821,376	1,966,190
LARSONS ICE ARENA							
104,751	95,868	119,000	119,000	101-453-4-446-05	Ice Arena Fees	107,000	107,000
3,000	-	-	-	101-453-4-446-08	Reimbursed Expense	-	-
24,000	30,750	28,000	28,000	101-453-4-446-18	Donations	30,750	30,750
131,751	126,618	147,000	147,000		Total Revenue	137,750	137,750
100,571	83,445	106,421	109,174	101-453-5-101-00	Regular Pay	136,308	136,310
21,710	29,724	36,500	36,500	101-453-5-101-01	Temporary Pay	40,600	40,600
1,479	1,332	2,300	2,300	101-453-5-101-04	Overtime Pay	2,300	2,300
1,350	1,125	1,350	1,350	101-453-5-101-06	Car Allowance	1,350	1,350
33	5	70	70	101-453-5-101-07	Clothing/Boot Allowance	70	70
90	88	-	-	101-453-5-101-10	Wellness Benefit	-	-
9,045	8,345	11,456	11,456	101-453-5-120-00	FICA	13,818	13,820
6,304	4,992	6,795	6,795	101-453-5-121-09	Retirement	8,402	8,410
17,404	11,990	17,338	17,338	101-453-5-123-00	Group Insurance	24,697	24,700
-	-	977	977	101-453-5-130-00	Workmans Compensation	2,408	2,410
550	737	-	-	101-453-5-136-00	Workmans Compensation	-	-
158,535	141,783	183,207	185,960		Total Personnel Services	229,953	229,970
7,136	7,254	8,805	8,805	101-453-5-421-00	Insurance	7,994	8,000
-	-	-	-	101-453-5-422-07	Contracting Services	-	-
578	-	1,000	1,000	101-453-5-423-05	Advertising/Promotion Fees	1,000	1,000
53,653	11,343	17,400	17,400	101-453-5-425-04	Maintenance Equipment	17,400	17,400
3,090	14,095	4,000	4,000	101-453-5-425-05	Maintenance Buildings	10,500	10,500
348	186	500	500	101-453-5-426-01	Office Supplies	500	500
7,138	10,009	19,500	19,500	101-453-5-426-03	General Supplies	15,000	15,000
4,732	4,964	5,000	5,000	101-453-5-426-04	Cleaning Supplies	5,000	5,000
3,220	2,432	3,000	3,000	101-453-5-426-10	Propane, Gasoline	3,000	3,000
465	412	750	750	101-453-5-427-02	Registration & Training	750	750
1,766	1,507	1,800	1,800	101-453-5-428-01	Telephone	1,800	1,800
94,084	105,002	84,000	84,000	101-453-5-428-02	Electric & Water	100,000	100,000
50,778	28,969	33,000	33,000	101-453-5-428-03	Heat	33,000	33,000
150	582	500	500	101-453-5-429-01	Propane	500	500
-	-	300	300	101-453-5-469-00	Credit Card Fees	300	300
-	-	100	100	101-453-5-854-00	Refunds	100	100
227,138	186,755	179,655	179,655		Total Other Expenditures	196,844	196,850
104,393	-	-	-	101-453-5-911-00	Building & Structures	-	-
-	-	-	-	101-453-5-920-00	Furniture & Equipment	4,500	-
128,138	40,625	15,000	15,000	101-453-5-930-00	Machinery & Equipment	30,800	69,000
-	-	-	-	101-453-5-950-00	Capital under \$5,000	-	-
232,531	40,625	15,000	15,000		Total Capital Expenditures	35,300	69,000
618,204	369,163	377,862	380,615		Total Expenditures	462,097	495,820

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
FORESTRY DEPARTMENT							
3,933	(1,802)	-	-	101-454-4-441-08	Reimbursed Expense	-	-
14,822	52,469	19,000	19,000	101-454-4-441-09	Miscellaneous	19,000	19,000
18,755	50,667	19,000	19,000		Total Revenue	19,000	19,000
223,296	222,534	230,247	236,154	101-454-5-101-00	Regular Pay	247,952	247,960
12,334	14,412	15,250	15,250	101-454-5-101-01	Temporary Pay	15,250	15,250
485	800	750	750	101-454-5-101-04	Overtime Pay	800	800
600	450	600	600	101-454-5-101-06	Car Allowance	600	600
1,000	1,000	1,030	1,030	101-454-5-101-07	Clothing Allowance	1,030	1,030
229	387	-	-	101-454-5-101-10	Wellness Benefit	-	-
16,178	17,413	19,454	19,454	101-454-5-120-00	FICA	20,321	20,330
12,513	13,387	14,343	14,343	101-454-5-121-09	Retirement	15,023	15,030
30,758	32,798	41,127	41,127	101-454-5-123-00	Group Insurance	42,400	42,400
43,955	45,758	48,461	48,461	101-454-5-130-00	Workmans Compensation	55,637	55,640
341,349	348,939	371,262	377,169		Total Personnel Services	399,013	399,040
7,531	8,743	8,731	8,731	101-454-5-421-00	Insurance	9,604	9,604
-	300	206	206	101-454-5-422-15	Drug & Alcohol Testing	206	206
3,011	6,177	8,000	8,000	101-454-5-425-03	Maintenance Trucks	8,000	8,000
5,052	5,127	6,000	6,000	101-454-5-425-04	Maintenance Equipment	6,000	6,000
1,003	219	1,400	1,400	101-454-5-425-05	Maintenance Buildings	1,400	1,400
-	148	1,000	1,000	101-454-5-425-17	Maintenance Sidewalks	1,000	1,000
5,111	5,349	5,000	5,000	101-454-5-426-03	General Supplies	5,000	5,000
11,252	12,528	11,000	11,000	101-454-5-426-06	Horticulture Supplies	14,000	14,000
-	-	150	150	101-454-5-426-09	Subscriptions/Books	150	150
4,597	5,858	13,000	13,000	101-454-5-426-10	Gasoline	9,000	9,000
865	184	1,350	1,350	101-454-5-426-11	Oil & Grease Supplies	1,000	1,000
820	749	2,000	2,000	101-454-5-426-12	Tires	2,000	2,000
9,589	10,392	11,000	11,000	101-454-5-426-13	Diesel Fuel	11,000	11,000
-	-	750	750	101-454-5-426-15	Supplies	750	750
1,960	994	1,600	1,600	101-454-5-426-17	Uniforms	1,600	1,600
-	-	500	500	101-454-5-426-23	Sand	500	500
50	-	1,500	1,500	101-454-5-427-01	Travel & Lodging	1,500	1,500
874	1,115	1,500	1,500	101-454-5-427-02	Registration & Training	1,500	1,500
1,407	1,324	1,400	1,400	101-454-5-428-01	Telephone	1,400	1,400
2,636	1,395	6,000	6,000	101-454-5-428-03	Heat	6,000	6,000
1,781	1,784	2,200	2,200	101-454-5-428-05	Hauling Service	2,200	2,200
435	-	150	150	101-454-5-429-01	Membership & Dues	450	450
682	695	400	400	101-454-5-429-08	Postage	700	700
58,655	63,081	84,837	84,837		Total Other Expenditures	84,960	84,960
-	-	-	-	101-454-5-911-00	Buildings	-	-
214	225,180	38,200	58,200	101-454-5-930-00	Machinery & Auto Equipment	105,000	74,500
-	-	4,000	4,000	101-454-5-950-01	Capital less than \$5,000	-	-
214	225,180	42,200	62,200		Total Capital Expenditures	105,000	74,500
400,218	637,200	498,299	524,206		Total Expenditures	588,973	558,500

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
LIBRARY							
-	500	-	-	101-455-4-334-10	Private Grants/Donations	-	-
25,000	17,500	17,500	17,500	101-455-4-339-00	In Lieu of Taxes	17,500	17,500
-	-	10,000	10,000	101-455-4-446-08	Reimbursed Expense	-	-
775	55	200	200	101-455-4-662-01	Rental Income	1,000	1,000
4,527	27,900	4,500	4,500	101-455-4-669-01	Miscellaneous	4,500	4,500
30,302	45,955	32,200	32,200		Total Revenue	23,000	23,000
503,384	506,779	536,276	549,921	101-455-5-101-00	Regular Pay	518,354	518,360
61,031	66,946	70,033	70,033	101-455-5-101-01	Temporary Pay	70,033	70,040
558	441	1,000	1,000	101-455-5-101-04	Overtime Pay	1,000	1,000
407	559	600	600	101-455-5-101-10	Wellness Benefit	600	600
40,708	42,066	45,800	45,800	101-455-5-120-00	FICA	45,172	45,180
29,856	30,492	31,382	31,382	101-455-5-121-09	Retirement	31,227	31,230
62,127	63,189	72,135	72,135	101-455-5-123-00	Group Insurance	90,111	90,120
1,984	2,021	2,225	2,225	101-455-5-130-00	Workmans Compensation	2,359	2,360
700,056	712,493	759,451	773,096		Total Personnel Services	758,856	758,890
-	384	1,000	1,616	101-455-5-367-01	Grant Expenditures	1,000	1,000
7,787	7,992	8,909	8,909	101-455-5-421-00	Insurance	9,787	9,790
55,626	118,476	53,600	53,600	101-455-5-422-08	Computer Services	54,000	54,000
524	350	500	500	101-455-5-423-05	Advertising/Promotion Fees	600	600
1,865	1,361	1,800	1,800	101-455-5-424-01	Equipment Rental	1,800	1,800
33	-	-	-	101-455-5-425-01	Maintenance Office Equipment	-	-
8,534	9,228	10,000	10,000	101-455-5-425-04	Maintenance Equipment	10,000	10,000
5,520	4,896	4,000	4,000	101-455-5-425-05	Maintenance Buildings	5,000	5,000
456	212	800	800	101-455-5-426-01	Office Supplies	800	800
11,129	13,309	14,000	14,000	101-455-5-426-03	General Supplies	14,000	14,000
2,959	2,909	3,000	3,000	101-455-5-426-04	Cleaning Supplies	3,000	3,000
6,520	5,631	6,000	6,000	101-455-5-427-01	Travel & Lodging	4,000	4,000
-	-	-	-	101-455-5-427-02	Registration & Training	3,000	3,000
5,225	5,295	5,000	5,000	101-455-5-428-01	Telephone	5,500	5,500
65,060	65,191	63,000	63,000	101-455-5-428-02	Electric & Water	66,000	66,000
19,200	18,987	20,500	20,500	101-455-5-429-03	Cleaning Services	20,500	20,500
4,503	4,410	4,500	4,500	101-455-5-429-08	Postage	4,800	4,800
194,941	258,631	196,609	197,225		Total Other Expenditures	203,787	203,790
6,534	8,696	7,500	13,500	101-455-5-950-01	Capital less than \$5,000	7,500	11,500
51,361	52,855	53,560	53,560	101-455-5-950-02	Adult Reading Level Books	55,200	56,300
16,388	16,706	18,000	18,000	101-455-5-950-03	Children Reading Level Books	18,600	19,000
21,637	21,420	22,500	22,500	101-455-5-950-04	Audio/Visual Material	23,200	23,700
7,439	8,405	8,250	8,250	101-455-5-950-05	Periodicals/Subscriptions	8,500	8,500
6,478	7,946	6,900	6,900	101-455-5-950-06	Large Print Books	7,100	7,250
8,299	8,004	8,450	8,450	101-455-5-950-07	Young Adult Reading Level Book	8,700	8,900
118,136	124,032	125,160	131,160		Total Capital Expenditures	128,800	135,150
1,013,132	1,095,156	1,081,220	1,101,481		Total Expenditures	1,091,443	1,097,830

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
APPROPRIATION/SUBSIDIES							
-	191,478	100,000	100,000	101-495-5-466-01	Economic Incentive Grant	100,000	100,000
23,000	25,000	25,000	25,000	101-495-5-856-03	Community Cultural Subsidy	25,000	25,000
6,666	8,000	8,000	8,000	101-495-5-856-04	Community Band Subsidy	8,000	8,000
5,000	5,000	5,000	5,000	101-495-5-856-05	Safe Ride	5,200	5,200
73,000	75,000	75,000	75,000	101-495-5-856-07	Brookings Area Transit Authority	78,000	78,000
15,000	-	-	-	101-495-5-856-08	East Central Behavioral Health	-	-
10,000	10,000	10,000	10,000	101-495-5-856-09	Brkngs Regional Humane Society	10,000	10,000
-	-	22,000	22,000	101-495-5-856-10	Brkngs Domestic Abuse Shelter	22,000	22,000
-	-	-	-		Brookings Community Theatre	-	-
-	-	-	-		Outdoor Adventure Center of SD	-	-
207,200	207,200	207,200	207,200	101-495-5-856-37	School District Subsidy	207,200	207,200
75,000	75,000	75,000	75,000	101-495-5-856-69	Boys & Girls Club Subsidy	75,000	75,000
2,500	2,500	2,500	2,500	101-495-5-856-70	Brkgs County Youth Mentoring	3,000	3,000
-	-	2,000	2,000	101-495-5-856-71	Brookings Crime Stoppers	2,000	2,000
-	195,000	195,000	195,000	101-495-5-856-73	Brookings Economic Dev Corp	195,000	195,000
417,366	794,178	726,700	726,700		Total Other Expenditures	730,400	730,400
287,412	237,246	229,650	229,650	101-495-7-899-01	Transfer out to Airport	229,680	229,680
160,481	-	-	-	101-495-7-899-03	Transfer out to Swiftel	-	-
-	3,300,000	-	-	101-495-7-899-05	Transfer Out to 75% fund	-	-
-	-	-	-	101-495-7-899-24	Transfer to Public Art Fund	13,283	21,895
447,893	3,537,246	229,650	229,650		Total Transfers Out	242,963	251,575
865,259	4,331,424	956,350	956,350		Total Expenditures	973,363	981,975

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					25% SALES & USE TAX		
1,520,853	1,557,617	1,545,000	1,545,000	212-000-4-113-02	Sales & Use Tax	1,607,000	1,672,000
1,190	3,692	-	-	212-000-4-441-08	Wildfire Reimbursement	-	-
(1,132)	2,536	1,200	1,200	212-000-4-661-00	Interest Income	1,200	1,200
3,487	3,290	3,500	3,500	212-000-4-661-01	Money Market Interest	3,000	3,000
-	-	-	-	212-000-4-664-00	Sale of Fixed Assets	-	-
1,524,398	1,567,135	1,549,700	1,549,700		Total Revenue	1,611,200	1,676,200
106,708	47,870	25,000	25,000	212-000-5-466-01	Economic Incentive Grant	25,000	25,000
				212-000-5-4255-14	Chip Seal(50/50;212/213)	152,500	154,000
106,708	47,870	25,000	25,000		Total Other Expenditures	177,500	179,000
-	-	-	-	212-000-5-910-00	Land		
-	-	-	-	212-000-5-911-01	Building & Structures Fire New S. Fire Station/1,000,000 Replace Radiant Heat East St /8,500 Replace Ele Panel East St /15,000	1,023,500	-
-	-	-	-	212-000-5-911-02	Building & Structures Police Dispatch Bathroom / 3,700	3,700	
-	-	-	-	212-000-5-930-01	Machinery & Auto & Equip Fire USAR Gear / 30,000 6F2 Command Vehicle / 50,000 Portable digital radio 16 / 30,000 Mobile digital radio 16 / 40,000 Fire - IT equipment / 9,600	159,600	125,000
-	-	-	-	212-000-5-930-02	Machinery & Auto & Equip Police Vehicle Equipment / 15,000 In car Video / 12,000 1 Add car / 37,000 Replace 1 car / 40,000 Portable radio w/mic 1 / 1,100 Dual purpose portable radio / 5,000 Gas Mask / 5,000 Speed Sign / 9,890 Vest 50/50 grant / 3,360 Radar / 2,725 Riot Gear / 4,400 Rifle 2,200 Furniture Office - chairs / 1,280 Tazors / 4,400 Siren / 22,000 3D security alarm / 1,280 PD IT Equipment / 39,400 Animal Control vehicle / 34,000	240,035	168,855
-	-	-	-	212-000-5-960-00	Street & Sidewalk Improv 50/50 (213/212)	225,000	292,000
-	-	-	-	212-000-5-960-02	Street curb & gutter	75,000	75,000
-	-	-	-		Total Capital Expenditures	1,726,835	660,855
-	1,471,416	1,006,929	1,012,429	212-000-7-899-00	Transfer out General Fund		
-	-	-	-	212-000-7-899-04	Transfer out-Edgebrook	-	-
219,509	174,432	251,800	251,800	212-000-7-899-10	Brkgs City 911-2/3 call demand	193,000	193,000
-	526,663	-	152,618	212-000-7-899-20	Transfer Out		
-	-	-	-	212-000-7-899-24	Transfer to Public Art Fund	17,268	6,609
219,509	2,172,511	1,258,729	1,416,847		Total Transfers Out	210,268	199,609
326,217	2,220,381	1,283,729	1,441,847		Total Expenditures	2,114,603	1,039,464

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
75% PUBLIC IMPROVE/SALES & USE TAX							
4,627,609	4,737,757	4,679,290	4,679,290	213-000-4-113-02	Sales & Use Tax	4,866,462	5,061,120
-	-	-	-	213-000-4-334-09	Grants	-	-
-	-	-	-	213-000-4-441-08	Wildfire Reimbursement	-	-
39,644	6,127	25,000	25,000	213-000-4-661-00	Interest Income	15,000	15,000
5,546	2,657	15,000	15,000	213-000-4-661-01	Money Market Interest	5,000	5,000
2,087,886	-	-	-	213-000-4-663-50	Bond Proceeds	-	-
6,760,685	4,746,541	4,719,290	4,719,290		Total Revenue	4,886,462	5,081,120
20,100	-	-	-	213-000-6-700-01	Transfer in Liquor	-	-
890,000	-	-	-	213-000-6-700-02	Transfer in Landfill	-	-
-	-	300,000	300,000	213-000-6-700-03	Transfer in TIF Revenue	360,120	320,000
-	-	-	-	213-000-6-700-15	Transfer in Bike Trail	-	-
-	-	-	-	213-000-6-700-16	Transfer in from BMU/Advance	-	-
(210,057)	1,004,203	-	600,163	213-000-6-700-17	Transfer In (special assessments)	151,265	151,265
700,043	1,004,203	300,000	900,163		Total Transfers In	511,385	471,265
7,460,728	5,750,744	5,019,290	5,619,453		Total Revenue & Transfers In	5,397,847	5,552,385
113,800	45,611	-	94,917	213-000-5-422-03	Consulting	-	-
-	-	-	-	213-000-5-425-13	Chip Seal(50/50;212/213)	152,500	154,000
480,000	197,500	162,500	162,500	213-000-5-466-02	Job Creation Incentive	152,500	-
1,355,000	1,380,000	1,836,981	1,836,981	213-000-5-470-01	Bond Principal Payments	1,877,326	1,921,244
381,051	597,318	560,873	560,873	213-000-5-470-02	Bond Interest Payments	518,228	471,798
495	495	1,200	1,200	213-000-5-470-03	Debt Service Costs	1,200	1,200
4,812,069	-	-	-	213-000-5-470-04	BAN Loan Payable	-	-
315,308	143,609	75,000	75,000	213-000-5-856-63	Economic Incentive Grant	300,000	-
-	100,000	100,000	100,000	213-000-5-856-72	Boys & Girls Club Capital Impv	100,000	100,000
150,000	150,000	150,000	150,000	213-000-5-856-76	SDSU Research Park	150,000	150,000
-	-	12,000	12,000	213-000-5-856-77	BATA Grant Match-Bus	-	-
-	-	-	-	213-000-5-856-81	SDSU Performing Arts Center II	100,000	100,000
-	-	-	-	213-000-5-856-82	Brookings Health System	50,000	50,000
7,607,723	2,614,533	2,898,554	2,993,471		Total Other Expenditures	3,401,754	2,948,242
-	-	-	-	213-000-5-911-00	Buildings (CRC 100,000/5)	100,000	100,000
-	9,451	-	50,000	213-000-5-911-01	Railroad Crossing Arms	20,000	20,000
21,763	460,991	-	-	213-000-5-940-00	Other Capital	1,000,000	1,264,000
-	-	-	-		W20th St S Main to Cumb/ 1,000,000		
-	-	-	-	213-000-5-960-00	Street & Sidewalk Improv 50/50 (213/212)	225,000	292,000
-	-	-	-	213-000-5-960-01	STP grant expenditures	550,000	550,000
-	-	-	-	213-000-5-960-02	street curb and gutter	75,000	75,000
-	-	-	-	213-000-5-999-47	Special Projects (Carnegie bldg)	175,000	-
21,763	470,442	-	50,000		Total Capital Expenditures	2,145,000	2,301,000
-	1,020,636	742,000	957,830	213-000-7-899-00	Transfer out General Fund	-	-
-	102,770	91,844	91,844	213-000-7-899-01	Transfer Out to Airport	200,000	100,000
144,906	376,492	300,000	427,744	213-000-7-899-03	Transfer out-Swiftel CIP	300,000	300,000
2,087,886	800,000	-	-	213-000-7-899-05	Transfer Out	-	-
-	-	-	-	213-000-7-899-24	Transfer to Public Art Fund	18,475	2,731
-	610,505	-	44,595	213-000-7-899-25	Transfer out-Main Ave S	-	-
-	226,007	10,000	32,156	213-000-7-899-28	Transfer out to Edgebrook Golf	62,500	-
-	-	900,000	900,000	213-000-7-899-29	Transfer out Special Assmnt	-	-
-	-	-	-	213-000-7-899-30	Transfer out-Nature Park	-	-
-	-	275,000	275,000	213-000-7-899-31	Transfer Out to Gateway Proj	365,000	225,000
-	-	-	-	213-000-7-899-32	Transfer Out Digester Debt Ser	-	-
2,232,792	3,136,410	2,318,844	2,729,169		Total Transfers Out	945,975	627,731
2,254,555	3,606,852	2,318,844	2,779,169		Total Expenditures	6,492,729	5,876,973

