

CITY COUNCIL  
CITY OF WOODLAND  
MEETING OF DECEMBER 8, 2014

**Agenda Item 6. B.**

**New Business**

TO: Honorable Mayor and Members of the City Council

FROM: Kathyne McCullum, City Clerk

SUBJECT: Items pertaining to the City of Woodland 2015 Final Budget and Levy

- 1) Truth in Taxation Public Hearing relating to the City of Woodland 2015 Budget and Levy
- 2) Resolution No. 39-2014 approving the final Tax Levy to fund the 2015 General Fund Budget
- 3) Resolution No. 40-2014 approving the final 2015 General Fund Budget
- 4) Resolution No. 41-2014 approving the 2015 Enterprise Fund Budget

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**Background**

Prior to adoption of the 2015 budget and tax levy the City Council is required to hold a public hearing to allow for public input. This hearing is the final step prior to adoption of the budget and levy.

On August 14, 2014, the City Council reviewed the preliminary draft budget and made a revision to the 2015 expenditures. Specifically, the Council believed that an additional \$10,000 should be placed in the Street Fund which increased the levy to approximately 3.65%. It was noted at the meeting that the levy could not be increased after preliminary approval, but it could be decreased if it was found that the additional funds were not needed. Prior to this revision, the levy increase would have been 0.68%.

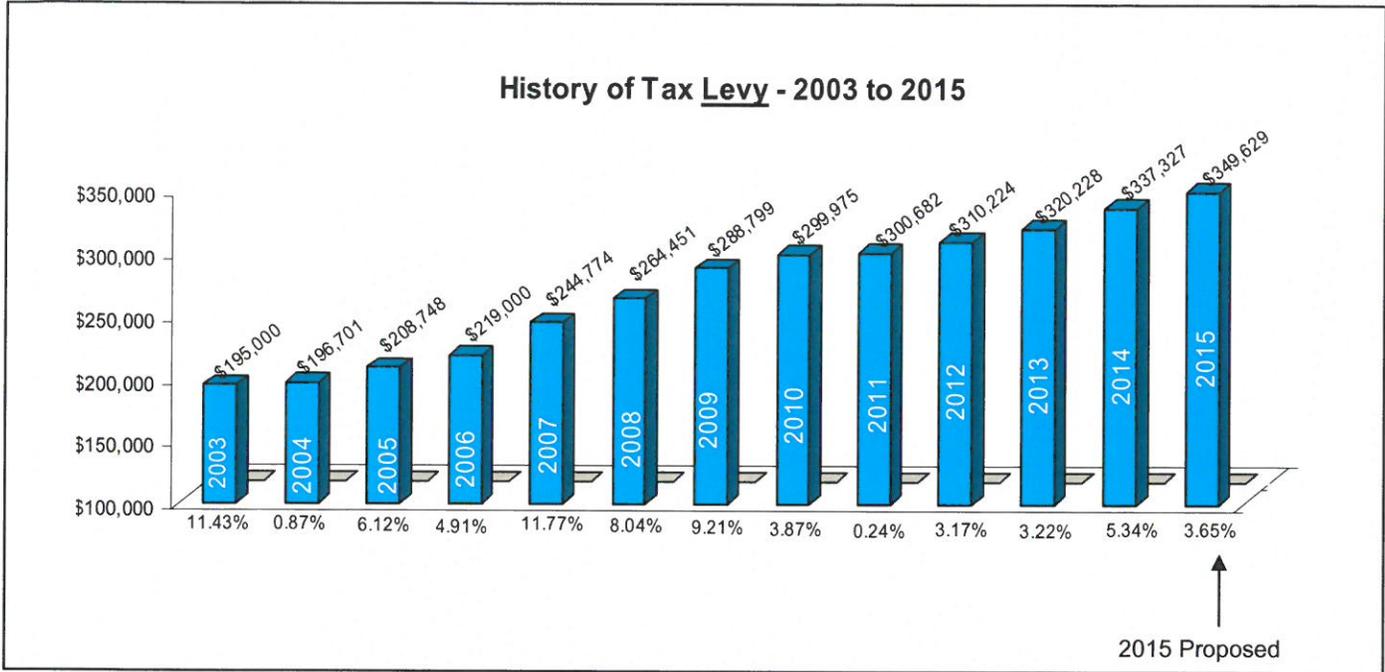
Also on August 14, 2014, the City Council reviewed the Enterprise Fund Budget. Enterprise funds are designed to be self-supporting funds. Rate increases are approved as needed by the Council. These funds are not dependant on the property tax levy and do not receive property tax revenue. It should be noted that approval of the Enterprise Fund Budget is not required; however, it is considered good practice.

