

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:30 P.M. Monday, September 14, 2015  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

1. 2016 Budget Discussion

**E. NEW BUSINESS**

1. Commission & Board Interview
2. Discussion of Management of Stray and Recovered Cats

**F. ADJOURNMENT**

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## MEMORANDUM

**TO:** City Council

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

**DATE:** September 8, 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 staff report from the first budget workshop held on August 24, 2015 is attached. This report will address the questions and comments received during the first workshop and also provides department specific information on the 2016 operating budget requests and fund statements for the operating funds where a property tax levy is being requested for 2016.

### Continued Budget Discussion

#### 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%

Council requested information regarding the proposed 2.8% levy increase for Ramsey County. Based on information received from Ramsey County on August 25, 2015, the annual impact to the County levy for a home increasing in value from \$187,300 in 2015 to \$190,800 in 2016 would be approximately \$6.75.

Council also requested information regarding the upcoming school referendum for the North St. Paul – Maplewood – Oakdale school district. Based on an article from the Pioneer Press, the impact to a home valued at \$190,000 would be \$280 per year for the operating levy and \$69 per year for the capital levy. Voters would need to approve this referendum for the levy to take effect.

### City Tax Levy History

LEVY		
2007	\$15,546,450	
2008	15,546,450	0.0%
2009	15,876,235	2.1%
2010	16,670,046	5.0%
2011	17,503,454	5.0%
2012	17,853,523	2.0%
2013	18,528,400	3.8%
2014	18,528,400	0.0%
2015	18,991,610	2.5%

The main reasons for the 5% increase in 2010 were:

- The General Fund had a fund balance of less than 40% of operating revenues which needed to be replenished.
- Additional levy dollars were needed for debt service.

The main reasons for the 5% increase in 2011 were:

- Additional levy dollars were needed for debt service.
- The police department expansion project was underway.
- Work in the pool area was completed at the Community Center.

### History of the effect of the City Tax Levy on a Median Value Home

Pay Year	Median Value Home	Annual City Tax	Cumulative Change
2007	\$220,000	\$689	
2008	222,600	674	\$(15)
2009	209,600	651	(38)
2010	205,400	711	22
2011	195,100	743	54
2012	182,900	752	63
2013	160,700	707	18
2014	157,000	679	(10)
2015	187,300	789	100

Based on the table above, a median value home paid less City property taxes in 2014 than they did in 2007. The average annual increase over the eight years shown above is \$12.50 per year or 1.8% per year.

### History of Community Center Deficit

The Council also requested information on the Community Center deficit. The table below shows the Operating Loss from each of the years noted and the cash deficit at the end of each year. Inflows From Other Sources include tax levies, transfers in from other funds and bonding for equipment certificates.

	Operating Loss	Inflows From Other Sources	Cash Deficit at Year End
2007	\$(225,196)	\$506,600	\$(225,985)
2008	(152,431)	307,776	(262,282)
2009	(347,256)	300,000	(295,209)
2010	(423,271)	220,000	(522,686)
2011	(570,419)	551,000	(818,552)
2012	(349,471)	522,450	(617,224)
2013	(376,073)	1,035,135	(415,910)
2014	(476,645)	1,292,684	(285,502)

### **Recommendation**

Staff seeks Council guidance around priorities and considerations for the “maximum tax levy” for 2016. The final staff recommendation will be based upon feedback from the Council.

### **Attachments**

1. Agenda report from 8/24/15 Council Workshop
2. Department specific operating budget information

## 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:

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### **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.

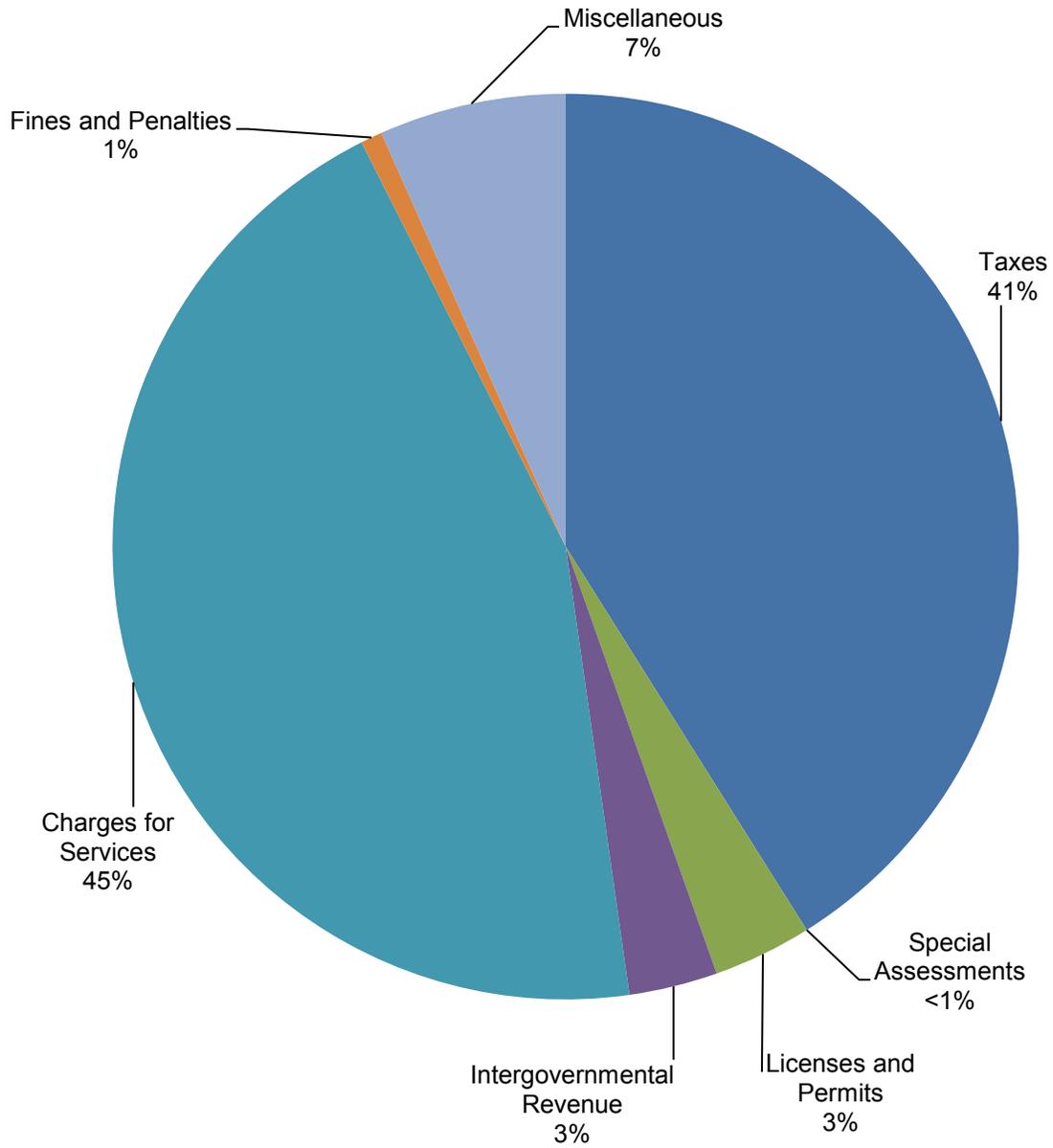
### **Recommendation**

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.

## OPERATING BUDGET REVENUE SUMMARY

<u>Total By Source</u>	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
Taxes	\$13,738,630	\$13,868,841	\$14,020,460	\$14,566,660	3.9%
Special Assessments	1,034	99,959	400	800	100.0%
Licenses and Permits	1,260,940	2,281,559	1,291,570	1,248,340	-3.3%
Intergovernmental Revenue	1,303,269	1,125,156	1,105,590	1,121,330	1.4%
Charges for Services	16,273,683	16,119,717	15,824,360	15,893,260	0.4%
Fines and Penalties	298,427	297,444	237,600	274,000	15.3%
Miscellaneous	2,139,720	2,021,477	2,179,170	2,364,740	8.5%
Totals	\$35,015,703	\$35,814,153	\$34,659,150	\$35,469,130	2.3%
<u>Total By Fund</u>					
Ambulance Service	\$2,943,622	\$3,021,974	\$2,723,790	\$2,788,620	2.4%
Charitable Gambling Tax	27,135	25,410	27,200	25,400	-6.6%
Community Center	2,369,003	2,374,483	2,592,450	2,536,840	-2.1%
Environmental Utility	2,322,600	2,375,230	2,490,190	2,487,950	-0.1%
Fleet Management	935,302	968,501	979,400	999,210	2.0%
General	18,743,655	19,172,765	18,205,420	18,853,520	3.6%
Information Technology	695,160	753,697	773,680	804,660	4.0%
Maplewood Area EDA	92,917	98,232	90,210	88,020	-2.4%
Police Services	28,177	61,413	10,660	45,590	327.7%
Recreation Programs	644,874	622,617	701,490	730,640	4.2%
Recycling Program	638,311	630,573	644,570	688,780	6.9%
Sanitary Sewer	5,269,696	5,222,857	4,928,500	4,934,040	0.1%
Street Light Utility	294,537	475,825	477,610	473,620	-0.8%
Taste of Maplewood	8,909	5,647	12,980	7,240	-44.2%
Tree Preservation Fund	1,805	4,929	1,000	5,000	400.0%
Totals	\$35,015,703	\$35,814,153	\$34,659,150	\$35,469,130	2.3%

