Greenwood City Council Budget Meeting

Tuesday, July 7, 2009   6:00 PM

Council Chambers 20225 Cottagewood Road   Deephaven, MN 55331   952-474-6633

AGENDA

Welcome to the Budget Work Session of the Greenwood City Council. We are glad you are here! In accordance with open meeting laws, members of the public are welcome to view this meeting, but there will be no opportunity for the public to participate. If agenda items are not completed at the work session, the Council may continue this meeting after tonight's regular Council meeting.

6:00 PM	1. Call to Order - Roll Call - Approve Agenda
6:00 PM	2. Discuss proposed 2010 Greenwood City Budget
6:50 PM	3. Adjourn

2010 Greenwood
Draft Budget **Expenses**

			2008 Actual	2008 Budget	YTD 6/15/09	2009 Budget	2010 Budget	% Change	% of Budget
		Council							
1	101-41100-103	Council salaries (gross)	12,600	13,200	6,600	13,200	13,200	0.00%	
2	101-41100-122	FICA Contributions	781	975	409	975	975	0.00%	
3	101-41100-123	Medicare Contributions	183	220	96	220	220	0.00%	
4	101-41100-209	Office Supplies (nameplates)	90	50	0	150	150	0.00%	
5	101-41100-309	Misc Professional Services	0	0	0	0	0		
6	101-41100-371	Training/Conference Registration (League training)	40	300	855	1,325	0	-100.00%	
7	101-41100-372	Meals/Lodging (LMCD Banquet, Mayor's breakfast)	10	110	0	110	50	-54.55%	
8	101-41100-433	Misc. Dues & Subscriptions (Mayor's Association)	0	50	0	50	0	-100.00%	
9	101-41100-439	Misc. Other	0	0	0	0	0		
10		**Total Council**	**13,704**	**14,905**	**7,960**	**16,030**	**14,595**	**-8.95%**	**2.09%**
11									
12		**Elections**							
13	101-41200-103	Election Salaries, Part-Time (2010 $9/$11)	1,354	1,700	0	0	1,700		
14	101-41200-214	Operational Support - Forms (ballots, voter reg. rosters)	209	500	0	0	500		
15	101-41200-219	Election Operations/Support (Deephaven Public Works)	330	135	0	0	350		
16	101-41200-249	Minor Equipment - Other/Supplies (pens, ink, etc.)	0	80	0	0	75		
17	101-41200-309	Professional Services	0	0	0	0	0		
18	101-41200-319	Equipment Maintenance (ES & S Mtce Agreement/Programming)	0	292	161	400	400	0.00%	
19	101-41200-322	Postage Election (Mailing AB's County Postal Verification Cards)	81	360	0	40	350	775.00%	
20	101-41200-372	Meals Lodging (Election judge snacks)	58	35	0	0	75		
21	101-41200-439	Misc. Other	183	0	0	0	200		
22		**Total Elections**	**2,215**	**3,102**	**161**	**440**	**3,650**	**729.55%**	**0.52%**
23									
24		**Administration**							
25	101-41400-101	City Administrator Salary (full time, gross) *does not include insurance differential $1719*	61,652	63,000	29,722	71,000	63,597	-10.43%	
26	101-41400-102	City Administrator Salary (overtime)	0	0	0	0	0		
27	101-41400-121	PERA Contributions (7%)	3,969	4,095	2,000	4,795	4,452	-7.16%	
28	101-41400-122	FICA Contributions (6.2)	3,786	3,906	1,843	4,410	3,943	-10.59%	
29	101-41400-123	Medicare Contributions (1.45)	885	914	431	1,030	922	-10.47%	
30	101-41400-125	Other Retirement (sick leave hours)	0	0	3,284	0	4,212		
31	101-41400-139	City Administrator Insurance (LTD $99, STD $14, Life $5.55 = $118.55/mo.)	1,529	1,430	589	1,440	1,423	-1.21%	
32	101-41400-201	Office Supplies (Credit Card)	671	800	136	800	600	-25.00%	
33	101-41400-202	Duplicating	1,768	5,000	128	500	400	-20.00%	
34	101-41400-203	Office Supplies/Computer	0	0	0	0	0		
35	101-41400-204	Stationary	276	300	0	400	300	-25.00%	
36	101-41400-209	Office Supplies - Other (dog tags)	13	0	0	200	0	-100.00%	
37	101-41400-214	Forms/Printing (Am Bus Forms, I-9, W-2)	54	200	0	150	100	-33.33%	
38	101-41400-249	Minor Equip - Other	70	100	17	100	100	0.00%	
39	101-41400-309	Professional Services - Other (ISP, IT consult, Web site, email)	4,417	820	0	3,500	3,500	0.00%	
40	101-41400-310	Clerk's Contractural (Deputy Clerk - Deephaven/PT Assistant)	695	800	75	8,500	3,250	-61.76%	
41	101-41400-311	Office - Rent/Equipment	11,072	11,100	4,713	11,500	11,580	0.70%	
42	101-41400-313	Professional Services - (Civic Accounting, 4.25%)	3,666	3,710	1,880	3,900	4,100	5.13%	
43	101-41400-319	Equipment Maintenance Other	0	0	0	300	100	-66.67%	
44	101-41400-321	Communications - telephone	1,667	1,550	618	1,500	1,500	0.00%	

