



**Watertown City Council**  
**Work Session**  
**August 10, 2021**  
**5:00 pm**

Mayor Steve Washburn  
Lindsay Guetzkow  
Adam Pawelk  
Michael Walters  
Dan Schuette

1. Call To Order And Roll Call
2. New Business
  - 2.I. Pay Equity And Market Analysis

Documents:

[WORKSESSION MEMO PAY EQUITY AND MARKET STUDY 08102021.PDF](#)

- 2.II. 2022 Budget Work Session #1

Documents:

[2022 BUDGET WORK SESSION 1.PDF](#)

- 2.II.1. Fire Department Budget Discussion

3. Adjournment

**309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388**



To: Honorable Mayor & City Council  
From: Jeff O'Neill, Interim City Administrator  
Date: August 10, 2021  
Re: Pay Equity and Market Analysis for Work Session

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Tessia Melvin of David Drown Associates was hired by Watertown to conduct a Pay Equity Study and Market Analysis for the purpose of maintaining a pay system compliant with MN pay equity standards and for maintaining a competitive pay structure in the marketplace. At the work session, Tessia Melvin will be reporting the results of the studies, identifying needed adjustment to various positions within the pay equity system. Her presentation will include recommendations for adjustments to the pay scale to match the market.



To: Honorable Mayor & City Council  
From: Administrative Services Director  
Date: August 10, 2021  
Re: 2022 Budget Work Session #1 – General Fund Expenses

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The tax base estimates have not been released by Carver County, therefore it is too early to predict any kind of a levy increase or impact to the average value home. Staff have been working diligently on the General Fund Budget in anticipation for the market value and tax capacity numbers.

### **Public Safety**

2022 will mark the second full year with the three FTE Sheriff's Deputies providing contracted coverage 7 days per week in the evenings and overnights, and daytime coverage Monday through Friday. 26 hours of contracted Community Service Officer time, participation with the Southwest Metro Drug Task Force, and budgeted dollars for the back filling of shifts when contract deputies are on leave will continue. The contracted amount is reflected in the 2022 budget.

### **Consultant Services**

Additional funds are programmed to continue site inspections services for new construction.

Building inspector services continues to be budgeted at a level equivalent to the revenue forecasted (we forecast 17 new homes per year for revenue).

### **Personnel**

The 2022 budget reflects preliminary numbers from the David Drown Associates wage study presented to council August 10. Amounts are reflecting each employee adjust to 100% of market on a new wage scale.

Overall a 2% COLA adjustment is factored into the preliminary budget across all funds as well as a preliminary 12% increase for health benefits and 10% for dental benefits. These rates will be finalized in October, following the adoption of the preliminary levy in September, once renewal rates are provided by providers.

The proposed budget for 2022 includes adding a full-time public works staff and decreasing the seasonal staff hours by 1,200. The net increase in the public works wages for 2022 by adding this full-time employee would be \$49,000 for wages, health, dental, payroll taxes, disability, PERA. This position has been discussed during 2020 and 2019 budget work sessions and the addition of this year-round employee would reduce strain on the utility staff with snow removal operations, improve service to the community, extend certain asphaltting operations by two months, and backfill vacations.

## **Fire Department**

The Fire Department is proposing a staffing model change that would increase the budgeted hours by 1,662. Emergency response wages and training wages are projected to increase by 2%.

Dues and subscriptions increased with the annual cost of the scheduling software.