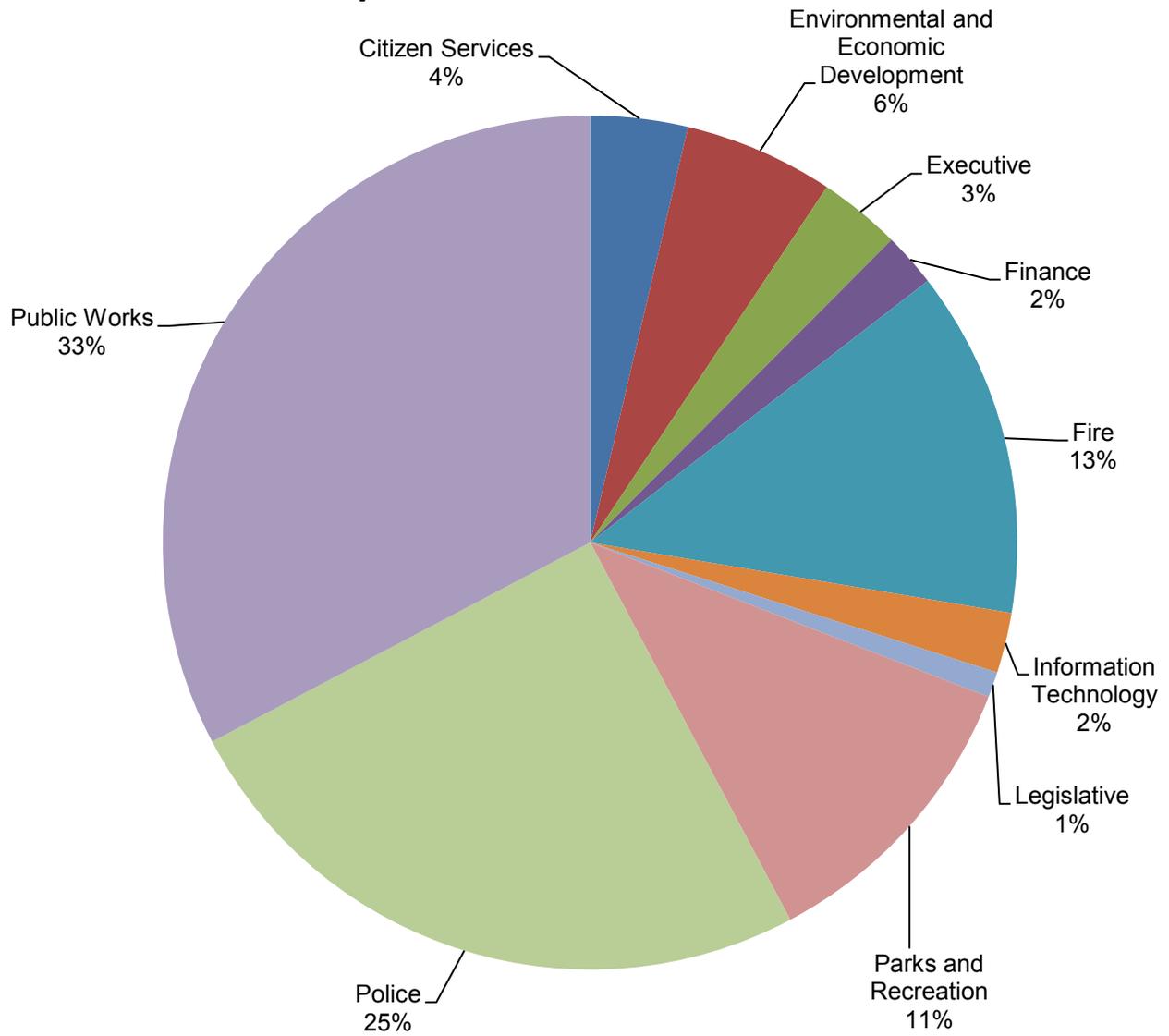
# OPERATING BUDGET Revenues for 2016



## OPERATING BUDGET EXPENDITURE SUMMARY

<u>Total By Department</u>	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
Citizen Services	\$1,155,443	\$1,169,665	\$1,212,880	\$1,267,980	4.5%
Environmental and Economic Development	1,972,496	2,105,555	2,005,580	1,953,110	-2.6%
Executive	904,595	850,816	964,730	1,073,010	11.2%
Finance	743,043	751,157	757,160	704,200	-7.0%
Fire	4,206,175	4,320,083	4,330,700	4,529,170	4.6%
Information Technology	711,219	745,971	787,250	787,200	0.0%
Legislative	193,428	266,078	323,890	332,240	2.6%
Parks and Recreation	3,781,825	3,859,128	3,973,350	3,913,940	-1.5%
Police	8,213,247	8,174,322	8,271,460	8,628,730	4.3%
Public Works	10,459,372	10,686,860	10,972,040	11,280,130	2.8%
<b>Totals</b>	<b>\$32,340,843</b>	<b>\$32,929,635</b>	<b>\$33,599,040</b>	<b>\$34,469,710</b>	<b>2.6%</b>
 <u>Total By Classification</u>					
Personnel Services	\$18,632,118	\$19,045,200	\$19,511,880	\$19,678,420	0.9%
Commodities	1,785,798	1,574,914	1,646,480	1,579,320	-4.1%
Contractual Services	9,279,168	9,733,047	9,938,000	10,579,280	6.5%
Capital Outlay and Depreciation	1,841,014	1,749,624	1,666,780	1,764,840	5.9%
Other Charges	802,745	826,850	835,900	867,850	3.8%
<b>Totals</b>	<b>\$32,340,843</b>	<b>\$32,929,635</b>	<b>\$33,599,040</b>	<b>\$34,469,710</b>	<b>2.6%</b>
 <u>Total By Fund</u>					
Ambulance Service	\$2,352,932	\$2,449,554	\$2,477,030	\$2,582,580	4.3%
Charitable Gambling Tax	28,536	28,427	30,000	30,000	0.0%
Community Center	2,559,630	2,595,188	2,628,910	2,562,060	-2.5%
Environmental Utility	1,729,293	1,892,540	1,906,540	1,927,810	1.1%
Fleet Management	917,174	988,955	943,190	928,230	-1.6%
General	18,455,671	18,282,328	18,469,330	19,003,320	2.9%
Information Technology	711,219	745,971	787,250	787,200	0.0%
Maplewood Area EDA	12,871	81,530	137,370	137,580	0.2%
Police Services	19,581	3,853	37,000	75,130	103.1%
Recreation Programs	675,564	690,315	740,730	740,670	0.0%
Recycling Program	519,650	632,908	631,520	694,280	9.9%
Sanitary Sewer	4,104,201	4,285,774	4,525,100	4,725,090	4.4%
Street Light Utility	226,423	224,975	250,550	238,500	-4.8%
Taste of Maplewood	25,938	25,497	32,480	35,240	8.5%
Tree Preservation	2,160	1,820	2,040	2,020	-1.0%
<b>Totals</b>	<b>\$32,340,843</b>	<b>\$32,929,635</b>	<b>\$33,599,040</b>	<b>\$34,469,710</b>	<b>2.6%</b>

## OPERATING BUDGET Expenditures for 2016

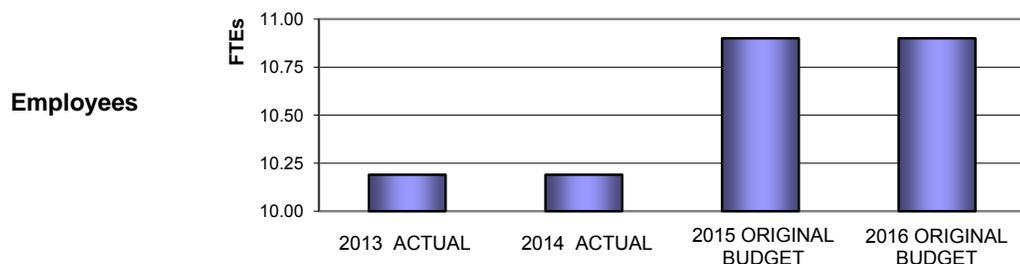
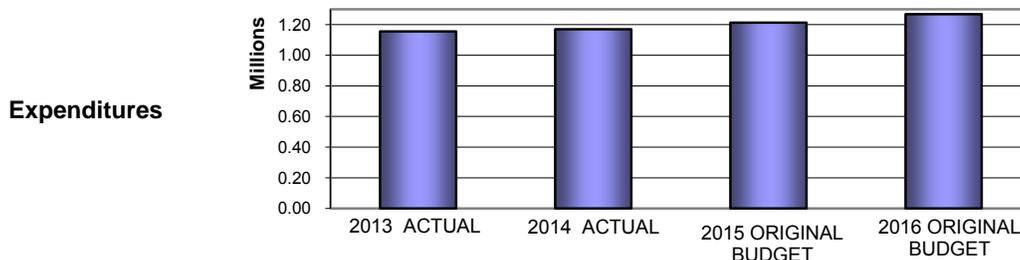


