

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:00 P.M. Monday, August 08, 2016
City Hall, Council Chambers

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Commissioner Interviews
2. Presentation of 2017 General Budget Overview
3. Presentation of Proposed 2017 Executive/Legislative Budget
4. Presentation of Proposed 2017 IT Department Budget
5. Presentation of Proposed 2017 Finance Department Budget

F. ADJOURNMENT

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Lois Knutson, Senior Administrative Assistant

DATE: August 3, 2016

SUBJECT: Commission & Board Interviews

Introduction

The City Council will be conducting interviews of three candidates for openings on the Planning Commission and the Housing & Economic Development Commission. Currently there is one opening on the Planning Commission and one opening on the Housing & Economic Development Commission. The openings are due to resignations and term expirations.

Budget Impact

None.

Recommendation

Staff recommends that the Council interview the candidates 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.

Time	Candidate	Commission
5:00 pm	John Eads	Planning Commission
5:10 pm	Patricia Krageland	Housing & Economic Development Commission
5:20 pm	Benosi Maduka	Planning Commission Housing & Economic Development Commission

Attachments

1. Candidate Applications



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

Name: John EadsDate: 3/11/16**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: 1700 East Shore Drive city Maplewood zip 55109

PHONE: [REDACTED]

EMAIL: [REDACTED]

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

- | | |
|--|--|
| <input type="checkbox"/> Housing & Economic Development Commission | <input type="checkbox"/> Human Rights Commission |
| <input type="checkbox"/> Business Representative <input type="checkbox"/> Resident | <input type="checkbox"/> Parks & Recreation Commission |
| <input 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 type="checkbox"/> Heritage Preservation Commission | |

2. How long have you lived in Maplewood? December 2011 - Present (4yrs)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?**

Home owner representation to board. Believe there should be a balance between development and maintaining green spaces within the city. This does not include only parks but also undeveloped land that is natural habitat for urban wildlife. Being able to see Eagles/Loons/Turkeys within city limits is a bonus that will be lost if too much pop density.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?

Review and update current zoning and subdivision laws/guidelines. Recent experience with subdivision of a lots identified it was from 1983. Comprehensive scheduled review of all laws needs to occur on a periodic and scheduled basis to be relevant to the rapidly changing needs of the city and it's residents. Broaden public notification of actions.

6. List any community organizations or activities in which you have recently or are now an active participant.

American Legion North Saint Paul Post
Teen Annex Clinic

Please share any additional comments on why you should be selected by the City Council.

Experience working in large organizations to facilitate change as a Retired Naval Officer with 26 yrs of service and employed by Fairview Medical Group. Serving on leadership committees in those organizations I understand that when groups debate actions respectfully, honestly and with personal integrity the best outcomes that benefit the Maplewood community are achieved.

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

CITY OF MAPLEWOOD
BOARDS AND COMMISSIONS
APPLICANT INFORMATION FORM

Name: PATRICIA J. KRASELAND Date: 7.21.16

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.

ADDR: [REDACTED]

PHON: [REDACTED]

EMAIL: [REDACTED]

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

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

2. How long have you lived in Maplewood? Almost 2 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 enjoy learning about Neighborhood housing laws - situations. I like to see how Resolution comes about in different ways.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?
Section 8 - Rental Section
- Apartments - People - Laws
- Landlords - Owners - Rules

6. List any community organizations or activities in which you have recently or are now an active participant.
- Twin Cities Catholic Choral - St Agnes Church
- Oratorio Society
- Schubert Club

Please share any additional comments on why you should be selected by the City Council.
I am new to Maplewood - I love living here, so do my cats. I believe it is very important to be involved in your community & know what is happening.
You may attach a resume or other summary of your background and experience for appointment to this Commission

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Return or mail this application to: City of Maplewood, 1830 County Road B East, Maplewood, MN 55109
in your neighborhood. Also, your whole community & who & why decisions are being made.



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


Name: Benosi N. MadukaDate: 5/23/16**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: 2625 Southlawn Dr. N city Maplewood Zip 55109

PHON: [REDACTED]

EMAIL: [REDACTED]

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Housing & Economic Development Commission | <input checked="" type="checkbox"/> Human Rights Commission |
| <input type="checkbox"/> Business Representative <input checked="" type="checkbox"/> Resident | <input type="checkbox"/> Parks & Recreation Commission |
| <input 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 type="checkbox"/> Heritage Preservation Commission | |

2. How long have you lived in Maplewood? 21 years3. 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?**

Recent census data on the downward slide of income of minority members of our state indicates to me that we need to do more to include members of that community in our economic and educational planning to avoid creating a group that will not contribute to the economy.

5. Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?

I am interested in the Human Rights Commission but will be willing to serve in other areas of need for the community.

6. List any community organizations or activities in which you have recently or are now an active participant.

I am currently active in the DFL local organization. I am also in the Executive Board of the MN Institute for Nigerian Development(MIND).

Please share any additional comments on why you should be selected by the City Council.

I currently work for Ramsey County Human Services as a Financial worker and have been a member of the agency's Labor/Management Committee since 2001 representing Local 151 of AFSCME. I became a citizen about three years ago and recently obtain a J.D. degree from a California registered law school.