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
E 911							
-	-	-	-	214-000-4-334-09	Grants		
351,187	354,971	362,000	362,000	214-000-4-338-05	E-911 Surcharge	357,000	357,000
109,754	87,217	125,000	125,000	214-000-4-338-06	Brkgs County 1/3 call demand	96,500	96,500
520	141	500	500	214-000-4-661-01	Interest Income	500	500
-	24,531	-	-	214-000-4-669-02	Miscellaneous	-	-
461,460	466,860	487,500	487,500		Total Revenue	454,000	454,000
219,509	174,432	251,800	251,800	214-000-6-700-03	Brkgs City 2/3 call demand	193,000	193,017
219,509	174,432	251,800	251,800		Total Transfers In	193,000	193,017
680,969	641,292	739,300	739,300		Total Revenue & Transfers In	647,000	647,017
381,718	394,037	426,888	437,969	214-000-5-101-00	Regular Pay	445,943	445,950
7,314	1,462	5,500	5,500	214-000-5-101-01	Temporary Pay	5,500	5,500
19,156	22,663	11,085	11,085	214-000-5-101-04	Overtime Pay	11,085	11,100
52	122	300	300	214-000-5-101-10	Wellness Benefit	300	300
29,706	30,325	34,891	34,891	214-000-5-120-00	FICA	35,406	35,410
24,100	25,018	27,036	27,036	214-000-5-121-09	Retirement	27,440	27,440
70,312	76,528	89,349	89,349	214-000-5-123-00	Group Insurance	90,098	90,100
1,451	997	1,600	1,600	214-000-5-130-00	Workmans Compensation	1,758	1,760
533,810	551,152	596,649	607,730		Total Personnel Services	617,530	617,560
59	4,981	2,800	2,800	214-000-5-422-02	Professional Fees	4,400	4,400
49,601	55,121	59,500	59,500	214-000-5-422-06	Database Services	59,500	59,500
11,707	8,926	8,000	8,000	214-000-5-424-01	Equipment Rental	9,000	9,000
1,404	1,512	4,300	4,300	214-000-5-425-04	Repair & Maintenance Equipment	2,800	2,800
775	-	3,000	3,000	214-000-5-425-06	Maintenance Radio	3,000	3,000
617	455	1,500	1,500	214-000-5-426-01	Office Supplies	1,500	1,500
2,610	1,797	2,000	2,000	214-000-5-426-03	General Supplies	2,000	2,000
150	149	200	200	214-000-5-426-09	Subscriptions/Books	200	200
1,402	966	2,000	2,000	214-000-5-426-17	Uniforms	2,000	2,000
838	661	2,000	2,000	214-000-5-427-01	Travel & Lodging	3,000	3,000
615	1,476	1,200	1,200	214-000-5-427-02	Registration & Training	2,200	2,200
2,888	2,400	4,800	4,800	214-000-5-428-01	Telephone	4,800	4,800
276	736	900	900	214-000-5-429-01	Membership & Dues	900	900
72,942	79,180	92,200	92,200		Total Other Expenditures	95,300	95,300
-	-	-	-	214-000-5-911-00	Buildings & Structures	-	-
2,555	53,030	2,500	2,500	214-000-5-920-00	Furniture and Small Equipment	-	2,500
56,148	20,387	7,950	7,950	214-000-5-940-00	Software & Support	7,950	7,950
-	-	-	-	214-000-5-950-01	Capital less than \$5,000	-	-
58,703	73,417	10,450	10,450		Total Capital Expenditures	7,950	10,450
-	16,982	-	-	214-000-7-899-00	Transfer out to General Fund	-	-
-	-	-	-	214-000-7-899-20	Transfer Out 75% S&U Fund	-	-
-	16,982	-	-		Total Transfers Out	-	-
665,456	720,731	699,299	710,380		Total Expenditures	720,780	723,310

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					SWIFTEL CENTER		
970,740	1,028,696	1,065,705	1,065,705	224-000-4-446-03	F&B Revenue	1,091,617	1,091,617
174,402	223,101	210,835	210,835	224-000-4-446-08	Reimbursed Labor	193,189	193,189
-	-	-	-	224-000-4-663-50	Bond Proceeds	-	-
177,267	181,409	165,850	165,850	224-000-4-669-01	Sponsorships, Signage, Name, Etc.	190,400	190,400
239,179	349,122	337,915	337,915	224-000-4-669-02	Miscellaneous Revenues	338,273	338,273
188,923	195,731	215,850	215,850	224-000-4-848-12	Facility Rent & Promotions	239,500	239,500
1,750,510	1,978,059	1,996,155	1,996,155		Total Revenue	2,052,979	2,052,979
160,481	-	-	-	224-000-6-700-00	Transfer in from General Fund	-	-
144,906	376,492	300,000	427,744	224-000-6-700-04	Transfer in Sales & Use Tax	300,000	300,000
198,570	375,000	375,000	375,000	224-000-6-700-13	Transfer in 3rd B	404,950	404,950
503,957	751,492	675,000	802,744		Total Transfers In	704,950	704,950
2,254,467	2,729,551	2,671,155	2,798,899		Total Revenue & Transfers In	2,757,929	2,757,929
549,180	616,141	673,120	673,120	224-000-5-101-02	Personnel Services	777,432	777,432
526,092	581,545	631,446	631,446	224-000-5-101-03	Temporary Pay	593,425	593,425
127,061	147,211	110,300	110,300	224-000-5-422-03	Professional & Contract Labor	121,451	121,451
125,102	121,810	105,358	105,358	224-000-5-422-07	Contracted Services	109,213	109,213
80,035	104,578	119,340	119,340	224-000-5-423-01	Advertising & Marketing	112,600	112,600
130,547	146,174	159,873	159,873	224-000-5-424-06	Occupancy	148,168	148,168
14,350	21,468	22,900	22,900	224-000-5-427-01	Travel and Motor Vehicle	22,000	22,000
135,135	119,108	136,325	136,325	224-000-5-428-02	Utilities	135,355	135,355
95,496	111,368	85,336	85,336	224-000-5-429-09	Services/Operations	95,686	95,686
304,068	347,304	305,257	305,257	224-000-5-446-03	F&B Expenses	320,214	320,214
22,496	30,505	21,900	21,900	224-000-5-669-02	General Administrative	22,385	22,385
2,109,561	2,347,212	2,371,155	2,371,155		Total Other Expenditures	2,457,929	2,457,929
144,906	376,492	300,000	427,745	224-000-5-940-01	Capital	300,000	300,000
144,906	376,492	300,000	427,745		Total Capital Expenditures	300,000	300,000
-	-	-	-	214-000-7-899-24	Transfer to Public Art Fund	-	-
-	-	-	-		Total Transfers Out	-	-
2,254,467	2,723,704	2,671,155	2,798,900		Total Expenditures	2,757,929	2,757,929

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
LIBRARY FINES							
38,215	22,663	25,000	25,000	226-000-4-559-00	Fines - Library	25,000	25,000
111	(50)	-	-	226-000-4-661-00	Interest - Investments	-	-
-	-	-	-	226-000-4-669-02	Other - Misc.	-	-
(10,426)	-	-	-	226-000-4-899-99	Other Revenue	-	-
27,900	22,613	25,000	25,000		Total Revenues	25,000	25,000
24,249	25,308	30,000	30,000	226-000-5-899-99	Other Expenses	30,000	30,017
24,249	25,308	30,000	30,000		Total Expenditures	30,000	30,017
LIBRARY DONATIONS							
30,717	40,086	35,000	35,000	227-000-4-446-10	Donations	35,000	35,000
187	856	500	500	227-000-4-661-00	Interest - Investments	500	500
-	-	-	-	227-000-4-669-02	Other - Misc.	-	-
-	-	-	-	227-000-4-899-99	Other Revenue	-	-
30,904	40,942	35,500	35,500		Total Revenues	35,500	35,500
33,490	38,213	33,000	33,000	227-000-5-899-99	Other Expenses	33,000	33,017
33,490	38,213	33,000	33,000		Total Expenditures	33,000	33,017

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
SPECIAL ASSESSMENT							
-	-	-	-	280-000-4-661-00	Interest Income	-	-
1,446	1,212	1,300	1,300	280-000-4-661-01	Money Market Interest Income	1,300	1,300
192,842	411,117	160,176	160,176	280-000-4-663-43	Special Assessment Deferred	183,101	183,101
21,835	3,300	10,500	10,500	280-000-4-663-44	Special Assessment Interest	3,200	3,200
28,962	148,566	31,020	31,020	280-000-4-663-45	Special Assessment Current	45,435	45,435
-	-	500	500	280-000-4-663-46	Special Assessment Delinquent	-	-
-	-	-	-	280-000-4-663-47	Special Assessment Swr Hook Up	-	-
49	40	-	-	280-000-4-663-48	Penalty	-	-
-	-	-	-	280-000-4-663-50	Bond Proceeds	-	-
245,133	564,235	203,496	203,496		Total Revenues	233,036	233,036
-	-	-	-	280-000-6-700-08	Transfer in from BMU	-	-
-	1,608,491	-	152,618	280-000-6-700-17	Transfer In	-	-
-	-	900,000	900,000	280-000-6-700-20	Transfer in-Sales & Use Tax	-	-
-	1,608,491	900,000	1,052,618		Total Transfers In	-	-
245,133	2,172,726	1,103,496	1,256,114		Total Revenues & Transfers In	233,036	233,036
11,991	50,238	1,610,000	1,610,000	280-000-5-960-00	Street & Sidewalk Improvements	270,185	270,185
1,608,491	-	-	-	280-000-5-960-04	Sewer Line Extension	-	-
1,620,482	50,238	1,610,000	1,610,000		Total Capital Expenditures	270,185	270,185
-	-	-	600,163	280-000-7-899-20	Transfer to 75% Sales Tax	151,265	151,282
-	-	-	600,163		Total Transfers Out	151,265	151,282
1,620,482	50,238	1,610,000	2,210,163		Total Expenditures	421,450	421,467

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					STORM DRAINAGE		
720,389	729,572	720,000	720,000	282-000-4-112-01	Drainage Fees	730,000	730,000
8,164	5,434	7,940	7,940	282-000-4-112-02	Delinquent Drainage Fees	6,700	6,700
124,739	119,169	127,000	127,000	282-000-4-112-03	Drainage Fees/Direct Billing	119,000	119,000
858	780	750	750	282-000-4-112-04	Drainage Fees Interest	750	750
23,084	21,082	-	-	282-000-4-661-00	Interest Income	-	-
1,228	515	2,850	2,850	282-000-4-661-01	Money Market Interest Income	1,300	1,300
228,351	187,274	-	32,515	282-000-4-663-50	Proceeds SRF Loan	-	-
-	-	-	-	282-000-4-664-00	Sale of Fixed Assets	-	-
1,744	11,696	-	-	282-000-4-669-02	Miscellaneous	-	-
1,108,557	1,075,522	858,540	891,055		Total Revenue	857,750	857,750
-	345,120	-	-	282-000-6-700-17	Transfer In	-	-
-	345,120	-	-		Total Transfers In	-	-
1,108,557	1,420,642	858,540	891,055		Total Revenue & Transfers In	857,750	857,750
47,797	52,409	57,875	59,299	282-000-5-101-00	Regular Pay	60,353	60,360
15,543	17,163	16,000	16,000	282-000-5-101-01	Temporary Pay	18,000	18,000
1,529	617	2,000	2,000	282-000-5-101-04	Overtime Pay	2,000	2,000
-	50	100	100	282-000-5-101-07	Clothing Allowance	200	200
4,690	5,313	5,936	5,936	282-000-5-120-00	FICA	6,162	6,170
2,957	3,090	3,696	3,696	282-000-5-121-09	Retirement	3,753	3,760
8,556	1,337	1,914	1,914	282-000-5-123-00	Group Insurance	2,341	2,350
1,919	2,014	3,336	3,336	282-000-5-130-00	Workmans Compensation	3,900	3,900
82,991	81,993	90,857	92,281		Total Personnel Services	96,709	96,740
-	-	295	295	282-000-5-421-00	Insurance	60	60
56,680	21,967	150,000	150,000	282-000-5-422-03	Consulting/Engineering	100,000	100,000
-	-	1,000	1,000	282-000-5-425-04	Maintenance Equipment	1,000	1,000
72,221	70,938	75,000	75,000	282-000-5-425-10	Maintenance Storm Sewer	85,000	85,000
234	60	1,200	1,200	282-000-5-429-07	Miscellaneous	1,200	1,200
-	2,205	2,500	2,500	282-000-5-429-09	Miscellaneous	2,500	2,500
91,127	112,388	115,820	115,820	282-000-5-470-11	Principal Payment-SRF Loan	136,184	136,184
135,522	82,608	79,280	79,280	282-000-5-470-12	Interest Payment-SRF Loan	88,697	88,697
355,784	290,166	425,095	425,095		Total Other Expenditures	414,641	414,641
624,799	79,067	-	-	282-000-5-910-00	Land	-	-
1,717	-	-	-	282-000-5-930-00	Machinery & Auto Equipment	-	-
1,242,279	240,033	700,000	700,000	282-000-5-980-00	Storm Sewer Improvements	1,220,000	1,300,000
1,868,795	319,100	700,000	700,000		Total Capital Expenditures	1,220,000	1,300,000
-	427,930	-	-	282-000-7-899-05	Transfer Out	-	-
-	427,930	-	-		Total Transfers Out	-	-
2,307,570	1,119,189	1,215,952	1,217,376		Total Expenditures	1,731,350	1,811,381

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					3rd PENNY SALES TAX		
834,398	852,770	825,000	825,000	284-000-4-113-01	Sales & Use Tax	870,000	870,000
-	-	-	-	284-000-4-441-09	Miscellaneous	-	-
1,502	1,127	1,500	1,500	284-000-4-661-01	Money Market Interest Income	1,500	1,500
835,900	853,897	826,500	826,500		Total Revenue	871,500	871,500
-	50,000	-	-	284-000-6-700-01	Transfer in Liquor Fund	-	-
25,000	-	-	-	284-000-6-700-17	Transfer in Electric	-	-
25,000	-	-	-	284-000-6-700-18	Transfer in Telephone	-	-
50,000	50,000	-	-		Total Transfers In	-	-
885,900	903,897	826,500	826,500		Total Revenue & Transfers In	871,500	871,500
44,371	19,980	-	-	284-000-5-422-07	Televised Contracted Services	28,884	28,884
5,181	16,683	-	-	284-000-5-422-08	Website Contracted Services	20,500	20,500
3,270	5,168	6,450	6,450	284-000-5-427-01	Travel & Lodging	6,600	6,600
8,626	8,885	9,152	9,152	284-000-5-429-01	First District Membership	9,450	9,450
220,000	210,000	210,000	210,000	284-000-5-429-21	Convention and Visitors Bureau	262,500	262,500
27,000	27,000	27,000	27,000	284-000-5-856-02	Brookings Chamber Promotional	27,000	27,000
-	13,671	11,000	11,000	284-000-5-856-11	Christmas Decorations	11,000	11,000
-	-	14,000	14,000	284-000-5-856-29	Open Government Forum	-	-
10,000	13,000	15,000	15,000	284-000-5-856-48	4th of July Fireworks Display	15,000	15,000
50,000	-	-	-	284-000-5-856-49	SDSU Student Visitor Promotion	20,000	20,000
3,598	212	10,000	10,000	284-000-5-856-65	Promotion of City	10,000	10,000
-	50,000	30,000	30,000	284-000-5-856-72	Downtown at Sundown	25,000	25,000
192,000	-	-	-	284-000-5-856-73	Brookings Economic Dev Corp	20,000	20,000
22,000	25,000	25,000	25,000	284-000-5-856-74	Brookings Downtown Inc.	25,000	25,000
-	-	50,000	50,000	284-000-5-856-78	Downtown Acceleration Program	50,000	50,000
-	-	10,000	10,000	284-000-5-856-79	Spark Brookings, LLC	-	-
-	-	10,000	10,000	284-000-5-856-80	SD Humanities Council	-	-
586,047	389,599	427,602	427,602		Total Other Expenditures	530,934	530,934
198,570	375,000	375,000	375,000	284-000-7-899-03	Transfer out to Swiftel Center	404,950	404,950
198,570	375,000	375,000	375,000		Total Transfers Out	404,950	404,950
784,617	764,599	802,602	802,602		Total Expenditures	935,884	935,884

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
PILLOW TAX							
221,084	220,870	400,000	400,000	285-000-4-113-01	Pillow Tax	400,000	400,000
-	-	-	-	285-000-4-441-08	Reimbursed Expense	-	-
297	202	350	350	285-000-4-661-01	Money Market Interest Income	350	350
221,381	221,072	400,350	400,350		Total Revenue	400,350	400,350
4,143	4,431	4,400	4,400	285-000-5-429-07	Miscellaneous	4,400	4,400
200,000	210,000	210,000	210,000	285-000-5-429-21	Convention & Visitors Bureau	217,500	217,500
204,143	214,431	214,400	214,400		Total Expenditures	221,900	221,900
Public Art Fund							
-	-	-	-	290-000-4-446-10	Donations	-	-
-	-	-	-		Total Revenue	-	-
-	-	-	-	290-000-6-700-17	Transfer In	53,987	34,335
-	-	-	-		Total Transfers In	53,987	34,335
-	-	-	-		Total Revenue & Transfers In	53,987	34,335
-	-	-	-	290-000-5-940-00	Other Capital	-	-
-	-	-	-		Total Expenditures	-	-