**OPERATING BUDGET**  
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2016 BUDGET

DEPARTMENT	CODE	PROGRAM	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	2016 PERCENT CHANGE
POLICE	402	Police Services	\$6,087,523	\$5,937,580	\$6,362,840	\$5,796,310	-8.9%
PUBLIC WORKS	508	Sanitary Sewer Oper.	4,104,201	4,285,774	4,525,100	4,725,090	4.4%
PARKS & REC	61X	Community Center Oper.	2,559,630	2,595,188	2,628,910	2,562,060	-2.5%
FIRE	403	Emer. Medical Services	2,140,902	2,237,524	2,262,940	2,358,830	4.2%
POLICE	409	Investigations	1,146,666	1,131,081	842,390	1,522,050	80.7%
FIRE	404	Fire Suppression	1,412,658	1,408,040	1,416,610	1,504,100	6.2%
PUBLIC WORKS	512	Storm Sewer Maint.	1,184,860	1,252,012	1,281,150	1,337,470	4.4%
POLICE	401	Administration	935,984	1,093,087	1,066,230	1,296,370	21.6%
PUBLIC WORKS	509	Fleet Management	917,174	988,955	943,190	928,230	-1.6%
PUBLIC WORKS	602	Park Maintenance	879,628	804,574	854,450	866,000	1.4%
INFO TECH	118	I.T. Services	711,219	745,971	787,250	787,200	0.0%
CITIZEN SERVICES	301	Administration	658,827	683,070	767,050	778,130	1.4%
PARKS & REC	603	Recreation Programs	675,564	690,315	740,730	740,670	0.0%
PUBLIC WORKS	502	Street Maintenance	733,863	689,700	732,880	720,870	-1.6%
ENV & ECON DEV	706	Recycling	519,650	632,908	631,520	694,280	9.9%
PUBLIC WORKS	503	Engineering	759,842	690,712	646,930	661,480	2.2%
PUBLIC WORKS	115	Building Operations	644,346	561,198	576,350	617,230	7.1%
FIRE	411	Administration	560,027	577,009	554,340	568,660	2.6%
PUBLIC WORKS	514	Snow and Ice Control	452,149	564,528	481,570	504,850	4.8%
ENV & ECON DEV	703	Building Inspections	491,974	483,881	472,310	468,340	-0.8%
EXECUTIVE	102	Administration	387,722	332,314	407,570	409,280	0.4%
ENV & ECON DEV	702	Planning	523,364	561,190	438,430	398,050	-9.2%
EXECUTIVE	116	HR Administration	297,636	288,859	321,700	393,440	22.3%
CITIZEN SERVICES	303	Deputy Registrar	405,574	398,383	345,600	371,740	7.6%
FINANCE	202	Finance Services	436,293	423,164	420,250	358,490	-14.7%
FINANCE	201	Administration	306,750	327,993	336,910	345,710	2.6%
PARKS & REC	604	Nature Center	258,619	279,824	287,210	287,460	0.1%
PUBLIC WORKS	513	Street Sweeping	202,127	271,032	270,660	270,220	-0.2%
ENV & ECON DEV	701	Administration	282,190	285,305	344,580	266,220	-22.7%
PUBLIC WORKS	501	Administration	205,914	231,801	251,170	242,220	-3.6%
PUBLIC WORKS	506	Street Lights and Signals	226,423	224,975	250,550	238,500	-4.8%
PARKS & REC	601	Administration	183,485	199,090	209,200	219,920	5.1%
EXECUTIVE	103	Legal Services	214,146	225,385	229,540	217,050	-5.4%
PUBLIC WORKS	516	Forestry	148,846	121,599	158,040	167,970	6.3%
LEGISLATIVE	101	City Council	144,870	156,121	154,370	162,510	5.3%
LEGISLATIVE	000	Maplewood Area EDA	12,871	81,530	137,370	137,580	0.2%
FIRE	405	Fire Prevention	84,982	89,817	86,940	88,030	1.3%
CITIZEN SERVICES	304	Elections	65,104	62,715	67,750	82,870	22.3%
ENV & ECON DEV	707	Code Enforcement	107,192	95,905	75,720	82,580	9.1%
PARKS & REC	605	Open Space Mgmt.	71,070	72,834	75,100	75,070	0.0%
ENV & ECON DEV	704	Public Health Inspections	48,127	46,366	43,020	43,640	1.4%
EXECUTIVE	111	Communications	0	0	0	37,320	N/A
CITIZEN SERVICES	000	Taste of Maplewood	25,938	25,497	32,480	35,240	8.5%
LEGISLATIVE	000	Chaitable Gambling	28,536	28,427	30,000	30,000	0.0%
PARKS & REC	606	Ice Arena Operations	31,298	20,056	30,160	26,740	-11.3%
EXECUTIVE	114	Safety	5,092	4,258	5,920	15,920	168.9%
POLICE	407	Animal Control	43,075	12,574	0	14,000	N/A
FIRE	413	Emergency Mgmt.	7,606	7,693	9,870	9,550	-3.2%
LEGISLATIVE	105	Police Civil Service Comm.	6,644	0	2,150	2,150	0.0%
PARKS & REC	000	Tree Preservation	2,159	1,820	2,040	2,020	-1.0%
LEGISLATIVE	108	Human Rights Comm.	507	0	0	0	N/A
			<u>\$32,340,843</u>	<u>\$32,929,635</u>	<u>\$33,599,040</u>	<u>\$34,469,710</u>	<u>2.6%</u>

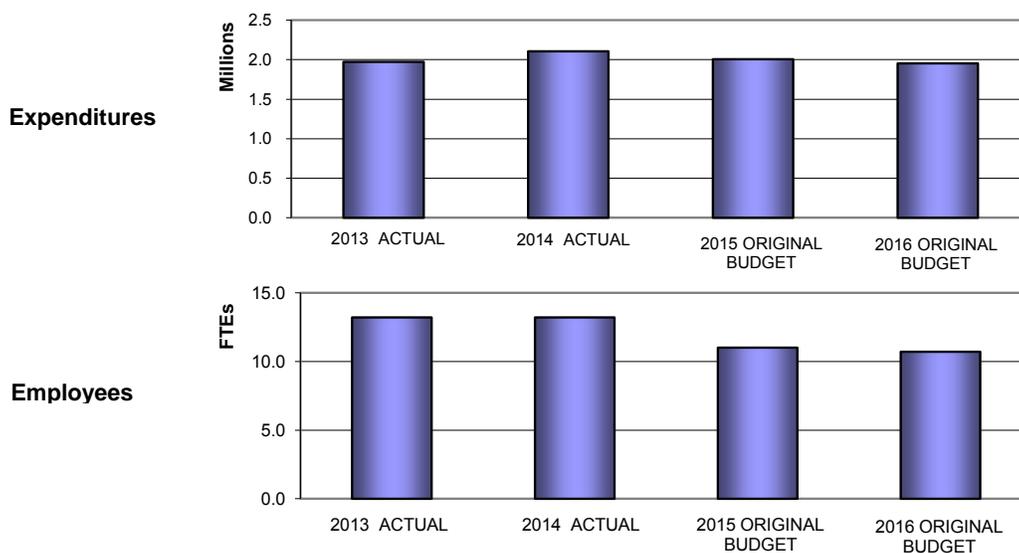
### CITIZEN SERVICES EXPENDITURE SUMMARY

Total By Program	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
Citizen Services Administration	\$658,827	\$683,070	\$767,050	\$778,130	1.4%
Deputy Registrar	405,574	398,383	345,600	371,740	7.6%
Elections	65,104	62,715	67,750	82,870	22.3%
Taste of Maplewood	25,938	25,497	32,480	35,240	8.5%
Totals	1,155,443	1,169,665	1,212,880	1,267,980	4.5%
<b>Total By Classification</b>					
Personnel Services	871,320	898,412	941,550	967,320	2.7%
Commodities	21,017	15,328	19,450	20,850	7.2%
Contractual Services	260,413	252,659	251,880	279,810	11.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	2,693	3,266	0	0	N/A
Totals	1,155,443	1,169,665	1,212,880	1,267,980	4.5%
<b>Total By Fund</b>					
General Fund	1,129,505	1,144,168	1,180,400	1,232,740	4.4%
Taste of Maplewood	25,938	25,497	32,480	35,240	8.5%
Totals	\$1,155,443	\$1,169,665	\$1,212,880	\$1,267,980	4.5%
Number of Employees (FTE)	10.19	10.19	10.90	10.90	0.0%



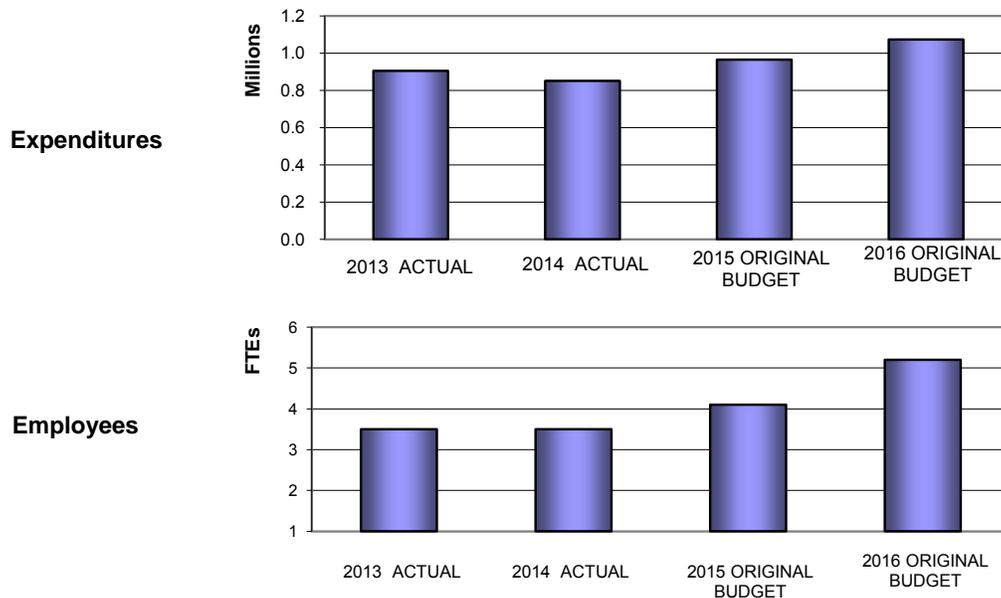
### ENVIRONMENTAL AND ECONOMIC DEVELOPMENT EXPENDITURE SUMMARY