2010 Greenwood
Draft Budget **Expenses**

			2008 Actual	2008 Budget	YTD 6/15/09	2009 Budget	2010 Budget	% Change	% of Budget
45	101-41400-322	Postage	1,179	1,300	617	1,400	1,400	0.00%	
46	101-41400-329	Other	0	0	530	0	0		
47	101-41400-331	Transportation/Travel expenses	391	275	40	300	400	33.33%	
48	101-41400-339	Other (recognition, gifts)	10	0	0	25	25	0.00%	
49	101-41400-351	Newspaper Legal Notices (all publications)	2,385	2,200	4,240	2,000	2,500	25.00%	
50	101-41400-359	Other	0	0	0	0	0		
51	101-41400-371	Training (Clerk mtgs./MFCOA annual conference)	200	300	0	0	250		
52	101-41400-372	Meals/Lodging	207	450	0	50	50	0.00%	
53	101-41400-411	Rentals - office equiment (Copier Lease)	1,340	0	1,020	2,280	2,280	0.00%	
54	101-41400-433	Misc Dues/subscriptions (MCFOA Dues/notary fee)	70	100	0	100	100	0.00%	
55	101-41400-437	Bank Services	0	50	0	50	50	0.00%	
56	101-41400-439	Misc. Other COMPUTER Software/Hardware	3,888	2,200	65	400	400	0.00%	
57	101-41400-570	Office Equipment & Furnishings	214	300	0	0	0		
58		**Total Administration**	**106,074**	**104,900**	**51,948**	**120,630**	**111,534**	**-7.54%**	**16.01%**
59									
60		**Assessor**							
61	101-41500-209	Assessor's Supplies (Henn Co. TNT Notices)	62	100	0	100	100	0.00%	
62	101-41500-309	Assessor's Contract (Hennepin Co.)	12,860	13,400	0	13,500	14,000	3.70%	
63	101-41500-439	Assessor's - Other (Henn Co. Processing, Tax Rolls)	11	50	12	25	25	0.00%	
64		**Total Assessor**	**12,933**	**13,550**	**12**	**13,625**	**14,125**	**3.67%**	**2.03%**
65									
67		**Legal Services**							
68	101-41600-304	Legal Services - General (regular)	22,855	25,000	11,914	20,000	20,000	0.00%	
69	101-41600-308	Legal Services - Projects	0	0	0	0	0		
70	101-41600-309	Legal Services - Special	0	0	0	0	0		
71		**Total Legal Services**	**22,855**	**25,000**	**11,914**	**20,000**	**20,000**	**0.00%**	**2.87%**
72									
73		**Auditing**							
74	101-41700-301	Auditing	11,000	10,000	12,855	13,000	14,000	7.69%	
75		**Total Auditing**	**11,000**	**10,000**	**12,855**	**13,000**	**14,500**	**11.54%**	**2.08%**
76									
77		**Law Enforcement**							
78	101-42100-304	Legal Services - Prosecution	4,032	6,000	2,737	6,000	6,000	0.00%	
79	101-42100-310	Law Enforcement - Contract monthly	141,756	139,500	75,114	150,232	154,739	3.00%	
80	101-42100-311	Police Side Lease quarterly	47,396	46,000	23,824	47,649	49,078	3.00%	
81	101-42100-439	Police Side Safety Other (reserve officer's fund)	1,058	700	0	0	1,000		
82		**Total Law Enforcement**	**194,242**	**192,200**	**101,675**	**203,881**	**210,817**	**3.40%**	**30.25%**
83									
84		**Fire**							
85	101-42200-309	Fire Protection (operations quarterly)	51,986	51,986	29,199	58,314	63,990	9.73%	
86	101-42200-311	Fire Side Lease (facilities quarterly)	53,642	53,642	27,152	55,825	58,520	4.83%	
87		**Total Fire**	**105,628**	**105,628**	**56,351**	**114,139**	**122,510**	**7.33%**	**17.58%**
88									
89									
90									