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
TIF DIST #1 DEBT SERVICE/INNOVA							
271,875	307,997	307,700	307,700	314-000-4-111-04	Current TIF Taxes	448,328	448,328
5,371	-	-	-	314-000-4-111-05	Delinquent TIF Taxes	-	-
135	45	-	-	314-000-4-119-01	TIF Penalty	-	-
277,381	308,042	307,700	307,700		Total Revenue	448,328	448,328
26,383	27,183	237,700	237,700	314-000-5-601-00	Principal Payment	378,328	378,328
66,538	60,338	70,000	70,000	314-000-5-602-00	Interest Payment	70,000	70,000
92,921	87,521	307,700	307,700		Total Debt Service	448,328	448,328
92,921	87,521	307,700	307,700		Total Expenditures	448,328	448,328
TIFDIST #3 DEBT SERVICE/VALLEY VIEW							
172,243	199,681	199,647	199,647	316-000-4-111-04	Current TIF Taxes	216,832	216,832
-	-	-	-	316-000-4-111-05	Delinquent TIF Taxes	-	-
18	-	-	-	316-000-4-119-01	TIF Penalty	-	-
172,261	199,681	199,647	199,647		Total Revenue	216,832	216,832
130,066	157,773	159,647	159,647	316-000-5-601-00	Principal Payment	176,832	176,832
42,373	42,925	40,000	40,000	316-000-5-602-00	Interest Payment	40,000	40,000
172,439	200,698	199,647	199,647		Total Debt Service	216,832	216,832
TIF DIST #4 DEBT SERVICE/SIELER							
80,710	82,199	82,200	82,200	317-000-4-111-04	Current TIF Taxes	84,380	84,380
-	-	-	-	317-000-4-111-05	Delinquent TIF Taxes	-	-
80,710	82,199	82,200	82,200		Total Revenue	84,380	84,380
54,964	63,605	58,200	58,200	317-000-5-601-00	Principal Payment	64,380	64,380
25,746	18,594	24,000	24,000	317-000-5-602-00	Interest Payment	20,000	20,000
80,710	82,199	82,200	82,200		Total Debt Service	84,380	84,380
TIF DIST # 5 DEBT SERVICE/32ND AVE							
12,526	14,194	15,000	15,000	318-000-4-111-04	Current TIF Taxes	16,130	16,130
-	-	-	-	318-000-4-111-05	Delinquent TIF Taxes	-	-
-	-	-	-	318-000-4-661-01	Interest Income	-	-
12,526	14,194	15,000	15,000		Total Revenue	16,130	16,130
-	-	5,000	5,000	318-000-5-601-00	Principal Payment	6,130	6,130
-	-	10,000	10,000	318-000-5-602-00	Interest Payment	10,000	10,000
-	-	15,000	15,000		Total Debt Service	16,130	16,130
TIF DIST #6 DEBT SERVICE/BEL DIGESTER							
102,847	101,380	100,000	100,000	319-000-4-111-04	Current TIF Taxes	260,120	260,120
-	-	-	-	319-000-4-111-05	Delinquent TIF Taxes	-	-
-	-	-	-	319-000-4-663-50	Proceeds from Debt	-	-
102,847	101,380	100,000	100,000		Total Revenue	260,120	260,120
-	-	-	-	319-000-6-700-03	Transfer in 75% S&U Tax	-	-
-	-	-	-		Total Transfers In	-	-
102,847	101,380	100,000	100,000		Total Revenues & Transfers In	260,120	260,120
-	-	-	-	319-000-5-601-00	Principal Payment	-	-
-	-	-	-	319-000-5-602-00	Interest Payment	-	-
-	-	-	-		Total Debt Service	-	-
-	-	100,000	100,000	319-000-7-889-20	Transfer Out-75% S&U Fund	260,120	260,120
-	-	-	-	319-000-7-899-17	Transfer to Digester	-	-
-	-	-	-	319-000-7-899-20	Transfer Out to 75% S&U Fund	-	-
-	-	100,000	100,000		Total Transfers Out	260,120	260,120
-	-	100,000	100,000		Total Expenditures	260,120	260,120

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
TIE DIST # 7 DEBT SERVICE/S. MAIN							
-	-	200,000	200,000	320-000-4-111-04	Current TIF Taxes	100,000	100,000
-	-	-	-	320-000-4-111-05	Delinquent TIF Taxes	-	-
-	-	-	-	320-000-4-661-01	Interest Income	-	-
-	-	200,000	200,000		Total Revenue	100,000	100,000
-	-	-	-	320-000-5-601-00	Principal Payment	-	-
-	-	-	-	320-000-5-602-00	Interest Payment	-	-
-	-	-	-		Total Debt Service	-	-
-	-	-	-	320-000-7-899-00	Transfer Out	-	-
-	-	200,000	200,000	320-000-7-899-20	Transfer Out to 75% S&U Fund	100,000	100,000
-	-	200,000	200,000		Total Transfers Out	100,000	100,000
-	-	200,000	200,000		Total Expenditures	100,000	100,000

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
BROOKINGS GATEWAY PROJECT							
16,736	-	-	-	520-000-4-446-10	Donation	-	-
6,687	391	-	-	520-000-4-661-01	Money Market Interest Income	-	-
36,750	-	-	-	520-000-4-663-50	Bond Proceeds	-	-
60,173	391	-	-		Total Revenue	-	-
-	-	275,000	275,000	520-000-6-700-04	Transfer in Sales & Use Tax	365,000	365,000
-	-	275,000	275,000		Total Transfers In	365,000	365,000
60,173	391	275,000	275,000		Total Revenue & Transfers In	365,000	365,000
-	4,240	20,000	20,000	520-000-5-422-03	Consulting	20,000	20,000
273	1,282	20,000	20,000	520-000-5-426-06	Horticulture Supplies	110,000	175,000
-	-	380,000	380,000	520-000-5-428-04	Street Lights	380,000	-
36,750	-	-	-	520-000-5-429-09	Miscellaneous	-	-
37,023	5,522	420,000	420,000		Total Other Expenditures	510,000	195,000
-	-	105,000	105,000	520-000-5-940-00	Other Capital	105,000	50,000
-	-	-	-	520-000-5-960-00	Street & Sidewalk Improvements	-	-
-	-	105,000	105,000		Total Capital Expenditures	105,000	50,000
-	-	-	-		Total Transfers Out	-	-
37,023	5,522	525,000	525,000		Total Expenditures	615,000	245,000

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
LIQUOR STORE							
167,518	130,179	160,000	160,000	601-000-4-380-04	Sales/Off Sale Miscellaneous	130,000	130,000
10,848	-	9,000	9,000	601-000-4-380-05	Sales/Off Sale Lottery Machine	-	-
14,048	27,898	11,000	11,000	601-000-4-380-06	Sales/Off Sale Lottery Tickets	26,000	26,000
(5,528)	5,515	(4,000)	(4,000)	601-000-4-380-08	Sales/Off Sale Lottery Payout	(5,500)	(5,500)
2,201,840	2,265,217	2,334,000	2,334,000	601-000-4-380-11	Sales/Off Sale Liquor	2,460,000	2,460,000
(28,323)	-	(34,000)	(34,000)	601-000-4-380-12	Sales/Off Sale Liquor Discount	-	-
629,854	606,598	670,000	670,000	601-000-4-380-21	Sales/Off Sale Wine	634,000	634,000
(16,077)	-	(19,000)	(19,000)	601-000-4-380-22	Sales/Off Sale Wine Discount	-	-
1,012,837	1,138,883	1,100,000	1,100,000	601-000-4-380-31	Sales/Off Sale Beer	1,252,500	1,252,500
(19)	-	-	-	601-000-4-380-32	Sales/Off Sale Beer Discount	-	-
23,530	750	41,000	41,000	601-000-4-380-33	Sales/Off Sale Keg Deposits	41,000	41,000
(23,824)	-	(41,000)	(41,000)	601-000-4-380-34	Sales/Off Sale Keg Returns	(41,000)	(41,000)
(544)	319	-	-	601-000-4-380-99	Sales/Off Sale Deposit Adjust	-	-
29,553	12,126	20,000	20,000	601-000-4-661-00	Interest Income-Investments	20,000	20,000
2,041	2,464	5,000	5,000	601-000-4-661-01	Money Market Interest Income	5,000	5,000
-	-	-	-	601-000-4-664-00	Sale of Fixed Assets	-	-
(1,647,954)	-	-	-	601-000-4-852-01	Purchases/Liquor	-	-
(784,749)	-	-	-	601-000-4-852-02	Purchases/Beer	-	-
(116,233)	-	-	-	601-000-4-852-03	Purchases/Miscellaneous	-	-
(460,922)	-	-	-	601-000-4-852-04	Purchases/Wine	-	-
(16,152)	-	-	-	601-000-4-852-06	Purchases/Lottery	-	-
-	-	-	-	601-000-4-852-07	Purchases/Liquor-Bars	-	-
-	-	-	-	601-000-4-852-08	Purchases/Beer-Bars	-	-
489	5,879	-	-	601-000-4-861-09	Miscellaneous (P)	-	-
992,234	4,195,828	4,252,000	4,252,000		Total Revenue	4,522,000	4,522,000
193,493	173,631	203,710	209,122	601-000-5-101-00	Regular Pay	221,322	221,400
58,789	58,514	52,000	52,000	601-000-5-101-01	Temporary Pay	60,000	60,000
7,343	7,859	8,000	8,000	601-000-5-101-04	Overtime Pay	8,500	8,500
-	-	200	200	601-000-5-101-07	Clothing Allowance	400	400
565	192	300	300	601-000-5-101-10	Wellness Benefit	300	300
18,591	17,020	20,666	20,666	601-000-5-120-00	FICA	22,225	22,230
11,930	10,629	13,088	13,088	601-000-5-121-09	Retirement	13,831	13,840
42,491	45,495	64,652	64,652	601-000-5-123-00	Group Insurance	53,015	53,020
3,232	2,415	3,564	3,564	601-000-5-130-00	Workmans Compensation	4,175	4,175
336,434	315,755	366,180	371,592		Total Personnel Services	383,768	383,865
4,668	4,618	5,148	5,148	601-000-5-421-00	Insurance	5,663	5,670
2,500	-	2,500	2,500	601-000-5-422-02	Contracted Auditing Services	2,500	2,500
2,633	6,546	3,028	3,028	601-000-5-422-07	Contracting Services	6,764	6,770
29,366	27,979	36,050	36,050	601-000-5-423-05	Advertising/Promotion Fees	27,505	27,505
82,059	82,057	87,125	87,125	601-000-5-424-06	Rent	86,280	86,280
2,829	2,794	2,000	2,000	601-000-5-425-04	Maintenance Equipment	2,964	2,970
2,950	2,629	3,500	3,500	601-000-5-425-05	Maintenance Buildings	2,789	2,790
2,638	3,646	2,266	2,266	601-000-5-426-01	Office Supplies	3,808	3,810
17,347	15,168	15,450	15,450	601-000-5-426-03	General Supplies	15,956	15,960
1,222	109	515	515	601-000-5-426-04	Cleaning Supplies	116	120
88	1,371	1,000	1,000	601-000-5-426-17	Uniforms	1,454	1,460
903	162	1,000	1,000	601-000-5-427-01	Travel & Lodging	172	180
3,467	2,595	3,708	3,708	601-000-5-428-01	Telephone	2,753	2,760
23,221	22,225	24,205	24,205	601-000-5-428-02	Electric & Water	23,653	23,660
2,840	1,875	3,296	3,296	601-000-5-428-03	Heat	2,060	2,060
1,915	2,131	2,221	2,221	601-000-5-428-05	Hauling Service	2,262	2,270
979	600	1,500	1,500	601-000-5-429-01	Membership & Dues	637	640
750	750	927	927	601-000-5-429-04	License Fees	796	800
-	489	-	-	601-000-5-429-15	Bad Debt Expense	-	-

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					LIQUOR STORE continued		
49,125	52,148	52,000	52,000	601-000-5-469-00	Bank/Credit Card Fees	55,485	55,485
-	1,587,833	1,711,000	1,711,000	601-000-5-852-01	Purchases/Liquor	1,699,000	1,699,000
-	884,300	872,000	872,000	601-000-5-852-02	Purchases/Beer	946,000	946,000
14,410	100,144	115,000	115,000	601-000-5-852-03	Purchases/Miscellaneous	96,000	96,000
888	433,131	462,000	462,000	601-000-5-852-04	Purchases/Wine	419,000	419,000
-	25,638	15,750	15,750	601-000-5-852-06	Purchases/Lottery	23,000	23,000
246,797	3,260,938	3,423,189	3,423,189		Total Other Expenses	3,426,617	3,426,690
-	-	-	-	601-000-5-920-00	Furniture & Equipment	-	-
10,570	923	-	-	601-000-5-950-01	Capital less than \$5,000	1,100	-
10,570	923	-	-		Total Capital Expenses	1,100	-
176,400	200,000	277,250	277,250	601-000-7-899-00	Transfer out General Fund	300,000	300,000
100,000	125,000	75,000	75,000	601-000-7-899-04	Transfer out to Edgebrook	100,000	100,000
-	50,000	-	-	601-000-7-899-11	Transfer out to 3rd B Fund	-	-
63,421	-	-	-	601-000-7-899-24	Transfer to Public Art Fund	11	-
339,821	375,000	352,250	352,250		Total Transfers Out	400,011	400,000
933,622	3,952,616	4,141,619	4,147,031		Total Expenses	4,211,496	4,210,555

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					AIRPORT		
10,254,738	1,425,875	186,806	186,806	606-000-4-334-09	Grants	1,101,810	-
47,571	-	-	-	606-000-4-441-08	Reimbursed Expense	-	-
-	-	-	-	606-000-4-664-00	Sale of Fixed Assets	-	-
-	-	2,106	2,106	606-000-4-848-10	Terminal Rent	900	900
20,925	29,841	27,651	27,651	606-000-4-848-12	Rentals	26,720	26,720
4,540	4,348	4,750	4,750	606-000-4-848-15	Av/Jet Gas Sales	4,750	4,750
205	270	200	200	606-000-4-861-09	Miscellaneous	200	200
10,327,978	1,460,334	221,513	221,513		Total Revenue	1,134,380	32,570
1,675,255	237,246	229,650	229,650	606-000-6-700-00	Transfer in General Fund	229,680	229,680
-	102,770	91,844	91,844	606-000-6-700-04	Transfer in Sales & Use Tax	200,000	200,000
1,675,255	340,016	321,494	321,494		Total Transfers In	429,680	429,680
12,003,232	1,800,350	543,007	543,007		Total Revenue & Transfers In	1,564,060	462,250
99,881	96,020	110,899	113,707	606-000-5-101-00	Regular Pay	111,264	111,270
2,553	3,412	3,000	3,000	606-000-5-101-04	Overtime	3,500	3,500
-	-	-	-	606-000-5-101-07	Clothing Allowance	200	200
70	-	300	300	606-000-5-101-10	Wellness Benefit	300	300
7,397	7,027	8,977	8,977	606-000-5-120-00	FICA	8,818	8,820
6,232	6,048	7,040	7,040	606-000-5-121-09	Retirement	6,916	6,920
18,767	14,493	20,866	20,866	606-000-5-123-00	Group Insurance	18,110	18,110
3,074	2,286	3,424	3,424	606-000-5-130-00	Workmans Compensation	3,642	3,650
137,973	129,286	154,506	157,314		Total Personnel Services	152,750	152,770
9,583	8,315	11,375	11,375	606-000-5-421-00	Insurance	10,063	10,070
5,900	-	6,000	6,000	606-000-5-422-02	Contracted Auditing Services	6,000	6,000
4,200	5,389	7,200	7,200	606-000-5-422-07	Contracting Services	9,200	9,200
-	153	200	200	606-000-5-423-05	Advertising/Promotion Fees	200	200
-	-	-	-	606-000-5-424-06	Building Rentals	-	-
-	-	300	300	606-000-5-425-01	Maintenance Office Equipment	300	300
291	955	1,020	1,020	606-000-5-425-03	Maintenance of Trucks	1,020	1,020
8,035	10,890	11,000	11,000	606-000-5-425-04	Maintenance of Equipment	11,000	11,000
1,256	466	1,500	1,500	606-000-5-425-05	Maintenance Buildings	1,500	1,500
150	-	1,500	1,500	606-000-5-425-06	Maintenance Radio	1,500	1,500
2,769	10,563	13,500	13,500	606-000-5-425-09	Maintenance Grounds	13,500	13,500
146	356	520	520	606-000-5-426-01	Office Supplies	520	520
2,129	1,365	3,000	3,000	606-000-5-426-03	General Supplies	3,000	3,000
17	49	150	150	606-000-5-426-04	Cleaning Supplies	150	150
2,137	1,817	4,000	4,000	606-000-5-426-10	Gas	3,000	3,000
238	69	600	600	606-000-5-426-11	Oil & Grease	600	600
134	199	2,500	2,500	606-000-5-426-12	Tires	1,500	1,500
4,122	3,441	13,000	13,000	606-000-5-426-13	Diesel Fuel	11,000	11,000
160	302	750	750	606-000-5-426-15	Chemicals	750	750
402	-	600	600	606-000-5-426-23	Sand	600	600
2,329	1,747	2,200	2,200	606-000-5-426-28	Extinguishing Agents	2,200	2,200
1,457	1,022	2,500	2,500	606-000-5-427-01	Travel & Lodging	2,500	2,500
1,540	1,230	2,550	2,550	606-000-5-427-02	Registration & Training	2,550	2,550
2,514	2,408	3,300	3,300	606-000-5-428-01	Telephone	3,300	3,300
12,236	14,700	14,000	14,000	606-000-5-428-02	Electric & Water	15,000	15,000
4,009	3,452	6,000	6,000	606-000-5-428-03	Heat	6,000	6,000
-	155	205	205	606-000-5-429-00	Miscellaneous	205	205
345	359	400	400	606-000-5-429-01	Membership & Dues	675	675
-	-	-	-	606-000-5-470-09	Interest on Advance	-	-
66,097	69,402	109,870	109,870		Total Other Expenses	107,833	107,840
-	-	-	-	606-000-5-910-00	Land	-	-
-	-	-	-	606-000-5-911-00	Buildings & Structures	-	-
-	-	-	-	606-000-5-920-00	Furniture & Equipment	-	-
-	-	-	-	606-000-5-930-00	Machinery & Auto Equipment	70,000	10,000
-	-	198,650	198,650	606-000-5-940-00	Other Capital	1,161,500	-
-	-	-	-	606-000-5-950-01	Capital less than \$5,000	-	1,500
-	-	80,000	80,000	606-000-5-970-00	Runway Improvements	70,000	91,000
-	-	278,650	278,650		Total Capital Expenses	1,301,500	102,500
-	-	-	-	606-000-7-899-20	Transfer to Public Improvement	-	-
-	-	-	-	606-000-7-899-24	Transfer to Public Art Fund	-	-
-	-	-	-		Total Transfers Out	-	-
204,069	198,688	543,026	545,834		Total Expenses	1,562,083	363,110