On September 8, 2014, the City Council adopted the preliminary budget and levy and both were forwarded to Hennepin County for preliminary certification.

**2015 Proposed Levy**

The City has very limited sources of revenue leaving the majority of the funds necessary to balance the budget to be provided by property taxes (tax *levy*). The tax *levy* will provide approximately 95% of the revenue necessary to operate the City.

2015 Levy	\$349,629
2014 Levy	<u>\$337,327</u>
Levy Increase	\$ 12,302
	<b>2015 Levy Increase 3.65%</b>



**Budget**

The proposed 2015 General Fund expenditures are estimated to be \$384,863, an increase of \$29,861 from the \$355,002 in 2014. The overall general fund budget expenditures increased 8.4% from 2014. The graph below shows the expenditures per department. The Street Fund was increased significantly from previous years to provide funds for the Breezy Point Road project.

The total tax /levy required to fund the 2015 budget	\$349,629
The total miscellaneous revenue	<u>\$ 35,234</u>
Total 2015 General Fund Budget	\$384,863

**2015 General Fund Budget Increase 8.4%**

**RECOMMENDED ACTION**

- 1) Hold the Truth in Taxation Public Hearing.
- 2) Adopt Resolution No. 39-2014 approving the 2015 Final General Fund Budget.
- 3) Adopt Resolution No. 40-2014 approving the 2015 Final Tax Levy.
- 4) Adopt Resolution No. 41-2014 approving the 2015 Enterprise Fund Budgets.

**CITY OF WOODLAND**

Meeting Date: December 8, 2014  
Motion:

Resolution No. 39-2014  
Second:

**RESOLUTION NO. 39-2014 ADOPTING  
THE FINAL 2015 GENERAL FUND BUDGET**

**WHEREAS**, the City Council of Woodland has prepared a line item budget based on expected revenues and expenditures for 2015 (Exhibit A), and

**WHEREAS**, the City Council of the City of Woodland has approved the 2015 Final General Fund Budget in the following amount:

**2015 Final General Fund Budget – \$384,863**

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby approves and adopts the Final General Fund Budget for 2015 upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Councilor Carlson				
Councilor Massie				
Councilor Newberry				
Councilor Rich				

State of Minnesota

County of Hennepin

CITY OF WOODLAND

By: \_\_\_\_\_  
James S. Doak, Mayor

I, Kathryn A. McCullum, duly appointed City Clerk to the Council for the City of Woodland, County of Hennepin, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Woodland City Council, at their meeting held on December 8, 2014, now on file in my office and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Woodland, Minnesota, the 8<sup>th</sup> day of December, 2014.

Attest: \_\_\_\_\_  
Kathryne A. McCullum, City Clerk

**CITY OF WOODLAND**

Meeting Date: December 8, 2014  
Motion:

Resolution No. 40-2014  
Second:

**RESOLUTION NO. 40-2014 ADOPTING THE 2015 FINAL LEVY**

**WHEREAS**, the City Council has given approval of the Final General Fund Budget for 2015. The proposed budget requires funds to be raised from property taxes; and

**WHEREAS**, the City Council has determined that the following sum of money be levied for the current year, to be collectible in 2015, upon taxable property in the City of Woodland is:

**2015 Final Levy – \$349,629**

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby directs staff to forward the 2015 Final Property Tax Levy to be certified to the County Auditor of Hennepin County, Minnesota

Adopted this 8<sup>th</sup> day of December, 2014 by the City Council of the City of Woodland upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Councilor Carlson				
Councilor Massie				
Councilor Newberry				
Councilor Rich				

State of Minnesota

County of Hennepin

CITY OF WOODLAND

By: \_\_\_\_\_  
James S. Doak, Mayor

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Witness my hand and official seal at Woodland, Minnesota, the 8<sup>th</sup> day of December, 2014.

