

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:15 P.M. Monday, June 13, 2011
Council Chambers, City Hall

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

1. Council Discussion -- Wipers Recycling v. City of Maplewood
 - a. Declaration of Intent to Close Meeting for Attorney Update
2. Review Preliminary Findings of Police Department Space Needs Report

E. NEW BUSINESS

1. Discussion of Maplewood Citizen Academy
2. Discussion of 2012 Budget Assumption and Evaluation Process

F. ADJOURNMENT

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AGENDA REPORT

TO: City Council
FROM: Charles Ahl, Assistant City Manager
SUBJECT: **Wipers Recycling v. City of Maplewood**
 a. Declaration of Intent to Close Meeting for Attorney Update
DATE: June 8, 2011

INTRODUCTION

As part of the continuing discussion on litigation matters related to the lawsuits regarding the Wipers Recycling v. City of Maplewood issues, the City Council will be receiving an update from Attorney Alan Kantrud regarding the status and progress on the various litigation matters including a discussion on settlement offers.

It is expected that due to the litigation decisions and update on client-attorney issues, that this meeting will be closed per statute.

Recommended Action

The City Council will receive the update during the closed session. No action will be taken during this closed session.

AGENDA REPORT

TO: City Council
FROM: Charles Ahl, Assistant City Manager
SUBJECT: **Review Preliminary Findings of Police Department Space Needs Report**
DATE: **June 7, 2011**

INTRODUCTION

The City Council has authorized preparation of a study of space needs within the Police Department. The architect performing the study, Larry Koch, of SEH, Inc. will be providing a summary of the findings of the needs within the Police Department. Mr. Koch's presentation will include the following topics:

1. Introduction
2. Review of Existing Conditions
3. Establishing Space Standards
4. Projected Space Needs / Requirements
 - a. New Facility versus Addition / Remodeling
5. Questions / Discussion

The SEH representatives have spent a significant amount of time reviewing Police operations and conducted a survey of personnel regarding the various needs of the various Police functions. Some various standard spaces have been identified and discussed, as well as the need for adjacent operations. Mr. Koch will review with the Council those findings, as well as provide information for a discussion on the cost of a new facility versus the option for an addition or internal remodeling.

It is that key point [New Building or addition/remodel] that will determine where the study proceeds from this point. If there is a consensus on the Council to proceed in one direction or the other, options will be explored in either tract.

RECOMMENDED ACTION

It is recommended that the City Council discuss the issues of the Police Department space needs and provide some input and guidance as to the direction for further analysis for either a new Police Department Building or proceeding with an addition/re-modeling.

AGENDA REPORT

TO: City Council
FROM: James Antonen, City Manager
SUBJECT: Discussion on Maplewood Citizen Academy
DATE: June 8, 2011

INTRODUCTION/SUMMARY

Staff would like to have the council discuss the possibility of starting a Maplewood Citizen's Academy. This would be a tool to educate residents about the workings of local government, specifically Maplewood. Various other cities have programs similar to this; the program for Minnetonka is attached as an example of what the program could entail. The program would run for several weeks, each week highlighting a specific department of the city. If this is something the Council would like to pursue, staff would recommend a start date to be in January.

Recommended Action

Staff would like the Council to discuss the idea of a Citizen Academy and give direction to staff if the Council would like to pursue this further.

Attachments

1. A summary of the Minnetonka Citizen's Academy

A Summary of the Minnetonka Citizen Academy

History

The city of Minnetonka started its Citizenship Academy in 1999 as a way to educate residents about the workings of local government. Thirteen years later, it is still an extremely popular program among residents, with enrollment in 2010 hitting an all-time high of 51. The program is free of charge.

From 1999-2006, the Citizen Academy consisted of four sessions, held from 7 to 9 p.m. on four Tuesdays in March.

In 2007, the Citizenship Academy underwent three changes:

- The program name was changed from "Citizenship Academy" to "Citizen Academy," because some were enrolling the program thinking it would teach them about U.S. citizenship – a reflection perhaps of the changing demographics in our community.
- The program was expanded to five sessions to meet increased demand for information about natural resources and recreation. Previously, these sessions were combined.
- Sessions were shifted from March to late January through February, with sessions still taking place Tuesday evenings from 7 to 9 p.m.

In 2009 the Citizen Academy was expanded to six sessions to allow the fire department to have its own evening, and the city manager and finance portion to combine with a short presentation about city history by the official city historian. It has continued in this format since.

In 2011, the times of the sessions were changed to 6:30-9 p.m., allowing an extra half-hour or presentation time. This change was made in response to participant feedback.