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

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Ellen Paulseth, Finance Director
DATE: August 8, 2016
SUBJECT: Presentation of 2017 General Budget Overview

Introduction

The City is required to file a proposed property tax levy for fiscal year 2017 with Ramsey County in September of 2016. The final 2017 tax levy must be adopted in December of 2016. The City Council may *decrease* the proposed tax levy prior to final adoption, but may not *increase* the proposed levy after it is filed with the County. The city manager, finance staff, and department heads have been actively engaged in planning and developing the 2017 operating and capital budgets.

Budget Planning

Department Heads, along with the City Manager and Finance Director have been focused on balancing the need to control or reduce costs with maintaining or increasing existing levels of service.

Specific challenges for 2017 include funding body cameras, increases in dispatching contracts and prosecution services, a new comprehensive plan, a potential 2017 special election, equipment needs, and restructuring internal charges. Department Heads are continuing to work on the development of sustainable solutions to structural budget challenges, including addressing issues related to funds with deficit balances.

Governmental budgets, in general, are challenging. Because Maplewood is fully developed, it has unique challenges due to limited potential for tax-generating development opportunities.

The City's Budget

The primary operating fund of the City is the General Fund. Activities of the General Fund include services such as police, fire, public works, parks maintenance, community development, citizen services and administration. The General Fund budget is financed by the property tax levy and revenues from other sources, such as fees, licenses, permits, fines, charges for services and interest earnings.

Expenditures: As noted below, proposed expenditures for 2017 in the General Fund are \$863,780 more than the 2016 budget.

General Fund Expenditures 2016-2017

	Budget 2016	Proposed 2017	% Increase (Decrease)
Citizen Services	1,235,080	1,277,890	3.47%
Environment & Econ Development	1,012,650	1,178,460	16.37%
Executive	1,098,090	1,144,180	4.20%
Finance	702,690	679,000	-3.37%
Fire	1,931,370	2,040,900	5.67%
Legislative	164,090	162,180	-1.16%
Parks & Recreation	524,650	459,570	-12.40%
Police	8,550,730	9,079,580	6.18%
Public Works	3,786,550	3,847,920	1.62%
Transfers Out	28,000	28,000	0.00%
	19,033,900	19,897,680	4.54%

Increase (Decrease) over Prior Year

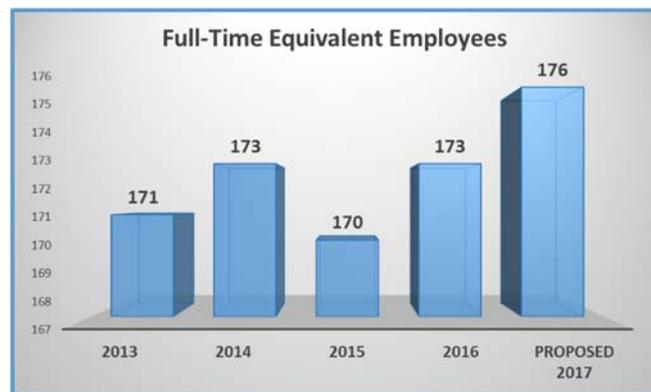
863,780

The primary elements of the increase are as follows:

➤ Wages and Benefits*	679,760
➤ Prosecution services increase	35,000
➤ Comprehensive Plan	50,000
➤ Body and squad camera data storage	98,000
➤ Police dispatching contract increase	46,650
➤ Fire dispatching contract with Allina	26,000
➤ Public safety facility assessment	28,000
➤ AED lease	15,800
➤ Turnout gear	10,000
➤ Special election services	10,000
➤ Historical society increased funding	3,000
➤ Cuts in existing expenditure levels	(135,000)

*A 2.5% COLA increase was calculated on 2017 wages. Election judge wages of \$47,900 were included in the event of a special election in 2017. Total FTE's were increased 2.35 to include:

- ✓ .75 Planner/GIS position,
- ✓ .60 licensing clerk,
- ✓ .40 firefighter/paramedic, and
- ✓ .60 police department support.



Revenues: General Fund revenues, not including property taxes, are expected to decrease \$433,410 compared to 2016, as illustrated below:

General Fund Revenues 2016-2017

	2016	2017	% Increase (Decrease)
Property Taxes	13,131,520	14,393,730	9.61%
Special Asmts & Other Taxes	64,760	67,200	3.77%
Licenses & Permits	1,242,340	1,238,600	-0.30%
Intergovernmental	909,710	946,500	4.04%
Charges for Services	3,251,820	1,704,300	-47.59%
Fines	229,000	225,000	-1.75%
Interest	121,440	135,000	11.17%
Miscellaneous	118,290	113,800	-3.80%
Transfers In	-	1,073,550	N/A
	19,068,880	19,897,680	4.35%

Non Property Tax Increase (Decrease) (433,410)

The primary reason for the decrease in revenues, as shown above, is a reduction in charges for services. Please note that there has been a change in accounting convention, as all internal charges are reflected as Transfers In for 2017 rather than charges for services as reflected in 2016. This change in presentation was made at the request of our auditors and to increase transparency.