**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments
General Government	101-41000-151	Worker's Comp Insurance Premium	\$ 1,501	\$ 1,622	\$ 1,882	\$ 2,177	15.66%	From the renewal + 5%
	101-41000-201	Accessories (paper, pens, etc)	\$ 1,000	\$ 162	\$ 1,000	\$ 1,000	0.00%	
	101-41000-203	Printed Forms	\$ 1,000	\$ 1,223	\$ 1,000	\$ 1,000	0.00%	
	101-41000-210	Operating Supplies (GENERAL)	\$ 1,750	\$ 4,640	\$ 2,500	\$ 2,500	0.00%	
	101-41000-240	Small Tools and Minor Equipment						
	101-41000-301	Auditing and Acct'g Services	\$ 27,000	\$ 25,460	\$ 27,000	\$ 29,700	10.00%	
	101-41000-303	Engineering Fees	\$ 50,000	\$ 55,022	\$ 70,000	\$ 70,000	0.00%	\$20K for site condition inspection services
	101-41000-304	Legal Fees	\$ 25,000	\$ 16,887	\$ 25,000	\$ 25,000	0.00%	
	101-41000-309	EDP, Software and Design	\$ 38,000	\$ 78,374	\$ 38,000	\$ 50,125	31.91%	Managed IT, Adobe, Office 365, Acctg SW
	101-41000-310	Other Professional Services	\$ 64,000	\$ 53,835	\$ 64,000	\$ 64,000	0.00%	Prosecution, Assessing, etc.
	101-41000-312	Building Inspector Services	\$ 55,000	\$ 102,791	\$ 55,000	\$ 55,000	0.00%	JPA Agreement w/ Delano
	101-41000-314	Professional Planning Services	\$ 17,000	\$ 12,707	\$ 30,000	\$ 30,000	0.00%	\$13,000 for code enforcement services - same as 2021
	101-41000-321	Telephone	\$ 5,600	\$ 5,191	\$ 5,600	\$ 5,600	0.00%	Voice & Internet
	101-41000-322	Postage	\$ 4,000	\$ 2,903	\$ 4,000	\$ 4,000	0.00%	
	101-41000-340	Advertising	\$ 6,000	\$ 3,538	\$ 6,000	\$ 6,000	0.00%	4 newsletters \$4000, Community center ads
	101-41000-341	Employment						
	101-41000-351	Legal Notices Publishing	\$ 3,500	\$ 2,752	\$ 3,500	\$ 3,500	0.00%	
	101-41000-353	Ordinance Publication	\$ 1,500	\$ 4,512	\$ 1,500	\$ 1,500	0.00%	
	101-41000-354	Other Print/Binding	\$ 6,000	\$ 1,324	\$ 6,000	\$ 6,000	0.00%	Codification
	101-41000-361	General Liability Ins	\$ 13,194	\$ 13,600	\$ 14,000	\$ 16,479	17.71%	From renewal
	101-41000-384	Refuse/Garbage Disposal	\$ 8,000	\$ 5,905	\$ 8,000	\$ 13,000	62.50%	Community Clean-Up, Compost Maintenance/Offset by grant funds & revenue
	101-41000-413	Office Equipment Rental	\$ 7,000	\$ 4,114	\$ 7,000	\$ 5,500	-21.43%	
	101-41000-433	Dues and Subscriptions	\$ 7,500	\$ 8,306	\$ 7,850	\$ 8,500	8.28%	League of Minnesota Cities, Metro Cities, Industry/News Publication
	101-41000-437	Other Miscellaneous	\$ 2,000	\$ 515	\$ 2,000	\$ 2,000	0.00%	
	101-41000-441	Code Enforcement Costs	\$ 2,000	\$ 3,853	\$ 2,000	\$ 2,000	0.00%	
	101-41000-490	Donations to Civic Org's	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	
	101-41000-491	Community Celebrations	\$ 9,000	\$ 4,886	\$ 9,000	\$ 9,000	0.00%	Rails to Trails/Some offset by Lions donation
	101-41000-492	Contingency	\$ 11,000	\$ 2,118	\$ 41,000	\$ 11,000	-73.17%	Reduced need for Wage Study/Team Building
	101-41000-570	Office Equip and Furnishings	\$ 2,000	\$ 1,375	\$ 2,000	\$ 2,000	0.00%	
	101-41000-630	Bank Service Fees	\$ 2,500	\$ 1,307	\$ 2,500	\$ 1,500	-40.00%	
101-41000-700	Transfers (GENERAL)		\$ 280,053					
101-41000-720	Operating Transfers		\$ 77,833					
101-41000-810	Refund		\$ 725					
			\$ 382,045	\$ 787,533	\$ 447,332	\$ 438,080	-2.07%	
Council	101-41110-100	Wages and Salaries (GENERAL)	\$ 22,200	\$ 22,200	\$ 22,200	\$ 22,200	0.00%	\$450 per month for Mayor, \$350 per month for council
	101-41110-122	FICA	\$ 1,698	\$ 1,699	\$ 1,698	\$ 1,698	0.00%	
	101-41110-151	Workers Comp	\$ 70	\$ 76	\$ 80	\$ 78	-2.63%	From Renewal
	101-41110-208	Training and Instruction	\$ 2,500	\$ 309	\$ 2,500	\$ 2,500	0.00%	
	101-41110-331	Travel Expenses	\$ 750	\$ 29	\$ 750	\$ 750	0.00%	
	101-41110-433	Dues and Subscriptions	\$ 75	\$ 30	\$ 75	\$ 75	0.00%	
			\$ 27,293	\$ 24,343	\$ 27,303	\$ 27,301	-0.01%	
Leg. Comms.	101-41120-110	Other Pay (GENERAL)	\$ 11,520	\$ 5,600	\$ 11,520	\$ 11,520	0.00%	Parks (3,840), Planning (3,840), COA (3,840) EDA moved to EDA Budget
	101-41120-122	FICA	\$ 881	\$ 438	\$ 881	\$ 881	0.00%	
	101-41120-208	Training and Instruction	\$ 900	\$ 183	\$ 900	\$ 900	0.00%	
			\$ 13,301	\$ 6,221	\$ 13,301	\$ 13,301	0.00%	
Assistant	101-41300-101	Full-Time Employees Regular	\$ 49,788	\$ 51,575	\$ 50,771	\$ 52,469	3.34%	
	101-41300-103	Part-Time Employees	\$ 1,200	\$ 107	\$ 1,200	\$ 1,200	0.00%	
	101-41300-121	PERA	\$ 3,734	\$ 3,839	\$ 3,808	\$ 3,935	3.34%	
	101-41300-122	FICA	\$ 3,901	\$ 3,656	\$ 3,976	\$ 4,106	3.27%	