Content

Current topics include:

Week 1:	City Manager/Finance/City Historian
Week 2:	Police
Week 3:	Fire
Week 4:	Community Development/Engineering/Legal
Week 5:	Public Works
Week 6:	Recreation

Responsibility for hosting each session is delegated to the department presenting that evening. They are responsible for room set-up, AV needs, refreshments, planning the program, etc. Presenters range from the city manager, who provides an overview of city government at the first session, to department directors to staff people.

Some of the sessions, including the city manager, finance, public works and development, consist of lectures and PowerPoints. The police department gives a presentation (including visit from a K9) then takes attendees on a tour of the department. Recreation offers a bus tour of the various recreation facilities around Minnetonka. Since 2010, the community development, planning, engineering and legal departments have teamed up to present their information in the form of a mock council meeting. Attendees played the parts of citizens, developers, council and staff in order to better understand the process the city undertakes each time a new development is proposed.

All costs incurred for each session are paid for by the individual departments, although costs are generally minimal (staff time and refreshments).

Recognition

Enrollees who attend the majority of the sessions (more than half) are invited to a March city council meeting, where they are recognized for their attendance and presented with a certificate of recognition.

In past years, the Citizen Academy classes have been used as a way to recruit members for city boards and commissions.

Publicity

The Citizen Academy is advertised in city communications (newsletter, e-newsletter, Web site, cable channel, electronic message board) and local media (newspapers) starting in November of the year prior to when the Academy will be offered. Brochures are created in-house and placed at city hall and the community center, and handed out at the Fire Department and City-Wide Open House in October. A personal invitation to all boards and commission members who have not attended the Citizen Academy is sent, signed by the mayor. For the 2008 session, information was also included in the TwinWest Chamber of Commerce e-newsletter, and a feature article appeared in the *Star Tribune*.

Registration

Registration deadline is generally the first week of January. Residents are given first priority, then if there is room non-residents are allowed to register. Non-residents who are interested are generally city employees or business people in the community, such as Realtors. In past years home-schooled students have also been interested in attending.

Registration summary, 1999-2011

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Enrolled	43	31	18	29	36	29	25	25	23	47	36	51	34
Graduated	18	24	17	26	24	21	20	20	23	38	30	45	31

Administration

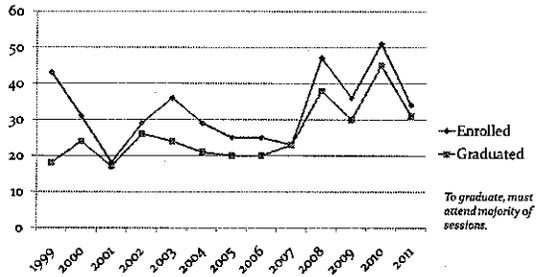
Oversight of the program is handled by the city's community relations manager, and includes the following responsibilities:

- Publicity/recruitment
- Reserve rooms one year prior to program
- Take registrations and send confirmation letters to participants
- Assemble folders for participants with city information and giveaways, such as pens, magnets, etc.
- Maintain email list of participants and email reminders two days prior to each session
- Organize schedule of department presentations
- Provide attendance sheet and name tags for each session; record attendance after each session on master list
- Compile and distribute an electronic survey at the end of the program
- After program is complete, send email to those who will graduate inviting them to attend a council meeting
- Write council letter
- Prepare certificates and awards

Registration

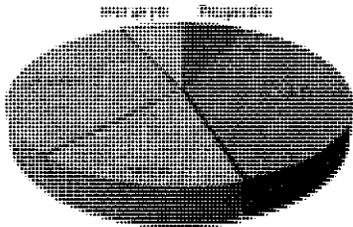
- Starts November, ends first week of January
- Residents given first priority
- Interested non-residents: realtors, business owners, city employees

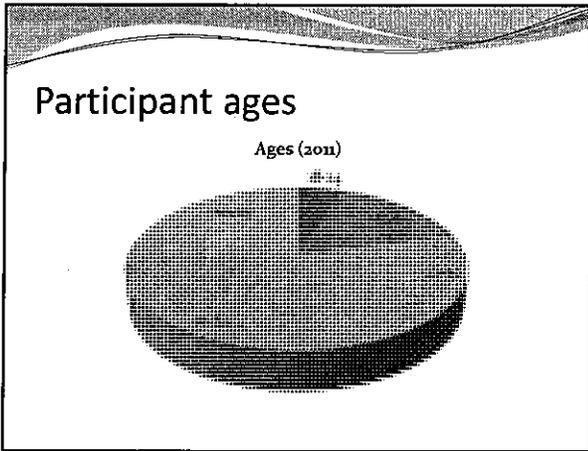
Enrollment: 1999-2011



Who attends?

Years lived in Minnetonka





Why do residents enroll?

