

Birchwood Village 2012 Budget - General Fund Operations and Capital

Does not include revenues collected through sewer, water and park fees. These are accounted for in separate funds.

Data Source: 2011 Estimated Actual based on past and projected disbursements

A	B	C	D	E	F	G	H	I	J	K	L
1	<p>Birchwood Village 2012 Budget - General Fund Operations and Capital</p> <p>Does not include revenues collected through sewer, water and park fees. These are accounted for in separate funds.</p> <p>Data Source: 2011 Estimated Actual based on past and projected disbursements</p>										
2		2010	2011		2012 Proposed Budget			Staff Proposed Changes (highlighted in red)		Comments	
3		Actual	Budget	Est. Act.	Levy	Other	Rev Source	Levy	Other Rev		
4	REVENUES AND RECEIPTS										
5	GENERAL PROPERTY TAXES	323,491	323,000	323,000	365,282		Levy		338,412		
6	LICENSES AND PERMITS										
7	Business Licenses and Permits Fees	9,583	0	60		200	Fee		100		WBL has proposed that we do away with the vendor permit.
8	Building Permit Fee	0	0	8,500		8,500	Fee		8,500		Some offset to Building Inspection Expenses.
9	Variances/Zoning Fees	0	0	206		0	Fee		0		Little if any and infrequent
10	Dog License Fees	0	0	25		1,200	Fee		1,000		Biannual. Approx 100 dog licenses to date for 2010-2011.
11	Sub-Total	9,583	0	8,791	0	9,900			9,600		
12	INTERGOVERNMENTAL REVENUES										
13	Federal Grants and Aids	0	0	0		0			0		
14	State Grants and Aid	32,985	0	0		5,578	LGA		0		Confirmed city will lose 2012
15	State of MN Pera	0	0	238		238	State of MN		238		
16	Local Grants and Aids	3,500	0	13,404		0	Rice Creek WD		0		2011 was one-time cost share grant for catchbasin project
17	Recycle Grant	0	0	1,678		1,650	Wash. County		1,650		
18	Cable Commission Grant/Allocation	0	0	7,119		5,000	RWSCable Commission		7,000		City's allocation from fees collected from Comcast & reimbursement of cable caster nav
19	Sub-Total	36,485	0	22,439	0	12,466			8,888		
20	GENERAL GOVERNMENT										
21	Chg for Service (undefined 2010)	992	0	0					0		
22	City Hall and Garage Rent	0	0	1,150		200	Fees		500		
23	Certified Bills	1,116	0	0		0			0		
24	Delinqnt Utilities - Garb/CEC	0	0	0		0			0		

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25		2010		2011			2012 Proposed Budget			Staff Proposed Changes		
26		Actual		Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev	Comments
27	REVENUES AND RECEIPTS											
28	FINES AND FORFEITS											
29	Fines	1,277		0	600			1,000	Fines		1,000	
30	Forfeits	0		0	0			0			0	
31	MISCELLANEOUS REVENUES											
32	Surcharge	0		0	0			0			0	
33	Interest Earnings	1,332		0	1,000			1,000			1,000	
34	Contrib. & Donations-Private	0		0	600			100			400	
35	Refunds and Reimbursements	0		0	1,792			0			0	
36	Sale of Investments	70,000		0	0			0			0	
37	Miscellaneous	4,702		0	1,083			500			500	
38	Sub-Total	81,429		2,011	6,225			2,800			3,400	
39	TOTAL RECEIPTS/REVENUES			325,011	360,455		365,282	25,166		338,412	21,888	
40	TOTAL LEVY AND OTHER REVENUES						390,448			360,300		Cells G36 + H36 for preliminary. Cells J36 + K36 for proposed
41	TRANSFER FROM OTHER FUNDS											
42	Transfer from Sewer Fund	0		0				49,200	Fund balance		58,200	Budget item offset for capital project below.
43	Transfer from Capital Projects	0		0	5,679				Fund balance		15,000	Budget item offset for capital project below.
44	Transfer from Water Fund							22,000	Fund balance		27,000	Budget item offset for capital project below.
45	Transfer from General Fund				5,964				Fund balance			
46	Transfer from Parks SPECIAL Fund			5,000	5,000			5,000	Fund balance		5,000	Budget item offset for park expenditures below.
47	SUBTOTAL	0		5,000	16,643		0	76,200			105,200	
48	TOTAL REV. & TRANSFERS	0		330,011	377,098		365,282	101,366		338,412	127,088	
49												
50	TOTAL LEVY, OTHER REVENUES, AND TRANSFERS						466,648			465,500		Cells G47 + H47 for preliminary. Cells J47 + K47 for proposed