2010 Greenwood
Draft Budget **Expenses**

			2008 Actual	2008 Budget	YTD 6/15/09	2009 Budget	2010 Budget	% Change	% of Budget
91		**Zoning**							
92	101-42400-308	Zoning Contract	4,457	2,400	1,423	4,000	4,000	0.00%	
93	101-42400-309	Public Notices	0	0	0	0	0		
94	101-42400-310	Building Inspections - Contract (elec & bldg)	21,402	57,000	7,590	30,000	16,000	-46.67%	
95	101-42400-438	Misc. (duplicating)	0	400	0	400	200	-50.00%	
96		**Total Zoning**	**25,859**	**59,800**	**9,013**	**34,400**	**20,200**	**-41.28%**	**2.90%**
97									
98		**Civil Defense**							
99	101-42500-310	Civil Defense (new siren)	21,484	25,000	0	0	0		
100	101-42500-381	Utility Services - Electric (Siren)	40	350	14	100	100	0.00%	
101		**Total Civil Defense**	**21,524**	**25,350**	**14**	**100**	**100**	**0.00%**	**0.01%**
102									
103		**Engineering**							
104	101-42600-303	Engineering Fees	15,547	6,000	9,044	8,000	10,000	125.00%	
105		**Total Engineering Fees**	**15,547**	**6,000**	**9,044**	**8,000**	**10,000**	**125.00%**	**1.44%**
106									
107		**Animal Control**							
108	101-42700-309	Animal Control (Now Part of Police Contract)	0	3,600	0	0	0		
109		**Total Animal Control**	**0**	**3,600**	**0**	**0**	**0**		**0.00%**
110									
111		**Contract Utility & Roads**							
112	101-43100-229	Repair & Maintenance Supplies - Other	0	0	0	0	0		
113	101-43100-309	Professional Services - Other (Const. Bulletin)	431	500	0	500	500	0.00%	
114	101-43100-381	S&R - Utility Services - Elec	4,442	4,400	1,254	4,600	3,500	-23.91%	
115	101-43100-409	Other - Road Fund	0	75,000	0	75,000	75,000	0.00%	
116		**Total Contract Utility & Roads**	**4,873**	**79,900**	**1,254**	**80,100**	**79,000**	**-1.37%**	**11.34%**
117									
118		**Public Works** (Deephaven Public Works)							
119	101-43900-226	Signs	927	1,025	0	1,000	1,000	0.00%	
120	101-43900-309	Professional Services - Other (Culvert Cleaning)	0	2,000	0	2,000	2,000	0.00%	
121	101-43900-310	Streets - Contractural (Sweeping)	8,832	8,000	3,301	8,350	8,500	1.80%	
122	101-43900-311	Storm Sewer - Contractural	2,166	2,750	380	2,750	2,500	-9.09%	
123	101-43900-312	Snow Plowing - Contractural	10,806	12,875	9,679	12,500	13,000	4.00%	
124	101-43900-313	Tree/Weed - Contractural	19,553	7,500	3,104	12,000	12,000	0.00%	
125	101-43900-314	Tennis Courts - Contractural (Pressure Wash)	138	200	0	200	200	0.00%	
126	101-43900-315	Tar Bike Path - Contractural	1,542	1,000	342	1,000	1,000	0.00%	
127	101-43900-438	Maintenance - Contractural	0	0	0	0			
128		**Total Public Works**	**43,964**	**35,350**	**16,806**	**39,800**	**40,200**	**1.01%**	**5.77%**
129									
130		**Outside Contractors**							
131	101-45100-225	R&M Supplies - Landscaping (Trail Beautification)	11	0	0	0	0		
132	101-45100-309	Parks - Professional Services	0	0	0	0	0		
133	101-45100-310	Tree/Weed/Mowing	330	1,000	0	1,000	1,000	0.00%	
134	101-45100-311	Tennis Courts - Contractual	0	0	0	0			
135		**Total Outside Contractors**	**341**	**1,000**	**0**	**1,000**	**1,000**	**0.00%**	**0.14%**