- Want to learn more about local government
- Community involvement
- Interest in government career
- Prospective residents want to know more

Information gathered from pre-survey of enrollees.

Program structure

- Six Tuesday sessions, 6:30-9 p.m.
- January-March
- Topic areas:
 - City Manager/Finance/History
 - Police Department
 - Fire Department
 - Recreation
 - Public Works
 - Community Development/Engineering/Legal

City Manager/Finance/History

- City overview
 - Demographics
 - Business
 - School Districts
 - City Council
- Finance
 - City budget
- City history

Police Department

- Traffic enforcement
- SWAT
- K9 unit and visit
- Tour of police station (dispatch, jail)



Fire Department

- Fire safety
- Extinguisher simulator
- Station tour



Community Development

- Tonkaville
- Mock neighborhood and council meeting
- Videotaped but not broadcast



Recreation

- Bus tour of facilities
 - Ice arena
 - Fitness center
 - Lindbergh center
 - Community Center



Public Works

- Streets
- Natural resources
- Tour of building



Graduation

- City council meeting
- Certificates
- Keychain
- Names published in city newsletter, website



Comments

- "Who knew learning about the inner workings of a city could be so informative and fun."
- "As a new resident in Minnetonka, this answered all of my questions and then some."
- "This academy made me feel proud that I live here."
- "Way beyond my expectations. Thank you."

Information gathered from post-survey of enrollees.

To get started

- Facility to hold 20-30 with AV capability
- Staff support
- Publicity
- Engaging presentations
- Cookie budget
- Start small



Questions?

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AGENDA REPORT

TO: City Council
FROM: Charles Ahl, Assistant City Manager
SUBJECT: Discussion of 2012 Budget Assumption and Evaluation Process
DATE: June 8, 2011

INTRODUCTION

On May 23, 2011, the City Council adopted the 2012 – 2016 Capital Improvement Plan. The CIP is the first step in the budget process in preparation for the 2012 Budget Hearing. This agenda item is a continuation of budget information for the City Council and is intended to review the process that the staff is proposing for the Council to provide input prior to considering settling the maximum levy for 2012 in September 2011, and adopting the final budget in December 2011. The staff is beginning the process of estimating the needs and necessary budget reductions to meet the overall budget directions given by the Manager’s office. The expectation is that the City Council will provide input into the process at this time, so that July and August presentations provide the Council with their desired level of involvement into the budget process prior to the necessary decision dates.

Background Information

During the CIP Process, the following assumptions were shared with the City Council about the 2012 Budget:

1. A levy increase of 3 – 5% = \$525,000 - \$875,000.
2. Operating costs reduced by \$700,000 to shift support for capital projects.
3. An increase of funding for the MCC Fund.
4. An increase of funding for the Fire Truck Replacement Fund.
5. An increase of funding for Park Equipment Replacement in the CIP Fund.
6. An increase of funding for the Debt Service Fund to cover lost state aid.
7. No increase in funding for Park Development.
8. A major reduction in the street renewal program.

In addition, on April 11th, the City Council directed that the unused funds from 2010, be used mainly for increasing the fund balance from 36.1% to 38.5%. This provides an additional \$356,000 of funds for Council consideration to use for various purposes, including the current assumption that these funds remain within the General Fund for an increased fund balance. It should be noted that the \$356,000 equates to just over a 2.0% levy increase; thus, should the Council choose to return the fund balance amount to 36.1%, they could also assume a corresponding 2.0% levy decrease.

The levy for 2011 was distributed as follows:

General Fund	\$12,980,351
Recreation Program Fund	\$ 225,000
Maplewood Community Center Fund	\$ 340,000
Debt Service Fund	\$ 3,958,103
Capital Improvement Projects Fund	\$ 0
Fire Truck Replacement Fund	\$ 0
Park Development Fund	\$ 0
Ambulance Fund	\$ 0
Total 2011 Levy	\$17,503,454

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A review of each of the funds and the impacts going forward are:

Summary of Recreation Program Fund

2011 Levy:	\$225,000
Transfer from Cit Serv for Brochure	\$ 15,000
Reductions or Revenue Increase	<u>(\$40,000)</u>
Assumed 2012 Levy	\$200,000

Notes: Dewey Konewko will review this program during July and August. This program operated with a \$90,174 positive revenue over expenditures at a higher levy subsidy of \$251,840. The small positive fund balance will be used to help find the sustainability level, but the \$40,000 revenue reduction proposed should not significantly impact operations and the N. St. Paul joint powers agreement will continue to allow this program to remain efficient and reduce the subsidy.