**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments	
Administrative /	101-41300-131	Employer Paid Health	\$ 13,111	\$ 12,102	\$ 13,959	\$ 15,466	10.80%		
	101-41300-133	Employer Paid Dental	\$ 562	\$ 515	\$ 540	\$ 594	10.00%		
	101-41300-134	Employer Paid Life/STD/LTD	\$ 611	\$ 611	\$ 620	\$ 635	2.44%		
	101-41300-208	Training and Instruction	\$ 250		\$ 250	\$ 250	0.00%		
	101-41300-331	Travel Expenses	\$ 100	\$ 50	\$ 100	\$ 100	0.00%		
	101-41300-417	Uniforms	\$ 100	\$ 112	\$ 100	\$ 100	0.00%		
				\$ 73,357	\$ 72,568	\$ 75,325	\$ 78,855	4.69%	
City Administrator	101-41310-101	Full-Time Employees Regular	\$ 76,443	\$ 78,517	\$ 77,972	\$ 74,200	-4.84%		
	101-41310-121	PERA	\$ 5,733	\$ 5,783	\$ 5,848	\$ 5,565	-4.84%		
	101-41310-122	FICA	\$ 5,848	\$ 5,476	\$ 5,965	\$ 5,676	-4.84%		
	101-41310-131	Employer Paid Health	\$ 14,538	\$ 14,538	\$ 15,040	\$ 19,452	29.33%		
	101-41310-133	Employer Paid Dental	\$ 394	\$ 394	\$ 378	\$ 416	10.00%		
	101-41310-134	Employer Paid Life/STD/LTD	\$ 1,141	\$ 669	\$ 812	\$ 779	-4.14%		
	101-41310-208	Training and Instruction	\$ 4,675	\$ 3,090	\$ 4,675	\$ 4,675	0.00%		
	101-41310-321	Telephone	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	\$55/mo per policy	
	101-41310-331	Travel Expenses	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	0.00%		
	101-41310-417	Uniforms	\$ 100		\$ 100	\$ 100	0.00%		
	101-41310-433	Dues and Subscriptions	\$ 1,000	\$ 1,040	\$ 1,000	\$ 1,000	0.00%		
	101-41310-437	Other Miscellaneous	\$ -						
				\$ 113,532	\$ 110,167	\$ 115,451	\$ 115,522	0.06%	
City Clerk	101-41400-101	Full-Time Employees Regular	\$ 50,929	\$ 51,933	\$ 53,514	\$ 62,027	15.91%		
	101-41400-121	PERA	\$ 3,820	\$ 3,828	\$ 4,014	\$ 4,652	15.91%		
	101-41400-122	FICA	\$ 3,896	\$ 3,832	\$ 4,094	\$ 4,745	15.91%		
	101-41400-131	Employer Paid Health	\$ 4,920	\$ 4,920	\$ 5,280	\$ 5,788	9.61%		
	101-41400-133	Employer Paid Dental	\$ 422	\$ 650	\$ 1,567	\$ 1,724	10.00%		
	101-41400-134	Employer Paid Life	\$ 580	\$ 481	\$ 603	\$ 679	12.58%		
	101-41400-208	Training and Instruction	\$ 2,500	\$ 1,600	\$ 2,500	\$ 3,000	20.00%		
	101-41400-321	Telephone	\$ 660	\$ 495	\$ 660	\$ 660	0.00%		
	101-41400-331	Travel Expenses	\$ 2,000	\$ 69	\$ 2,000	\$ 2,000	0.00%		
	101-41400-417	Uniforms	\$ 100	\$ 110	\$ 100	\$ 100	0.00%		
	101-41400-433	Dues and Subscriptions	\$ 375	\$ (151)	\$ 375	\$ 400	6.67%		
				\$ 70,201	\$ 67,768	\$ 74,706	\$ 85,775	14.82%	
	Elections	101-41410-104	Temporary Employees Regular	\$ 5,500	\$ 4,924	\$ -	\$ 5,500		
101-41410-122		FICA	\$ 421	\$ 70	\$ -	\$ 421			
101-41410-151		Workers Comp		\$ 8	\$ 8	\$ 12	42.86%		
101-41410-203		Printed Forms	\$ -	\$ 366	\$ -	\$ -			
101-41410-208		Training and Instruction	\$ 600	\$ -	\$ -	\$ 600			
101-41410-210		Operating Supplies (GENERAL)	\$ 2,500	\$ 3,943	\$ -	\$ 2,500			
101-41410-309		EDP, Software and Design			\$ -				
101-41410-322		Postage	\$ 500		\$ -	\$ 500			
101-41410-331		Travel Expenses	\$ 1,000	\$ 770	\$ -	\$ 1,000			
101-41410-351		Legal Notices Publishing	\$ 250	\$ 166	\$ -	\$ 250			
101-41410-404		Repairs/Maint Machinery/Equip	\$ 550	\$ 1,490	\$ 550	\$ 650	18.18%	Annual maintenance	
101-41410-580	Other Equipment	\$ 100	\$ 100	\$ -	\$ 200				
			\$ 11,421	\$ 11,838	\$ 558	\$ 11,633	1.86%	Change since last election	
ant	101-41940-210	Operating Supplies (GENERAL)	\$ 2,500	\$ 8,233	\$ 2,500	\$ 2,500	0.00%		
	101-41940-220	Repair/Maint Supply (GENERAL)	\$ 1,500	\$ 12	\$ 1,500	\$ 1,500	0.00%		