2010 Greenwood
Draft Budget **Expenses**

			2008 Actual	2008 Budget	YTD 6/15/09	2009 Budget	2010 Budget	% Change	% of Budget
136		**Miscellaneous**							
137	101-49000-000	Misc. (Baggy Jo, etc.)	0	200	0	0	100		
138	101-49000-310	Recycling Contract	9,771	8,400	5,644	13,185	14,000	6.18%	
139	101-49000-311	Spring Clean-Up Day	3,978	4,500	0	4,500	3,500	-22.22%	
140	101-49000-369	Misc. Insurance (LMCIT Ins: Work Comp/Liability)	6,407	6,800	280	7,000	7,500	7.14%	
141	101-49000-433	Misc. Dues & Subscriptions (SoShore $1200, LMC $780, LMCD $6344, 4th July $1200)	8,129	8,100	3,057	11,213	9,524	-15.06%	
142		**Total Misc.**	**28,285**	**28,000**	**8,981**	**35,898**	**34,624**	**-3.55%**	**4.49%**
143									
144		***Total Operating Budget***	***609,044***	***708,285***	***287,988***	***701,043***	***696,855***	**-0.60%**	
145									
146	101-49000-439	Other - 3% contingency	1,200	23,000	100	22,757	20,906	-8.14%	
147	101-49000-440	Reserve Replenishment	0	57,500	0	57,500	0	-100.00%	
148	101-43100-409 ???	Other - Bridge Fund	0	0	0	0	50,000		
149	???	Other - Marina Fund	0	0	0	0	3,100		
150									
151		***Total Expenses***	***610,244***	***788,785***	***288,088***	***781,300***	***770,860***	***-1.34%***	
152									
153									
154		***Fund Balance Notes***							
155									
156		**Reserves**							
157		12/08 Reserves	$130,336						
158		2009 Contribution	$57,500						
159		**Subtotal**	**$187,836**						
160		% Operating Budget	26.95%						
161		8.27% of $253,248 Fire Reserves	$20,944						
162		8% of $179,548 Police Reserves	$14,364						
163		**Total Current Reserves**	**$223,144**						
164		% Operating Budget	32.02%						
165									
166		**12/08 Sewer Fund Cash** (minimum $250,000 for worst case scenario)	**$356,071**						
167		**12/08 Marina Fund Cash** ($50,000 - $19,007 = $31,000 needed over 10 years)	**$19,007**						
168		**Bridge Fund Cash** (need to build up $200,000 over 4 years)	**$0**						
169									