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51		2010		2011			2012 Proposed Budget			Staff Proposed Changes		Comments
52		Actual		Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev	
53	EXPENDITURES											COMMENTS
54	GENERAL GOVERNMENT											
55	Publishing											
56	Printing and Binding	0		0	100		175			175		
57	Legal Notice Publication	2,719		2,000	2,000		2,000			2,000		
58	City Council											
59	Wages and Salaries	1,847		2,800	4,000		3,900			4,200		1500 - mayor, 600 - ccmember; 2012 increased to inc. SS/Medicare
60	Per Diem	475		495	495		1,560			1,560		2012 inc. per diem for Parks and Finance Com
61	Clerk/Office Staff											
62	Wages and Salaries (includes....)	51,131		52,855	54,900		56,000			56,000		Clerk & Treasurer. Includes PERA (7.25%), Medicare (1.45%)
63	Other Pay	0		0	55							
64	Mileage				75							
65	Accounting Professional Services	3,500		0	0							
66	Subtotal Pub/ Council/Staff Wages	59,672		58,150	61,625		63,635			63,935	0	
67	Elections											
68	Wages and Salaries	4,311		0	0		3,500			3,500		
69	Operating Supplies	0		0	0		100			100		
70	Repair & Maint. Supplies	0		470	470		500			500		
71	Mileage	0		0	0		50			50		
72	Legal Notice Publication	0		0	0		250			250		
73	Subtotal	4,311		470	470		4,400			4,400	0	Even numbers years.
74	Office Operations											
75	Office Supplies	2,846		5,300	2,400		3,000			2,500		
76	Operating Supplies	445		0	80		100			100		
77	Repair & Maint. Supplies	520		0	0		0			0		
78	Office Equipment	2,023		4,500	2,835		1,500			1,000		Most equipment replaced 2010/2011

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79		2010	2011		2012 Proposed Budget			Staff Proposed Changes		Comments		
80		Actual	Budget	Est. Act.	Levy	Other	Rev Source	Levy	Other Rev			
81	EXPENDITURES											COMMENTS
82	Office Operations											
83	Small Tools & Minor Equip (copier)	70	0	200	300			300				Toshiba copier - \$60/qtr
84	Contracted Services - AVENET	59	0	350	325			375				Avenet website host \$375
85	Postage/Postal Permits											
86	Office Supplies	433	0	750	1,000			800				postage increase - purchase Forever stamps early
87	Refunds & Reimbursements	52	0	0	0			0				
88	Subtotal	8,457	11,811	6,615	6,225			5,075		0		
89	Financial Administration											
90	Auditing Services	22,874	16,000	15,365	4,000			4,000				Desk audit of internal control practices
91	Fees (banking)	472	0	360	400			400				Single Point/Direct Deposit service fee.....check 4M fund for fees
92	Subtotal	23,346	16,000	15,725	4,400			4,400		0		
93	Insurance - City											
94	Insurance	0	7,600		0			0				
95	General Liability Ins.	3,604	0	7,490	4,355			4,355				trend 2-3% increase (claims ded \$3,424 paid in 2011)
96	Property Insurance	2,160	0	2,119	1,770			2,500				trend 2-3% increase
97	Vehicle Insurance	69	0	70	72			72				
98	Workers Compensation	690	0	2,450	625			700				2011 included premium plus audit, coverage for Tree Inspector and
99	Excess Liability	900	0	900	927			927				
100	Crime Coverage	133	0	120	125			125				
101	Municipal	0	0	720	745			745				
102	Subtotal - Insurance	8,246	7,600	13,869	8,619			9,424		0		Could reduce premium with higher deductible
103	Assessing											
104	Contracted Services	5,164	5,200	5,920	5,900			5,325				Special assessment billing moved to Sewer Fund.
105	Legal Services											
106	Professional Services	15,731	8,000	7,500	10,000			8,000				5% increase in hourly rate in 2012
107												