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
EDGEBROOK GOLF COURSE							
189,238	156,444	266,500	266,500	607-000-4-346-04	Golf Fees	195,840	195,840
45,982	98,954	31,000	31,000	607-000-4-346-05	Packages	117,300	117,300
65,248	47,865	85,900	85,900	607-000-4-346-06	Cart Rentals	71,400	71,400
378	-	-	-	607-000-4-346-12	Season Tickets-Senior	-	-
3,468	9,198	-	-	607-000-4-346-29	Golf Lessons	-	-
-	-	-	-	607-000-4-346-45	CIP fee	17,000	17,000
-	3,651	2,000	2,000	607-000-4-347-00	15% Food and Beverage Sales	2,000	2,000
-	70	-	-	607-000-4-441-08	Reimbursed Expense	-	-
-	-	-	-	607-000-4-661-00	Interest Income	-	-
102	-	-	-	607-000-4-661-01	Money Market Interest Income	-	-
12,161	12,526	12,161	12,161	607-000-4-861-09	Cell Tower Rental	13,288	13,288
316,577	328,708	397,561	397,561		Total Revenues	416,828	416,828
100,000	125,000	75,000	75,000	607-000-6-700-01	Transfer in Liquor Fund	100,000	100,000
-	82,810	-	-	607-000-6-700-06	Transfer in	-	-
-	226,006	10,000	10,000	607-000-6-700-09	Transfer in 75% Public Improve	62,500	62,500
100,000	433,816	85,000	85,000		Total Transfers In	162,500	162,500
416,577	762,524	482,561	482,561		Total Revenues & Transfers In	579,328	579,328
153,180	154,719	156,076	160,258	607-000-5-101-00	Regular Pay	139,473	139,500
52,769	45,200	60,600	60,600	607-000-5-101-01	Temporary Pay	66,409	66,410
703	1,517	1,000	1,000	607-000-5-101-04	Overtime Pay	1,500	1,500
300	225	300	300	607-000-5-101-06	Car Allowance	300	300
80	-	135	135	607-000-5-101-07	Clothing/Boot Allowance	300	300
35	-	-	-	607-000-5-101-10	Wellness Benefit	-	-
14,866	14,015	17,031	17,031	607-000-5-120-00	FICA	16,599	16,600
9,079	8,870	9,722	9,722	607-000-5-121-09	Retirement	8,494	8,500
24,973	28,294	33,781	33,781	607-000-5-123-00	Group Insurance	27,485	27,490
5,536	4,164	6,807	6,807	607-000-5-130-00	Workmans Compensation	8,531	8,540
261,522	257,004	285,452	289,634		Total Personnel Services	269,091	269,140

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
EDGEBROOK GOLF COURSE continued							
4,463	4,739	4,961	4,961	607-000-5-421-00	Insurance	5,458	5,460
700	-	1,000	1,000	607-000-5-422-02	Contracted Auditing Services	1,000	1,000
77,733	75,164	64,600	64,600	607-000-5-422-04	Contracting Services/Pro	76,750	76,750
126	48	103	103	607-000-5-422-15	Drug & Alcohol Testing	103	110
4,518	3,477	3,880	3,880	607-000-5-423-05	Advertising & Promotional Fees	3,880	3,880
750	862	750	750	607-000-5-424-01	Equipment Rental	32,000	32,000
200	51	750	750	607-000-5-425-02	Maintenance Vehicles	750	750
7,478	9,349	8,000	8,000	607-000-5-425-04	Maintenance Equipment	8,000	8,000
1,131	14,408	1,500	1,500	607-000-5-425-05	Maintenance Buildings	4,000	4,000
1,016	3,404	2,000	2,000	607-000-5-425-08	Maintenance Turf	3,000	3,000
2,998	3,326	3,000	3,000	607-000-5-425-09	Maintenance Irrigation System	3,000	3,000
1,402	940	1,200	1,200	607-000-5-426-01	Office Supplies	1,200	1,200
7,972	6,736	6,500	6,500	607-000-5-426-03	General Supplies	6,500	6,500
1,282	1,268	1,500	1,500	607-000-5-426-04	Cleaning Supplies	1,500	1,500
7,766	6,108	8,000	8,000	607-000-5-426-10	Gasoline	8,000	8,000
796	1,069	750	750	607-000-5-426-11	Oil & Grease Supplies	800	800
91	241	500	500	607-000-5-426-12	Tires	500	500
8,657	5,439	6,000	6,000	607-000-5-426-13	Diesel Fuel	6,000	6,000
5,689	7,669	15,000	15,000	607-000-5-426-14	Fertilizer Supplies	10,000	10,000
7,468	10,830	17,000	17,000	607-000-5-426-15	Chemicals	15,000	15,000
648	600	600	600	607-000-5-426-17	Uniforms	600	600
3,920	1,268	5,000	5,000	607-000-5-426-23	Sand	5,000	5,000
856	-	500	500	607-000-5-427-01	Travel & Lodging	500	500
519	245	500	500	607-000-5-427-02	Registration & Training	500	500
6,017	7,368	5,000	5,000	607-000-5-428-01	Telephone	7,375	7,380
17,995	20,506	20,000	20,000	607-000-5-428-02	Electric & Water	20,000	20,000
3,531	3,152	3,000	3,000	607-000-5-428-03	Heat	3,000	3,000
-	130	150	150	607-000-5-428-05	Hauling Service	150	150
80	847	300	300	607-000-5-429-01	Membership & Dues	300	300
208	274	250	250	607-000-5-429-08	Postage	250	250
-	-	-	-	607-000-5-429-18	Bad Debt Expense	-	-
4,537	4,382	4,000	4,000	607-000-5-469-00	Banking & Credit Card Fees	4,500	4,500
-	-	-	-	607-000-5-470-00	Principal on Advance (CIP fee)	17,000	17,000
463	-	-	-	607-000-5-470-09	Interest on Advance	-	-
181,012	193,900	186,294	186,294		Total Other Expenses	246,616	246,630
-	-	-	-	607-000-5-910-00	Land	-	-
-	-	10,000	10,000	607-000-5-911-00	Buildings & Structures	-	-
-	-	-	-	607-000-5-920-00	Furniture & Equipment	-	-
39,441	-	-	19,340	607-000-5-930-00	Machinery & Auto Equipment	55,500	114,000
-	-	-	2,816	607-000-5-940-00	Other Capital	7,000	-
-	-	-	-	607-000-5-990-00	Infrastructure	-	-
39,441	-	10,000	32,156		Total Capital Expenses	62,500	114,000
45,663	-	-	-	607-000-7-899-20	Transfer Public Improvement	-	-
-	-	-	-	607-000-7-899-24	Transfer to Public Art Fund	-	-
45,663	-	-	-		Total Transfers Out	-	-
527,639	450,904	481,746	508,084		Total Expenses	578,207	629,770

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
SOLID WASTE COLLECTIONS							
1,289	1,042	2,000	2,000	612-000-4-661-01	Money Market Interest Income	2,000	2,000
1,064,900	1,091,852	1,082,700	1,082,700	612-000-4-848-01	Utility Billing	1,087,950	1,087,950
48,450	61,666	46,750	46,750	612-000-4-848-04	Yard Waste Bags	51,000	51,000
1,114,639	1,154,560	1,131,450	1,131,450		Total Revenue	1,140,950	1,140,950
290,237	287,133	311,065	319,334	612-000-5-101-00	Regular Pay	319,773	319,780
2,524	4,130	10,000	10,000	612-000-5-101-01	Temporary Pay	10,000	10,000
9,395	5,941	13,000	13,000	612-000-5-101-04	Overtime Pay	13,000	13,000
3,000	3,000	3,000	3,000	612-000-5-101-07	Clothing Allowance	3,000	3,000
-	-	-	-	612-000-5-101-10	Wellness Benefit	-	-
21,067	20,847	23,793	23,793	612-000-5-120-00	FICA	23,848	23,850
18,235	17,959	18,061	18,061	612-000-5-121-09	Retirement	18,104	18,110
58,908	55,402	61,994	61,994	612-000-5-123-00	Group Insurance	59,716	59,720
17,058	13,335	18,806	18,806	612-000-5-130-00	Workmans Compensation	20,647	20,650
420,424	407,747	459,719	467,988		Total Personnel Services	468,088	468,110
15,125	15,304	17,189	17,189	612-000-5-421-00	Insurance	18,908	18,910
-	-	3,000	3,000	612-000-5-422-02	Contracted Auditing Services	3,000	3,000
-	234	300	300	612-000-5-422-06	Medical Services	300	300
34,200	34,200	34,200	34,200	612-000-5-422-07	Contracting Services	34,200	34,200
15,376	16,072	16,038	16,038	612-000-5-422-08	Computer Services	16,915	16,920
48	432	250	250	612-000-5-422-15	Drug & Alcohol Testing	250	250
-	-	500	500	612-000-5-423-01	Publication/Recording Fees	500	500
24,333	22,342	15,600	15,600	612-000-5-423-05	Advertising & Promotional Fees	16,200	16,200
22,879	24,529	20,000	20,000	612-000-5-425-03	Maintenance Trucks	22,000	22,000
13,929	35,828	25,000	25,000	612-000-5-425-04	Maintenance Equipment	25,000	25,000
2,026	443	1,000	1,000	612-000-5-425-05	Maintenance Buildings	1,500	1,500
-	-	2,000	2,000	612-000-5-425-06	Maintenance Radio	2,000	2,000
1,286	91	1,200	1,200	612-000-5-426-01	Office Supplies	1,200	1,200
4,087	2,173	3,200	3,200	612-000-5-426-03	General Supplies	3,200	3,200
36,040	34,054	24,660	24,660	612-000-5-426-08	Supplies/Dumpsters & Carts	27,400	27,400
1,763	1,639	2,400	2,400	612-000-5-426-10	Gasoline	2,400	2,400
2,652	2,560	3,000	3,000	612-000-5-426-11	Oil & Grease Supplies	3,000	3,000
4,474	10,696	8,000	8,000	612-000-5-426-12	Tires	8,000	8,000
55,961	39,913	51,000	51,000	612-000-5-426-13	Diesel Fuel	51,000	51,000
1,141	2,025	1,500	1,500	612-000-5-426-17	Uniforms	1,500	1,500
-	-	500	500	612-000-5-427-01	Travel & Lodging	500	500
-	-	500	500	612-000-5-427-02	Registration & Training	500	500
2,738	2,610	3,180	3,180	612-000-5-428-01	Telephone	3,180	3,180
3,462	3,662	3,480	3,480	612-000-5-428-02	Electric & Water	3,840	3,840
9,102	6,600	9,900	9,900	612-000-5-428-03	Heat	9,900	9,900
239,656	214,021	229,988	229,988	612-000-5-428-05	Hauling Service	229,988	229,990
-	107	50	50	612-000-5-429-04	License Fees	50	50
4,452	1,295	4,500	4,500	612-000-5-429-31	Paint Exchange	4,500	4,500
19,285	24,832	23,100	23,100	612-000-5-429-35	Yardwaste Program	27,060	27,060
514,016	495,662	505,235	505,235		Total Other Expenses	517,991	518,000
-	-	320,000	320,000	612-000-5-930-00	Machinery & Auto Equipment	-	200,000
-	-	-	-	612-000-5-940-00	Other Capital	-	-
-	-	320,000	320,000		Total Capital Expenses	-	200,000
-	-	-	-	612-000-7-899-00	Transfer out General Fund	-	-
-	-	-	-	612-000-7-899-24	Transfer to Public Art Fund	-	2,000
-	-	-	-		Total Transfers Out	-	2,000
934,440	903,409	1,284,954	1,293,223		Total Expenses	986,079	1,188,110

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
					LANDFILL		
10,376	5,812	15,000	15,000	625-000-4-661-00	Interest Income	15,000	15,000
6,005	4,426	5,000	5,000	625-000-4-661-01	Money Market Interest Income	5,000	5,000
-	-	-	-	625-000-4-663-50	Bond Proceeds	-	-
-	143,000	-	-	625-000-4-664-00	Sale of Fixed Assets	-	-
2,343,687	2,435,267	2,236,000	2,236,000	625-000-4-848-03	Landfill Tickets	2,258,000	2,258,000
11,647	11,346	15,750	15,750	625-000-4-848-12	Rentals	25,470	25,470
14,944	8,640	15,738	15,738	625-000-4-848-22	Recycled Materials	9,800	9,800
1,738	94,832	-	-	625-000-4-861-09	Miscellaneous	-	-
2,388,397	2,703,323	2,287,488	2,287,488		Total Revenue	2,313,270	2,313,270
306,028	329,633	336,328	345,052	625-000-5-101-00	Regular Pay	356,498	356,500
5,215	10,770	10,000	10,000	625-000-5-101-04	Overtime Pay	10,000	10,000
2,000	2,000	2,000	2,000	625-000-5-101-07	Clothing Allowance	2,000	2,000
-	154	-	-	625-000-5-101-10	Wellness Benefit	-	-
21,435	23,738	27,108	27,108	625-000-5-120-00	FICA	27,930	27,940
18,565	20,271	21,261	21,261	625-000-5-121-09	Retirement	21,906	21,910
56,542	52,831	58,648	58,648	625-000-5-123-00	Group Insurance	50,997	51,000
11,003	8,689	12,132	12,132	625-000-5-130-00	Workmans Compensation	14,601	14,610
420,788	448,086	467,477	476,201		Total Personnel Services	483,932	483,960
-	-	27,832	27,832	625-000-5-220-01	Restricted Closure	27,832	27,840
-	-	18,396	18,396	625-000-5-220-02	Restricted Post Closure	18,396	18,400
-	-	-	-	625-000-5-220-05	Restricted Future SW Facility	-	-
5,597	6,314	7,448	7,448	625-000-5-421-00	Insurance	8,193	8,200
-	-	300	300	625-000-5-422-01	Legal Services	300	300
3,300	-	3,000	3,000	625-000-5-422-02	Contracted Auditing Services	3,000	3,000
33,612	27,673	40,000	40,000	625-000-5-422-03	Consulting & Engineering	40,000	40,000
234	9	200	200	625-000-5-422-06	Medical Services	200	200
18,420	18,675	25,000	25,000	625-000-5-422-07	Contracting Services	25,000	25,000
2,404	2,853	2,595	2,595	625-000-5-422-08	Computer Services	2,760	2,760
19,644	30,024	28,681	28,681	625-000-5-422-09	Testing Services	29,568	29,570
222	136	200	200	625-000-5-422-15	Drug & Alcohol Testing	200	200
-	13	200	200	625-000-5-423-01	Publication/Recording Fees	200	200
3,105	7,686	8,000	8,000	625-000-5-423-05	Advertising/Promotion Fees	8,300	8,300
-	-	1,000	1,000	625-000-5-424-01	Equipment Rentals	1,000	1,000
9,736	17,379	4,000	4,000	625-000-5-425-03	Maintenance Trucks	4,000	4,000
45,092	79,105	50,000	50,000	625-000-5-425-04	Maintenance Equipment	54,500	54,500
5,531	8,727	2,500	2,500	625-000-5-425-05	Maintenance Buildings	2,500	2,500
657	5,867	6,000	6,000	625-000-5-425-09	Maintenance Grounds	6,000	6,000
3,573	7,804	6,000	6,000	625-000-5-426-01	Office Supplies	6,000	6,000
3,916	6,156	8,000	8,000	625-000-5-426-03	General Supplies	8,000	8,000
3,108	4,132	4,149	4,149	625-000-5-426-04	Janitorial Supplies	5,160	5,160
-	-	150	150	625-000-5-426-05	Photographic Supplies	150	150
180	180	250	250	625-000-5-426-09	Subscriptions/Books	250	250
6,225	3,419	7,500	7,500	625-000-5-426-10	Gasoline	7,500	7,500
3,564	1,624	5,000	5,000	625-000-5-426-11	Oil & Grease Supplies	5,000	5,000
2,135	5,129	5,000	5,000	625-000-5-426-12	Tires	5,000	5,000
102,477	66,686	88,500	88,500	625-000-5-426-13	Diesel Fuel	88,500	88,500
239	-	1,500	1,500	625-000-5-426-17	Uniforms	1,500	1,500
6,798	8,603	7,875	7,875	625-000-5-426-18	Gravel	8,750	8,750
4,552	4,599	15,000	15,000	625-000-5-426-27	Alternate Cover	12,000	12,000
1,352	981	5,500	5,500	625-000-5-427-01	Travel & Lodging	5,500	5,500
1,960	660	3,500	3,500	625-000-5-427-02	Registration & Training	3,500	3,500
395	1,123	2,520	2,520	625-000-5-428-01	Telephone	2,676	2,680
2,860	2,638	4,200	4,200	625-000-5-428-02	Electric & Water	4,200	4,200
10,294	4,400	10,500	10,500	625-000-5-428-03	Heat	10,500	10,500
4,847	7,130	7,500	7,500	625-000-5-428-05	Hauling Service	7,500	7,500
1,045	1,075	2,000	2,000	625-000-5-429-01	Membership & Dues	2,000	2,000

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
LANDFILL continued							
1,743	1,790	1,800	1,800	625-000-5-429-05	Rodent Control	1,920	1,920
813	1,923	1,000	1,000	625-000-5-429-07	Miscellaneous Services	2,000	2,000
-	-	-	-	625-000-5-429-09	Miscellaneous	-	-
45,981	47,077	47,000	47,000	625-000-5-429-11	State Fees	47,000	47,000
1,659	1,575	1,800	1,800	625-000-5-429-16	Solid Waste Committee	2,800	2,800
-	52	-	-	625-000-5-429-18	Bad Debt Expense	-	-
42	47	500	500	625-000-5-429-38	Compost Program Supplies	500	500
46,572	(185,481)	-	-	625-000-5-432-00	Post Closure	-	-
500	500	500	500	625-000-5-897-00	Interest Expense	500	500
404,385	198,283	462,596	462,596		Total Other Expenses	470,355	470,380
-	-	-	-	625-000-5-910-00	Land	-	-
-	-	350,000	350,000	625-000-5-911-00	Buildings & Structures	250,000	300,000
-	-	-	-	625-000-5-920-00	Furniture & Equipment	-	-
-	-	400,000	400,000	625-000-5-930-00	Machinery & Auto Equipment	435,000	-
-	-	-	-	625-000-5-940-00	Other Capital	-	-
6,907	-	10,000	10,000	625-000-5-950-01	Capital less than \$5,000	10,000	10,000
6,907	-	760,000	760,000		Total Capital Expenses	695,000	310,000
575,000	575,000	575,000	575,000	625-000-7-899-00	Transfer out General Fund	600,000	600,000
581,014	-	-	-	625-000-7-899-20	Transfer Public Improvement	-	-
-	-	-	-	625-000-7-899-24	Transfer to Public Art Fund	4,950	1,100
1,156,014	575,000	575,000	575,000		Total Transfers Out	604,950	601,100
1,988,094	1,221,369	2,265,073	2,273,797		Total Expenses	2,254,237	1,865,440

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account Number	Description	2017 Proposed	2018 Estimated
RESEARCH & TECHNOLOGY CENTER							
7,383	-	-	-	630-000-4-661-00	Interest Income	-	-
261	267	-	-	630-000-4-661-01	Money Market Interest Income	-	-
134,833	143,551	164,866	164,866	630-000-4-848-12	Rentals	154,270	154,270
58,597	32,973	25,000	25,000	630-000-4-861-09	Miscellaneous	25,000	25,000
201,074	176,791	189,866	189,866		Total Revenue	179,270	179,270
2,663	2,689	2,824	2,824	630-000-5-421-00	Insurance	2,939	2,939
7,562	4,272	7,500	7,500	630-000-5-422-07	Contracting Services	7,500	7,500
300	127	6,000	6,000	630-000-5-425-04	Maintenance Equipment	6,000	6,000
10,235	7,646	4,000	4,000	630-000-5-425-05	Maintenance Buildings	4,000	4,000
2	60	200	200	630-000-5-426-03	General Supplies	200	200
602	520	1,000	1,000	630-000-5-426-04	Cleaning Supplies	1,100	1,100
727	740	750	750	630-000-5-428-01	Telephone	750	750
54,170	33,980	31,000	31,000	630-000-5-428-02	Electric & Water	31,000	31,000
10,096	6,784	11,000	11,000	630-000-5-428-03	Heat	11,000	11,000
1,839	2,117	2,100	2,100	630-000-5-428-05	Hauling Service	2,100	2,100
7,200	7,140	7,200	7,200	630-000-5-429-03	Cleaning Services	7,200	7,200
21,118	390	-	-	630-000-5-429-07	Miscellaneous Services	-	-
116,513	66,465	73,574	73,574		Total Other Expenses	73,789	73,789
7,088	-	-	-	630-000-5-911-00	Buildings & Structures	-	-
4,383	-	-	-	630-000-5-940-00	Other Capital	-	-
11,471	-	-	-		Total Capital Expenses	-	-
40,000	75,000	105,000	105,000	630-000-7-899-00	Transfer out General Fund	120,000	120,000
-	-	-	-	630-000-7-899-24	Transfer to Public Art Fund	-	-
40,000	75,000	105,000	105,000		Total Transfers Out	120,000	120,000
167,984	141,465	178,574	178,574		Total Expenses	193,789	193,789

BRING YOUR DREAMS.



