

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
6:00 P.M. Monday, August 24, 2015  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. Commission & Board Interview
2. 2016 Budget Discussion

**F. ADJOURNMENT**

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## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Lois Knutson, Senior Administrative Assistant

**DATE:** August 18, 2015

**SUBJECT:** Commission & Board Interview

### **Introduction**

The City Council will be conducting an interview of one candidate for openings on the Heritage Preservation Commission and the Parks & Recreation Commission. Currently there is one opening on the Heritage Preservation Commission and there are two openings on the Parks & Recreation Commission. The openings are due to resignations and term expirations. The applicant, Dorothy Molstad, is interested in serving on either commission.

### **Budget Impact**

None.

### **Recommendation**

Staff recommends that the Council interview the candidate as indicated in the schedule below. The suggested questions will be submitted under separate cover to the Council. During the interview process, Council Members should fill out their ballots. Once the Interview has concluded, Council Members should submit their ballots to staff, which will be tallied with the results brought back to the Council during the following regular meeting with a recommendation for appointment.

<b>Time</b>	<b>Candidate</b>	<b>Commission</b>
6:00 pm	Dorothy Molstad	Heritage Preservation Commission Parks & Recreation Commission

### **Attachments**

1. Candidate Application



**CITY OF MAPLEWOOD  
BOARDS AND COMMISSIONS  
APPLICANT INFORMATION FORM**

RECEIVED  
E1, Attachment 1,  
JUL - 6 2015

CITY OF MAPLEWOOD



Name: Dorothy Molstad Date: July 5

**Personal Information**

Minnesota State Statute §13.601 states that once an individual is appointed to a public body, the following additional items of data are public:

- (1) residential address; and
- (2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

ADDRESS: 1751 Edgemont St. City Maplewood Zip 55117

PHONE: Home [REDACTED] Work na Cell [REDACTED]

EMAIL: [REDACTED]

**1. Please check which Board and/or Commission you are interested in serving?**

- |  |   |
|--|---|
| <input type="checkbox"/> Housing & Economic Development Commission                 | <input checked="" type="checkbox"/> Human Rights Commission       |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input checked="" type="checkbox"/> Parks & Recreation Commission |
| <input checked="" type="checkbox"/> Community Design Review Board                  | <input checked="" type="checkbox"/> Planning Commission           |
| <input type="checkbox"/> Environmental & Natural Resources Commission              | <input type="checkbox"/> Police & Civil Service Commission        |
| <input checked="" type="checkbox"/> Heritage Preservation Commission               |   |

2. How long have you lived in Maplewood? 1.5 years

3. Will other commitments make regular attendance at meetings difficult? Yes  No

4. Please list specific reasons why you would like to serve on this Board or Commission?  
I am interested in becoming involved in my city. I was on the Stillwater charter commission for 9.5 years, serve as an election judge, served on Scott Co. Historical Society during the establishment of Marphs Landing.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?  
- parks available for all ages  
- history captured in a way to involve all ages

6. List any community organizations or activities in which you have recently or are now an active participant.  
volunteer at Stillwater Lakeview hospital  
volunteer St. Croix Valley Let's Go Fishing  
volunteer Good Sam on Roseau - pet therapy  
election judge      Woodlands of Maplewood Assoc. board

Please share any additional comments on why you should be selected by the City Council.  
I wish to find a place in the city where my time and talents can be put to good use.  
at my age I don't have a resume anymore! see notes on back

You may attach a resume or other summary of your background and experience for appointment to this Commission

**THE INFORMATION CONTAINED IN THIS APPLICATION SHALL BE CLASSIFIED AS PUBLIC EXCEPT FOR TELEPHONE NUMBERS, HOME ADDRESS AND E-MAIL ADDRESS.**

Return or mail this application to: City of Maplewood, 1830 County Road B East, Maplewood, MN 55109

elementary teacher

Manager Visitor Programs MN Zoo

Dir of Communications West Publishing

Marketing / PR Director Waldman House Press

" " " Voyageur Press

" " " MBI

owner Book Architects

Marketing / PR consultant new authors, small press

Crafts assistant Ren Fest - 29 years in costume!

advisory Bd. PACER 35 years

President MN Book Publishers Roundtable

President Midwest Independent Publishing Assoc.

PR. director Parava Bread when they first came to town

## MEMORANDUM

**TO:** City Council

**FROM:** Melinda Coleman, City Manager  
Gayle Bauman, Finance Director

**DATE:** August 19, 2015

**SUBJECT:** 2016 Budget Discussion

### **Introduction**

The maximum tax levy for 2016 needs to be adopted and filed with the County in September 2015. The City Manager, Finance staff, and department heads have been actively engaged in planning and preparing the 2016 budget, which funds all City operations and functions. As we continue to look for program efficiencies prior to the adoption of the final budget in December, input is needed on what the ultimate objective of the council is.