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$282,190	\$285,305	\$344,580	\$266,220	-22.7%
Building Inspections	491,974	483,881	472,310	468,340	-0.8%
Code Enforcement	107,192	95,905	75,720	82,580	9.1%
Planning	523,363	561,190	438,430	398,050	-9.2%
Public Health Inspections	48,127	46,366	43,020	43,640	1.4%
Recycling Program	519,650	632,908	631,520	694,280	9.9%
Totals	1,972,496	2,105,555	2,005,580	1,953,110	-2.6%
<b>Total By Classification</b>					
Personnel Services	1,326,321	1,342,905	1,249,620	1,132,740	-9.4%
Commodities	11,744	11,003	6,900	9,200	33.3%
Contractual Services	579,385	691,748	698,400	757,130	8.4%
Capital Outlay and Depreciation	4,175	8,847	0	0	N/A
Other Charges	50,871	51,052	50,660	54,040	6.7%
Totals	1,972,496	2,105,555	2,005,580	1,953,110	-2.6%
<b>Total By Fund</b>					
General Fund	1,184,353	1,181,243	1,102,360	1,021,890	-7.3%
Environmental Utility Fund	268,493	291,404	271,700	236,940	-12.8%
Recycling Fund	519,650	632,908	631,520	694,280	9.9%
Totals	\$1,972,496	\$2,105,555	\$2,005,580	\$1,953,110	-2.6%
<b>Number of Employees (FTE)</b>	13.20	13.20	11.00	10.70	-2.7%



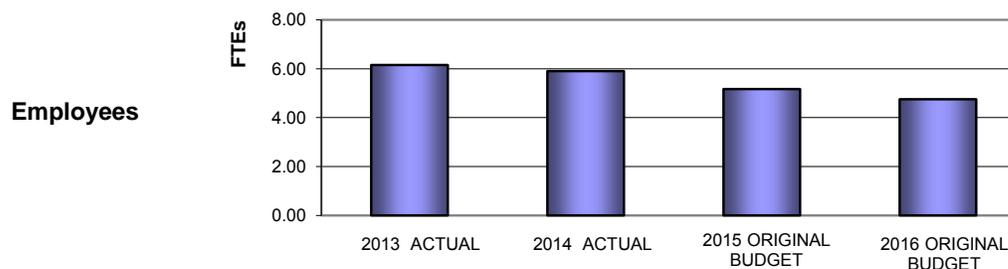
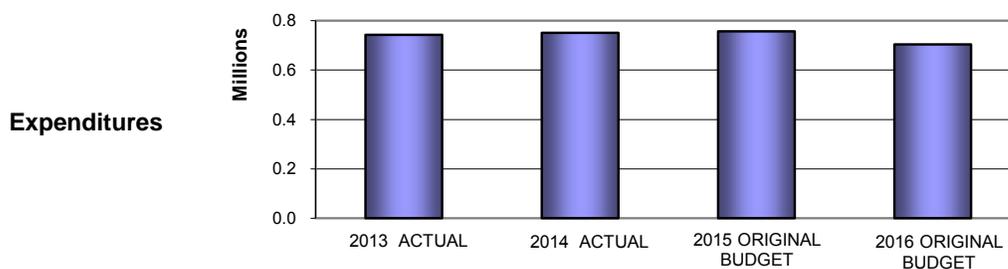
**EXECUTIVE  
EXPENDITURE SUMMARY**

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$387,722	\$332,314	\$407,570	\$409,280	0.4%
Communications	0	0	0	37,320	N/A
H.R. Administration	297,635	288,859	321,700	393,440	22.3%
Legal Services	214,146	225,385	229,540	217,050	-5.4%
Safety	5,092	4,258	5,920	15,920	168.9%
<b>Totals</b>	<b>904,595</b>	<b>850,816</b>	<b>964,730</b>	<b>1,073,010</b>	<b>11.2%</b>
<b>Total By Classification</b>					
Personnel Services	478,192	439,164	553,810	693,980	25.3%
Commodities	10,881	10,416	9,350	10,650	13.9%
Contractual Services	415,522	401,236	401,570	368,380	-8.3%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	0	0	0	0	N/A
<b>Totals</b>	<b>904,595</b>	<b>850,816</b>	<b>964,730</b>	<b>1,073,010</b>	<b>11.2%</b>
<b>Total By Fund</b>					
General Fund	904,595	850,816	964,730	1,073,010	11.2%
<b>Totals</b>	<b>\$904,595</b>	<b>\$850,816</b>	<b>\$964,730</b>	<b>\$1,073,010</b>	<b>11.2%</b>
<b>Number of Employees (FTE)</b>	<b>3.50</b>	<b>3.50</b>	<b>4.10</b>	<b>5.20</b>	<b>26.8%</b>



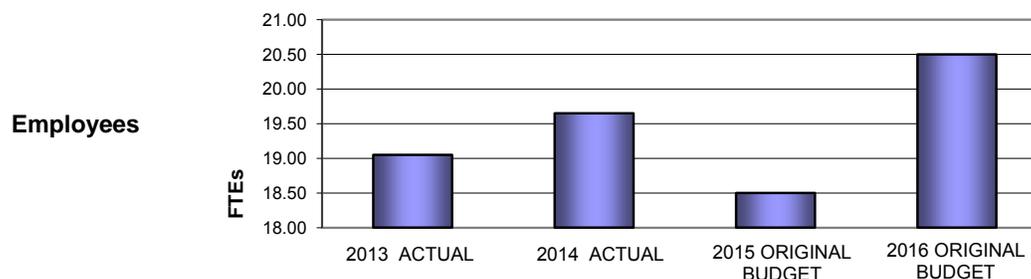
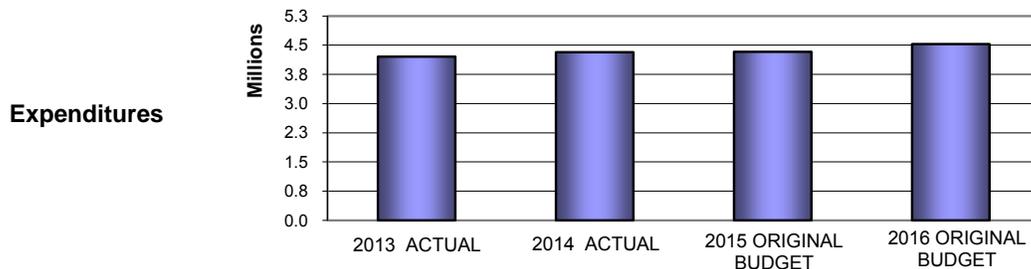
**FINANCE  
EXPENDITURE SUMMARY**

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$306,750	\$327,993	\$336,910	\$345,710	2.6%
Finance Services	436,293	423,164	420,250	358,490	-14.7%
Totals	743,043	751,157	757,160	704,200	-7.0%
<b>Total By Classification</b>					
Personnel Services	598,200	597,104	598,420	538,150	-10.1%
Commodities	9,021	11,100	6,660	6,680	0.3%
Contractual Services	112,121	117,389	120,080	127,370	6.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	23,701	25,564	32,000	32,000	0.0%
Totals	743,043	751,157	757,160	704,200	-7.0%
<b>Total By Fund</b>					
General Fund	743,043	751,157	757,160	704,200	-7.0%
Totals	\$743,043	\$751,157	\$757,160	\$704,200	-7.0%
Number of Employees (FTE)	6.15	5.90	5.17	4.75	-8.1%



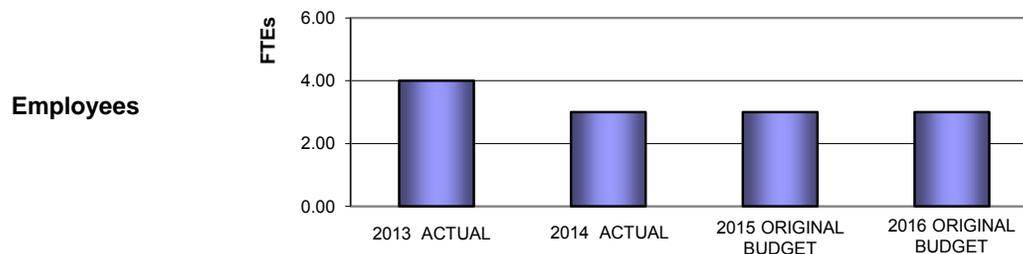
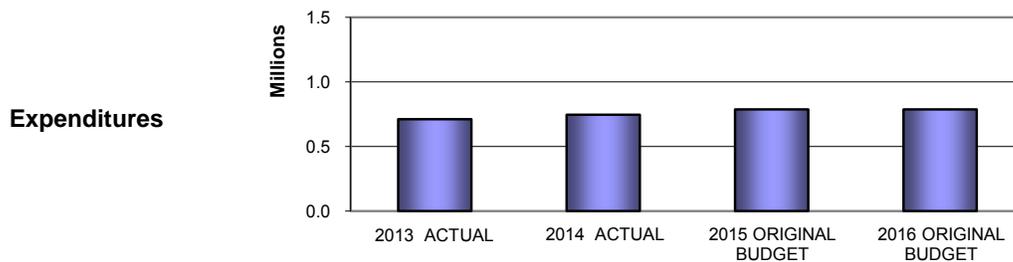
**FIRE  
EXPENDITURE SUMMARY**