BUDGET NARRATIVES

2017 Airport

PURPOSE: The mission of the Brookings Regional Airport is to provide, operate, maintain and develop a first class air transportation facility to serve the community and surrounding area.

PERSONNEL: The Airport is comprised of two staff: the Airport Manager (Ryan O’Rear) and the Airport Operations/Maintenance Technician (Jeremy Scott). Ryan O’Rear replaced Philip Tiedeman who resigned in October 2015. The airport also receives part-time assistance from the engineering department (Jackie Lanning, Jared Thomas and Jon Geffre) to help with weekend inspections, snow removal and airfield mowing.

PROGRAMS AND SERVICES OBJECTIVES: The Brookings Regional Airport strives to provide a first-class aviation facility to provide economic development and the serve the regional airport community. The City strives to meet all State and FAA requirements for the airport. Airport revenue is provided by hangar rent, hay land rent, FAA/State grants and the City 75% Sales and Use Tax. The current hangar rent is \$0.11 per square foot (City will propose to increase the rent to \$0.12 per square foot in 2017), and the current hayland rent is \$75.00 per acre. With the loss of revenue for the Division Avenue parking lot and the slight revenue increase with 2 new hangars, the City is not anticipating significant revenue increases for 2017.

The City provides maintenance for the airport and grounds. In 2016, the City is scheduled to complete a large utility project to service the future hangar development off the new taxilane. In 2017, the City plans to overlay hangar taxilanes and reconstruct the remaining 1,700 feet on the south end of Runway 17/35. The City is also scheduled to purchase a paint striper for airport staff to maintain airfield markings and, in addition, the airport plans to purchase a Toolcat with a bucket and angle-broom attachment. This would be used by airport staff for various projects on the airfield to include snow removal, mowing and dirt work.

PROGRAMS AND SERVICES:

SERVICE MEASURE	OUTCOME	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Maintenance of Grounds	Provide a well-maintained environment for aircraft to operate by minimizing closures due to snow removal activities, ensure lighting systems are operational, and grounds are presentable.	\$132,003	\$167,555	\$159,597

Management of Regulations	Ensure the airport is compliant with regulations by exceeding Federal and State requirements, following fire codes, and establishing safe airport rules and regulations.	\$51,574	\$46,080	\$47,434
Provide Safety and Convenience	Ensure a safe and efficient airfield for the aviation community by enforcing rules and regulations, providing ARFF and emergency response, and maintain facilities at or above standards.	\$28,720	\$32,882	\$33,776
Plan for the Future	Continue to work toward a more proficient airfield by working closely with consultants, completing all necessary permitting and mitigation activities, safely constructing new facilities including runways and taxiways, and upgrading Navigational Aids.	\$1,379,316	\$198,650	\$1,161,500

PERFORMANCE MEASURES: The City tracks two primary performance measures which are described as follows:

Aircraft Operations

The primary objective of forecasting aircraft operations is to define the magnitude of change that can be expected over time based on aircraft types, events (national, regional, and Local), airport facilities, construction projects, weather conditions, and other factors. Because of the cyclical nature of the economy, it is difficult to predict with certainty year-to-year fluctuations in aviation activity. However, a trend can be established that characterizes potential demand. Forecasts serve only as guidelines, and the number must remain flexible to respond to unforeseen changes in aviation activity. With the completion of airfield construction in 2015, there was an increase in air traffic in 2015 and it is now anticipated to increase each year.

Airfield Cost Per Acre

This is a general measure to gauge effectiveness of airfield maintenance activities as compared to revenues from such items as hangars, rentals, farming operations, and fuel sales. Costs can vary widely based on any number of factors but generally rise over time. The City had a decrease in the airfield cost per acre for 2015, primarily due to the reduction of maintenance as part of airfield construction. The runway realignment project was completed in 2015 and as a result the airfield cost per acre will begin to increase because of the cost to maintain a larger area.

TYPE OF MEASURE	SERVICE MEASURE	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Outcome	Aircraft Operations (One operation equals one take-off or one landing)	24,758	27,000	30,000
<i>Outcome</i>	<i>Airfield Cost Per Acre</i>	\$196	\$203	\$213

2017

Brookings City Attorney

PURPOSE: The Brookings City Attorney provides legal services for the City of Brookings as defined under the terms of the Legal Services Agreement and Scope of Services, dated August 11, 2015, effective January 1, 2016 to December 31, 2018.

PERSONNEL: The Brookings City Attorney is under contract to provide one attorney.

PROGRAMS AND SERVICES OBJECTIVES:

Legal Advisor: The purpose of the Opinions and Advice Program is to provide advice, documents, and other responses to the City of Brookings so it can engage in informed decision making required to govern lawfully.

Legal Representation Criminal Prosecution: The objective is to prosecute law enforcement cases for the City of Brookings.

Advocacy & Dispute Resolution: The purpose is to represent the City of Brookings in lawsuits, claims, and cases.

1. The City Attorney will attend all City Council meetings as the legal advisor for the Brookings City Council, unless the absence is due to vacation or illness or the subject matter does not require the assistance of counsel.
2. Provide all necessary legal consultation services, including oral and written opinions, and research as requested by the Brookings City Council and the City Manager.
3. Provide legal assistance to the City's Boards and Commissions, except the Utility Board and Hospital Board, as requested by the City Manager and City Council.
4. Provide legal representation to the City in litigation initiated against the City and by the City in circumstances where the City is not represented by legal counsel assigned by its insurance company. Legal representation in litigation must be authorized in each instance by the City Council and compensation will be in addition to the monthly compensation as provided in Section 15 of the Legal Services Agreement.
5. Assist in the preparation and review of all contract agreements, resolutions, ordinances, and other legal documents considered, adopted or endorsed by the City; including comprehensive ordinance recodification.
6. Maintain a working knowledge of Municipal Law on both the State and Federal levels.
7. Provide legal representation for the City before administrative bodies upon special request by the City Council.

8. As requested, review all claims made against the City.
9. Confer with colleagues who specialize in areas of law to establish and verify a basis for legal proceedings; serve as a liaison between outside legal counsel and City Officials on specialized legal issues.
10. Maintain professional awareness of current literature and changes in law and attend continuing legal education to ensure the most efficient, cost-effective, and accurate operation of the City Attorney's Office.
11. Review proposed state legislation affecting the City and prepare or supervise the preparation of state legislation relating to municipal and city government matters as directed by the City Council. Consult with City Council, the City Manager, and department heads in regard to such legislation and testify before legislative boards as requested.

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Legal Services	Advocacy & Dispute Resolution Legal Representation Legal Advisor to Staff and City Council	\$79,054	\$82,216	\$85,505	\$89,000
Membership & Conference	Membership-International Municipal Attorney Assoc. And Travel/Lodging for IMMA conference	\$3,000	\$3,500	\$4,000	\$4,000
Litigation	Litigation outside the contract scope	\$10,000	\$10,000	\$10,000	\$10,000
Total Budget		\$92,054	\$95,716	\$ 99,505	\$103,000

*Per Legal Services Agreement, Dated 8/11/2015

2017 Brookings City Clerk

PURPOSE: As the official recorder for the City Council and custodian of public records, the City Clerk provides public access to City Council meeting agendas and legislative documents. The City Clerk's Office provides administrative services to the Mayor, City Council and City Manager. The City Clerk serves as the official filing officer for the city and administers municipal elections, bidding, legal notices, alcohol licensing, various permits, the city website, city government channel, social media and various open government initiatives. The City Clerk also serves as the American's with Disabilities Coordinator for the City and manages the Human Rights, Public Arts, Historic Preservation, Disability/Accessibility, Biking, and Sustainability programs for the City.

PERSONNEL: The City Clerk's Department is comprised of Shari Thornes, Brookings City Clerk; Bonnie Foster, Deputy City Clerk; and Laurie Carruthers, Communications Specialist.

PROGRAMS AND SERVICES OBJECTIVES:

Detailed List of Programs & Services Provided

ADA Coordinator & Compliance	House Mover
Bid Process	Mixed Martial Arts
Board of Equalization	Parade
Brookings Bicycle Advisory Committee	Pawnbroker
Brookings Brand Management	Plumber
Brookings Committee for People who have Disabilities	Raffle
Budget Book	Street Closure
Certified Documents	Taxi
City Council:	Temporary Vendor
Administrative Services	Transient Merchant
Agendas	Transportation Network Services
Minutes	Mayor Administrative Services
Official Records	Mayoral Proclamations
City Manager Administrative Services	Open Government/E-Government
Countersigning Warrants	Government Channel
Document/Records Management	Meeting Notices
Elections	Social Media
Historic Preservation Commission	Televised Meetings
Human Rights Commission	Website
Information Resource Center	Ordinances
Press Releases	Resolutions
Legal Notices	Surplus Sale/Property
Licenses & Permits:	Sustainability Council
Alcohol	Volunteer recruitment, appointment, directory,
Circus/Carnival	training, recognition & reporting
Commercial Garbage	
Food Truck/Food Vendor	
Going out of Business	
Licenses & Permits continued:	

BUDGET YEAR OBJECTIVES:

1. Implement additional open government/transparency initiatives and technology improvements
2. Implement city website document portal
3. Expand document management and imaging

PROGRAM/ SERVICE	OUTCOME	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
City Clerk's Department Overall Budget		\$335,850	\$308,208	\$314,481	\$333,410	\$327,677
City Council Agenda Management The City Clerk's Department will utilize the Granicus "Legislative Management Suite" for agenda item drafting, electronic approvals, agenda packet generation and publication, meeting minutes and legislative data tracking. \$25,000 software & training (one-time fee in 2014) \$7,800 annual mgmt fee (\$650/month)		0	\$32,800 3 rd B	\$7,800 3 rd B	\$7,800 General Government	\$7,800 3 rd B
Website The City website was redone in 2011 with up-to-date programming language and ADA compliance making it easier to update and easier for public use. Costs included web hosting services, support, and module updates. \$8,000 Website (CivicPlus) / Mobile App \$4,000 Citizen Engagement \$8,500 Open Counter *\$5,500 Website Mobile App (2015)		\$6,000 City Clerk	\$9,600 3 rd B	\$14,100* 3 rd B	\$11,600 General Government	\$20,500 3 rd B
Televised Meetings Granicus Software provides online webcasts and documents that are linked and keyword searchable. (3 rd B). Includes new encoder maintenance fee of \$1,200/year and Granicus fee of \$13,400/year.		\$13,000 3 rd B	\$19,160 3 rd B	\$15,000 3 rd B	\$15,000 General Government	\$15,000 3 rd B
Document Portal The portal will be a user-friendly public site providing instant, read-only internet access to the City's publicly available documents from a wide variety of web browsers. \$15,000 (2016) & \$3,000 annual maintenance					\$18,000 General Government	\$3,000 3 rd B
Government Access Channel X20 Media Software/Hosted Services		\$2,000 3 rd B	\$2,000 3 rd B	\$2,000 3 rd B	\$3,250 General Government	\$3,250 3 rd B
Code of Ordinances Codification of all city ordinances <i>*recodification of city ordinances</i>		\$45,000*	\$5,000	\$6,000	\$6,000	\$6,000

Records Management Implement and maintain a Records Management Program that will integrate procedures, retention schedules, and best practices for the management of records, in accordance with the requirements of state statute and City Charter. (<i>Laserfiche software hosting</i>)	\$2,200	\$2,500	\$2,500	\$2,500	\$2,500
Elections Conduct efficient and accurate regular and special elections, in compliance with all applicable statutes, to facilitate maximum local citizen participation in the local legislative process.	\$8,700 (No Election)	\$8,700	\$8,700 adopted ACTUAL \$17,020 (\$8,573 city) (\$8,448 school)	\$18,000 ACTUAL \$19,897.81 (\$10,534.88 city) (\$9,320.76 school)	\$21,000
Legal Publications Provide legal publication oversight for all city departments and Council to comply with all applicable statutes.	\$15,000	\$17,000	\$17,000	\$17,000	\$17,000
Licensing (REVENUE) Oversee the issuance, maintenance and administration of various licenses and permits as required by city ordinance and state statute.	\$62,800	\$62,237	\$62,000	\$65,425	\$65,000
Brookings Committee for People who have Disabilities					
The Committee advocates for the rights of people in our community who have disabilities. Throughout the year, specific events are held to bring awareness and information to our citizens. Informal technical assistance is provided to the business community, private individuals, governmental entities, and non-profit organizations.					
Programs	2013 \$3,500	2014 \$3,577	2015 \$3,577	2016 \$3,577	2017 \$3,577
<u><i>Public Education/Advocacy:</i></u> ABLE Award (facility/program access), Durable Medical Equipment Drive, ADA Anniversary Events, October Awareness Month, presentations to business/organizations, "Local Employment Successes" brochure, Accessible Parking Brochure, Governor's Awards (employment), and Website.					
<u><i>Technical Assistance:</i></u> Reviews and approves final plans and bid package for all new construction, remodels, and retrofits of City owned and/or funded facilities; provides informal guidance to area organizations, private businesses, other governmental entities regarding implementation and compliance with the ADA; serves as a member of the ADA Leadership Network.					
Brookings Human Rights Commission					
The purpose of the Brookings Human Rights Commission (BHRC) is to improve human relations and civil rights in the Brookings area by fighting discrimination through educational efforts and a complaint resolution procedure. The committee has the power to investigate complaints alleging discrimination against individuals or groups because of their sex, race, color, creed, sexual orientation, gender identity, religion, ancestry, disability, familial status or national origin, with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services.					
Purpose/Programs	2013 \$9,284*	2014 \$9,378*	2015 \$9,378*	2016 \$9,378*	2017 \$9,378*
<ul style="list-style-type: none"> Promote human and civil rights for all its citizens and visitors. Promote a mutual understanding and respect among all racial, religious and nationality groups and work to discourage and prevent discriminatory practices against any such group. Attempt to foster, through community effort or otherwise, goodwill, cooperation and conciliation. Study and determine the existence, character, causes and extent of discrimination in employment, housing accommodations, property rights, education, public accommodations, public services in the city, and 					

<p>discrimination based on age, disability, marital status, ethnicity, religion, sexual orientation, gender identity and political affiliation. The study and determination of discrimination is based on a broad understanding of civil and human rights as embodied in the 1964 Civil Rights Act as amended, which includes race, color, religion, gender and country of origin.</p> <ul style="list-style-type: none"> • Advise and provide a forum for those who have been subjected to unfair and discriminatory practices in the city. • To receive, investigate and conciliate complaints alleging discrimination and where probable cause for discrimination is found to exist, refer the complaint to the appropriate governmental agency. • Enlist the cooperation of various racial, religious and ethnic groups, community, civil, labor and business organizations, student organizations, fraternal and benevolent associations, veterans' organizations, and other groups in educational campaigns and programs devoted to teaching the need for eliminating group tensions, prejudices, intolerance, bigotry and unlawful discrimination. • Cooperate with federal, state and city agencies in developing programs showing the contributions of the various groups to the culture and traditions of our city and nation, the menace of prejudice, intolerance, bigotry and unlawful discrimination and the need for mutual respect. • Advise the mayor, city council members, city manager and the respective departments of the city concerning matters consistent with the purpose and powers of the human rights commission. • Conduct educational programs and disseminate information in furtherance of the purposes and policies of the human rights commission. • Hear and investigate complaints alleging discrimination regarding the City of Brookings, in accordance with the grievance procedures for ADA grievances adopted by resolution of the city. <p><i>**\$5,000 is earmarked for Community Common Read Project</i></p>						
<p>Historic Preservation Commission</p> <p>The Brookings Historic Preservation Commission is committed to promoting the inspiration, pleasure and enrichment of the citizens of Brookings through the identification, documentation, preservation, promotion, and development of the city's historic resources.</p>						
Revenue**		2013	2014	2015	2016	2017
		\$16,400	\$26,400	\$26,400	\$26,400	\$26,400
Expenditures		\$20,000	\$30,000	\$30,000	\$30,000	\$30,000
<p><u>Historic Resources Recordation and Preservation:</u> Local, State, and National Register of Historic Places listings, Computer Database, Case report documentation and Photographic Recordation.</p> <p><u>Historic Resources Promotion, Public Education and Advocacy:</u> Educational materials (brochures, website, signage, newsletter), Educational events (workshops, award programs), Advocacy Efforts (Brookings Endangered Places List), and Preservation Planning (heritage tourism, planning commission).</p> <p><u>Technical and Funding Resources:</u> Advise property owners within Brookings city limits on local, state and federal benefits, facilitate site visits with state personnel and property owners to answer technical assistance questions, facilitate securing preservation consultants for community projects, respond to realtor inquiries regarding tax benefits, and disseminate material and provide ongoing updates to City Manager and other city officials.</p> <p><u>Commission Development:</u> Attend mandatory annual state training sessions, attend national conferences, and maintain local/state national memberships.</p> <p>** Funding for the BHPC's programs operates on three fiscal calendar years: Local, State, and Federal (National Park Service). The annual NPS Grant applications are submitted in March with a June award by the State Historic Preservation Office. The City's funding remains at level funding of \$3,600 annually.</p>						
<p>Bicycle Advisory Committee</p> <p>The role of the Brookings Bicycle Advisory Committee is to advise the City Council, City Manager, and City Boards on bicycling related issues; help advance the state of bicycle infrastructure; encourage bicycling for transportation and recreation; public education and awareness; improve safety and compliance with traffic laws; assist the City with bicycle plans; review and suggest legislative and policy changes; recommend priorities for use of the public funds on bicycle projects; and help ensure Brookings retains and enhances its status as a bike friendly community.</p>						

Programs	2013	2014	2015	2016	2017 \$3,500
<ul style="list-style-type: none"> • Finalize steps in Bicycle Master Plan <ul style="list-style-type: none"> ○ Stakeholder meetings, community workshops, presentations, bicycle network map, design guidelines, funding/implementation framework, policy/program recommendations, develop policies and implementation of final plan • Promote awareness and public education <ul style="list-style-type: none"> ○ Organize National bike month activities ○ Annual Mayor’s Ride ○ Encouragement public education efforts (Critical Mass rides, Earth Day, Green Drinks, Kite & Bike Festival, Posters) ○ Enforcement campaign with school district, UPD and BPD • Bicycle Friendly Community designation • Promote campus/community connectivity 					

INCREASE OR DECREASE IN FEES/REVENUE:

No fee increases or decreases are scheduled in 2017. No major fluctuations are anticipated.

CHANGES OR NEED FOR INCREASED OR DECREASED SERVICES:

None

2017 City Council

Vision Statement: “We are an *inclusive, diverse*, connected community *that fuels the creative class, embraces sustainability*, and pursues a *complete lifestyle*. We are committed to building a bright future through *dedication, generosity*, and *authenticity*.
Bring your Dreams! “

PURPOSE: The City of Brookings operates under a Council-Manager form of government in accordance with the City Charter, adopted in 1999. This government combines the strong political leadership of elected officials, in the form of the City Council, with the professional experience of an appointed City Manager. Under this government, the Mayor and Council are responsible for making policy decisions for the community. The elected City Council hires a City Manager to implement its policies. The City Manager serves at the pleasure of the City Council and has responsibility for preparing the budget, directing day-to-day operations and personnel, and serving as the City Council’s Chief Policy Advisor. While making policy, the City Council provides vision and leadership to the organization and the City.

PERSONNEL: The City Council is comprised of the Mayor and six City Council members that are elected at-large and serve for three year terms.