Attest: \_\_\_\_\_  
Kathryne A. McCullum, City Clerk

## CITY OF WOODLAND

Meeting Date: December 8, 2014  
Motion:

Resolution No. 41-2014  
Second:

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### RESOLUTION NO. 41-2014 ADOPTING THE 2015 ENTERPRISE FUND BUDGET

**WHEREAS**, the City Council has given approval of the Enterprise Fund Budget for 2015; and

**WHEREAS**, Enterprise funds are designed to be self-supporting funds. Rate increases are approved as needed by the Council. These funds are not dependant on the property tax levy and do not receive property tax revenue.

**THEREFORE BE IT RESOLVED**, that the City Council of the City of Woodland hereby approves the 2015 Enterprise Fund Budget.

Adopted this 8<sup>th</sup> day of December, 2014 by the City Council of the City of Woodland upon the following vote:

	Yes	No	Abstain	Absent
Mayor Doak				
Councilor Carlson				
Councilor Massie				
Councilor Newberry				
Councilor Rich				

State of Minnesota

County of Hennepin

CITY OF WOODLAND

By: \_\_\_\_\_  
James S. Doak, Mayor

I, Kathryn A. McCullum, duly appointed City Clerk to the Council for the City of Woodland, County of Hennepin, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Woodland City Council, at their meeting held on December 8, 2014, now on file in my office and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Woodland, Minnesota, the 8<sup>th</sup> day of December, 2014.

Attest: \_\_\_\_\_  
Kathryn A. McCullum, City Clerk

Exhibit A

2015 City of Woodland General Fund Revenue						
Description	Account Code	2013 Actual	2014 Budget	2014 Year to Date 12/2/2014	2014 Projected	2015 Revenue
<b>Taxes</b>						
Property Taxes	101-31010	\$ 322,709	\$ 337,327	\$ 335,004	\$ 335,004	\$ 349,629
Delinquent Taxes	101-31020	\$ 3,012		\$ 5,709	\$ 5,709	\$ -
Penalties	101-31910	\$ -				\$ -
<b>Total Taxes</b>		<b>\$ 325,721</b>	<b>\$ 337,327</b>	<b>\$ 340,713</b>	<b>\$ 340,713</b>	<b>\$ 349,629</b>
<b>Licenses and Permits</b>						
Professional License	101-32160	\$ 550	\$ 600	\$ 500	\$ 600	\$ 600
Building Permit Fees	101-32210	\$ 20,783	\$ 10,000	\$ 24,492	\$ 30,000	\$ 20,000
