



AGENDA OF THE SPECIAL MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
September 26, 2018
7:00 P.M.

CALL TO ORDER

APPROVE AGENDA

CITY BUSINESS – REGULAR AGENDA

- A. 2019 Budget Proposal* (pp. 2-5)
 - a. Review and Discuss
 - b. Approve for Submission

ADJOURN

* Denotes items that have supporting documentation provided

MEMORANDUM



Birchwood Village

TO: Birchwood City Council
FROM: Tobin Lay, City Administrator
SUBJECT: 2019 Budget Proposal

Dear Mayor and Council Members,

Enclosed is the proposed preliminary 2019 budget for your consideration. This proposal does not include requests that you may be making tonight to be included in the budget – this is just what the expected expenditures are for the normal course of operations based off of last year’s and this year’s expenditures.

Increases in this proposed budget over the 2018 budget are attributed to increases in cost of services, such as police, fire, and tree inspection increases, as well as increases to maintenance staff demand. This proposal amounts to a 4.77% (\$16,894.00) increase.

Request/Recommendation

As this budget does not include any new spending ideas you may have, and as the final budget approved in December 2018 cannot exceed the preliminary budget you approve tonight, staff recommends Council:

- 1) Disclose all spending proposals during the course of this meeting; and
- 2) Approve a final preliminary budget for submission to Washington County.

Thanks!

Regards,
Tobin Lay

PROPOSED 2019 BUDGET

	A	B	J	M	N	O	P
1	City of Birchwood Village Revenue and Expenditure Trends						
2			2015	2016	2017	2018	2019
3							
4	RECEIPTS						
5	General Property Taxes (levy)		\$326,299.00	\$326,299.00	\$326,299.00	\$354,500.00	\$371,394.00
6	LICENSES AND PERMITS						
7	Business Licenses and Permits						
8	Building Permits						
9	Plan Check Fee						
10	Variances						
11	Animal Licenses						
12	INTERGOVERNMENTAL REVENUES						
13	Federal Grants and Aids						
14	State Grants and Aid						
15	State of MN Pera						
16	Local Grants and Aids						
17	Recycle Grant						
18	Cable Commission Grant						
19	CHARGES FOR SERVICES						
20	GENERAL GOVERNMENT						
21	City Hall Rent						
22	Certified Bills						
23	Delinqnt Utilities - Garb/CEC						
24	PUBLIC SAFETY						
25	HIGHWAYS AND STREETS						
26	CULTURE AND RECREATION						
27	Park Fees						
28	OTHER CHARGES						
29	State & Misc Fees						
30	Sales Tax						
31	FINES AND FORFEITS						
32	Fines						
33	Forfeits						
34	MISCELLANEOUS REVENUES						
35	Surcharge						
36	Interest Earnings						
37	Contrib. & Donations-Private						
38	Refunds and Reimbursements						
39	Sale of Investments						
40	Recycling Charge (Maht/Willermie)						
41	Cable/Excess Franchise Fee						
42	Miscellaneous						
43	NON-LEVY REVENUE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44	ALL REVENUE - including levy		\$326,299.00	\$326,299.00	\$326,299.00	\$354,500.00	\$371,394.00
45	TOTAL REVENUES		\$326,299.00	\$326,299.00	\$326,299.00	\$354,500.00	\$371,394.00
46							
47	DISBURSEMENTS						
48			2015	2016	2017	2018	2018
49	GENERAL GOVERNMENT						
50	Publishing						
51	Printing and Binding	100-41130-350	\$80.00	\$80.00	\$80.00	\$0.00	\$500.00
52	Legal Notice Publication	100-41130-351	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
53	Subtotal Publication		\$2,080.00	\$2,080.00	\$2,080.00	\$2,000.00	\$2,500.00
54	City Council						
55	Wages and Salaries	100-41310-100	\$4,200.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
56	Employer Cont.-Retirement	100-41310-121				\$195.00	\$195.00
58	Medicare - Employer	100-41401-100				\$242.00	\$242.00
59	Social Security Employer	100-41401-100				\$57.00	\$57.00
62	City Council Subtotal		\$4,200.00	\$3,900.00	\$3,900.00	\$4,394.00	\$4,394.00
63	Clerk						
64	Wages and Salaries	100-41401-100	\$70,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$66,500.00
67	Employer Cont.-Retirement	100-41401-121				\$9,100.00	\$5,000.00
69	Medicare - Employer	100-41401-100				\$943.00	\$960.00
70	Social Security Employer	100-41401-100				\$4,030.00	\$4,100.00
73	Other Pay	100-41401-100				\$6,000.00	\$6,000.00
74	Mileage						
75	Recording and Reporting						
76	Accounting (Treasurer)						
77	Wages and Salaries	100-41401-100	\$2,000.00	\$5,000.00	\$5,000.00	\$7,128.00	\$8,640.00
78	Employer Cont.-Retirement	100-41401-121				\$1,000.00	\$700.00
79	Medicare - Employer	100-41401-100				\$105.00	\$200.00
80	Social Security Employer	100-41401-100				\$448.00	\$700.00
83	Office Support						
84	Wages and Salaries	100-41401-100					\$1,000.00
85	Medicare - Employer	100-41401-100					\$15.00
86	Social Security Employer	100-41401-100					\$60.00
87	Admin. Staff Subtotal		\$72,000.00	\$70,000.00	\$70,000.00	\$93,754.00	\$93,875.00
88	Elections						
89	Wages and Salaries	100-41410-100	\$3,500.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
90	Operating Supplies	100-41410-210	\$250.00	\$125.00	\$125.00	\$125.00	\$125.00
91	Repair & Maint. Supplies	100-41410-220	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