PROGRAMS AND SERVICES OBJECTIVES:

- 1) To implement effective governance practices.
- 2) To provide fiscally responsible municipal management.
- 3) To improve quality of life through municipal services.
- 4) To use a business model format that emphasizes long range planning, customer satisfaction, productivity, and process.
- 5) To foster economic development.
- 6) To promote intergovernmental cooperation and relations.

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Governance	Salaries, Operating	\$117,018	\$124,040	\$128,616	\$148,288

2017

Brookings City & County Government Center

PURPOSE: The Brookings City & County Government Center opened in June, 2012 at 520 Third Street, on the eastern edge of the downtown Brookings Central Business District. The building was constructed under the auspices of a Joint Powers Board as permitted by South Dakota Codified Law, through the Brookings City Council and the Brookings County Board of Commissioners.

The 73,000 square foot building is home to 13 departments of the City and County governments and as of this date, is the only combined building for city and county governments in the State of South Dakota. While each department has their own respective office space, both units of government share common areas, meeting rooms, and the chambers which host meetings of the City Council, County Commission, and several of their respective advisory boards, committees, and commissions.

Construction and annual operating expenses are split on a percentage commensurate with the actual amount of square footage dedicated to each unit of government; with the City at 48 percent and the County at 52 percent. The building is equipped with the latest technology and security advancements, energy efficiency, and has plenty of space for future expansion. Moving into this new building enabled Brookings County to vacate previously-leased office space and remodel the historic Court House for the exclusive use of the court system. It also allowed the City to vacate the previous City Hall and remodel the space for a much-needed expansion for the Police Department into a modern, Public Safety Center.

SERVICES OBJECTIVES: The Brookings City & County Government Center stands as a model of intergovernmental cooperation to save taxpayers' dollars.

While both units of government needed expansion space, it is estimated the consolidated building saved several millions of dollars over the construction of two, smaller buildings; and several million dollars will also be saved in operating expenses over the life of the building.

2017 City Manager

PURPOSE: The City Manager's performance is considered to be synonymous with the organization's overall performance. The City Manager establishes administrative policies, makes all administrative decisions, takes all administrative actions and develops practices that implement the directives of the City Council; and provide for the overall operation, function, and performance of city government. The City Manager provides for the daily operations and functions of city departments through subordinate staff and serves as the chief policy advisor to the City Council.

PERSONNEL: The City Manager's Office is comprised of two staff: Jeffrey W. Weldon, City Manager; and Kevin A. Catlin, Assistant to the City Manager. Administrative support is provided through the City Clerk's Department and public service implementation level support is provided through 14 department heads, which comprise the Leadership Team, and the City Attorney.

PROGRAMS AND SERVICES OBJECTIVES:

1. Oversee and provide for the implementation of City Council policy directives and on-going city service operations with professionalism, efficiency, effectiveness, and integrity.
2. Provide for the basic execution of city services pursuant to applicable state law, the City Charter, City Code of Ordinances, and the Governance and Ends Policy.
3. Be accessible, responsible, and responsive to citizens, staff, and the City Council; build and maintain communication collectively and individually with the Council to provide for their effectiveness in their role; and use the best professional judgment to placing the greater good of the community first and foremost in decisions and policy recommendations.
4. Be the chief policy advisor for the City Council; provide for accurate, objective, and comprehensive research and analysis of issues. Assist the Council in developing comprehensive, long-range strategic goals using visionary leadership.
5. Be personally and professionally active and engaged in the community; and be active in intergovernmental relations at the local, state, regional, and national levels where appropriate, and in the best interest of the City.
6. Prepare the annual operating and capital budgets, monitor their performance upon adoption and implementation, and provide for efficient and effective fiscal management.

2017 Community Development Department

PURPOSE: The mission of the Community Development Department is to protect and preserve the public health, safety and general welfare; and, to improve upon the quality of life for all Brookings neighborhoods and businesses. This is accomplished through the administration of planning, zoning, code enforcement, and housing inspections.

PERSONNEL: The Community Development Department is comprised of four staff; Director, City Planner, and two Code Enforcement Officers.

PROGRAMS AND SERVICES OBJECTIVES:

Community Development is responsible for long-range land use planning, administration of the zoning and subdivision ordinance, enforcement of municipal codes, rental housing inspections, and economic development opportunities. The department continually evaluates processes to increase efficiency and response to the public.

Community Development revenue for 2017 is projected to decrease slightly from 2016. This is primarily due to a loss in revenue from leasing industrial land for crop production. The City sold 16 acres of industrial land in the Svenes Industrial Park in 2016, thus reducing the land available for crop leasing. Other revenue is projected to remain constant, however, the revenue is development driven by the platting of land, rezoning of property, and submission of development plans. Community Development is funded by the General Fund, therefore, no services will be affected by a decrease in revenue.

The Community Development Department reviews the fees charged for various services and applications processed. This review allows staff to evaluate the process in which applications and services are processed and to make adjustments where efficiencies can be gained. It also serves as a method of ensuring the fees charged are in line with peer communities as well as providing a cost recovery for staff time and materials associated with processing a requested service.

Some applications require more thorough review and analysis by senior staff while others require more administrative support staff time in assembling the information for board meetings. As an example, a preliminary plat goes through a thorough checklist review by the Planning and Zoning Administrator to ensure compliance with the Zoning and Subdivision Ordinances. A final plat is based upon the previously submitted preliminary plat and if consistent with the preliminary plat, does not require as extensive of a review, as the plat was previously approved via the preliminary plat.

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Output	FTE cost per Board of Adjustment variance request	\$126	\$128	\$129	\$135
Output	FTE cost per final platted lot processed	\$126	\$128	\$132	\$139
Output	FTE cost per preliminary plat reviewed	\$180	\$184	\$186	\$195
Output	FTE cost per annexation processed	\$203	\$208	\$209	\$219
Output	FTE cost per rezoning processed	\$296	\$302	\$304	\$245
Output	Number of miles of sidewalk kept clear for passage	165	165	166	167
Output	Number of code enforcement investigations	1,262	936	1,275	1,260
Output	Percent of code enforcement cases achieving voluntary compliance	99%	99%	99%	99%
Output	Percent of total rental units inspected & licensed	21%	32%	23%	32%

2017 Engineering Department

PURPOSE: The purpose of the Engineering Department is to provide quality engineering and building services to all citizens in a professional and efficient manner.

PERSONNEL: The Engineering Department is comprised of four staff; City Engineer, Assistant City Engineer, Building Services Director and Engineering Technician. Two positions, Office Manager and Office Receptionist are shared between the Engineering and Community Development departments. The City employed the Office Receptionist on a part-time basis instead of full-time starting in 2014, which has been a cost savings to the City. The Engineering Department also employs one part-time civil engineering intern. Brandon Long, Engineering Technician resigned in October, 2015 and Jared Thomas joined the Engineering Department in that position.

PROGRAMS AND SERVICES OBJECTIVES:

Last year, the engineering department will be implementing a number of activities for compliance with SDDENR storm water quality regulations, including construction site inspections, dry weather screening of storm sewer, mailings to residents and businesses, public participation projects, and input from the public on the program. The engineering department also adopted the 2015 International Building Code and amendments, which went into effect January 1, 2016.

The primary source of revenue for the engineering department is from building permit fees. The revenue for 2017 for the engineering department is anticipated to be similar to the 2016 revenue. Building permits have been steady, and fees for the engineering department are not expected to increase significantly in 2017.

The Engineering programs and services are subdivided into three service categories which are: Engineering, Compliance, and Project Administration. The divisions are described below and represent the types of services offered by the Engineering Department.

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Engineering	In-house engineering design and research for projects including streets, parks, sidewalk, urban STP, and drainage. Engineering services include plan and specification preparation.	\$87,563	\$89,637	\$92,102	\$94,404

Compliance	Research and administration of all federal, state and local compliance, including drainage, DENR Storm Water Phase II, Americans with Disabilities Administration, Subdivision design and review, and Drainage Plan review. Building Code compliance is included under the Building Services & Code Enforcement service measure.	\$74,570	\$76,486	\$78,590	\$80,554
Project Administration	Administration and inspection of construction projects including streets, parks, sidewalks, urban, and drainage. This measure includes inspection of subdivision construction.	\$40,417	\$41,120	\$42,451	\$43,308
Building Services & Code Enforcement	Administer building permits, perform code enforcement for residential and commercial building codes, implement building code amendments, and administer variances for the Board of Appeals.	\$108,627	\$109,211	\$112,214	\$115,019
Motor Pool	Financially manage the self-sustaining motor pool vehicle by billing users at the appropriate mileage rate.	\$2,324	\$2,547	\$1,700	\$2,435

PERFORMANCE MEASURES:

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Output	Cost per lane mile for chip seal	\$7,125	\$6,832	\$6,544	\$7,575
Output	Cost per lane mile for asphalt overlay (2" asphalt on 5,280' long x 12' wide)	\$60,192	\$58,212	\$61,578	\$64,944
Output	Miles of sidewalk inspected	41.28	39.09	30.45	36.97
Output	Number of drainage plans and amendments reviewed	8	10	8	10
Output	Number of Building Code Variances administered by the Board of Appeals	1	0	1	1
Output	Number of building permits issued	79 single family 5 townhomes 2 duplexes 3 apartments	88 single family 7 townhomes 0 duplexes 8 apartments	90 single family 4 townhomes 4 duplexes 2 apartments	91 single family 4 townhomes 4 duplexes 3 apartments

2017 Finance Department

PURPOSE: The City Finance Department is to provide timely and accurate financial information to city management and the public, and to administer the city's assets, including cash and investments, in a prudent and intelligent manner.

PERSONNEL: The Finance Department has 4 staff members: one Finance Director and three Accounting Specialists.

PROGRAMS AND SERVICES OBJECTIVES:

1. To provide timely and accurate information about the availabilities of funds and changes in the funds available for the activities of each city department and each program.
2. To assist the City Manager to adopt an adequate budgetary control process, including incorporating the "Performance Budgeting" procedure into the city's financial budgeting process, thereby improving services and efficiencies of the organization.
3. To effectively administer the city's assets; earn high interest revenues through investing the city's idle cash after considering the priority of safety of principle and adequate liquidity needs.
4. Administer the purchase card program. Train and manage the system.
5. To reduce waste, inefficiency, or misuse of city funds by applying adequate internal control procedures.
6. To manage the department's budget and personnel with a focus on efficiency, effectiveness, and fiscal responsibility.
7. Administer payroll. Train employees on use of the time clock system.
8. Administer the fleet cards for the city vehicles.
9. Maintain the capital asset records for the city.

2017 Brookings Fire Department

PURPOSE: The Brookings Fire Department will continue to be a proactive, emergency response organization providing safe and efficient service to the citizens and visitors of Brookings through prevention, education, and cooperation.

PERSONNEL: The Brookings Fire Department is comprised of three full time staff; Fire Chief, Deputy Fire Chief and an Office Manager. We currently have forty-five highly qualified and motivated volunteer firefighters that provide coverage for the residents and visitors of our community.

PROGRAMS AND SERVICES:

Fire Suppression

Fire Suppression services are provided to the citizens of Brookings; 162.5 square miles of Brookings County, and 27 square miles of Moody County. Brookings County, Moody County, and the Townships the department serve fund the rural response apparatus.

Fire Investigation

The Fire Chief, Deputy Fire Chief and qualified firefighters provide fire investigation services on all fire scenes within our response area. A County-Wide Arson Task Force was formed utilizing Brookings Firefighters, a Police Detective and a Deputy Sheriff Deputy to better serve the City of Brookings and Brookings County.

Rescue & Recover Services

Rescue and recovery services are provided to the citizens of Brookings, Brookings County, a portion of Moody County, and guests passing through. We provided vehicle extrication, confined space rescue, low and high-angle rope rescue, water rescue, and dive rescue.

Fire Prevention and Education

The department provides proactive prevention program opportunities to all citizens of Brookings, Brookings County, and several surrounding communities. Program such as school visits, the Big Sioux Water Festival, 5th Grade Career Day, department tours, group lectures, and use of the safety house supported by printed media and handout items help to promote fire awareness and safety. We used the Fire Starters Program to help children whom have shown a tendency for starting fires.

Plan Review, Inspection, and Pre-Planning

The department provides plan review and inspection in coordination with the City Engineer's Department for all commercial, industrial, and multi-family property within the city limits. From reviews and inspections, pre-plans are drawn that indicate the building floor plan with key information such as sprinkler hook-ups, hydrant locations, and utility locations. These plans aid in fire suppression or rescue efforts.

Fire Service Training

The Fire Chief, the Deputy Fire Chief, or the Fire Service Instructors on our department instruct or arrange instruction to advance their knowledge of fire suppression, investigation, pre-planning, and all areas of rescue services. Arrangements are made to advance the instructors level of training also.

Firefighter Retention

Funding is provided for the deferred Compensation Program for Volunteer Firefighters

2017

General Government Buildings

PURPOSE: To construct and maintain City facilities to provide safe and functional facilities for City staff, the City Council, and the general public.

PERSONNEL: The General Government Buildings budget is managed by the City Engineer, with each specific government building managed by the corresponding department head for each building.

PROGRAMS AND SERVICES OBJECTIVES:

The General Government Buildings Budget includes funding for improvements to the City-owned facilities and grounds to enhance safety, meet regulations, meet space needs, and provide functional facilities for the public.

The 2017 budget includes figures for the 2nd floor copier leases for City staff at the City & County Government Center. There are no other capital improvement projects planned for the General Government Buildings budget in 2017.

2017 Human Resources Department

PURPOSE: The purpose of the Human Resources Department is to attract, develop, motivate and retain quality employees; to provide a competitive compensation program and benefit package in a cost efficient manner; to assure compliance with applicable employment laws; to promote awareness of safety/wellness in the workplace; to assist in the resolution of problems when conflicts arise; and to protect the City's monetary resources through effective risk management techniques.

PERSONNEL: The Human Resources Department is comprised of two staff, the Human Resources Director and Human Resources Specialist. The HR Specialist provides back-up and assistance to the Finance Department for payroll related functions.

PROGRAMS AND SERVICES OBJECTIVES: The Human Resources Department will continue to keep employee relations as an objective to include the development and implementation of clear and practical personnel related policies to stay in compliance with pertinent employment/labor laws and City directives.

The recruitment and retention process is a vital link in maintaining a diverse, high-performing workforce. The Human Resources Department continues to explore different avenues to advertise city jobs based on the position to be filled with an emphasis on social media and mass communication. One of our objectives is to implement an Applicant Tracking system through NEOGOV. This program allows for an online recruitment application process so applicants can apply online. It is anticipated that NEOGOV will allow the City of Brookings to become more strategic in their recruitment and selection process. The attractive part of this new system is that it is expected to increase the applicant pool with a seamless application process. The automatic scoring feature of this system is a huge benefit as it will minimize time spent by HR staff screening and evaluating applications. As a cost savings, our contract with NEOGOV includes the opportunity to advertise all our positions on govtjobs.com at no additional charge. Specific colleges and universities will continue to be targeted as appropriate based on programs offered pertinent to position. Succession planning, mentoring and cross-training are also key factors within the recruitment and retention process as the City of Brookings faces an aging workforce.

Compensation and benefits administration is in the forefront each budget year as it is important to implement and administer a market sensitive pay and comprehensive, cost-effective benefits program to attract, retain and motivate employees. Health Care Reform initiatives as a result of the Affordable Care Act (ACA) continue to be reviewed and implemented based on the government's date sensitive schedule. It is of great concern that the penalties and fees within the ACA will place a financial burden on our Health Insurance Trust Account in 2017 and future years. In turn, this could result in increased employee/employer health premium contribution rates.

Risk Management to include workplace safety and health is consistently monitored to protect the monetary resources of the City through effective loss control and risk management techniques. The City of Brookings Safety/Wellness Committee meets monthly to promote safety awareness, resolve health and safety issues, and provide the safest possible working conditions for our employees. Workplace violence refresher training sessions will continue to be scheduled as the City of Brookings recognizes the need to educate staff on how to react if the situation were to arise within their department. Our wellness activities and participation incentives are reviewed and updated each year to motivate employees to modify their lifestyle in a healthy way to improve their overall health and quality of life. It has been evident by the number of participants in these activities and our health fair results that employees are putting forth the effort to become more health conscious.

Staff development through in-house training, seminars, and other learning alternatives will continue to be offered and supported to provide employees with tools and training to meet personal and professional development standards and succession planning needs.

BUDGET YEAR OBJECTIVE: The budget year objective for the Human Resources Department is to work to simplify, streamline and improve the employee recruitment, selection and payroll administration processes.

EFFECTIVENESS MEASURES

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Number of employee injuries	Provides # of employees reporting workers comp claims <u>who sought medical treatment</u> within calendar year	13 total reported <i>(Goal: 18 maximum)</i>	21 total reported <i>(Goal: 18 maximum)</i>	33 maximum	19 maximum
Number of lost time injuries	Counts the number of <u>lost time injuries</u> for City of Brookings employees reported within calendar yr.	1 lost time injuries <i>(Goal: 2 maximum)</i>	3 lost time injuries <i>(Goal: 2 maximum)</i>	2 maximum lost time injuries	1 maximum lost time injuries
Voluntary Turnover Rates	Monitors percentage of voluntary turnover in regular FT positions based on # of FY budgeted personnel. *This % does not include discharges, deaths, retirements, or Reduction in Force (RIF)	4.4% 6 FT employees <i>(eight FT retirees - not included in %)</i> <i>(Goal: 4.28%)</i>	7.3% 10 FT employees <i>(four FT retirees - not included in %)</i> <i>(Goal: 4.28%)</i>	4.3% maximum	4.2% maximum

Work Comp Claim Costs	Monitors claim costs for medical services for employees & volunteers who sustain injuries within calendar year.	\$9,397.78 <i>(Goal: \$23,833 maximum)</i>	\$79,768.68 <i>(Goal: \$23,833 maximum)</i>	\$24,629 maximum	\$23,398 maximum
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2017 Information Technology

PURPOSE: The Information Technology (IT) Department provides services, including: maintaining, supporting, and securing the Citywide network. Network-delivered applications include email and internet, servers, data center, system backup and recovery, desktop and laptop computers, audio/visual technology, voice systems, and vehicular electronic equipment. Provides application support that serve business operations in public safety, public services, human resources, and finance. Coordinates audit compliance, technology, budgeting and procurement, technology asset management, business continuity/disaster recovery planning, contract review and management, governance, policies and procedures administration, security, project management, strategic planning and forecasting, and Citywide office services, including print services, mail, supplies and records management. Responsible for development, implementation, and maintenance of information systems and technology for all City departments. IT, through collaboration and participation with City departments, provides the highest quality cost-effective technical support and services critical in meeting the needs of city staff and the citizens they serve.

PERSONNEL: The Information Technology Department is comprised of three staff: Kevin Catlin, Assistant to the City Manager/Director; Kweku Kponyoh, IT Specialist; and Reed Walter, IT Specialist.

PROGRAMS AND SERVICES OBJECTIVES:

Intranet

The City has standardized on the current version of Microsoft IIS as the Web server software and a combination of .ASP and .NET for interactive applications and backend database access.

System Hosting and Support

The Information Technology Department serves all departments by hosting, maintaining, and supporting all 100% City owned computer servers and applications. Applications and services including Internet, Intranet, calendaring, email, finance (Springbrook), TimeClock Plus timekeeping system, video encoding\streaming (Granicus), Book Keeping Software (Police), Records Management Software (City Clerk), Zeucher Record keeping software, Point-of-Sale Software (Liquor Store), mobile hotspots and units for Police, Community Development, and City Clerk are centralized on IT supported servers. The Information Technology Department also assists City departments with the evaluation and selection of new or replacement software applications which will conform to established organization technology standards.

2017 Brookings Public Library

PURPOSE: The Brookings Public Library provides materials and information contributing to the community's education, recreation, and quality of life.