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$560,027	\$577,009	\$554,340	\$568,660	2.6%
Emergency Management	7,606	7,693	9,870	9,550	-3.2%
Emergency Medical Services	2,140,902	2,237,524	2,262,940	2,358,830	4.2%
Fire Prevention	84,982	89,817	86,940	88,030	1.3%
Fire Suppression	1,412,658	1,408,040	1,416,610	1,504,100	6.2%
<b>Totals</b>	<b>4,206,175</b>	<b>4,320,083</b>	<b>4,330,700</b>	<b>4,529,170</b>	<b>4.6%</b>
<b>Total By Classification</b>					
Personnel Services	2,922,940	3,033,936	3,007,720	3,152,740	4.8%
Commodities	220,566	231,369	240,250	244,150	1.6%
Contractual Services	783,992	788,173	801,990	835,360	4.2%
Capital Outlay and Depreciation	66,647	54,575	66,650	73,170	9.8%
Other Charges	212,030	212,030	214,090	223,750	4.5%
<b>Totals</b>	<b>4,206,175</b>	<b>4,320,083</b>	<b>4,330,700</b>	<b>4,529,170</b>	<b>4.6%</b>
<b>Total By Fund</b>					
Ambulance Service Fund	2,352,932	2,449,554	2,477,030	2,582,580	4.3%
General Fund	1,853,243	1,870,529	1,853,670	1,946,590	5.0%
<b>Totals</b>	<b>\$4,206,175</b>	<b>\$4,320,083</b>	<b>\$4,330,700</b>	<b>\$4,529,170</b>	<b>4.6%</b>
<b>Number of Employees (FTE)</b>	<b>19.05</b>	<b>19.65</b>	<b>18.50</b>	<b>20.50</b>	<b>10.8%</b>



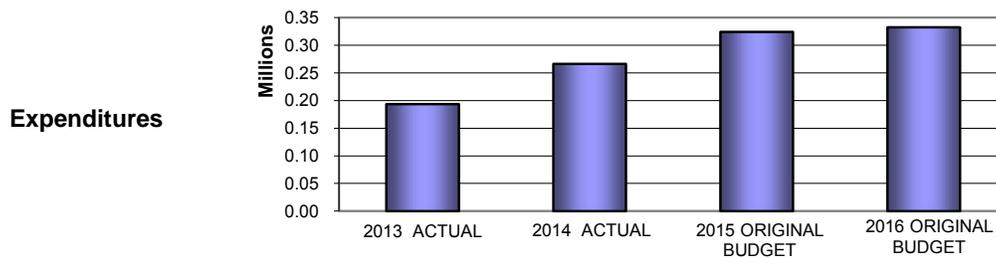
### INFORMATION TECHNOLOGY EXPENDITURE SUMMARY

Total By Program	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
Information Technology Services	711,219	745,971	787,250	787,200	0.0%
Totals	711,219	745,971	787,250	787,200	0.0%
<b>Total By Classification</b>					
Personnel Services	365,801	354,027	368,880	375,530	1.8%
Commodities	69,842	96,077	94,100	99,800	6.1%
Contractual Services	252,389	276,553	302,920	288,410	-4.8%
Capital Outlay and Depreciation	21,354	19,229	21,350	22,870	7.1%
Other Charges	1,833	85	0	590	N/A
Totals	\$711,219	\$745,971	\$787,250	\$787,200	0.0%
<b>Total By Fund</b>					
Information Technology Fund	711,219	745,971	787,250	787,200	0.0%
Totals	\$711,219	\$745,971	\$787,250	\$787,200	0.0%
Number of Employees (FTE)	4.00	3.00	3.00	3.00	0.0%



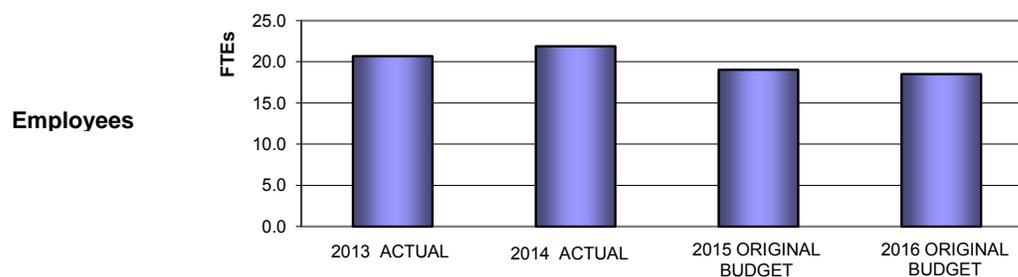
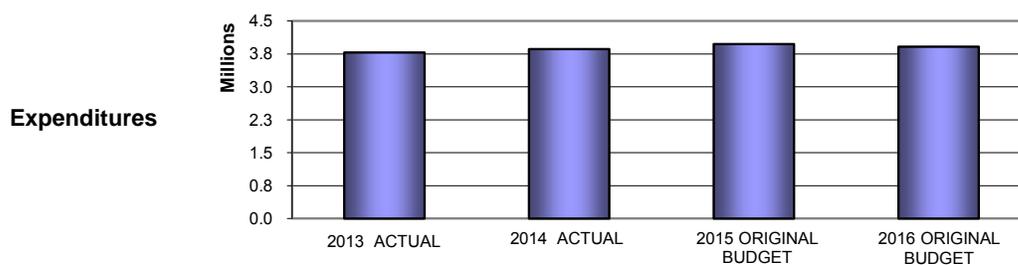
**LEGISLATIVE  
EXPENDITURE SUMMARY**

Total By Program	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
Charitable Gambling	28,536	28,427	30,000	30,000	0.0%
City Council	144,870	156,121	154,370	162,510	5.3%
Human Rights Commission	507	0	0	0	N/A
Maplewood Area EDA	12,871	81,530	137,370	137,580	0.2%
Police Civil Service Commission	6,644	0	2,150	2,150	0.0%
<b>Totals</b>	<b>193,428</b>	<b>266,078</b>	<b>323,890</b>	<b>332,240</b>	<b>2.6%</b>
<b>Total By Classification</b>					
Personnel Services	65,768	66,025	88,660	90,490	2.1%
Commodities	3,467	4,831	5,300	5,300	0.0%
Contractual Services	111,818	195,222	129,930	136,450	5.0%
Capital Outlay and Depreciation	12,375	0	100,000	100,000	0.0%
Other Charges	0	0	0	0	N/A
<b>Totals</b>	<b>193,428</b>	<b>266,078</b>	<b>323,890</b>	<b>332,240</b>	<b>2.6%</b>
<b>Total By Fund</b>					
Charitable Gambling Tax Fund	28,536	28,427	30,000	30,000	0.0%
General Fund	152,021	156,121	156,520	164,660	5.2%
Maplewood Area EDA	12,871	81,530	137,370	137,580	0.2%
<b>Totals</b>	<b>\$193,428</b>	<b>\$266,078</b>	<b>\$323,890</b>	<b>\$332,240</b>	<b>2.6%</b>
Number of Employees (FTE)	0.00	0.00	0.00	0.00	N/A



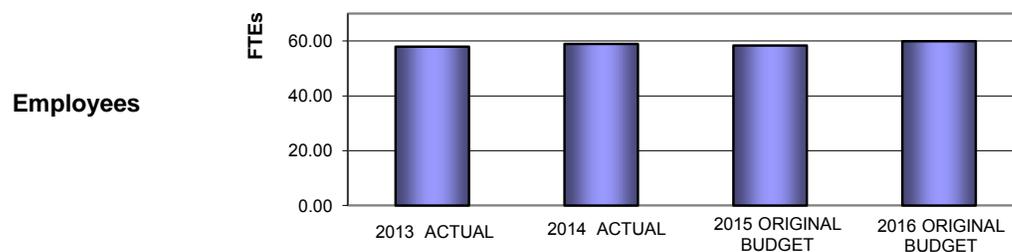
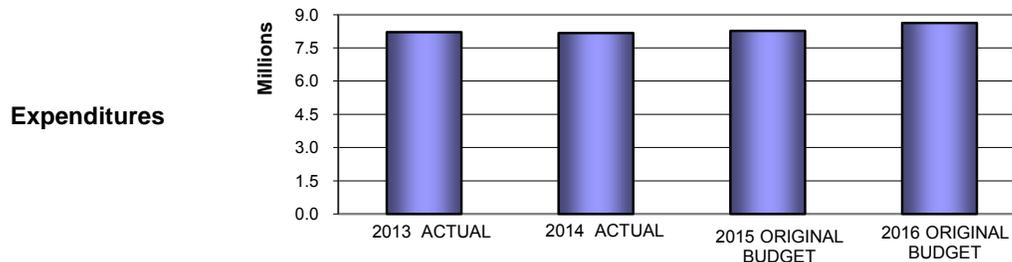
### PARKS & RECREATION EXPENDITURE SUMMARY