**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments
General Govt Buildings/Pl	101-41940-240	Small Tools and Minor Equip						
	101-41940-310	Other Professional Services	\$ 13,500	\$ 23,405	\$ 18,000	\$ 19,000	5.56%	Cleaning Contract/Floor Stripping/Carpet Cleaning/Window Cleaning
	101-41940-321	Telephone	\$ 2,600	\$ 2,309	\$ 2,600	\$ 2,600	0.00%	Alarm phone lines
	101-41940-362	Property Ins	\$ 5,071	\$ 5,291	\$ 6,000	\$ 6,051	0.85%	From Renewal
	101-41940-381	Electric Utilities	\$ 14,000	\$ 11,194	\$ 13,000	\$ 13,200	1.54%	
	101-41940-400	Repairs & Maint Cont (GENERAL)	\$ 6,000	\$ 5,827	\$ 6,000	\$ 6,000	0.00%	
	101-41940-401	Repairs/Maint Buildings	\$ 5,000	\$ 591,169	\$ 5,000	\$ 5,000	0.00%	General facility maintenance.
	101-41940-404	Repairs/Maint Machinery/Equip	\$ 5,000	\$ 21,645	\$ 5,000	\$ 5,000	0.00%	
	101-41940-560	Office Equip and Furnishings	\$ 6,000	\$ 7,980	\$ 6,000	\$ 6,000	0.00%	Computer Workstations
				\$ 61,171	\$ 677,065	\$ 65,600	\$ 66,851	1.91%
Fire Protection Services	101-42000-124	Fire Pension Contributions	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	
	101-42000-630	Bank Service Fees						
	101-42000-720	Operating Transfers	\$ 346,294	\$ 346,294	\$ 360,000	\$ 377,192	4.78%	
			\$ 361,294	\$ 361,294	\$ 375,000	\$ 392,192	4.58%	
Police	101-42110-310	Other Professional Services	\$ 326,966	\$ 338,446	\$ 379,838	\$ 374,241	-1.47%	3 FTE, 26hrs CSO, \$6K for OT, SW Metro Drug Task Force
			\$ 326,966	\$ 338,446	\$ 379,838	\$ 374,241	-1.47%	
Civil Defense	101-42500-381	Electric Utilities	\$ 500	\$ 403	\$ 789	\$ 789	0.00%	
	101-42500-404	Repairs/Maint Machinery/Equip	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0.00%	
	101-42500-580	Other Equipment						
			\$ 3,000	\$ 403	\$ 3,289	\$ 3,289	0.00%	
Animal Control	101-42700-310	Other Professional Services	\$ 2,000	\$ 624	\$ 500	\$ 500	0.00%	Kennel Repair/Boarding
Public Services	101-43000-101	Full-Time Employees Regular	\$ 74,698	\$ 76,038	\$ 78,096	\$ 80,452	3.02%	
	101-43000-103	Part-Time Employees	\$ 34,311	\$ 25,095	\$ 34,500	\$ 17,472	-49.36%	Summer Seasonal Help
	101-43000-121	PERA	\$ 8,176	\$ 5,599	\$ 5,857	\$ 6,034	3.02%	
	101-43000-122	FICA	\$ 8,339	\$ 7,174	\$ 8,614	\$ 7,491	-13.03%	
	101-43000-131	Employer Paid Health	\$ 14,754	\$ 18,519	\$ 24,436	\$ 27,200	11.31%	
	101-43000-133	Employer Paid Dental	\$ 1,475	\$ 1,475	\$ 2,090	\$ 2,299	10.00%	
	101-43000-134	Employer Paid Life	\$ 833	\$ 760	\$ 864	\$ 885	2.43%	
	101-43000-142	Unemployment Benefits	\$ 4,500		\$ 4,500	\$ 4,500	0.00%	
	101-43000-151	Worker's Comp Insurance Prem	\$ 300	\$ -	\$ 332	\$ 208		
	101-43000-208	Training and Instruction	\$ 4,950	\$ 375	\$ 4,950	\$ 4,950	0.00%	Hamline Public Works Leadership Academy & APWA Spring Conference
	101-43000-210	Operating Supplies (GENERAL)	\$ 1,500	\$ 1,562	\$ 1,500	\$ 1,500	0.00%	Includes lube and additives
	101-43000-220	Repair/Maint Supply (GENERAL)	\$ 1,500	\$ 2,290	\$ 1,500	\$ 1,500	0.00%	
	101-43000-221	Equipment Parts	\$ 500	\$ 214	\$ 500	\$ 500	0.00%	
	101-43000-223	Building Repair Supplies	\$ 2,000	\$ 1,524	\$ 2,000	\$ 2,000	0.00%	
	101-43000-229	Safety Equipment & Training	\$ 3,000	\$ 2,660	\$ 3,000	\$ 3,000	0.00%	
	101-43000-240	Small Tools and Minor Equip	\$ 5,000	\$ 6,191	\$ 5,000	\$ 5,000	0.00%	
	101-43000-310	Other Professional Services	\$ 8,756	\$ 6,412	\$ 8,756	\$ 8,756	0.00%	Weekly office/bathroom cleaning at PW Facility
	101-43000-321	Telephone	\$ 3,300	\$ 2,681	\$ 3,300	\$ 3,300	0.00%	Office VOIP and Fire Alarm Line
	101-43000-331	Travel Expense	\$ 800		\$ 800	\$ 800	0.00%	
	101-43000-341	Employment Advertising	\$ 500	\$ 1,796	\$ 500	\$ 500	0.00%	
	101-43000-362	Property Ins	\$ 895	\$ 932	\$ 985	\$ 1,065	8.09%	From renewal
	101-43000-381	Electric Utilities	\$ 12,000	\$ 7,965	\$ 11,000	\$ 11,000	0.00%	
	101-43000-401	Repairs/Maint Buildings	\$ 2,000	\$ 11,328	\$ 2,000	\$ 2,000	0.00%	
101-43000-404	Repairs/Maint Machinery/Equip	\$ 2,000	\$ 1,839	\$ 2,000	\$ 2,000	0.00%		
101-43000-413	Office Equipment Rental				\$ 1,000		Copier Rental	
101-43000-417	Uniforms	\$ 750	\$ 205	\$ 750	\$ 750	0.00%		