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109		Actual	Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev		
110	EXPENDITURES											COMMENTS
111	Engineer Service											
112	Professional Services	2,818	6,000	5,600		6,500				6,000		
113	City Training & Development											
114	Training	40	2,540	1,875		700				700		2012 No Newly Elected/Clerk no Yr 3 only clerk conf expense
115	Transportation	0	900	100		100				100		
116	Dues & Subscriptions	5,275	1,000	975		1,000				1,000		LMC & Mayor Association
117	Grants											
118	Grants WB counseling cntr	0	3,150	2,025		3,200				3,200		Joint Powers agreement? Are we committed to this?
119	Grants (pandemic) fireworks	0	0	200		0				0		\$200 for Fireworks budgeted in City Development below.
120	City Hall-Gov't Buildings											
121	Repair & Maint. Supplies	176	12,000	1,200		4,000				3,300		2011 locks-security & ADA
122	Professional Services	182	0	6,925		0				0		2011 Exterior Paint & plumbing expenses
123	Contracted Services (Cleaning)	418	0	660		0				700		TSE - cleaning - increased hourly rates
124	Telephone	1,158	0	1,400		1,300				1,300		
125	Utility Services	3,249	0	3,725		5,000				4,000		
126	Buildings & Structures	10,861	0	0		15,000				0		ADA Ramp & Restroom - moved to Capital Projects below.
127	Subtotal - City Hall Bldg	16,044	12,000	13,910		25,300				9,300	0	
128	Cable Equipment/Service											
129	Contracted Services (Cable Caster)	1,106	0	1,200			1,200	Cable Com			1,200	Reimbursed by Cable comm.
130	Communication	26,785	0	0		0				0		
131	Newsletter											
132	Printing and Binding	0	1,000	0		0				0		
133	Contracted Services (LC)	302	0	400		400				400		Little Canada
134	TOTAL GENERAL GOV'T	182,338	139,116	144,604		140,379	1,200			121,259	1,200	
135												

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137		Actual	Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev		
138	EXPENDITURES											COMMENTS
139	PUBLIC SAFETY											
140	Police											
141	Contracted Services	85,637	88,500	88,500		90,935				90,935		Increase 2.75%. WBL
142	Fire											
143	Contracted Services	21,867	20,100	20,100		20,500				20,500		Increase 1.95%. WBL
144	Other Protection											
145	WA County - CODE RED Mass Comm System					68				68		
146	Animal Control	304	0	857		0	875	License Fee			925	Increase 1.95%. Biannual fees don't cover annual costs. ADD dog
147	Building Inspection (non levy)											Increase 1.75% fee (of net)
148	Small Tools and Minor Equipment			175								incidental - reimbursed 2011
149	Contracted Services WBL	15,664	0	7,000			8,700	Prmt, lic./plan			8,700	Fees as pass thru; don't cover 100% of costs.
150	Fees (MN DOLI)	692	0	400			700			700		State Fees Dept. of Labor & Industry - DRIVEN BY VALUE
151	Subtotal	124,164	108,600	117,032		112,203	10,275			112,203	9,625	
152	PUBLIC SAFETY - WATER & SEWER											
153	WBL - Water & Sewer					14,000				0		\$9,000 lift station maintenance (\$3,000 each) and \$5,000 valve
154	Contracted Services	1,015	0			1,000				1,000		
155	TOTAL - PUBLIC SAFETY	125,179	108,600	117,032		127,203	10,275	0		113,203	9,625	
156	PUBLIC WORKS											
157	Improvements Other than Buildings	0	3,000	0		0				0		
158	Survey Public Spaces						5,000	Misc. Rev.			2,500	
159	Highways, Streets & Roadways											
160	Repair & Maint. Supplies	516	0	0		2,000				1,000		Striping by County 2010 - Should this be done in 2012?
161	Contracted Services	10,460	21,500	6,100		5,000				6,000		Crack sealing and pothole repairs
162	Street Sweeping	0	0	3,700		5,000				4,000		
163	Seal Coat	35,739	0	0		0				0		No seal coat project for 2012
164	Street Signs		1,000	300		4,000				1,000		Retroreflectivity - deadline extended 2 years