### **Budget Planning**

Department Heads, along with the City Manager and Finance Director have been focused on the following:

- The need to control and/or reduce costs
- Assessment and consideration of new sources of revenue
- Review of all existing City services for possible service delivery changes
- Analysis of inter-departmental and inter-governmental service and/or resource sharing
- Identification of critical needs in City-owned buildings and facilities

Department Heads are looking at methods of addressing structural budget challenges in a way that is sustainable and makes increases in the City property tax levy based upon need and responsible decision-making.

Governmental units of all sizes and circumstances face challenges, but for largely developed and established communities like Maplewood, the challenges are somewhat unique. Maplewood has very few areas within its boundaries that offer tax generating development opportunities.

### **The City's Budget**

The budget is composed of a number of different funds, the largest of which is the General Fund. The General Fund is the primary operating fund of the City and includes services such as police, fire, public works, parks maintenance, community development, citizen services and administration. There are essentially two sources of revenue that fund the General Fund budget – the property tax levy and revenues from other sources, such as fees, licenses, permits, fines, charges for services, etc.

Department requests for 2016 in the General Fund are \$533,990 more than the 2015 budget. A majority of this increase (\$328,210) is in personnel services. Union contracts are one of the reasons for this increase. Other requests include additional full time staff for the Fire Department, additional overtime for the Police Department to provide some more targeted policing services and to train officers as first responders, and the addition of a communications position. After taking all the department requests into consideration and calculating projections for 2016 revenues, the General Fund would require a tax levy increase of approximately \$689,100 to maintain its current fund balance level of 40% of operating revenues.

### **Tax Levy**

Based on requests made during the preparation of our Capital Improvement Plan, we continue to have a need for capital projects such as street improvements, parks, redevelopment and investment in city facilities. Over half of the City's tax levy increases during the past 8 years have been dedicated to debt service costs while only about 1/5<sup>th</sup> has been applied to General Fund operations. Tax levy increases have not been able to keep up with the growth in operational costs due to the need for infrastructure improvements and redevelopment.

New revenue sources are being explored for the Fire Department in the amount of \$22,500 and for the Ambulance Service Fund in the amount of \$58,750. This would involve charging for additional items such as auto extrications, lift assists, non-transport calls and gas line hits. With these additional revenues, property tax levies recommended in the 5 year Capital Improvement Plan and based on operational needs are as follows:

FUND	2015 LEVY	2016 PROPOSED LEVY	\$ CHANGE	% CHANGE
Debt Service	\$4,792,820	\$4,792,820	\$0	0.0%
CIP Fund	140,000	75,000	(65,000)	-46.4%
PD Squad & Equip Fund	255,000	300,000	45,000	17.6%
Street project deficits	250,000	250,000	0	0.0%
Fire Truck Replacement	0	60,000	60,000	100.0%
Redevelopment Fund	0	25,000	25,000	100.0%
EDA Fund	89,270	89,270	0	0.0%
General Bldg Replacement	0	50,000	50,000	100.0%
Ambulance Service	335,000	285,000	(50,000)	-14.9%
Community Center	500,000	500,000	0	0.0%
Recreation Programs	160,000	175,000	15,000	9.4%
General Fund	12,469,520	13,149,180	679,660	5.5%
	<u>\$18,991,610</u>	<u>\$19,751,270</u>	<u>\$759,660</u>	<u>4.0%</u>

### **Impacts on Median Valued Home**

Based on information received from Ramsey County on August 13, 2015, a median valued home in Maplewood is estimated to increase in value by 1.9%, from \$187,300 to \$190,800. The annual impact of different levels of the City levy increase to a median valued home is as follows:

LEVY CHANGE	HOME VALUE		CITY TAX		\$ CHANGE	% CHANGE
	2015	2016	2015	2016		
0%	\$ 187,300	\$ 190,800	\$ 790	\$ 782	\$ (8)	-1.0%
1%				\$ 791	\$ 1	0.1%
2%				\$ 800	\$ 10	1.3%
3%				\$ 809	\$ 19	2.4%
4%				\$ 818	\$ 28	3.5%
5%				\$ 827	\$ 37	4.7%

### **Fund Balance/Reserves**

In keeping with City Council established priorities, Maplewood has a healthy fund balance of 40% of operating revenues. This level of a fund balance is crucial to the economic health and viability of local units of government. A City's bond rating is, in part, based on the fund balance or reserves. The fund balance also helps a City manage cash flow and emergency needs.

### **Recommendation**

Staff seeks Council guidance around priorities and considerations for the "maximum tax levy" for 2016. In full recognition of the range of implications, department heads will continue final preparation of a "maximum levy" recommendation based on the framework or guidance as provided by the Council. The final staff recommendation will be based upon feedback from the Council. Staff will continue to work with Council to present a "maximum levy" recommendation and implications assessment for your consideration and adoption in September 2015.