**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments
	101-43000-433	Dues and Subscriptions	\$ 500	\$ 472	\$ 500	\$ 500	0.00%	
	101-43000-438	Licenses & Permits	\$ 300	\$ 35	\$ 300	\$ 300	0.00%	
	101-43000-560	Office Equip and Furnishings	\$ 200	\$ 138	\$ 200	\$ 200	0.00%	
	101-43000-720	Operating Transfers						
			\$ 197,837	\$ 183,279	\$ 208,830	\$ 197,162	-5.59%	
Hwys, Streets, & Roads	101-43100-101	Full-Time Employees Regular	\$ 52,631	\$ 54,163	\$ 53,683	\$ 81,606	52.01%	Addition of half of FT PW employee (other half is in Parks)
	101-43100-121	PERA	\$ 3,947	\$ 3,979	\$ 4,026	\$ 6,120	52.01%	
	101-43100-122	FICA	\$ 4,026	\$ 3,898	\$ 4,107	\$ 6,243	52.01%	
	101-43100-131	Employer Paid Health	\$ 10,144	\$ 13,143	\$ 10,665	\$ 15,318	43.62%	
	101-43100-133	Employer Paid Dental	\$ 562	\$ 609	\$ 540	\$ 891	65.00%	
	101-43100-134	Employer Paid Life	\$ 637	\$ 798	\$ 646	\$ 979	51.49%	
	101-43100-151	Worker's Comp Insurance Prem	\$ 3,817	\$ 3,762	\$ 3,870	\$ 4,471	15.53%	From the renewal
	101-43100-208	Training and Instruction	\$ 2,000	\$ 360	\$ 2,000	\$ 2,000	0.00%	
	101-43100-210	Operating Supplies (GENERAL)	\$ 3,000	\$ 1,936	\$ 3,000	\$ 3,000	0.00%	Street, Crosswalk, Parking Lot Striping
	101-43100-220	Maintenance Supply (GENERAL)	\$ 6,000	\$ 5,948	\$ 6,000	\$ 6,500	8.33%	Speed sign maintenance & monitoring agreement
	101-43100-224	Street Maint Materials	\$ 40,000	\$ 40,777	\$ 45,000	\$ 45,000	0.00%	Curb/Sidewalk Repair, Catch basin repair, dustcoating, crack filling
	101-43100-226	Sign Repair Materials	\$ 6,000	\$ 5,925	\$ 6,000	\$ 6,000	0.00%	Repair/Replacement/Retroreflectivity Requirements
	101-43100-229	Safety Equipment & Training	\$ 2,000	\$ 576	\$ 2,000	\$ 2,000	0.00%	
	101-43100-240	Small Tools and Minor Equip	\$ 1,000	\$ 158	\$ 1,000	\$ 1,000	0.00%	
	101-43100-321	Telephone	\$ 660	\$ 330	\$ 660	\$ 660	0.00%	
	101-43100-416	Machinery Rentals	\$ 1,000	\$ 2,400	\$ 1,000	\$ 2,000	100.00%	
101-43100-417	Uniforms	\$ 250		\$ 250	\$ 250	0.00%		
101-43100-720	Operating Transfers							
			\$ 137,674	\$ 138,762	\$ 144,448	\$ 184,038	27.41%	
Ice & Snow Removal	101-43125-216	Chemicals and Chem Products	\$ 20,000	\$ 20,787	\$ 22,000	\$ 22,000	0.00%	
	101-43125-220	Repair/Maint Supply (GENERAL)						
	101-43125-221	Equipment Parts	\$ 5,500	\$ 4,442	\$ 5,500	\$ 5,500	0.00%	Replacement Plow Blades
	101-43125-240	Small Tools and Minor Equip						
	101-43125-333	Freight and Express	\$ 3,000		\$ 3,000	\$ 3,000	0.00%	Snow Hauling
	101-43125-341	Employment						
	101-43125-404	Repairs/Maint Machinery/Equip		\$ 1,665				
	101-43125-436	Towing Charges	\$ 1,000	\$ 500	\$ 1,000	\$ 1,000	0.00%	Plow Truck Towing Needs/Winter Parking Violations
	101-43125-437	Other Miscellaneous		\$ 500				
101-43125-581	Capital Equipment Repairs							
			\$ 29,500	\$ 27,894	\$ 31,500	\$ 31,500	0.00%	
Fleet	101-43127-201	Accessories	\$ 1,000		\$ 1,000	\$ 1,000	0.00%	
	101-43127-212	Motor Fuels	\$ 25,000	\$ 20,294	\$ 25,000	\$ 25,000	0.00%	
	101-43127-220	Repair/ Maint Supply	\$ 2,000	\$ 1,500	\$ 2,000	\$ 2,000	0.00%	
	101-43127-221	Equipment Parts	\$ 20,000	\$ 12,629	\$ 20,000	\$ 20,000	0.00%	
	101-43127-240	Small Tools and Minor Equipment	\$ 10,000	\$ 5,372	\$ 10,000	\$ 10,000	0.00%	
	101-43127-310	Other Professional Services	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%	
	101-43127-363	Automotive Insurance	\$ 3,349	\$ 3,455	\$ 3,603	\$ 3,603	0.00%	From Renewal
	101-43127-404	Repairs/ Maint Machinery/Equip	\$ 25,000	\$ 31,852	\$ 25,000	\$ 25,000	0.00%	
	101-43127-309	EDP/Software	\$ 2,800	\$ 2,516	\$ 2,800	\$ 2,800	0.00%	Fleet Management Tool
	101-43127-438	Licenses and Permits		\$ 250				
			\$ 90,149	\$ 77,867	\$ 90,403	\$ 90,403	0.00%	
Street Light	101-43160-381	Electric Utilities	\$ 50,000	\$ 47,239	\$ 50,000	\$ 50,000	0.00%	
	101-43160-403	Repairs Other Than Buildings	\$ 5,000		\$ 5,000	\$ 5,000	0.00%	Street Light Repair