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$183,485	\$199,090	\$209,200	\$219,920	5.1%
Community Center	2,559,630	2,595,188	2,628,910	2,562,060	-2.5%
Ice Arena Operations	31,298	20,056	30,160	26,740	-11.3%
Nature Center	258,618	279,825	287,210	287,460	0.1%
Open Space Management	71,070	72,834	75,100	75,070	0.0%
Recreation Programs	675,564	690,315	740,730	740,670	0.0%
Tree Preservation	2,160	1,820	2,040	2,020	-1.0%
<b>Totals</b>	<b>3,781,825</b>	<b>3,859,128</b>	<b>3,973,350</b>	<b>3,913,940</b>	<b>-1.5%</b>
<b>Total By Classification</b>					
Personnel Services	2,158,649	2,202,144	2,248,220	2,001,100	-11.0%
Commodities	246,777	244,952	255,640	247,760	-3.1%
Contractual Services	1,122,294	1,153,407	1,215,730	1,407,390	15.8%
Capital Outlay and Depreciation	253,761	258,554	253,760	257,690	1.5%
Other Charges	344	71	0	0	N/A
<b>Totals</b>	<b>3,781,825</b>	<b>3,859,128</b>	<b>3,973,350</b>	<b>3,913,940</b>	<b>-1.5%</b>
<b>Total By Fund</b>					
General Fund	470,658	493,713	518,640	526,010	1.4%
Community Center	2,559,630	2,595,188	2,628,910	2,562,060	-2.5%
Environmental Utility Fund	73,813	78,092	83,030	83,180	0.2%
Recreation Program Fund	675,564	690,315	740,730	740,670	0.0%
Tree Preservation Fund	2,160	1,820	2,040	2,020	-1.0%
<b>Totals</b>	<b>\$3,781,825</b>	<b>\$3,859,128</b>	<b>\$3,973,350</b>	<b>\$3,913,940</b>	<b>-1.5%</b>
<b>Number of Employees (FTE)</b>	<b>20.68</b>	<b>21.88</b>	<b>19.03</b>	<b>18.50</b>	<b>-2.8%</b>



**POLICE  
EXPENDITURE SUMMARY**

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2016 BUDGET	PERCENT OVER(UNDER) 2015 BUDGET
<b>Total By Program</b>					
Administration	\$935,984	\$1,093,087	\$1,066,230	\$1,296,370	21.6%
Animal Control	43,075	12,574	0	14,000	N/A
Investigations	1,146,666	1,131,081	842,390	1,522,050	80.7%
Police Services	6,087,522	5,937,580	6,362,840	5,796,310	-8.9%
<b>Totals</b>	<b>8,213,247</b>	<b>8,174,322</b>	<b>8,271,460</b>	<b>8,628,730</b>	<b>4.3%</b>
<b>Total By Classification</b>					
Personnel Services	6,549,069	6,774,880	6,966,890	7,147,130	2.6%
Commodities	498,857	306,063	326,330	311,820	-4.4%
Contractual Services	927,246	935,029	941,240	1,094,650	16.3%
Capital Outlay and Depreciation	237,919	158,101	36,600	74,660	104.0%
Other Charges	156	249	400	470	17.5%
<b>Totals</b>	<b>8,213,247</b>	<b>8,174,322</b>	<b>8,271,460</b>	<b>8,628,730</b>	<b>4.3%</b>
<b>Total By Fund</b>					
General Fund	8,193,666	8,170,469	8,234,460	8,553,600	3.9%
Police Services Fund	19,581	3,853	37,000	75,130	103.1%
<b>Totals</b>	<b>\$8,213,247</b>	<b>\$8,174,322</b>	<b>\$8,271,460</b>	<b>\$8,628,730</b>	<b>4.3%</b>
<b>Number of Employees (FTE)</b>	<b>57.91</b>	<b>58.91</b>	<b>58.33</b>	<b>59.90</b>	<b>2.7%</b>



**PUBLIC WORKS  
EXPENDITURE SUMMARY**

Total By Program	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
Administration	\$205,914	\$231,801	\$251,170	\$242,220	-3.6%
Building Operations	644,346	561,198	576,350	617,230	7.1%
Engineering	759,842	690,712	646,930	661,480	2.2%
Fleet Management	917,174	988,955	943,190	928,230	-1.6%
Forestry	148,846	121,599	158,040	167,970	6.3%
Park Maintenance	879,628	804,574	854,450	866,000	1.4%
Sanitary Sewer Operations	4,104,201	4,285,774	4,525,100	4,725,090	4.4%
Snow and Ice Control	452,148	564,528	481,570	504,850	4.8%
Storm Sewer Maintenance	1,184,860	1,252,012	1,281,150	1,337,470	4.4%
Street Lights & Signals	226,423	224,975	250,550	238,500	-4.8%
Street Maintenance	733,863	689,700	732,880	720,870	-1.6%
Street Sweeping	202,127	271,032	270,660	270,220	-0.2%
<b>Totals</b>	<b>10,459,372</b>	<b>10,686,860</b>	<b>10,972,040</b>	<b>11,280,130</b>	<b>2.8%</b>

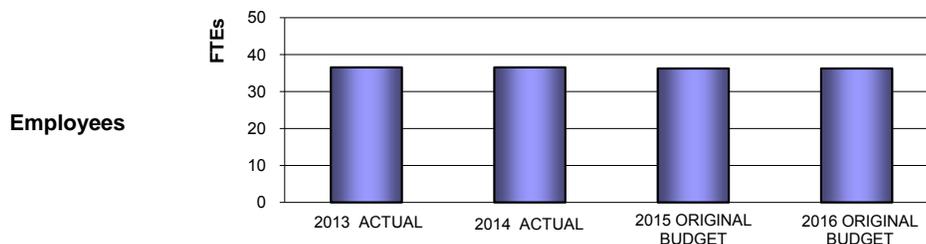
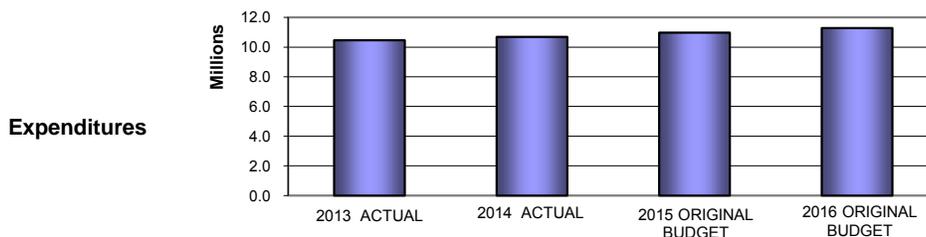
Total By Classification	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
Personnel Services	3,295,858	3,336,603	3,488,110	3,579,240	2.6%
Commodities	693,626	643,775	682,500	623,110	-8.7%
Contractual Services	4,713,988	4,921,631	5,074,260	5,284,330	4.1%
Capital Outlay and Depreciation	1,244,783	1,250,318	1,188,420	1,236,450	4.0%
Other Charges	511,117	534,533	538,750	557,000	3.4%
<b>Totals</b>	<b>10,459,372</b>	<b>10,686,860</b>	<b>10,972,040</b>	<b>11,280,130</b>	<b>2.8%</b>

Total By Fund	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2015 BUDGET
General Fund	3,824,587	3,664,112	3,701,390	3,780,620	2.1%
Sewer Fund	4,104,201	4,285,774	4,525,100	4,725,090	4.4%
Environmental Utility Fund	1,386,987	1,523,044	1,551,810	1,607,690	3.6%
Street Light Utility Fund	226,423	224,975	250,550	238,500	-4.8%
Fleet Management Fund	917,174	988,955	943,190	928,230	-1.6%
<b>Totals</b>	<b>\$10,459,372</b>	<b>\$10,686,860</b>	<b>\$10,972,040</b>	<b>\$11,280,130</b>	<b>2.8%</b>

Number of Employees (FTE)	2013	2014	2015	2016	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	ORIGINAL BUDGET	OVER(UNDER) 2015 BUDGET
	36.55	36.55	36.25	36.25	0.0%