Summary of Maplewood Community Center Fund

2011 Levy:	\$340,000
Transfer from Cit Serv for Brochure	\$ 15,000
Transfer from Pub Wks for Director	\$ 40,000
Increased Levy	<u>\$ 65,000</u>
Assumed 2012 Levy	\$460,000

Notes: Dewey Konewko will review this program in August. Information on the MCC program has previously been discussed. In 2010, an amount of \$225,000, in addition to a \$211,262 levy was required as subsidy as revenues did not cover expenses. In addition, numerous capital projects were deferred.

Summary of Debt Service Fund

2011 Levy:	\$3,958,103
Transfer from Pub Wks for Director	\$ 150,000
Increased Levy	<u>\$ 100,000</u>
Assumed 2012 Levy	\$4,208,103

Notes: Chuck Ahl and Michael Thompson will review this program in August. Information on the reductions in the streets program has been discussed. The public works reduction will involve some realignment of duties and leaving of positions vacant in maintenance.

Summary of Capital Improvement Projects Fund

2011 Levy:	\$ 0
Increased Levy	\$ 95,000
Transfer from Police Department	\$150,000
Transfer from Parks/Rec Dept	<u>\$ 50,000</u>
Assumed 2012 Levy	\$200,000

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Notes: Chuck Ahl, Chief Thomalla and Dewey Konewko will review this program in August. Information on the reductions in the Police, which will involve keeping positions vacant, as well as reduced personnel costs within Parks will be discussed.

Summary of Park Development Fund

2011 Levy:	\$ 0
Increased Levy	<u>\$ 0</u>
Assumed 2012 Levy	\$ 0

Notes: Dewey Konewko will review this program in August. At this point, there is no proposed new revenue being dedicated to Park Development.

Summary of Fire Truck Replacement Fund

2011 Levy:	\$ 0
Increased Levy	<u>\$100,000</u>
Assumed 2012 Levy	\$100,000

Notes: Chief Lukin will review this program in August. An inventory of equipment will be discussed, as well as plans for new fire stations and equipment.

Summary of Ambulance Fund

2011 Levy:	\$ 0
Increased Levy	<u>\$320,000</u>
Assumed 2012 Levy	\$320,000 * - this will be an option

Notes: Chief Lukin will review this program in August. A significant discussion will need to occur as we continue to evaluate Ambulance and fire service. The proposed plan calls for reductions of \$100,000 in fire department expenses to the General Fund, while also another \$110,000 in the Ambulance Fund. While this sets the stage to allow for the construction of two new Fire Stations, it also may reduce the work force that is available to serve within those stations. A \$320,000 levy [about 1.8% increase] would significantly reduce the need for those expense reductions, as well as help to address the previous year's Ambulance Fund shortfalls.

Summary of General Fund

2011 Levy:	\$12,980,351
Increased Levy	<u>\$ 205,000</u>
Assumed 2012 Levy	\$13,185,350

Notes: Various staff will provide inputs to the General Fund proposals. This fund has the greatest number of personnel and is the largest impact on the tax levy. The Fund Balance decision impacts this decision on the levy. In addition, shortfalls in revenue, especially from building permits, which may be down by over \$200,000 could dramatically impact this budget and fund levels.

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Budget Review Process

As summarized above, the preliminary analysis is proposing to increase the levy by \$845,000 or 4.83%. That amount can increase or decrease depending upon the Council's judgment and acceptance of reductions or revenue increases. The recommended process will be processed using the following format:

[to be completed in August]

<u>Discussion Item</u>	<u>Staff Recommendation</u>	<u>Council Direction</u>
Recreation Program	Cut \$40,000 from subsidy	
Maplewood Comm Ctr	Add \$65,000 to levy Delay to some Improvements - \$0	
Debt Service	Add \$100,000 to levy Cut \$150,000 from Pub Wks operations Reduce Streets Program - \$0	
Cap Improv Proj Fund	Add \$95,000 to levy Cut \$150,000 from Police operations Cut \$50,000 from Park operations Fund Police Dept Expansion - \$200,000 Fund expand Park Equip - \$100,000 Begin Plan for New Fire Stations - \$50,000[?]	
Park Development	Add \$0 to levy Cut \$0 from ???	
Fire Truck Replacement	Add \$100,000 to levy No delay in vehicle replacement - \$0	
Ambulance Fund	Add \$320,000 to levy Cut \$110,000 from personnel expenses	
General Fund	Add \$105,000 to levy for wages/expenses Add \$100,000 to levy for lost permit revenue Cut \$100,000 from Fire operations Cut \$42,000 from Citizen Services operations Cut \$90,000 from Exec/Admin operations Cut \$60,000 from Comm Dev operations Plan \$0 for employee health care costs Keep Fund balance at 38.5% - \$0	

Recommended Action

It is recommended that the City Council review the preliminary assumptions for the 2012 Budget and provide input on the process for evaluation.