Service Roles as established by the 2013 Planning for Results committee:

1. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
2. Residents who want materials to enhance their leisure time will find what they want, when and where they want them, and will have the help they need to make choices from among the options.
3. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

PERSONNEL: The Brookings Public Library has ten full time and 11 part-time staff. Full time staff includes a Director, Adult Services Librarian, Technology Services Librarian, Children's Services, Young Adult Librarian, Circulation Manager, Administrative Assistant, Community Services Coordinator, Circulation Assistant/Technical Services, and Circulation Assistant/Interlibrary Loan. There are 9 Library Assistants, 1 Children's Assistant, and 1 Outreach Coordinator.

The Library is open 66 hours per week, except during August when it is closed on Sundays. All full time staff work rotating weekends; most work evenings. The Library Assistants cover day, evening, and weekend hours. Minimum staffing levels for any given shift is 3.

PROGRAMS AND SERVICES OBJECTIVES:

Children and Young Adult Services

The Library has active, well used children and young adult areas with the goal of providing materials and programs to all children in Brookings County ages 0-18. During 2017 we plan to continue strengthening our reading readiness program to emphasize children from birth to age five. These programs will include services aimed at parents and caregivers, providing techniques to build early literacy skills with their children.

The summer reading programs draw the large crowds to the Library and generate much interest and excitement in young people. With currently 1,600+ registrants each summer, the program is unlikely to see major growth in registration. We will continue to change and adapt the activities offered to maintain the high level of interest. Having a Children's Librarian who is willing to dye her hair multiple colors if registration challenges are met is always a big motivator for kids.

Young adults have flocked to our YA book clubs. We have split them by age group to facilitate the higher numbers and have added extra sessions during the summer. Having pizza or snacks also attracts teens.

An Anime Club for teens was begun during 2015, much to the delight of many young people.

Our goal for 2017 is to increase attendance at children/YA programs by 1% or 210 children. (2015 attendance was 20,623.)

Materials for the children's and YA departments are purchased from the General Fund. All programming expenses are paid from the Fines or Gifts Accounts. The community has been generous when we ask for sponsors for children's programming. Gifts supporting children/YA programming was around \$2,500 in 2015.

Adult Services

The Library offers more than 70 programs for adults annually. Programs planned for 2017 include: A series celebrating the 100th anniversary of the Pulitzer Prize, computer and ebook classes, author visits, craft nights, historical reenactors and numerous book clubs. Our goal for 2017 is to increase attendance at adult programs by 1%. (2015 attendance was 1,397.) All adult programming expenses are funded from the Library Fines or Gifts accounts.

The Library purchases reading/viewing materials that are good quality or in demand by adults in Brookings County. Ebooks and eaudio are becoming increasingly popular. Other new digital services were added in 2015 including digital magazines and streaming movies. We will continue to add to both our print collections and our digital services. Our goal is to increase overall circulation by 1% in 2016. (274,733 items circulated in 2015.)

The Library's meeting rooms continue to be heavily used by community groups with 1,264 uses during 2015. This does not include use by the Library for programming.

Technology Services

This category of services includes access to Internet, office software, children's software, ebooks / eaudio, digital services, and the integrated library system, which are offered in-house and remotely.

The Library's Community Computer Center and children's AWE computers continue to provide Internet, word processing, presentation, and learning software to the public with 51,126 uses in 2015.

2017

Brookings Municipal Liquor Store

PURPOSE: The mission of the Brookings Municipal Liquor Store is to offer a wide variety of products at competitive prices, and to conduct the business of selling off-sale alcoholic beverages in a responsible manner, which will reflect favorably on the owners of the store, the citizens of Brookings.

PERSONNEL: There are five full time people employed by the liquor store, consisting of the manager, three sales associates and one inventory control clerk. There are an additional seven part-time employees that work 10-20 hours per week.

PROGRAMS AND SERVICE OBJECTIVES: Our goal is to operate a high-quality liquor store which offers friendly, courteous and informative customer service. The manager continues to spend a great amount of time each week with sales vendors, learning and analyzing current and changing market trends, and evaluating new products. In addition, purchasing the products on “post-downs” or when vendors temporarily cut prices is a practice of cost and inventory control that was implemented last year and will continue to be practiced. The layout of the store was reset in August and the JLohr wine gallery completed. The reset provided an expanded product selection and helped to increase profit margins. Customer service, product selection and product knowledge are the service objectives.

The operational expenses of the store are in line with what was previously estimated.

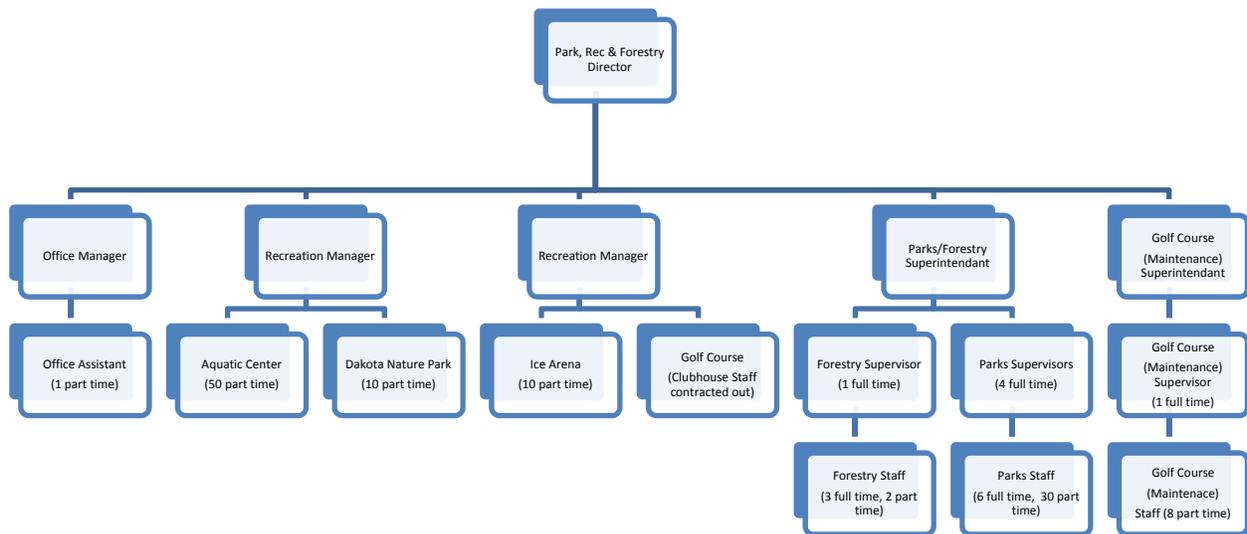
In conclusion, by continuing and improving upon the above practices and the installation of the wine tasting machine and the growler station, sales will be substantially increased in 2016 and 2017. Sales in 2016 will increase by an estimated 3.9% to \$4,325,000 and in 2017 by an estimated 4.0% \$4,497,000. Gross Margins for both 2016 and 2017 are expected to exceed 28.5%, slightly above the 2015 gross margin of 28.4%.

2017 Brookings Parks, Recreation & Forestry Department

PURPOSE: The Brookings Parks, Recreation & Forestry Dept. (BPRD) is responsible for the supervision, maintenance, and programming in 24 public parks, a two-rink ice center, municipal golf course, aquatic center, skate park, community gardens, senior center, and three major sports field complexes, totaling approximately 775 acres of public facilities. The Brookings Parks, Recreation & Forestry Department strives to “Create Community through People, Parks and Programs.”

PERSONNEL: The BPRD is comprised of 21 fulltime and approximately 130 seasonal and part-time employees. In 2016 the department has been evolving on a daily basis as we’ve incurred several fulltime staff changes and position reorganizations in the last two years. Our personnel are in the public eye on a daily basis and we are committed to being ambassadors to our community to showcase what the City has to offer.

Organizational Chart
2017 Parks, Recreation & Forestry
Full-time and Seasonal Employees



PROGRAMS AND SERVICES OBJECTIVES:

2017 Parks Dept. Budget Objectives:

Objectives include prioritizing vehicles, mowers, and utility equipment replacement in 2017, as well as ballfield fencing replacement, parking lot and court resurfacing/refurbishing, a playground installation and annual trail and overlay work.

Fees are generated in the parks unit through five streams: camping fees at Sexauer Park, community garden plot rentals, tennis court league fees, picnic shelter fees, and code-enforced

fees. Revenue of these streams has fluctuated, and is anticipated the budget amount will stay consistent for the next few fiscal years.

2017 Forestry Dept. Budget Objectives:

The forestry unit seeks only the replacement and purchase of one long bed truck in 2017.

Fees within the forestry unit are collected for utilities tree trimming and removal of diseased trees on private property. The revenue in this stream is anticipated to decrease over the next few years as BMU buries utilities rather than have them above ground.

2017 Recreation Dept. Budget Objectives:

The recreation unit is requesting the replacement of indoor volleyball equipment in 2017 for our indoor volleyball leagues along with requests for Larson Ice Center, Hillcrest Aquatic Center, and Dakota Nature Park.

The recreation unit produces approximately \$96,000 annually in program fees and similar streams. Recent changes in programming is not expected to dramatically change the budgeted amount; in the recent past fees have been shifted to different line items and budgets (e.g.: fees generated at the Nature Park are now part of the Nature Park Budget rather than included in the Recreation Budget).

2017 Hillcrest Aquatic Center Budget Objectives:

The Hillcrest Aquatic Center budget requests facility furniture, an updated chlorination system, electrical panel upgrade for the main pump house and a leisure pool slide addition. It should be noted that the 50 meter pool is over 32 years old and will be requiring large annual maintenance replacement/upgrades to its' infrastructure.

The summer of 2015 saw an estimated attendance of 31,367 (average of 373 people per day). The estimated attendance is projected to be similar in 2016 and 2017. The cost recovery was 53% for the 2015 season compared to 46% for the 2014 season. Cost recovery is revenues/direct expenses (not including CIP items). Revenue in 2017 is projected to be similar to recent years.

2017 Larson Ice Center Budget Objectives:

The CIP Budget for Larson Ice Center (LIC) in 2017 includes replacing the red rink Zamboni gates, ice edger, tables and chairs, skate sharpener and adding a rink glass lifter. LIC has begun showing its age with a mounting number of freon leaks and other failures. In 2015, a leak detection system was installed, which should minimize these financial issues, but an overhaul of the refrigeration system is on the horizon and will need to be addressed within the next few years.

The Larson Ice Center generates several types of fees: skate rentals, ice rentals (summer and in-season), BISA's operational donation, Blizzard rental fees, and skating program fees.

2017 Dakota Nature Park Budget Objectives:

For 2017 Dakota Nature Park will replace and add additional rental equipment to include canoes, kayaks, snowshoes and bikes. Tying into the boathouse that is being built in 2016 for rental equipment storage we will look to have a launch dock installed in 2017 for our “on the water” rental equipment.

In 2017 we anticipate an increase in revenue based on equipment rental numbers and increased building rentals. In 2016 we did adjust our building rental fees to a slightly higher fee than in previous years.

2017 EdgeBrook Golf Course Budget Objectives:

In 2017 EdgeBrook requests CIP funds for course maintenance equipment, tractor replacement, insulation for the maintenance shop and a windmill aeration pilot project on one of the course ponds.

EdgeBrook Golf Course produces fees through the sale of memberships, greens and cart fees, and golf outings. 2015 was the first year of a three year agreement with Moen Golf Management to oversee the daily operations of the clubhouse. In 2015 approximately \$315,000 in gross revenue was collected through these revenue streams. In 2015 City Council supported a successful drainage improvement project for the front nine holes. The course maintenance staff and clubhouse management have been instrumental in helping drive additional rounds of play in 2016 and it is anticipated that revenue will be up in 2016 from 2015 numbers. It should be noted that a CIP fee was adopted for all fees for 2016. The CIP fee is to offset the cost of the drainage improvement project. It is anticipated that revenue in 2017 will be slightly increased from the adopted 2016 revenue.

Service Measures

TYPE OF MEASURE	SERVICE MEASURE
Aquatic Center Activities	Provide a 90+ day outdoor swim season at Hillcrest Aquatic Center.
Ice Skating Activities	Provide a six-month indoor skating season, plus a summer ice season. Minimal outdoor ice.
Recreation Activities and Programming	Provide year round activities, programming and special events to the community.
Dakota Nature Park & Larson Nature Center	Provide year round activities, programming, rentals and special events to the community.
Parks and Facilities	All parks operations.
Forestry	All forestry operations.
Golf Course	Provide a well-maintained course to meet golfer expectations.

Budgetary Measures

TYPE OF MEASURE	MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Hillcrest Aquatic Center	Revenue	\$170,866	\$182,287	\$180,329	\$182,000
	Total Operating Expenditures	\$344,973	\$345,192	\$366,179	\$373,160
	Recreational Investment	\$174,107	\$162,905	\$185,850	\$191,160
	Expenditure per capita	\$7.50	\$7.02	\$8.01	\$8.24
Larson Ice Center	Revenue	\$131,751	\$126,618	\$147,000	\$137,750
	Total Operating Expenditures	\$385,673	\$328,538	\$362,862	\$426,797
	Recreational Investment	\$253,922	\$201,920	\$215,862	\$289,047
	Expenditure per capita	\$10.94	\$8.70	\$9.30	\$12.45
Recreation	Revenue	\$108,130	\$96,043	\$118,700	\$99,200
	Total Operating Expenditures	\$299,600	\$234,336	\$348,861	\$329,061
	Recreational Investment	\$191,470	\$138,293	\$230,161	\$229,861
	Expenditure per capita	\$8.25	\$5.96	\$9.92	\$9.90
Dakota Nature Park	Revenue	\$13,695	\$22,944	\$20,472	\$25,736
	Total Operating Expenditures	\$46,223	\$51,337	\$59,820	\$80,516
	Recreational Investment	\$32,528	\$28,393	\$39,348	\$54,780
	Expenditure per capita	\$1.41	\$1.23	\$1.70	\$2.36
Parks	Revenue	\$57,934	\$134,341	\$39,433	\$39,433
	Total Operating Expenditures	\$1,033,944	\$1,107,396	\$1,115,622	\$1,189,176
	Recreational Investment	\$976,010	\$973,055	\$1,076,189	\$1,149,743
	Expenditure per capita	\$42.03	\$41.90	\$46.34	\$49.51
Forestry	Revenue	\$18,755	\$50,667	\$19,000	\$19,000
	Total Operating Expenditures	\$400,004	\$412,020	\$456,099	\$483,973
	Recreational Investment	\$381,249	\$361,353	\$437,099	\$464,973
	Expenditure per capita	\$16.42	\$15.56	\$18.83	\$20.03
EdgeBrook Golf Course	Revenue	\$316,577	\$328,708	\$397,561	\$416,828
	Total Operating Expenditures	\$481,976	\$450,904	\$471,746	\$515,707
	Recreational Investment	\$165,399	\$122,196	\$74,185	\$98,879
	Expenditure per capita	\$7.13	\$5.27	\$3.20	\$4.26
Totals	Revenue	\$817,708	\$941,608	\$922,495	\$919,947
	Total Operating Expenditures	\$2,992,393	\$2,929,723	\$3,181,189	\$3,398,390
	Recreational Investment	\$2,174,685	\$1,988,115	\$2,258,694	\$2,478,443
	Expenditure per capita	\$93.64	\$85.61	\$97.26	\$106.72

2017 Brookings Police Department

PURPOSE: The mission of the Brookings Police Department is to prevent crime, enforce the law, and support quality public safety by delivering respectful, professional, and dependable service.

PERSONNEL: The Brookings Police Department is comprised of 44 personnel, which include officers, dispatchers, animal control, and administrative staff. The command staff consists of the chief, assistant chief, 4 lieutenants, 4 sergeants, 1 communication supervisor, and 1 office manager.

PROGRAMS AND SERVICES OBJECTIVES: The services offered by the Brookings Police Department are more than preventing crime and enforcement of the law. That is, the essential service to the community. Training and vigilance to crime trends are a part of the maintenance of our essential service of law enforcement. Consequently, the budget reflects the continuation of those essential services as well as special events such as Hobo Day, and Swiftel Concerts.

Community outreach has always been an integral part of the department's philosophy. Those programs include the SRO program, DARE, Safety Town, and the Citizen's Police Academy, just to name a few. All of these special programs impact the department's budget, but are well worth the pay-off in building community trust and partnerships.

Outside of the routine vehicle replacement for 2017, the Brookings Police Department is looking to add to its technology and as well as adding some much needed equipment. First of all as part of the department's commitment to safety, radar speed signs will be purchased to assist in traffic control around the city. When officers can't be everywhere in the city to monitor and control traffic speeds, our speed signs can influence drivers to slow down.

As well, a thermal tracking device will be acquired to assist in tracking suspects as well as lost persons. Thermal tracking is sensitive to heat left behind by footprints left on the ground. Thermal tracking devices are being used in many jurisdictions in lieu of tracking dogs and have been very effective.

The Brookings Police Department will continue to seek out new methods in technology to help solve crime and keep our citizens safe.

2017

Research & Technology Center Building

PURPOSE: The mission of the Research and Technology Center fund is to professionally manage the Research and Technology Building.

PERSONNEL: The Research and Technology Center fund is managed by the Community Development Director, and no specific staff is paid by the fund.

PROGRAMS AND SERVICES OBJECTIVES:

The goal of the fund is to provide a self-sustaining fund to manage the facility and ensure maintenance of the facility to allow tenants to grow and development their businesses.

2017 Special Assessment Fund

PURPOSE: The mission of the Special Assessments Fund is to provide a Special Revenue Fund to pay for Assessment Projects and recover the assessment payments for future assessment projects.

PERSONNEL: The Assessment Fund is managed by the City Engineer. No specific staff is paid by the Assessment Fund.

PROGRAMS AND SERVICES OBJECTIVES:

The goal of the Assessment Fund is to provide a self-sustaining fund to finance street, alley, and sidewalk assessment projects to reduce the need to bond for the construction costs. The fund collects all principal and interest owed on the assessment projects, which creates the revenue needed for future projects.

The Assessment Fund was used to pay for the assessment amounts for the Main Avenue So. and 26th Street South Project and funds were transferred into the Assessment Fund to cover the assessment costs. This project will be levied in the fall of 2015 upon completion of the project. Revenue from two major street projects to be deposited in the Assessment Fund are the 32nd Avenue Street Project and the 25th Avenue and 10th Street Project. The 75% Sales and Use Tax has supplemented the Assessment Fund for past and future projects due to the shortage in revenue.

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Project Construction	Cost of constructing assessment projects including streets, alleys, sidewalk and storm drainage	\$1,620,482	\$50,238	\$1,610,000	\$550,000
Project Administration	Design, bid, and administer construction projects including streets, alleys, sidewalk and storm drainage	\$13,284	\$13,959	\$14,343	\$14,701

PERFORMANCE MEASURES:

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Outcome	Average cost per square foot for sidewalk assessment	\$6.90	\$7.42	\$7.16	\$7.50
Outcome	Average cost per front foot for alley assessment	\$0 no project	\$0 no project	\$0 no project	\$45.00
Outcome	Average cost per front foot for residential street assessment with water and sewer	\$2,850 Sanitary Sewer Area Charge Per Acre for Main Ave. S	\$115.47 (Street) \$33.89/FF (San Sewer) \$27.40 (Watermain)	final cost of 26 th St. S. to be calculated after project closeout	\$400.00

2017 Storm Drainage Fund

PURPOSE: The purpose of the Storm Drainage Fund is to design, maintain, and construct storm drainage facilities in the City of Brookings.

PERSONNEL: The Storm Drainage Fund is under the management of the City Engineer. The Storm Drainage Fund includes the salary for one Street Department staff member and 30% of the Engineering Technician. In addition, other City employees work on drainage maintenance and projects without their salaries being paid directly out of the Storm Drainage Fund.