**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments
51	51		\$ 55,000	\$ 47,239	\$ 55,000	\$ 55,000	0.00%	
Parks	101-45200-101	Full-Time Employees Regular	\$ 51,347	\$ 46,687	\$ 45,162	\$ 76,848	70.16%	Part of Additional FTE
	101-45200-103	Part-Time Employees						
	101-45200-121	PERA	\$ 3,851	\$ 3,529	\$ 3,387	\$ 5,764	70.16%	
	101-45200-122	FICA	\$ 3,928	\$ 3,278	\$ 3,455	\$ 5,879	70.16%	
	101-45200-131	Employer Paid Health	\$ 14,432	\$ 14,989	\$ 11,546	\$ 16,304	41.21%	
	101-45200-133	Employer Paid Dental	\$ 1,475	\$ 1,367	\$ 1,620	\$ 2,079	28.33%	
	101-45200-134	Employer Paid Life	\$ 625	\$ 286	\$ 570	\$ 937	64.22%	
	101-45200-151	Worker's Comp Insurance Prem	\$ 3,120	\$ 4,320	\$ 4,669	\$ 2,777	-40.52%	From the renewal
	101-45200-208	Training and Instruction	\$ 2,000	\$ 78	\$ 2,000	\$ 2,000	0.00%	
	101-45200-210	Operating Supplies (GENERAL)	\$ 2,500	\$ 2,507	\$ 2,500	\$ 3,500	40.00%	
	101-45200-216	Chemicals and Chem Products	\$ 6,000	\$ 6,238	\$ 7,000	\$ 7,000	0.00%	
	101-45200-220	Repair/Maint Supply (GENERAL)	\$ 2,000	\$ 1,784	\$ 2,000	\$ 2,000	0.00%	
	101-45200-221	Equipment Parts	\$ 5,000	\$ 4,832	\$ 5,000	\$ 5,000	0.00%	Sprinkler System Repair/Playground Equipment Parts
	101-45200-225	Landscaping Materials	\$ 15,000	\$ 12,039	\$ 15,000	\$ 15,000	0.00%	
	101-45200-226	Sign Repair Materials	\$ 2,500	\$ 949	\$ 2,500	\$ 2,500	0.00%	
	101-45200-229	Safety Equipment & Training	\$ 2,500	\$ 909	\$ 2,500	\$ 2,500	0.00%	
	101-45200-240	Small Tools and Minor Equip	\$ 5,000	\$ 2,459	\$ 5,000	\$ 5,000	0.00%	
	101-45200-310	Other Professional Services	\$ 6,250	\$ 9,026	\$ 7,320	\$ 7,320	0.00%	Native Maintenance, Irrigation Maintenance
	101-45200-321	Telephone	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	
	101-45200-362	Property Ins	\$ 25,387	\$ 26,559	\$ 29,611	\$ 31,360	5.91%	From the renewal
	101-45200-381	Electric Utilities	\$ 9,700	\$ 8,675	\$ 9,700	\$ 9,700	0.00%	
	101-45200-401	Repairs/Maint Buildings	\$ 5,000	\$ 2,963	\$ 5,000	\$ 5,000	0.00%	
	101-45200-403	Improvements Other Than Buildings	\$ 15,000	\$ 13,155	\$ 15,000	\$ 15,000	0.00%	Trail Seal Coating (\$10,000)
	101-45200-404	Repairs/Maint Machinery/Equip	\$ 2,500		\$ 2,500	\$ 2,500	0.00%	
	101-45200-415	Other Equipment Rentals	\$ 6,500	\$ 5,567	\$ 6,500	\$ 6,500	0.00%	Seasonal Mower Leasing
101-45200-417	Uniforms	\$ 500		\$ 500	\$ 500	0.00%		
101-45200-418	Other Rentals	\$ 8,500	\$ 9,527	\$ 8,500	\$ 8,500	0.00%	Portable Toilets (Evergreen/Community Park/Rick Johnson/Highland/Madison Green)	
101-45200-438	Licenses & Permits	\$ 250	\$ 290	\$ 250	\$ 250	0.00%		
101-45200-493	Recreation Programs	\$ 1,000		\$ 1,000	\$ -	-100.00%	Commission on Aging Support	
101-45200-530	Improvements Other Than Buildings	\$ 15,000	\$ 56,669	\$ 15,000	\$ 15,000	0.00%	Tables, garbage cans, general replacement/upkeep	
101-45200-720	Operating Transfers							
			\$ 217,526	\$ 239,342	\$ 215,450	\$ 257,378	19.46%	
Forestry and Nursery	101-45204-225	Landscaping Materials	\$ 6,000	\$ 5,280	\$ 6,000	\$ 6,000	0.00%	Trees for Boulevards & Parks
	101-45204-310	Other Professional Services	\$ 6,000	\$ 6,720	\$ 6,000	\$ 6,000	0.00%	Arborist Service
	101-45204-415	Other Equipment Rental	\$ -	\$ -	\$ -	\$ -		
			\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	
Libraries	101-45500-321	Telephone	\$ 450	\$ 444	\$ 450	\$ 450	0.00%	
			\$ 450	\$ 444	\$ 450	\$ 450	0.00%	
Cap. Improve	101-45200-720	Transfers Out - Capital Improvements	\$ 135,000	\$ 135,000	\$ 90,000	\$ 90,000	0.00%	\$90K "debt" gap plus additional \$45K
	101-49000-700	Park Fund Contributions	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%	
	101-49000-720	Other Contributions/Transfer	\$ -	\$ -	\$ -	\$ -		
			\$ 200,000	\$ 200,000	\$ 155,000	\$ 155,000	0.00%	
Debt Service	101-41000-700	Debt Srv Bond Principal	\$ 93,517	\$ 93,517	\$ 93,309	\$ 93,085	-0.24%	Downtown Redevelopment TIF Support/Interfund Loan
	101-47000-611	Bond Interest						
			\$ 93,517	\$ 93,517	\$ 93,309	\$ 93,085	-0.24%	