	A	B	J	M	N	O	P
92	Mileage						
93	Legal Notice Publication	100-41410-351	\$400.00	\$200.00	\$200.00	\$200.00	\$200.00
94	Elections Subtotal		\$4,650.00	\$2,575.00	\$2,575.00	\$2,575.00	\$2,575.00
95	Office Supplies						
96	Office Supplies	100-41911-200	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
97	Operating Supplies						
98	Repair & Maint. Supplies						
99	Office Equipment	100-41911-230	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
100	Small Tools & Minor Equip						
101	Contracted Services	100-41911-314	\$375.00	\$375.00	\$375.00	\$625.00	\$625.00
102	Postage/Postal Permits						
103	Office Supplies	100-41430-200	\$650.00	\$650.00	\$650.00	\$200.00	\$100.00
104	Refunds & Reimbursements						
105	Office Operations Subtotal		\$3,825.00	\$3,825.00	\$3,825.00	\$3,625.00	\$3,525.00
106	Financial Administration						
107	Auditing Services		\$0.00				
108	Fees (banking)	100-41501-437	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00
109	Subtotal		\$400.00	\$400.00	\$400.00	\$400.00	\$0.00
110	Insurance - City						
111	Insurance						
112	Packaged Liability (incl. gen. liab.)	100-41945-361	\$3,800.00	\$4,000.00	\$6,100.00	\$5,499.00	\$5,400.00
114	Worker's Comp (for employees & contractors per audit)	100-41945-150	\$1,100.00	\$1,100.00	\$1,600.00	\$2,159.00	\$2,500.00
116	Excess Liability	100-41945-369	\$900.00	\$1,000.00	\$1,000.00	\$855.00	\$855.00
119	Insurance Subtotal		\$8,190.00	\$8,650.00	\$11,250.00	\$8,513.00	\$8,755.00
120	Assessing						
121	Contracted Services	100-41550-314	\$5,450.00	\$5,450.00	\$5,450.00	\$6,300.00	\$6,300.00
122	Legal Services						
123	Professional Services	100-41601-300	\$7,000.00	\$7,000.00	\$7,000.00	\$18,000.00	\$18,000.00
124	Engineer Service						
125	Professional Services	100-41650-300	\$7,000.00	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00
126	Per Diem (Planning Commission)	100-41913	\$600.00	\$500.00	\$500.00	\$500.00	\$0.00
130	Planning & Zoning	100-41910-314	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
131	Services Subtotal		\$20,250.00	\$19,950.00	\$19,950.00	\$29,800.00	\$29,300.00
132	City Training & Development						
133	Training	100-41914-310				\$2,005.00	\$2,265.00
134	Travel & Subsistence	100-41914-334	\$100.00			\$600.00	\$1,200.00
135	Dues & Subscriptions	100-41914-433	\$1,063.00	\$1,040.00	\$1,040.00	\$215.00	\$220.00
136	Grants (pandemic 2008)		\$0.00				