Animal Permits	101-32240	\$ 575	\$ 75	\$ 50	\$ 50	\$ 100
Parking Permits	101-32250	\$ 295	\$ 300	\$ 340	\$ 350	\$ 400
Other Permits/Misc.	101-32260	\$ 3,024	\$ 150	\$ 2,177	\$ 2,500	\$ 500
<b>Total Licenses and Permits</b>		<b>\$ 25,227</b>	<b>\$ 11,125</b>	<b>\$ 27,559</b>	<b>\$ 33,500</b>	<b>\$ 21,600</b>
<b>Intergovernmental Aid</b>						
Government Aid (LGA)	101-33423	\$ -	\$ -	\$ -	\$ -	\$ -
Hennepin County Road Aid Transfer Out to Street Improvement Fund 401-33610	101-33610	\$ 1,428		\$ -		\$ 2,854
Recycling Grant	101-33630	\$ 1,579	\$ 1,400	\$ 1,632	\$ 1,632	\$ 1,580
<b>Total Intergovernmental Aid</b>		<b>\$ 3,007</b>	<b>\$ 1,400</b>	<b>\$ 1,632</b>	<b>\$ 1,632</b>	<b>\$ 4,434</b>
<b>Charges for Services</b>						
Zoning and Subdivision	101-34103	\$ 5,882	\$ 500	\$ 4,816	\$ 5,000	\$ 4,500
False Alarm Fees	101-34207	\$ 2,000	\$ 1,500	\$ 1,000	\$ 1,250	\$ 1,000
<b>Total Charges for Service</b>		<b>\$ 7,882</b>	<b>\$ 2,000</b>	<b>\$ 5,816</b>	<b>\$ 6,250</b>	<b>\$ 5,500</b>
<b>Fines and Forfeitures</b>						
Fines and Forfeitures	101-35101	\$ 2,441	\$ 2,500	\$ 4,109	\$ 4,200	\$ 2,500
<b>Total Fines and Forfeitures</b>		<b>\$ 2,441</b>	<b>\$ 2,500</b>	<b>\$ 4,109</b>	<b>\$ 4,200</b>	<b>\$ 2,500</b>
<b>Miscellaneous Revenues</b>						
Special Assessments	101-36100		\$ -	\$ -	\$ -	\$ -
Interest Income	101-36102	\$ 415	\$ 150	\$ 338	\$ 360	\$ 200
Other Income	101-36220	\$ 2,509	\$ 500	\$ 582	\$ 582	\$ 1,000
Stone Arch Donations	101-36210	\$ 250	\$ -			\$ -
<b>Total Miscellaneous Revenues</b>		<b>\$ 3,174</b>	<b>\$ 650</b>	<b>\$ 920</b>	<b>\$ 942</b>	<b>\$ 1,200</b>
<b>Total Non-Tax Revenue</b>			<b>\$ 17,675</b>		<b>\$ 46,524</b>	<b>\$ 35,234</b>
<b>Total Revenue</b>						<b>\$ 384,863</b>
<b>Total General Fund Revenue</b>						
		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Year to Date</b>	<b>2014 Projected</b>	<b>2015 Revenue</b>
		<b>\$ 367,452</b>	<b>\$ 355,002</b>	<b>\$ 380,749</b>	<b>\$ 387,237</b>	<b>\$ 384,863</b>
<b>LEVY</b>						
2015 Levy:	349,629					
2014 Levy:	337,327					
Levy Increase:	12,302					
2015 % Increase	3.65%					