PROGRAMS AND SERVICES OBJECTIVES:

The goal of the Storm Drainage Fund is to provide a self-sustaining fund to finance maintenance of storm drainage facilities including bridges, culverts, storm sewers, drop inlets, and detention ponds owned by the City, and drainage swales in the public right-of-way. The fund is also used to purchase land, and to design and construct new storm drainage projects to manage storm water runoff. The fund also coordinates and administers the Storm Water Management Program to meet SDDENR requirements for storm water quality.

The revenue for the Storm Drainage Fund is collected from a Storm Drainage Fee is charged on all properties within the Brookings city limits. The fee for each property is based on the lot area, a runoff weighting factor, and a unit financial charge, which is calculated as follows:
Storm Drainage Fee = runoff weighting factor x parcel area (sq.ft.) x unit financial charge (in dollars per sq.ft.).

The Drainage Revenue is used to fund maintenance of the storm drainage system, land purchases, and construction of Storm Drainage Master Plan projects and local projects. The runoff weighting factor has been set at 0.00054 since 2009 and raises approximately \$800,000 of revenue each year. The runoff weighting factor could be increased since it has not been changed in 6 years, and the additional revenue will be used to fund future projects. In addition, the City has used SDDENR State Revolving Fund Loans to cash flow several of the eligible drainage construction projects. The Storm Drainage Fund also pays the SDDENR loan payments.

The following is a summary of the service measures and performance measures for the Storm Drainage Fund:

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Planning	Continue Drainage Master Plan projects with consulting assistance, analyze drainage projects, present projects to City Council to prioritize, fund, purchase land, and design drainage improvement projects.	\$56,579	\$21,967	\$150,000	\$100,000
Maintenance	Maintain and repair the existing storm drainage system in the City of Brookings.	\$72,220	\$70,938	\$75,000	\$85,000
Compliance	Coordinate and administer the Storm Water Management Program, which is an EPA Mandate and includes the following areas: <ul style="list-style-type: none"> - Public Education and Outreach on Storm Water Impacts - Public Involvement/Participation - Illicit Discharge Detection and Elimination - Construction Site Storm Water Runoff Control - Post-construction Storm Water Management in New Development and Redevelopment - Pollution Prevention/Good Housekeeping for Municipal Operations 	\$4,554	\$4,736	\$4,866	\$4,988
Construction	Construction of new drainage facilities outlined in the Storm Water Master Plan and other identified drainage improvement projects.	\$1,242,278	\$240,033	\$700,000	\$1,220,000
Financial (Storm Drainage Fee Revenue)	Revenue to manage and adjust the Storm Drainage Fee as directed or as necessary to achieve the goals of the Storm Drainage Master Plan.	\$854,150	\$854,955	\$855,690	\$856,450

PERFORMANCE MEASURES:

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Output	Average cost per parcel for Storm Drainage Fee (regardless of size or use)	\$125.44	\$124.88	\$124.75	\$126.00
Compliance with DENR / EPA Regulations	Complete and submit the Annual Report for the Storm Water Management Plan by DENR March 10 th deadline each year.	100%	100%	100%	100%
Output	Cost per foot for jetting (cleaning) storm sewer pipes.	\$0.80	\$0.80	\$0.85	\$0.85

2017 Street Department

PURPOSE:

Mission Statement: “It is the mission of the City of Brookings Street Department to fund equipment, materials, and personnel in order to provide a safe network of streets, avenues, and alleys throughout the City. We intend to do this by responding promptly and courteously to citizen’s requests and concerns.”

PERSONNEL:

The Street Department is comprised of 15 staff; Superintendent, Street Operations Supervisor, Shop Supervisor/Mechanic, two Heavy Equipment Operators, three Advanced Equipment Operators, one Office Manager, and six Street Maintenance Technicians.

PROGRAMS AND SERVICES OBJECTIVES:

The Street Department does not generate revenue. The department’s operating budget comes from the general fund. Street improvements and chip sealing are funded by sales and use taxes.

As Brookings grows the number of roads and area to be serviced also increases. It is the goal of the Street Department to provide a quality level of service to accommodate this growth in road maintenance, snow removal, signage, mosquito control, etc.

Another area that affects the Street Department’s budget are acts of vandalism and traffic accidents which account for approximately \$3,500 to \$4,000 per year in damages to our traffic signage...most of which is not recovered.

Future assistance with the Street Department’s budget could be provided by requiring developers to provide initial signage and line striping in new developments. Also, by imposing stricter guidelines to developers and their contractors when pavement failures occur under the warranty of transfer such as trench and service stub settlement on roadway and gutter lines and pavement failures due to inadequate sub-grade or base on roadbeds. The Street Department spends a considerable amount of time, materials, and labor to repair these failures which usually occur towards the end of the 5-year warranty.

The following describes the Street Department’s various programs/services and what the objective is of each program.

PROGRAM SERVICE	OBJECTIVE
Pavement Management, Street Maintenance, and Rehabilitation	The goal of pavement management is to identify a proper road program funding level, and then to provide the highest quality network of pavements possible for the traveling public at the available funding level.
Mosquito Control	<ul style="list-style-type: none"> • Average percent reduction in numbers of mosquito larvae

	<p>based on pre and post-treatment sampling.</p> <ul style="list-style-type: none"> • Reduction in infection rates for humans and livestock or pets.
Street Sweeping	<ul style="list-style-type: none"> • To prevent environmental impairments by removing pollutants and dust particulates in order to minimize air and water pollution (clean water laws/clean air act). • To provide an aesthetically pleasing community appearance.
Traffic Control	The purpose of traffic control devices, and warrants for their use, is to help insure road safety by providing for the orderly and predictable movement of all traffic, motorized and non-motorized.
Snow Removal	Through a proper planning process to achieve a consistent level of service that results in increased safety, higher mobility (in general, and for emergency services), and fewer "lost" days for the business, education, transportation, and manufacturing sectors.
Street Lighting	Operation of Street Lights
Street & Sidewalk Improvements	Maintenance of Sidewalks, Curb, and Gutter
Capital Outlay Equipment	New Equipment
General Operations	Wages and Expenses in the General Operations

The table below shows statistics and costs regarding the programs at the Street Department for the past year, what we estimate for the current year, and what we have requested for next year.

PROGRAM SERVICE	EFFICIENCY MEASUREMENT	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Pavement Mgmt and Street Maintenance	Bituminous Material (asphalt mix/CRS-2); Rock/Oil (Street Sealing); Gravel	\$635,056	\$799,711	\$827,104
Mosquito Control	12+ Total Square Miles Sprayed	\$102,469	\$103,358	\$110,399
Street Sweeping	208 Total 2-Lane Miles Swept	\$111,803	\$106,993	\$112,559
Traffic Control	Traffic Signs Replaced Traffic Paint (Yellow/White)	\$112,342	\$118,494	\$128,662
Snow Removal	Street Dept. Employee Wages Contractor Standby Pay Contractor Hours Worked Overtime Pay	\$431,905	\$476,003	\$507,847
Street Lighting	Billing from Brookings Municipal Utilities	\$ 479,028	\$468,750	\$585,000
Street and Sidewalk Improvements	Contractor Services	\$755,520	\$715,000	\$1,570,000
Capital Outlay Equipment	Equipment Replacements	\$254,887	\$343,000	\$410,000
General Operations	Remaining Operation Cost	\$506,835	\$522,358	\$518,767

2017 Solid Waste Department

PURPOSE: The City of Brookings Solid Waste Department is committed to the management of Solid Waste employing source reduction practices by enhancing recycling opportunities for the public, while focusing on a sustainable lifestyle, processing waste into energy, to operate an environmentally, safe Subtitle D landfill in a cost efficient manner, thereby increasing the general fund transfer and to collect solid waste from single family homes in Brookings in a cost efficient and customer friendly manner.

Solid Waste Collection

PERSONNEL: The Solid Waste Collection Department is comprised of six staff members; The Solid Waste Supervisor and five Sanitation Collectors.

PROGRAMS AND SERVICES OBJECTIVES: The Solid Waste Collection Department offers garbage collection, recycling collection, yard waste pickup and Christmas tree pickup for the City of Brookings residents. The City of Brookings provides a 95 gallon green cart for garbage pickup, which is on Monday or Tuesday of each week based on your address. The pickup schedule information is available on the web site www.cityofbrookings.org.

The Solid Waste Collection Department provides a 65 gallon blue and yellow cart for recycling, which is picked up on Thursday or Friday of each week based on your address. The material that can be placed in your recycling cart is listed on page 19 of the phone book or on the web site www.cityofbrookings.org.

The Solid Waste Collection Department discontinued the curbside branch pickup in 2015. The residents may put out their branches during spring clean up or haul them to the landfill free of charge. We will continue to provide a Christmas tree pickup in January for the residents.

The Solid Waste Collection has a yard waste program that starts in April and ends in November each year. This program is funded by the sale of City of Brookings yard waste bags. The bags are available at the following businesses: Wal-Mart, Hy-Vee, Lewis, Hy-Vee Gas Stop, Homestead-Do-It Center, Lowes, Running's, and Gas and Mor. The yard waste bags are picked up on Monday, Tuesday, Thursday and Friday of each week based on your address.

The Solid Waste Collection reviews the garbage collection rates every three years. The next review will be in 2017 with any decrease or increase taking place January 1, 2018. The current rates for garbage collection is \$ 17.50 per month plus sales tax. If a second garbage cart is requested the fee for that is \$ 3.50 per month plus sales tax. This fee of \$ 17.50 covers the cost of garbage pickup and recycling pickup once a week.

SERVICE MEASUREMENTS COLLECTION		2014 ACTUAL	2015 ACTUAL
Demographics	Number of Household Garbage Collection Accounts	4,901	4,939
Outcome	Tons of Garbage Collected	4,464 tons	4,553 tons
Outcome	Tons of Yard Waste Collected	589 tons	710 tons
Outcome	Tons of Trees Collected	30 tons	0 tons
Outcome	Tons of Recycling Collected	822 tons	827 tons
Outcome	Average tons per account	.91 tons	.92 tons

2017 Solid Waste Department

PURPOSE: The City of Brookings Solid Waste Department is committed to the management of Solid Waste employing source reduction practices by enhancing recycling opportunities for the public, with a focus on sustainable lifestyles, processing waste into energy, to operate an environmentally, safe Subtitle D landfill in a cost efficient manner, thereby increasing the general fund transfer and to collect solid waste from single family homes in Brookings in a cost efficient and customer friendly manner.

Solid Waste Disposal-Landfill

PERSONNEL: The Solid Waste Disposal Department is comprised of six staff members; The Director of Solid Waste, Landfill Supervisor, Landfill Office Manager, two Heavy Equipment operators and Advanced Equipment operator.

PROGRAMS AND SERVICES OBJECTIVES: The Brookings Regional Landfill serves the six counties of Brookings, Kingsbury, Moody, Deuel, Hamlin and Lake. The landfill opened on October of 1993 and serves a population area of 47,600 residents in the six county regions.

The Brookings Regional Landfill has an annual Latex Paint Exchange in April of each year which gives the general public an opportunity to drop off used Latex paint and have it recycled. The volunteers for the program come from the local 4-H chapters, residents and the collection employees.

The Landfill also has the annual spring clean up for Brookings Residents. This program is possible with the joint efforts of the Park & Recreation, Forestry, Street, Landfill and Collection departments.

The Brookings Regional Landfill offers a free leaf drop off program for the Brookings residents. The program starts October 1st and goes to November 15st of each year.

The Brookings Regional Landfill does a good job of recycling material that comes into the landfill. The materials recycled are tires, scrap iron, pallets, trees, yard waste, and waste oil.

The Brookings Regional Landfill reviews the tipping fees every three years. The next review will be in 2017. Any change in the tipping fees will take place January 1, 2018. The rates are set by resolution. It has been the practice of the landfill to give area haulers and the communities in our region a six month notice so they can meet with their local communities in our region and adjust the rates accordingly with their customers. The current tipping fee is \$ 43.00 per ton plus \$1.00 per ton state fee and 4.5% sales tax.

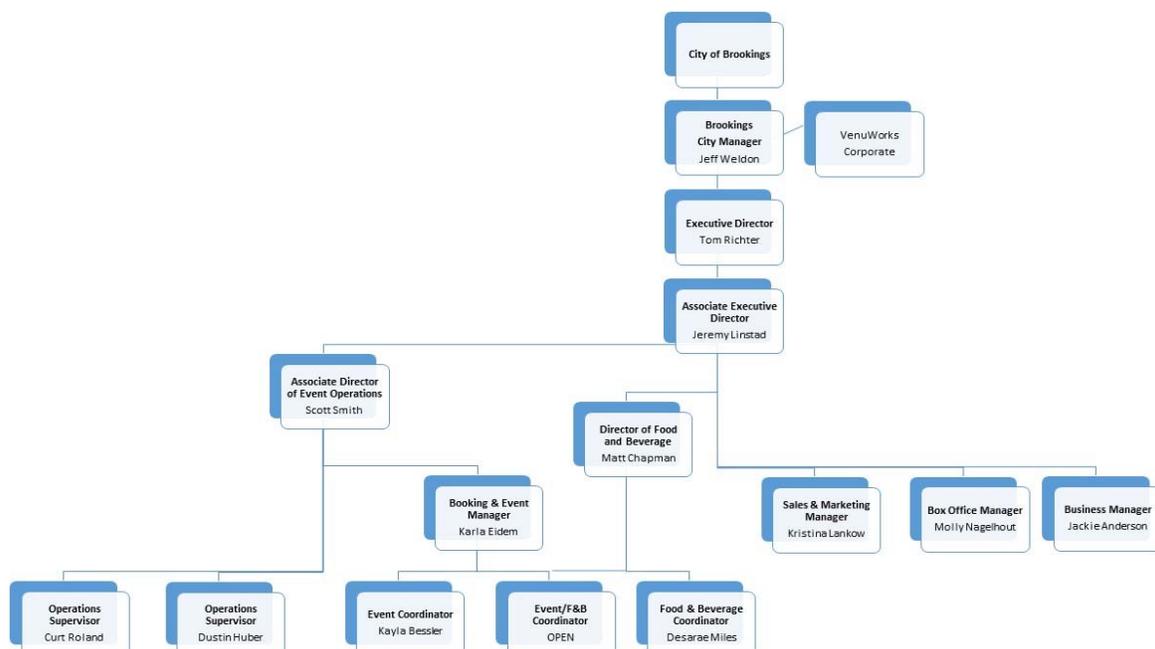
SERVICE MEASUREMENTS LANDFIL	2014 ACTUAL	2015 ACTUAL
Total Tons received at the Landfill	67,050 tons	67,248 tons
Total Cost for Landfill	\$2,454,172	\$1,717,639
Service Area population(estimated)	47,600	47,600
Landfill cost per service area capita per year	\$51.56	\$36.08
General Fund Transfer	\$575,000	\$575,000

2017 SWIFTEL CENTER

PURPOSE: The mission of the Swiftel Center is to enhance the quality of life for the citizens of the region by providing a gathering place for cultural, recreational, educational and community events thereby positively impacting the economy of Brookings.

The goal is to maximize revenue through the hosting of numerous, well-attended events and minimize expense through efficient and cost-effective facility operations. On any single night, the Swiftel Center is more than just an arena...it's the home for live, family-oriented entertainment, first-class catered banquets and receptions and hospitable meetings and conventions. Our multi-purpose facility acts as a catalyst for economic development and consumer spending activity in the city, by delivering event attendees and their "spending multiplier" which boosts commercial, retail, restaurant and hotel spending throughout the entire region. The "multiplier" is a vital economic importance: it constitutes the Swiftel Center's positive contribution to the Brookings economy and overall community well-being. We consistently anticipate customer needs and exceed their expectations by implementing top quality, "four star" professional customer service programs. These efforts are designed to establish confidence and brand recognition in the facility and with our many staff members. This encourages repeat business and fosters new client relationships and patrons to serve.

PERSONNEL: The Swiftel Center is comprised of twelve full time staff; Executive Director, Associate Executive Director, Associate Director of Event Operations, Business Manager, Director of Food & Beverage, (2) Operations Supervisor, Sales & Marketing Manager, Box Office Manager, Booking and Event Manager, Event Coordinator, and Food & Beverage Coordinator.



PROGRAMS AND SERVICES OBJECTIVES:

VenuWorks of Brookings LLC has established goals for the 2017 year. These goals are a combination of new initiatives and continuing efforts initiated in 2016.

- Collaborate with local charitable and community organizations through volunteerism, community service projects or their usage of the facility at a reduced rate or no charge.
Status: In progress/On-going
 - o The Daktronics Banquet Room and Swiftel Center equipment will be made available at no charge to the local American Legion and VFW for Memorial Day and Veteran's Day programs.
 - o The Swiftel Center arena will be made available at no charge to Brookings Radio for the community wide Easter Egg Hunt. In addition, the event is co-produced by the Swiftel Center staff through community donations and is offered free to the public.
 - o 4-H Achievement Days held in the Arena and Daktronics Banquet Room.
 - o 4-H Horse Show in the Arena/ 4H Dog Show held in the Arena.
 - o The Swiftel Center will coordinate and host the Uncle Sam Jam festival on July 4 as a free, family-friendly community event to celebrate Independence Day holiday.

- Continue to build marketing partnership through regular communication with the Brookings Area Convention and Visitors Bureau to attract events to the Brookings Community, focusing more on athletic tournaments and conventions. Status: On-going

- Concentrate on providing a diversity of events for the citizens of the region; family shows, concerts, community events, consumer shows, sporting events, and conventions. Status: On-going

- Continue to be an in-house entertainment production entity for the sole purpose of promoting and/or co-promoting shows and entertainment events. Status: On-going

- Increase use of Ticketmaster website, and phone service for ticket purchasing utilizing marketing programs available through Ticketmaster including email notifications, presale programs and auctions. Status: On-going

- Increase ancillary revenues in the following areas: Status: On-going
 - o Catering income
 - o Concessions/bar service income
 - o Rental Equipment income
 - o Facility Maintenance Fee
 - o Merchandise income

- Continue to review and adjust rental rates and reimbursed labor rates to remain competitive. Status: On-going

- Continue to provide outstanding customer service to the patrons, promoters, renters and users of the Swiftel Center facilities. Emphasis placed on customer service and ADA assistance at employee training sessions. Status: On-going
- Continue to utilize our website and marquees to inform the community of upcoming events. Status: On-going
- Increase use and awareness of social media aspects of networking with the community and fans to include: Facebook, Twitter, Instagram, Pinterest, and LinkedIn. Status: On-going

We are projecting an increase in our revenue and expenses for 2017. As we develop our budget we created a spreadsheet reflecting our contracted business for 2017 and expected business from past history. We broke down the budget for each event to determine our revenue and expenses which are all variable. Then we estimated our fixed revenue and expenses by looking at past history and contract obligated income. Due to a shift in the type of events projected for 2017, the total attendance and number of events is expected to be slightly lower. However, overall gross revenues are still projected to increase. We will work to maximize contractually obligated income streams, and per capita spending at events in order to offset a slight reduction in attendance that may occur during a very competitive marketplace for national touring concert dates.

SERVICE MEASURE	OUTCOME	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 REQUESTED
Gross Revenues	Revenues generated from events, rent, naming rights, pouring rights, concessions and catering, signage, equipment, and other revenue streams.	\$1,750,510	\$1,972,058	\$1,996,155	\$2,052,979
Attendance	Promote, co-promote or rent facility to attract patrons to spectator events for entertainment or meetings, banquets, conventions for educational experience.	121,447	133,136	110,430	101,655
Events	Number of events held at the Swiftel Center.	256	213	197	193

TYPE OF MEASURE	SERVICE MEASURE	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED	2017 ESTIMATED
Revenue Generation	Percentage of Gross Revenues from Operations	80%	84%	80%	84%
Expenditure per Capita	City Subsidy per Capita	\$16.28	\$16.14	\$16.14	\$17.43
Expenditure per Square Foot	Capital Expenditures per Square Foot	\$2.00	\$5.19	\$4.14	\$4.14