137	Grants - Counseling Center (NYFS)	100-41905-438	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
138	T & D Subtotal		\$3,163.00	\$3,040.00	\$3,040.00	\$4,820.00	\$5,685.00
139	City Hall-Gov't Buildings						
140	Repair, Operating & Maint. Supplies	100-41940-220	\$500.00	\$500.00	\$500.00	\$500.00	\$765.00
141	Professional Services	100-41940-300	\$0.00				
142	Contracted Services	100-41940-314	\$500.00	\$500.00	\$600.00	\$750.00	\$1,000.00
143	Telephone	100-41940-321					
144	Utility Services	100-41940-380	\$3,500.00	\$4,500.00	\$4,500.00	\$3,500.00	\$3,500.00
145	Buildings & Structures	100-41940-520	\$0.00				
146	Computer/Internet	100-41940-320	\$4,500.00	\$5,200.00	\$5,200.00	\$6,000.00	\$6,250.00
147	Gov't Bldgs Subtotal		\$9,000.00	\$10,700.00	\$10,800.00	\$10,750.00	\$11,515.00
148	Cable Eqpmt and Service						
149	Contracted Services	100-41950-314					
150	Communication	100-41950-320	\$0.00				
151	Newsletter						
152	Operating Supplies	100-41960-210	\$25.00				
153	Contracted Services	100-41960-350					
154	Printing and Binding	100-41960-350	\$100.00				
155	Communication Subtotal		\$125.00	\$0.00	\$0.00	\$0.00	\$0.00
156	TOTAL Gen Government		\$127,883.00	\$125,120.00	\$127,820.00	\$160,631.00	\$162,124.00
157	PUBLIC SAFETY						
158	Police						
159	Contracted Services	100-42101-314	\$48,000.00	\$51,000.00	\$52,000.00	\$53,000.00	\$57,600.00
160	Fire						
161	Contracted Services	100-42201-314	\$21,000.00	\$20,000.00	\$20,000.00	\$21,139.00	\$22,000.00
162	Building Inspection (non levy)						
163	Small Tools and Minor Equipment						
164	Contracted Services	100-42401-314	\$8,000.00	Non Levy	Non Levy	Non Levy	Non Levy
165	Fees (variance, cond.use permits)	100-42401-437	\$100.00	\$100.00	\$100.00	\$500.00	Non Levy
166	Other Protection						
167	Contracted Services (Code Red)	100-42801-314	\$100.00	\$100.00	\$150.00	\$100.00	\$100.00
168	Dept. of Labor Fees						
169	County Environmental Charge						
170	Animal Control	100-41916-314	\$600.00	\$900.00	\$1,000.00	\$900.00	\$900.00
171	Operating Supplies						
172	Refuse Collection						
173	Refunds & Reimbursements						
174	PUBLIC SAFETY TOTAL		\$77,800.00	\$72,100.00	\$73,250.00	\$75,639.00	\$80,600.00
175	PUBLIC WORKS						
176	Improv Other than Bldg						
177	Survey Public Spaces		\$0.00	\$0.00	\$0.00		
178	Highways, Streets & Roadways						
179	Repair & Maint. Supplies	100-43101-220	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00