**2015 City of Woodland General Fund Expenditures**

Description	Account Code	2013 Actual	2014 Budget	2014 Year to Date 12/2/2014	2014 Projected	2015 Expenditures
<b>City Council - 41100</b>						
Council Salaries	101-41100-103	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
FICA Contributions	101-41100-122	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Medicare Contributions	101-41100-123	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
Conferences and Training	101-41100-371	\$ 176	\$ 200	\$ 237	\$ 237	\$ 300
Contingency/Dues	101-41100-439	\$ 49	\$ 100	\$ 30	\$ 30	\$ 100
<b>Total City Council</b>		<b>\$ 515</b>	<b>\$ 590</b>	<b>\$ 557</b>	<b>\$ 557</b>	<b>\$ 690</b>
<b>Elections - 41200</b>						
Election Salaries	101-41200-103	\$ -	\$ 1,600	\$ 1,045	\$ 1,045	\$ -
Printing/Publications	101-41200-214	\$ -	\$ 650	\$ 264	\$ 264	\$ -
Operating Supplies	101-41200-219	\$ -	\$ 450	\$ -	\$ -	\$ -
Minor Equipment Supplies	101-41200-249	\$ -	\$ 75	\$ -	\$ -	\$ -
Other Professional Services	101-41200-309	\$ -	\$ 500	\$ -	\$ -	\$ -
Equipment Maintenance	101-41200-319	\$ -	\$ 535	\$ 550	\$ 550	\$ -
Postage	101-41200-322	\$ -	\$ 50	\$ 27	\$ 27	\$ -
Meals	101-41200-372	\$ -	\$ 240	\$ 244	\$ 244	\$ -
Polling Place Rental	101-41200-419	\$ -	\$ 200	\$ 200	\$ 200	\$ -
Election Miscellaneous	101-41200-439	\$ -	\$ 50	\$ -	\$ -	\$ -
<b>Total Elections</b>		<b>\$ -</b>	<b>\$ 4,350</b>	<b>\$ 2,330</b>	<b>\$ 2,330</b>	<b>\$ -</b>
<b>General - 41400</b>						
Forms/Newsletters	101-41400-214	\$ 335	\$ 650	\$ 207	\$ 207	\$ 650
Office Supplies	101-41400-219	\$ 426	\$ 450	\$ 261	\$ 261	\$ 450
Zoning Coordinator	101-41400-308	\$ 2,269	\$ 2,000	\$ 2,982	\$ 3,100	\$ 2,400
Bank Service Charges/Website	101-41400-309	\$ 2,181	\$ 500	\$ 810	\$ 810	\$ 900
Clerical Services	101-41400-310	\$ 48,257	\$ 49,664	\$ 49,664	\$ 49,664	\$ 43,739
Postage	101-41400-322	\$ 250	\$ 500	\$ 280	\$ 280	\$ 500
Publications/Legal Notices	101-41400-351	\$ 2,087	\$ 2,500	\$ 1,846	\$ 1,900	\$ 2,500
Training/Miscellaneous	101-41400-371	\$ -	\$ 60	\$ -	\$ -	\$ 100
<b>Total General</b>		<b>\$ 55,805</b>	<b>\$ 56,324</b>	<b>\$ 56,050</b>	<b>\$ 56,222</b>	<b>\$ 51,239</b>
<b>General - Contracts</b>						
Assessor Contract	101-41500-309	\$ 9,079	\$ 9,200	\$ 8,490	\$ 9,200	\$ 9,429
Legal Services/Civil	101-41600-305	\$ 5,260	\$ 8,000	\$ 1,451	\$ 1,451	\$ 8,000
Legal Services/Criminal	101-41600-305	\$ 1,225	\$ 2,500	\$ 1,606	\$ 2,000	\$ 2,500
Audit Services/Annual	101-41700-301	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
<b>Total General Contracts</b>		<b>\$ 26,564</b>	<b>\$ 30,700</b>	<b>\$ 22,547</b>	<b>\$ 23,651</b>	<b>\$ 30,929</b>
<b>Public Safety</b>						
Criminal Fees (workhouse)	101-42100-302	\$ -	\$ -			\$ -
Law Enforcement	101-42100-310	\$ 104,278	\$ 106,363	\$ 97,499	\$ 106,363	\$ 109,554
Fire Protection	101-42200-309	\$ 20,429	\$ 21,075	\$ 21,075	\$ 21,075	\$ 17,360
Fire Marshall (professional services)	101-42200-319	\$ -	\$ -		\$ -	\$ -
Engineering Fees	101-42600-303	\$ 10,055	\$ 8,000	\$ 20,415	\$ 23,000	\$ 12,000
<b>Total Public Safety</b>		<b>\$ 134,762</b>	<b>\$ 135,438</b>	<b>\$ 138,989</b>	<b>\$ 150,438</b>	<b>\$ 138,914</b>
<b>Public Works - 43900</b>						
Street Signs	101-43900-226	\$ 270	\$ 600	\$ 342	\$ 342	\$ 600
Sweeping/Minor Road Repairs	101-43900-310	\$ 7,955	\$ 6,000	\$ 3,672	\$ 3,672	\$ 6,000
Storm Sewer/Miscellaneous	101-43900-311	\$ 18,324	\$ 1,000	\$ -	\$ -	\$ 1,000
Snow Plowing	101-43900-312	\$ 41,950	\$ 38,000	\$ 32,696	\$ 47,000	\$ 43,900
Tree Removal/Mowing	101-43900-313	\$ 5,354	\$ 8,000	\$ 2,306	\$ 2,306	\$ 8,000
Septic Review and Inspections	101-43900-319	\$ 5,145	\$ 5,000	\$ 5,598	\$ 5,598	\$ 5,000
<b>Total Public Works</b>		<b>\$ 78,998</b>	<b>\$ 58,600</b>	<b>\$ 44,614</b>	<b>\$ 58,918</b>	<b>\$ 64,500</b>