**CITY OF WATERTOWN  
2022 GENERAL FUND BUDGET  
EXPENDITURES**

Department	Account Code	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Percentage Change	Comments
			\$ 2,479,235	\$ 3,478,614	\$ 2,584,592	\$ 2,683,556	3.83%	
			<b>2020</b>	<b>2020 YTD</b>	<b>2021</b>	<b>2022</b>		
		ADMINISTRATION, FINANCE, TECH, C	\$ 691,601	\$ 1,080,881	\$ 754,426	\$ 770,918	0.05%	ADMINISTRATION, FINANCE, TECH, COUNCIL
		PARKS	\$ 217,526	\$ 239,342	\$ 215,450	\$ 257,378	19.46%	PARKS
		FIRE	\$ 361,294	\$ 361,294	\$ 375,000	\$ 392,192	4.58%	FIRE
		LAW ENFORCEMENT	\$ 326,966	\$ 338,446	\$ 379,838	\$ 374,241	-1.47%	LAW ENFORCEMENT
		PUBLIC SERVICES	\$ 455,160	\$ 427,803	\$ 475,181	\$ 503,103	5.88%	PUBLIC SERVICES
		COMMUNITY SERVICES	\$ 72,000	\$ 60,266	\$ 70,789	\$ 70,789	0.00%	COMMUNITY SERVICES
		RECREATION						RECREATION
		CENTRAL FACILITIES	\$ 61,171	\$ 677,065	\$ 65,600	\$ 66,851	1.91%	CENTRAL FACILITIES
		TRANSFERS OUT- Capital Investment S	\$ 135,000	\$ 135,000	\$ 90,000	\$ 90,000	0.00%	TRANSFERS OUT- Capital Investment Support
		TRANSFERS OUT-Park Fund Support	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%	TRANSFERS OUT-Park Fund Support
		TRANSFERS OUT- Water Fund Support						TRANSFERS OUT- Water Fund Support
		TRANSFERS OUT - Sewer Fund Support						TRANSFERS OUT - Sewer Fund Support
		TRANSFERS OUT-Downtown Developm	\$ 93,517	\$ 93,517	\$ 93,309	\$ 93,085	-0.24%	TRANSFERS OUT-Downtown Development Support
		TRANSFERS OUT - Debt Fund Support						TRANSFERS OUT-Debt Fund Support
		Total	\$ 2,479,235	\$ 3,478,614	\$ 2,584,592	\$ 2,683,556	3.83%	Total