CITY OF MAPLEWOOD, MINNESOTA  
**GENERAL FUND (101)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 RE-EST.	2016
<b>Revenues:</b>					
Taxes - current property	\$12,287,233	\$12,143,410	\$12,357,290	\$12,295,300	\$12,916,160
Taxes - other	(26,382)	5,374	84,250	63,960	63,960
Special assessments	430	99,940	400	800	800
Licenses and permits	1,255,644	2,274,134	1,285,370	1,226,520	1,242,340
Fines and forfeits	270,308	236,295	227,600	229,000	229,000
Intergovernmental	1,079,224	870,239	890,430	883,510	909,710
Charges for services	3,627,478	3,392,814	3,200,120	3,204,650	3,251,820
Miscellaneous	203,089	139,652	114,420	215,750	210,490
<b>Total revenues</b>	<b>18,697,023</b>	<b>19,161,857</b>	<b>18,159,880</b>	<b>18,119,490</b>	<b>18,824,280</b>
<b>Expenditures:</b>					
Citizen Services	1,129,505	1,144,168	1,180,400	1,180,400	1,232,740
Env & Econ Development	1,184,353	1,181,243	1,102,360	1,102,360	1,021,890
Executive	904,595	850,817	964,730	964,730	1,073,010
Finance	743,043	751,157	757,160	757,160	704,200
Fire	1,853,243	1,870,529	1,853,670	1,853,670	1,946,590
Building Operations	644,346	561,198	576,350	576,350	617,230
Legislative	152,021	156,121	156,520	156,520	164,660
Parks	470,659	493,713	518,640	518,640	526,010
Police	8,193,666	8,170,469	8,234,460	8,234,460	8,553,600
Public Works	3,180,241	3,102,914	3,125,040	3,125,040	3,163,390
Projected unspent allocations			(283,410)	(283,410)	0
<b>Total expenditures</b>	<b>18,455,671</b>	<b>18,282,329</b>	<b>18,185,920</b>	<b>18,185,920</b>	<b>19,003,320</b>
Excess (deficit) of revenues over expenditures	241,352	879,529	(26,040)	(66,430)	(179,040)
<b>Other financing sources (uses):</b>					
Proceeds - Sale of Capital Assets	46,631	10,908	45,540	29,240	29,240
Transfers in (out):					
Capital Improvement Projects Fund	0	(10,000)	0	0	0
General Building Replacement Fund	0	0	0	(250,000)	0
Community Center Operations Fund	(575,135)	(150,000)	0	0	0
Fire Station Fund	0	(350,000)	0	0	0
Police Department Expansion Fund	(100,000)	(23,500)	0	0	0
PIP fund	0	0	0	(350,000)	0
Taste of Maplewood	(17,021)	(19,858)	(19,500)	(19,500)	(28,000)
<b>Total other financing sources (uses)</b>	<b>(645,525)</b>	<b>(542,450)</b>	<b>26,040</b>	<b>(590,260)</b>	<b>1,240</b>
Net change in fund balance	(404,172)	337,079	0	(656,690)	(177,800)
Fund balance - January 1	8,431,416	8,027,244	7,610,159	8,364,322	7,707,632
Fund balance - December 31	<b>\$8,027,244</b>	<b>\$8,364,322</b>	<b>\$7,610,159</b>	<b>\$7,707,632</b>	<b>\$7,529,832</b>
Fund balance/revenues	42.9%	43.7%	41.9%	42.5%	40.0%
Fund balance/expenditures	43.5%	45.8%	41.8%	42.4%	39.6%

CITY OF MAPLEWOOD  
**MAPLEWOOD AREA EDA FUND (280)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 RE-EST.	2016
<u>Property Taxes:</u>					
3011 Current	87,747	87,915	88,460	88,460	88,020
3012 Delinquent	-	182	-	-	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	5,152	3,483	1,750	1,750	-
3809 Miscellaneous	19	6,652	-	-	-
Total revenues	<u>92,918</u>	<u>98,232</u>	<u>90,210</u>	<u>90,210</u>	<u>88,020</u>
<u>Expenditures:</u>					
Personnel	-	-	24,220	24,220	24,220
Commodities	-	-	1,000	1,000	1,000
Contractual services	496	81,530	12,150	12,150	12,360
Land	-	-	100,000	100,000	100,000
4752 Outside engineering fees	12,375	-	-	-	-
Total expenditures	<u>12,871</u>	<u>81,530</u>	<u>137,370</u>	<u>137,370</u>	<u>137,580</u>
Excess (deficit) of revenue over expenditures	80,047	16,702	(47,160)	(47,160)	(49,560)
Fund balance - January 1	178,542	258,588	237,288	275,290	228,130
Fund balance - December 31	<u>258,588</u>	<u>275,290</u>	<u>190,128</u>	<u>228,130</u>	<u>178,570</u>

CITY OF MAPLEWOOD  
**RECREATION PROGRAMS FUND (206)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 RE-EST.	2016
<u>Taxes:</u>					
3011 Taxes	170,655	171,765	158,550	158,550	197,200
<u>Intergovernmental Revenue:</u>					
Other government - JPA	10,266	-	-	-	-
<u>Charges for Services:</u>					
Recreation program fees	374,363	377,380	467,240	467,240	462,940
<u>Miscellaneous Revenue:</u>					
Investment earnings	142	168	-	-	-
Miscellaneous	36	(212)	-	-	-
Advertising	4,000	-	12,000	12,000	12,000
Snack bar sales	2,536	2,600	2,700	2,700	3,500
Rentals - room	82,876	70,916	61,000	61,000	55,000
Total revenues	<u>644,874</u>	<u>622,617</u>	<u>701,490</u>	<u>701,490</u>	<u>730,640</u>
Total expenditures	<u>675,564</u>	<u>690,315</u>	<u>740,730</u>	<u>740,730</u>	<u>740,670</u>
Excess (deficit) of revenue over expenditures	(30,690)	(67,698)	(39,240)	(39,240)	(10,030)
Fund balance - January 1	113,951	83,262	63,272	15,564	(23,676)
Fund balance - December 31	<u>83,262</u>	<u>15,564</u>	<u>24,032</u>	<u>(23,676)</u>	<u>(33,706)</u>

CITY OF MAPLEWOOD  
**AMBULANCE SERVICE FUND (606)**  
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2015				
	2013 ACTUAL	2014 ACTUAL	ORIGINAL BUDGET	2015 RE-EST.	2016
<u>Operating revenues:</u>					
3621 Ambulance fees	2,380,372	2,456,703	2,266,500	2,266,500	2,359,250
Miscellaneous	3,211	101	-	-	-
Total revenues	<u>2,383,583</u>	<u>2,456,804</u>	<u>2,266,500</u>	<u>2,266,500</u>	<u>2,359,250</u>
<u>Operating expenses:</u>					
Personnel services	1,544,300	1,652,704	1,656,020	1,656,020	1,741,810
Commodities	121,736	120,698	126,100	126,100	127,500
Contractual services	408,219	409,547	414,170	414,170	416,350
4950 Administration	212,030	212,030	214,090	214,090	223,750
4795 Depreciation	66,647	54,575	66,650	66,650	73,170
Total expenses	<u>2,352,932</u>	<u>2,449,554</u>	<u>2,477,030</u>	<u>2,477,030</u>	<u>2,582,580</u>
Operating income (loss)	30,650	7,251	(210,530)	(210,530)	(223,330)
<u>Nonoperating revenues (expenses):</u>					
Property taxes	444,378	442,109	331,970	331,970	305,660
Special assessments	604	19	-	-	-
Federal grants	17,862	-	-	-	-
State fire aid	100,110	130,386	136,530	136,530	131,850
Investment earnings	(2,915)	(7,345)	(11,210)	(11,210)	(8,140)
Total nonoperating revenues (expenses)	<u>560,040</u>	<u>565,170</u>	<u>457,290</u>	<u>457,290</u>	<u>429,370</u>
Change in net assets	590,690	572,421	246,760	246,760	206,040
Net assets - January 1	(1,112,359)	(521,668)	(201,068)	50,752	297,512
Net assets - December 31	<u>(521,668)</u>	<u>50,752</u>	<u>45,692</u>	<u>297,512</u>	<u>503,552</u>

STATEMENT OF CASH FLOWS

	2015				
	2013 ACTUAL	2014 ACTUAL	ORIGINAL BUDGET	2015 RE-EST.	2016
Net income (loss) before contributions and transfers	590,690	572,421	246,760	246,760	206,040
Add depreciation	66,647	54,575	66,650	66,650	73,170
Change in current assets	(149,732)	(120,120)	-	-	-
Change in current liabilities	(8,241)	17,663	-	-	-
Purchase of fixed assets	(13,818)	(206,962)	(30,000)	(30,000)	(200,000)
Net increase (decrease) in cash	<u>485,546</u>	<u>317,576</u>	<u>283,410</u>	<u>283,410</u>	<u>79,210</u>
Cash balance - January 1	(2,172,074)	(1,686,528)	(1,494,278)	(1,368,952)	(1,085,542)
Cash balance - December 31	<u>(1,686,528)</u>	<u>(1,368,952)</u>	<u>(1,210,868)</u>	<u>(1,085,542)</u>	<u>(1,006,332)</u>