	A	B	J	M	N	O	P
180	Contracted Services (Pot Holes)	100-43101-314	\$5,000.00	\$5,000.00	\$5,000.00	\$3,000.00	\$5,500.00
181	Street Sweeping	100-43103-314	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
182	Seal Coat						
183	Crack Sealing						
184	Street Signs (Council action to place in Own Fund)						
185	Street Maintenance Subtotal		\$10,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$10,000.00
186	Street Lights						
187	Utility Services	100-43160-380	\$15,000.00	\$18,000.00	\$18,000.00	\$19,000.00	\$16,000.00
188	Drainage - Structure Care						
189	Stormwater Pond						
190	Contracted Services (pd Jan 2013 \$2358 - '12 Exp)	100-43150-314	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$2,000.00
191	Fees (mpca)	100-43150-437	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
192	Subtotal		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,400.00
193	Ice and Snow Removal						
194	Operating Supplies (salt, sand)	100-43125-210	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
195	Contracted Services	100-43125-314	\$11,000.00	\$11,000.00	\$11,000.00	\$10,000.00	\$10,000.00
196	Snow & Ice Subtotal		\$16,000.00	\$16,000.00	\$16,000.00	\$15,000.00	\$15,000.00
197	Water Utility						
198	Refunds & Reimbursements	100-43180-810	\$0.00				
199	Sewer Utility						
200	Refunds & Reimbursements	100-43190-810	\$0.00				
201	Weed Control \$135 moved to line 232		\$0.00				
202	TOTAL - Public Works		\$43,000.00	\$46,000.00	\$46,000.00	\$43,500.00	\$43,400.00
203	CULTURE & RECREATION						
204	Recreation						
205	Operating Supplies		\$0.00				
206	Dues & Subscriptions	100-45101-433	\$200.00	\$200.00	\$200.00	Non Levy	Non Levy
207	Community Events (Volunteer Recognition)	210-45101-440	\$1,500.00	\$200.00	\$1,500.00	Non Levy	Non Levy
208	TOTAL Recreation		\$1,700.00	\$400.00	\$1,700.00	\$0.00	\$0.00
209	Parks						
210	Wages and Salaries	100-45207-100	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$25,000.00
211	Employer Cont.-Retirement	100-45207-121					\$1,560.00
212	Federal Tax - Employee						
213	State Tax - Employee						
214	Unemployment Compensation						
215	Medicare - Employer	100-41401-100				\$70.00	\$550.00
216	Social Security - Employer	100-41401-100				\$300.00	\$2,200.00
217	Social Security - Employee						
218	Medicare - Employee						
219	Office Supplies						
220	Operating Supplies	100-45207-210	\$200.00				
221	Repair & Maint. Supply/Contractual	100-45207-400	\$2,000.00	\$500.00	\$500.00	\$600.00	\$1,500.00
222	Professional Services						
223	Contracted Services	100-45207-314	\$1,000.00	\$1,000.00	\$2,000.00	\$3,000.00	\$2,500.00
224	Utility Services	100-45207-380	\$1,000.00	\$1,000.00	\$1,000.00	\$600.00	\$1,000.00
225	Fees	100-45207-530	\$800.00				
226	Buildings & Structures						
227	Furniture and Fixtures						
228	Garbage Pickup						
229	Tree Removal		\$0.00				
230	Projects		\$1,000.00			\$1,000.00	\$0.00
231	Parks GF Subtotal		\$16,000.00	\$12,500.00	\$13,500.00	\$15,570.00	\$34,310.00
232	TOTAL Parks & Recreation		\$17,700.00	\$12,900.00	\$15,200.00	\$15,570.00	\$34,310.00
233	SANITATION						
234	Tree Care - Inspection & Removal						
235	Contracted Services	100-43104-314	\$0.00			\$500.00	\$1,300.00
236	Tree Removal						
237	Operating Supplies	100-43135-210					
238	Diseased Trees		\$0.00				
239	Contracted Services	100-43135-314	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
240	Sanitation - Recycling						
241	Contracted Services	100-43300-314	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
242	Recycling grant projects		\$0.00				
243	Lawn Care/Maintenance						
244	Contracted Services	100-45208-100	\$13,000.00	\$10,000.00	\$10,000.00	\$9,000.00	\$0.00
245	Weed Control - MILFOIL						
246	TOTAL - Sanitation		\$28,000.00	\$25,000.00	\$25,000.00	\$24,500.00	\$16,300.00
247	CONSERVATION - NATURAL RESOURCE						
248	Fees, Dues & Subscriptions	100-46101-437	\$1,916.00	\$1,885.00	\$1,885.00	\$2,000.00	\$2,000.00
249	USGS Lake Study		\$0.00	\$0.00	\$0.00		
250	TOTAL - Conservation		\$1,916.00	\$1,885.00	\$1,885.00	\$2,000.00	\$2,000.00
251	UNALLOCATED EXPENDITURES						
252	Other Pay						
253	Operating Supplies						
254	Refunds & Reimbursements						
255	Sales Tax						
256	Miscellaneous	100-49201-430		\$13,294.00	\$7,144.00	\$2,660.00	\$2,660.00
257	Surcharge						
258	Gopher State and Locates						
259	Purchase of Investment						
260	Transfer to Capital Projects Fund	100-49360-722	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
261	Transfer to Sewer Fund						

	A	B	J	M	N	O	P
262	Transfer to Water Fund						
263	TOTAL - Other Unallocated		\$30,000.00	\$43,294.00	\$37,144.00	\$32,660.00	\$32,660.00
264	TOTAL OPERATING EXPENDITURES (DISBURSEMENTS)		\$326,299.00	\$326,299.00	\$326,299.00	\$354,500.00	\$371,394.00
265							
266							
267							
268						<u>2018</u>	<u>2019</u>
269	Levy					\$ 354,500	\$ 371,394
270	Proposed \$\$ Change		\$0	\$0	\$ 28,201	\$ 16,894	
271	Proposed % Change		0%	0%	8.64%	4.77%	