**City of Watertown  
2022 Fire Department Fund Budget**

Department	Account	Description	2020 Budget	2020 YTD	2021 Budget	2022 Budget	Change	Comment
<b>Fund 603 WATERTOWN FIRE DEPARTMENT FUND</b>								
<b>Dept 42250 Fire Department Payroll</b>								
	603-42250-100	Wages and Salaries (GENERAL)	\$ 12,752	\$ 10,300	\$ 13,007	\$ 12,374	-4.87%	Officer Wages
	603-42250-106	Emergency Call Response Wages	\$ 48,195	\$ 38,067	\$ 49,159	\$ 50,142	2.00%	
	603-42250-107	Training & Other Wages	\$ 36,776	\$ 19,915	\$ 40,420	\$ 41,228	2.00%	
	603-42250-110	Station Staffing				\$ 18,500		one 8 hr shift/weekend staffed with 4 FF
	603-42250-122	FICA	\$ 7,523	\$ 5,191	\$ 7,848	\$ 9,352	19.16%	
	603-42250-151	Worker's Comp Insurance Prem	\$ 10,895	\$ 11,257	\$ 12,352	\$ 12,500	1.20%	From the renewal
	603-42250-630	Bank Service Fee						
			\$116,141.18	\$84,730.11	\$122,785.47	\$144,095.68	17.36%	
<b>Dept 42260 Fire Department Administration</b>								
	603-42260-110	Other Pay (Chief's phone)	\$ 660	\$ 660	\$ 660	\$ 660	0.00%	Chief Phone
	603-42260-122	FICA	\$ 50	\$ 50	\$ 50	\$ 50	0.00%	
	603-42260-201	Accessories (paper, pens, etc)	\$ 1,000	\$ 628	\$ 1,000	\$ 1,000	0.00%	
	603-42260-300	Professional Srvs (GENERAL)					#DIV/0!	
	603-42260-301	Auditing and Acct'g Services	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,100	10.00%	Proportional Share of Audit (\$25,000 annual City Cost)
	603-42260-309	EDP, Software and Design	\$ 750	\$ 2,887	\$ 4,712	\$ 4,712	0.00%	Office 365/Zoom
	603-42260-310	Other Professional Services					#DIV/0!	
	603-42260-321	Telephone	\$ 5,000	\$ 6,671	\$ 5,500	\$ 5,500	0.00%	Telephone, Voice, & Data
	603-42260-322	Postage	\$ 310	\$ 56	\$ 310	\$ 310	0.00%	
	603-42260-329	Other Communications	\$ 750	\$ 689	\$ 750	\$ 750	0.00%	
	603-42260-331	Travel Expenses	\$ 200	\$ 139	\$ 200	\$ 200	0.00%	
	603-42260-361	General Liability Ins						
	603-42260-362	Property Ins	\$ 2,025	\$ 2,113	\$ 2,348	\$ 2,350	0.09%	
	603-42260-363	Automotive Ins	\$ 3,215	\$ 3,599	\$ 4,038	\$ 3,800	-5.89%	
	603-42260-365	Other Insurance	\$ 1,446	\$ 1,518		\$ 1,550		
	603-42260-430	Miscellaneous (GENERAL)	\$ 3,000	\$ 4,148	\$ 3,000	\$ 3,000	0.00%	
	603-42260-433	Dues and Subscriptions	\$ 1,700	\$ 4,812	\$ 1,700	\$ 4,700	176.47%	Scheduling Software Annual Subscription
	603-42260-434	Awards and Indemnities	\$ 2,500	\$ 254	\$ 2,500	\$ 2,500	0.00%	
	603-42260-630	Bank Service Fee		\$ 33				
			\$23,606.49	\$29,257.02	\$27,768.49	\$32,182.49	15.90%	
<b>Dept 42270 Fire Department Training</b>								
	603-42270-208	Training and Instruction	18,000.00	15,312.00	26,400.00	26,400.00	0.00%	Moved Convention/Add for Ord Development
	603-42270-311	Testing Fees	4,000.00	4,325.00	4,000.00	4,000.00	0.00%	New Fire Fighter Physical
	603-42270-343	Other Advertising	2,800.00	800.00	2,800.00	2,800.00	0.00%	Fire Prevention
	603-42270-433	Dues and Subscriptions	2,000.00	2,011.00	2,000.00	2,000.00	0.00%	WAFTA
	603-42270-439	State Fire Convention	750.00	200.00	-	-	-100.00%	
	603-42270-440	Fire Chiefs Convention	2,650.00		-	-	-100.00%	
			\$30,200.00	\$22,648.00	\$35,200.00	\$35,200.00	0.00%	
<b>Dept 42280 Fire Stations and Bldgs</b>								
	603-42280-217	Other Operating Supplies	\$ 900	\$ 1,708	\$ 900	\$ 1,400	55.56%	
	603-42280-240	Small Tools and Minor Equip	\$ 500	\$ 686	\$ 500		-100.00%	*discontinue & combine with operating supplies
	603-42280-300	Professional Service	\$ 3,000	\$ 2,320	\$ 5,896	\$ 5,896	0.00%	Janitorial Services
	603-42280-381	Electric Utilities	\$ 15,000	\$ 14,183	\$ 15,000	\$ 15,500	3.33%	
	603-42280-401	Repairs/Maint Buildings	\$ 4,000	\$ 2,509	\$ 4,000	\$ 4,000	0.00%	
	603-42280-404	Repairs/Maint Machinery/Equip	\$ 1,500	\$ 805	\$ 1,500		-100.00%	*discontinue & combine with fire equipment repairs
	603-42280-415	Other Equipment Rentals						
	603-42280-560	Furniture and Fixtures	\$ 500	\$ 1,370	\$ 500	\$ 500	0.00%	
	603-42280-580	Other Equipment	\$ 2,200	\$ 18,850	\$ 2,200	\$ 2,200	0.00%	
	603-42280-720	Operating Transfers						
			\$27,600.00	\$42,430.69	\$30,496.00	\$29,496.00	-3.28%	

**Dept 42290 Fire Department Equipment**

603-42290-210	Operating Supplies (GENERAL)		\$ 1,964							
603-42290-212	Motor Fuels	\$ 9,000	\$ 3,275	\$ 9,000	\$ 9,000	0.00%				
603-42290-221	Equipment Parts	\$ 4,500	\$ 259	\$ 4,500	\$ -	-100.00%	*combine with small tools & minor equip			
603-42290-240	Small Tools and Minor Equip	\$ 7,000	\$ 8,134	\$ 7,000	\$ 11,500	64.29%				
603-42290-311	Testing Fees	\$ 1,200	\$ 3,178	\$ 1,200	\$ 1,200	0.00%				
603-42290-322	Postage									
603-42290-323	Radio Units	\$ 2,500	\$ 18	\$ 2,500	\$ 2,500	0.00%				
603-42290-404	Repairs/Maint Machinery/Equip	\$ 20,000	\$ 43,980	\$ 20,000	\$ 21,500	7.50%				
603-42290-417	Uniforms	\$ 7,500	\$ 5,830	\$ 7,500	\$ 7,500	0.00%				
603-42290-433	Dues and Subscriptions	\$ 620	\$	\$ 620		-100.00%				
603-42290-438	Licenses and Permits		\$ 130							
603-42290-570	Office Equip and Furnishings									
603-42290-571	Turn-Out Gear	\$ 10,000	\$ 2,112	\$ 10,000	\$ 10,000	0.00%				
603-42290-580	Other Equipment		\$ 537							
603-42290-720	Operating Transfers	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000	0.00%	Capital Equipment & Facilities			
		\$307,320.00	\$314,417.72	\$307,320.00	\$308,200.00	0.29%				
		\$ 504,868	\$ 493,484	\$ 523,570	\$ 549,174	4.89%				
		\$ 504,868	\$ 493,484	\$ 523,570	\$ 549,174	4.89%				