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193		Actual	Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev		
194	EXPENDITURES											COMMENTS
195	Parks											Park Committee provided budget items
196	Wages and Salaries includes....	5,508	0	5,525		5,900				5,900		5300 for hockey attendants, 600 for summer help
197	Unemployment Compensation	174	0	0								
198	Medicare - Employer			0								
199	Social Security - Employer			0								
200	Office Supplies	30	0	0		0				0		
201	Operating Supplies & Service	1,392	18,000	3,200		1,420	2,000	Park Fund		350	2,000	porta-potty; flag; repairs such as canoe rack , picnic table, swing,
202	Repair & Maint. Supplies	890	0	2,016		1,500				1,530		2011 incl paint rink brds (2012 landscp-tools-rental-Hockey Day)
203	Professional Services	190	0	0		0				0		Electric hook up to warm house moved to Bldg Structure
204	Contracted Services	1,902	0	0		360				360		fountain hook-up and shut-off
205	Utility Services (Xcel)	507	0	815		900				900		Park electric service
206	Fees	35	0	0		0				0		
207	Buildings & Structures	1,429	0	1,580		1,100				1,660		warming house and hook-up
208	Furniture and Fixtures	1,212	0	0		3,000				0		
209	Garbage Pickup			0		0				0		
210	Tree Removal			1,874		2,300				2,300		2011 tree removal related to tennis court project. Parks Com. Has
211	Park Project			1,500			3,000	Park Fund			3,000	Unspecified project
212	Deduct to keep at 2011 level.					-3,480						
213	Subtotal - Parks	13,269	18,000	16,510		13,000	5,000			13,000	5,000	
214	TOTAL CULTURE AND RECREATIO	13,310	19,500	18,310		15,200	5,000			15,200	5,000	
215	SANITATION											
216	Tree Care/Inspection											
217	Contracted Services	701	1,500	500		1,500				800		
218	Tree Removal											
219	Operating Supplies	321	0	0		250				250		
220	Diseased- Contracted Services	4,762	4,000	2,700		3,200				2,300		

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222		Actual		Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev		
223	EXPENDITURES											COMMENTS	
224	SANITATION												
225	Sanitation - Recycling												
226	Contracted Services	12,537		12,000	11,045		10,350				11,050		
227	Education							1,650	WACO grant			1,650	Grant cannot off set service - only use is ed./comm/etc
228	Lawn Care/Maintenance												
229	Contracted Services	4,480		7,000	5,150		7,000				6,000		
230	TOTAL	24,810		26,511	19,395		22,300	1,650			20,400	1,650	
231	CONSERVATION - NATURAL RESOURCE												
232	Fees/Dues/Subscriptions	1,719		1,609	1,609		1,700				1,700		
233	USGS Lake Study				0		4,000				4,000		2012 City Commitment
234	TOTAL	1,719		1,609	1,609		5,700	0			5,700	0	
235	UNALLOCATED EXPENDITURES												
236	Other Pay	0		0	0						-		
237	Operating Supplies	0		0	0						-		
238	Refunds & Reimbursements	9,596		0	73						-		
239	Sales Tax	0		0	0						-		
240	Miscellaneous, Contingency	0		681	0			7,041	Misc. Rev		14,750	1,913	Funds unanticipated expenses and covers a portion of the
241	Surcharge	0		0	0						-		
242	Gopher State and Locates	1,015		0	0						-		
243	Purchase of Investment	35,000		0	0						-		
244	Transfer to Capital Projects Fund			0	0						-		
245	Transfer to Sewer Fund			0	0						-		
246	Transfer to Water Fund			0	0						-		
247	TOTAL	45,611		681	73		0	7,041			14,750	1,913	
248	TOTAL OPERATING	476,895		337,317	344,555		365,282	30,166			338,412	21,888	
249	TOTAL OPERATING						395,448				360,300		Cells G221 + H221 for preliminary. Cells J221 + K221 for

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251		Actual		Budget	Est. Act.		Levy	Other	Rev Source	Levy	Other Rev	Comments		
252	EXPENDITURES											COMMENTS		
253	CAPITAL PROJECTS													
254	Catch Basins				32,543		0	0						
255	Hydrant Replacement/Maintenance							22,000	Water Fund		22,000			
256	Valve Testing								Water Fund		5,000			
257	Manhole Repairs							30,000	Sewer Fund		30,000			
258	Lift Station Pump Replacement							15,000	Sewer Fund		15,000			
259	Video Mains for Cracks							4,200	Sewer Fund		4,200			
260	Lift Station Maintenance								Sewer Fund		9,000			
261	City Hall Renovations								Cap. Project		15,000			
262	Park Improvements								Park Fund		5,000			
263	Subtotal	0	0	32,543		0	71,200			0	105,200			
264														
265	OPERATING AND CAPITAL	476,895	337,317	377,098		365,282	101,366			338,412	127,088			
266														
267	TOTAL EXPENDITURES ALL REVENUE SOURCES											466,648	465,500	Cells G235 + H235 for preliminary. Cells J237 + K237 for