2010 Greenwood
Draft Budget **Revenue**

			2008 Actual	2008 Budget	6/09 YTD	2009 Budget	2010 Budget	% Change
		Taxes						
1	101-31010	Current Ad Valorem	621,067	641,696	8,820	687,057	684,125	-0.43%
2	101-31020	Delinquent Ad Valorem	4,325	1,000	0	1,000	1,000	0.00%
3	101-31040	Fiscal Disparities	4,923	3,500	0	2,200	2,200	0.00%
4	101-31800	Sur Charge Revenue	32	34	6	25	25	0.00%
5	101-31910	Penalties	41	200	0	100	50	-50.00%
6		**Total Taxes**	**630,388**	**646,430**	**8,826**	**690,382**	**687,400**	**-0.43%**
7								
8		**Licenses & Permits**						
9	101-32110	3.2 Beer, Liquor, Cigarette License	7,735	7,302	3,250	2,965	2,550	-14.00%
10	101-32180	Other Business Licenses/Permits (Rental, Peddler, Comm. Marina, Trash)	1,724	1,500	1,984	1,600	3,355	109.69%
11	101-32210	Building Permits - Public Works	26,307	68,500	4,737	28,000	8,000	-71.43%
12	101-32211	Electric Permit	2,279	3,000	579	2,000	1,200	-40.00%
13	101-32215	Management Review - Bldg	0	1,000	0	200	0	-100.00%
14	101-32240	Animal License	100	0	0	0	100	
15		**Total License & Permits**	**38,145**	**81,302**	**10,550**	**34,765**	**15,205**	**-56.26%**
16								
17		**Intergovernmental Aid**						
18	101-33402	Homestead Credit (Market Value Credit)	610	0	0	0	0	
19	101-33423	Other State Grants/Aids (Recycle Grant)	4,845	2,000	0	2,000	0	-100.00%
20	101-33610	Hennepin County Road Aid (CAM)	1,775	1,675	0	1,675	0	-100.00%
21	101-33630	Aid from Other Local Government (LGA)	2,442	4,884	0	0	0	
22		**Total Intergovernmental Aid**	**9,672**	**8,559**	**0**	**3,675**	**0**	**-100.00%**
23								
24		**Public Charges for Service**						
25	101-34103	Zoning & Subdivisions (Variances)	2,400	5,000	0	1,500	1,000	-33.33%
26	101-34107	Assessment Fee	0	0	0	0	0	
27	101-34207	False Alarm Fee	0	50	50	50	50	0.00%
28	101-34304	Load Limits	3,800	3,500	75	3,500	200	-94.29%
29	101-34409	Recycling Fees	11,971	12,094	6,256	13,478	13,480	0.01%
30	101-34960	Refunds	1,055	-		0	0	
31		**Total Public Charges for Service**	**19,226**	**20,644**	**6,381**	**18,528**	**14,730**	**-20.50%**
32								
33		**Fines & Forfeitures**						
34	101-35101	Court Fines (St of MN - Henn Dist. Ct.)	**7,120**	**5,300**	**2,415**	**5,300**	**5,000**	**-5.66%**
35								
36		**Special Assessments**						
37	101-36100	Special Assessments	1,375	0	0	1,500	0	-100.00%
38	101-36101	SA Principal	0	0	0	0	0	
39	101-36102	Interest	4,665	7,000	909	7,000	1,800	-74.29%
40	101-36201	Copies (Labels)	53	50	0	50	25	-50.00%
41	101-36220	Other Income: Marina Fund Transfer (Public Docks)	341	19,500	0	20,100	22,700	12.94%
42		Stormwater Fund Transfer	0	0	0	0	14,000	
43		Sewer Fund Transfer	0	0	0	0	10,000	
44	101-36230	Donations	0	0	0	0	0	
45		**Total Special Assessments**	**6,434**	**26,550**	**909**	**28,650**	**48,525**	**69.37%**
46								
47		***Revenue Total***	***710,985***	***788,785***	***29,081***	***781,300***	***770,860***	***-1.34%***