**2015 City of Woodland General Fund Expenditures - Page 2**

Description	Account Code	2013 Actual	2014 Budget	2014 Year to Date	2014 Projected	2015 Expenditures
<b>Street Improvement - 49300</b>						
Street Improvement <u>transfer out</u> to 401-49300 Interfund Transfer	101-49300-720	\$ 43,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 73,000
Hennepin County Road Aid <u>transfer out</u> to 401-49300-720	101-49300-720	\$ -	\$ -			\$ -
<b>Total Street Improvement</b>		<b>\$ 43,000</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>	<b>\$ 75,854</b>
<b>Miscellaneous Expenses - 49000</b>						
Deer Management Program	101-49000-309	\$ 1,078	\$ 750	\$ 1,078	\$ 1,078	\$ 1,500
Recycling Contract	101-49000-310	\$ 8,756	\$ 9,950	\$ 8,848	\$ 9,950	\$ 9,950
Insurance	101-49000-369	\$ 3,055	\$ 3,100	\$ 2,834	\$ 2,834	\$ 3,100
Dues/Subscriptions	101-49000-433	\$ 7,214	\$ 8,000	\$ 7,262	\$ 7,262	\$ 8,037
General Miscellaneous	101-49000-439	\$ 29	\$ 150		\$ -	\$ 150
<b>Total Miscellaneous Expenses</b>		<b>\$ 20,132</b>	<b>\$ 21,950</b>	<b>\$ 20,022</b>	<b>\$ 21,124</b>	<b>\$ 22,737</b>
<b>Total General Fund Expenditures</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Year to Date</b>	<b>2014 Projected</b>	<b>2015 Expenditures</b>
		<b>\$ 359,776</b>	<b>\$ 355,002</b>	<b>\$ 333,109</b>	<b>\$ 361,240</b>	<b>\$ 384,863</b>
<b>\$ Increase/Decrease from 2014 Budget</b>						<b>\$ 29,861</b>
<b>% General Fund Increase</b>						<b>8.4%</b>

SUMMARY OF STREET IMPROVEMENT FUND BALANCE	
Street Improvement Fund Balance (year end 2014)	\$ 64,833
Transfer in from the 2015 General Fund Budget	\$ 73,000
Hennepin County Government Aid (2015)	\$ 2,854
<b>Total Street Improvement Fund Balance (BEGINNING 2015)</b>	<b>\$ 140,687</b>

**Street Improvement Fund - 2015 REVENUES AND EXPENDITURES**

REVENUES Street Improvement	Account Code	2014 Budget	2014 Year to Date	2014 Projected	2015 Revenues
Street Improvement transfer in from 101-49300-720 to 401-39200 Interfund Transfer	401-39200	\$ 48,000	\$ 48,000	\$ 48,000	\$ 73,000
Government Aid transfer in from 101-49300-720 to 401-33610	401-33610	\$ -	\$ -	\$ -	\$ 2,854
Interest Income	401-36102	\$ -	\$ 35	\$ 35	\$ 35
<b>Total Street Improvement Revenues</b>		<b>\$ 48,000</b>	<b>\$ 48,035</b>	<b>\$ 48,035</b>	<b>\$ 75,889</b>
EXPENSES Street Improvement	Account Code	2014 Budget	2014 Year to Date	2014 Projected	2015 Expenditures Breezy Point Road
Street Improvement Fund	401-43100-409	\$ -	\$ 30,336	\$ 30,336	\$ 119,046
Government Aid	401-33610	\$ -	\$ -	\$ -	\$ 2,854
<b>Total Street Improvement Expenditures</b>			<b>\$ 30,336</b>	<b>\$ 30,336</b>	<b>\$ 121,900</b>

Engineer's Estimate

Fund Summary (Estimate) After Breezy Point Road Project Expenditure		2015 Expenditures Breezy Point Road
Street Improvement Fund Balance - year end 2014		\$ 64,833
Transfer in from the 2015 General Fund Budget		\$ 73,000
Hennepin County Government Aid		\$ -
<b>Must Use in 2015</b>		\$ 2,854
<b>ESTIMATE</b> - Transfer from 2014 General Fund		\$ 26,000
<b>Surplus</b> to Street Improvement Fund		\$ -
2015 Breezy Point Road Project Total Project Cost		\$ (121,900)
<b>Remaining Street Improvement Fund after Breezy Point Road Project</b>		<b>\$ 44,787</b>

Engineer's Estimate