CITY OF MAPLEWOOD  
**COMMUNITY CENTER OPERATIONS FUND (602)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
<u>Operating revenues:</u>					
Memberships and daily fees	1,732,477	1,677,880	1,881,210	1,881,210	1,766,500
Commodity sales	21,745	20,133	38,200	38,200	78,250
Room and equipment rental	150,838	162,073	177,030	177,030	197,100
Advertising	-	-	2,500	2,500	2,500
Total revenues	<u>1,905,061</u>	<u>1,860,086</u>	<u>2,098,940</u>	<u>2,098,940</u>	<u>2,044,350</u>
<u>Operating expenses:</u>					
Personnel services	1,337,464	1,333,671	1,326,170	1,326,170	1,083,820
Materials and supplies	189,325	184,359	185,490	185,490	187,630
Contractual services	754,345	818,701	863,490	863,490	1,032,920
Total expenses	<u>2,281,134</u>	<u>2,336,730</u>	<u>2,375,150</u>	<u>2,375,150</u>	<u>2,304,370</u>
Operating income (loss)	(376,073)	(476,645)	(276,210)	(276,210)	(260,020)
Nonoperating revenues (expenses):					
Property taxes	453,054	516,407	495,480	495,480	493,000
Miscellaneous revenues (expenses)	32,169	331	-	-	-
Depreciation	(253,761)	(258,554)	(253,760)	(253,760)	(257,690)
Extraordinary items	(24,782)	-	-	-	-
Gain/(loss) on disposal of property	(19,691)	-	-	-	-
Investment earnings	(1,542)	(2,244)	(1,970)	(1,970)	(510)
Total nonoperating revenues (expenses)	<u>185,447</u>	<u>255,940</u>	<u>239,750</u>	<u>239,750</u>	<u>234,800</u>
Net income (loss) before contributions and transfers	(190,626)	(220,704)	(36,460)	(36,460)	(25,220)
Transfers in (out):					
General Fund	575,135	150,000	-	-	-
Change in net assets	<u>384,509</u>	<u>(70,704)</u>	<u>(36,460)</u>	<u>(36,460)</u>	<u>(25,220)</u>
Net assets - January 1	6,979,233	7,363,742	7,391,422	7,293,038	7,256,578
Net assets - December 31	<u>7,363,742</u>	<u>7,293,038</u>	<u>7,354,962</u>	<u>7,256,578</u>	<u>7,231,358</u>

STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
Net income (loss) before contributions and transfers	(190,626)	(220,704)	(36,460)	(36,460)	(25,220)
Add depreciation	253,761	258,554	253,760	253,760	257,690
Change in deferred revenue	(56,788)	(20,039)	-	-	-
Change in current assets	(1,362)	(13,736)	-	-	-
Change in current liabilities	(2,613)	(23,666)	-	-	-
Purchase of fixed assets	(395,883)	-	-	-	-
Sale of fixed assets/non-cash activity	19,691	-	-	-	-
Transfers in (out)	575,135	150,000	-	-	-
Net increase (decrease) in cash	<u>201,314</u>	<u>130,408</u>	<u>217,300</u>	<u>217,300</u>	<u>232,470</u>
Cash balance - January 1	(617,224)	(415,910)	(263,160)	(285,502)	(68,202)
Cash balance - December 31	<u>(415,910)</u>	<u>(285,502)</u>	<u>(45,860)</u>	<u>(68,202)</u>	<u>164,268</u>

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** September 8, 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 Roseauon - 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 Manager Melinda Coleman  
**FROM:** Chief of Police Paul P. Schnell  
**DATE:** September 8, 2015  
**SUBJECT:** Discussion of the management of feral, stray and recovered cats

### Introduction

While animal licensing is a function of the Citizens Services department Animal control functions have historically been part of the services managed or provided by the police department. Over time, the management of stray and recovered cats has become increasingly costly since finding appropriate placement options for unsocialized (feral) cats is extremely challenging frequently resulting in humane euthanasia of the animal. The discussion of this issues stems from the police department's objective to have a safe, effective and humane method of managing stray, feral, and recovered cats.

### Background

Definitions:

**Stray cat:** A stray cat is a domestic cat that has been abandoned or has 'strayed' from home and become lost. Stray [cats] were once pets and they can usually be successfully rescued and placed in homes.

**Feral cat:** A feral (sometimes called "outdoor") cat is a cat that has either never had any contact with humans or her contact with humans has diminished over time. She is fearful of people and survives on her own outdoors. A feral cat is not likely to ever become a lap cat or enjoy living indoors. Feral cats are not socialized to people. While they are socialized to their colony members and bonded to each other, they do not have that same relationship with people.

**Recovered cat:** Stray and feral cats can be difficult to tell apart, especially when they are trapped or frightened. Scared stray cats often need time to relax and show their level of socialization before they can be determined to be a stray or feral cat.

**Trap-Neuter-Return (TNR):** TNR a program through which free-roaming cats are humanely trapped; sterilized and medically treated; and returned to the outdoor locations where they were found. If those locations are deemed unsafe or otherwise inappropriate, feral cats (unsocialized to humans) are returned to other appropriate locations (ie farms). Kittens still young enough to be socialized and friendly adult cats are typically placed in foster care for eventual adoption into homes as companion animals rather than returned to the outdoors. Cats with untreatable illnesses or injuries are humanely euthanized.

**Feeding bans:** While Maplewood does have a feeding ban on the wild animals, they rarely work with feral or outdoor cats because the cats become strongly bonded to their home territories and tend to move closer to homes and businesses resulting in increased nuisance issues. We are aware of neighborhoods in the City where people ignore the feeding ban based on the belief that they are humanely intervening. The result is frustrated neighbors and a sustainable increase the feral cat population.

**Year-To-Date:**

Since the beginning of 2015, Maplewood Police Department community service officers have impounded 30 cats. Three of those cats died of injuries or illnesses they had at the time of their admission to the City's contract facility. One cat was picked up by its owner with the expense borne by the owner. Two cats were euthanized at City expense due to injury, illness, or the inability to control the animal to turn over to rescue groups. Twenty-four (24) cats were turned over to local cat rescue groups for assessment, rehabilitation, and possible re-homing following the five day hold at the City's contract provider.

**Current Cat Licensing:**

At present the City of Maplewood licenses 76 cats, generating about \$1,500 in revenue. The annual cat license fee is \$18-20 depending on the spay/neuter status of the cat. The number of licensed cats is quite low. Given that cats are often kept inside homes exclusively it is considerably easier to conceal cat ownership. Even though the City recovers a considerable number of cats each year, very few cats are claimed by owners, which is not the case with dogs (nearly a third of dogs are claimed by owners).

**Strategic Cat Management Partnership:**

We recommend that the City of Maplewood implement a new Cat Management strategy in partnership with the Animal Humane Society of Minnesota. The strategy would include the following components:

- Police/Community Service Officers will no longer pick up cats but support their community by managing the cat population differently (offering traps, referring to AHS)
- Police/Community Service Officers would direct citizens to bring stray cats to AHS.
- Police/Community Service Officers would pick up cats and bring to AHS in unique situations where the citizen did not have transportation or officer felt they needed to intervene
- Cats could be brought to either the AHS Woodbury or St. Paul shelter

**Program Procedures/Costs:**

- The City of Maplewood - Police Department/Animal Control would be charged impound fees for animals brought into an AHS facility by officers or animal control personnel (Community Service Officers).
- Stray cats brought into an AHS shelter by a community member would not be subject to fee payment.
- The City would pay the Animal Humane Society:
  - 5 day impound (including vaccinations) - \$125
  - Administration Fee - \$10
  - Euthanasia/disposal (if not adoptable or able to be returned to location where found due to health) - \$25
- If a citizen is feeding a feral colony or neighborhoods with a high population of strays near their homes, can referred to the AHS Community Cat Program Coordinator
- Department and AHS staff would co-design a brochure with information about the program itself along with who to contact.
- AHS would identify a staff person to serve as the City's partner contact.
- Officers would be instructed to NOT pick up and bring in cats with tipped ears as this signifies that the cat is already sterilized and deemed unsuitable for re-homing.
- The department and AHS staff would develop a community education program to explain to citizens that tipped ears on a cat means the cat is part of the cat management program

Should the City proceed with the strategic partnership, AHS and City staff would need to determine:

- Citizen and staff drop off procedures/hours, since the AHS intake department is open from 11am to 7pm.
- Staff access to drop-off location during off hours.
- Determination of cat reclamation procedures and costs.
- Changes in the City Code of Ordinances reflecting Cat Management practices and possible changes in cat licensure and ownership limitations and requirements.

### **Future of Cat Licensing:**

While animal licensing serves a broad community health, safety, and welfare functions, one purpose or benefit of licensing is the ability to identify the owner of missing or lost animal. Given the proposed change whereby City staff would not generally respond to recover a stray/wandering cat, the benefit of cat licensing is further diminished. This fact combined with the reality that we take very few cat bite reports, it is recommended that we discontinue the practice of licensing cats. We do however believe that ordinance limitations on the number of cats allowed and care requirements should continue and/or be enhanced.

### **Budget Impact**

The proposed program is believed to be cost neutral. A change in cat licensing requirements would reduce City revenue by slightly more than \$1,500.00 per year. Using 2015 year-to-date numbers, costs for the five day hold on impounded cats is \$140.50 plus tax (includes: 5 days @ \$17.50/day, an \$8.00 administrative fee, and a \$45.00/placement impound fee). City cost year-to-date is minimally more than \$3,300.00 for the 24 cats sent to shelter. Obviously, in the instance where a City staff member impounds a cat the City would bear the cost but in most cases police and/or community service officers would not be involved in cat recoveries. On an as needed basis, the City also pays for separate fees for certain veterinary services and cremation of animal carcasses. For the month of August the City's invoice for the month of August was slightly more than \$1,300.00. More than half the invoice resulted from the recovery and impounds of cats.

### **Recommendation**

This discussion is intended to provide background to the Council and secure of sense of direction as to whether a cat management program is of interest to the Council. Should the Council support a cat management strategy as proposed, Police Department and Citizen Services staff will work with the City Attorney to assess and proposed needed Code changes. In addition, staff will begin detailing the specifics and procedures for an eventual agreement between the City and the Animal Humane Society. The goal would be to implement the cat management strategy by January 1, 2016.

### **Attachments**

None