Overall, internal charges have decreased \$473,970. This is due to a reduction in the rate of engineering charges applied to city projects and the elimination of administrative fees charged to deficit funds. We believe that this change will better serve the overall financial health of the City and lower future debt.

Property tax revenue for the General Fund is projected to increase 9.6% with this budget. This is not the overall property tax levy increase, only the General Fund portion, which represents 70% of the total tax levy.

Property Tax Levy

The City's overall property tax levy will increase by 4.51%, or \$891,720 with this budget. This budget accomplishes a number of City initiatives:

- Increase public safety effectiveness and ensure officer safety with the implementation of body and squad camera and video capabilities,
- Provides a 2.5% COLA to employees,
- Provides funding for a new comprehensive plan required by the Met Council,
- Restructures internal fees and charges aimed at streamlining and reducing debt burden.

The overall proposed property tax levy is detailed below:

Levy	2016 Levy	Proposed 2017 Levy	\$ Increase (Decrease)	% Increase (Decrease)
Net Tax Capacity Levy:				
General Fund	13,131,520	14,393,730	1,262,210	9.6%
Debt Service Funds	4,476,760	4,745,506	268,746	6.0%
Special Revenue Funds				
Recreation Programs	200,000	200,000	-	0.0%
Capital Project Funds				
CIP Fund	292,660	125,000	(167,660)	-57.3%
Police Vehicles & Equipment	300,000	150,000	(150,000)	-50.0%
Fire Truck Replacement	60,000	60,000	-	0.0%
Building Replacement	50,000	-	(50,000)	-100.0%
Redevelopment	25,000	-	(25,000)	-100.0%
Enterprise Funds				
Ambulance	310,000	100,000	(210,000)	-67.7%
Community Center	500,000	500,000	-	0.0%
Total Net Tax Capacity Levy	19,345,940	20,274,236	928,296	4.8%
Market Value Levy:				
Fire Safety Bonds	316,060	279,484	(36,576)	-11.6%
Total Market Value Levy	316,060	279,484	(36,576)	-11.6%
EDA Levy	89,270	89,270	-	0.0%
Total City Levy	19,751,270	20,642,990	891,720	4.51%

Fund Balance/Reserves

In keeping with City Council established priorities, Maplewood has a 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. This budget reflects the City's established goal of 40% of operating revenues in fund balance reserves.

Recommendation

Staff seeks Council guidance around priorities and considerations for the 2017 budget. The final staff recommendation will be based upon feedback from the Council. Details for potential further cuts will be presented at the workshop.

City of Maplewood

2017 Budget Summary

General Fund



Date of Adoption: December 12, 2016

General Fund

	Actual 2015	Original Budget 2016	Estimated 2016	Proposed 2017	Budget % Incr/(Decr)
Revenues:					
Property Taxes	\$ 12,275,132	\$ 13,131,520	\$ 12,900,000	\$ 14,393,730	9.61%
Other Taxes	76,028	63,960	80,000	66,000	3.19%
Special Assessments	1,510	800	1,000	1,200	50.00%
Licenses & Permits	1,351,543	1,242,340	1,200,000	1,238,600	-0.30%
Intergovernmental	936,437	909,710	935,000	946,500	4.04%
Charges for Service	2,878,857	3,251,820	3,250,000	1,704,300	-47.59%
Fines & Forfeits	220,951	229,000	225,000	225,000	-1.75%
Interest	44,021	121,440	110,000	135,000	11.17%
Miscellaneous Revenue	96,219	89,050	95,000	88,800	-0.28%
Total Revenues	17,880,699	19,039,640	18,796,000	18,799,130	-1.26%
Expenditures:					
Current					
Citizen Services	1,176,853	1,235,080	1,219,000	1,277,890	3.47%
Environment & Econ Dev	1,067,683	1,012,650	1,013,000	1,178,460	16.37%
Executive	989,799	1,098,090	1,081,000	1,144,180	4.20%
Finance	698,022	702,690	658,000	679,000	-3.37%
Fire	1,843,316	1,931,370	1,897,000	2,040,900	5.67%
Legislative	154,906	164,090	161,000	162,180	-1.16%
Parks & Recreation	526,431	524,650	524,000	459,570	-12.40%
Police	8,072,681	8,550,730	8,460,000	9,079,580	6.18%
Public Works	3,559,151	3,786,550	3,590,000	3,847,920	1.62%
Total Current Expenditures	18,088,842	19,005,900	18,603,000	19,869,680	4.54%
Capital Outlay					
Parks & Recreation	15,168	-	-	-	N/A
Public Works	36,131	-	-	-	N/A
Total Capital Outlay	51,299	-	-	-	N/A
Total Expenditures	18,140,141	19,005,900	18,603,000	19,869,680	4.54%
Excess of Revenues Over (Under) Expenditures	(259,442)	33,740	193,000	(1,070,550)	-3272.94%
Other Financing Sources (Uses)					
Transfers In	-	-	-	1,073,550	0.00%
Transfers Out	(619,316)	(28,000)	(28,000)	(28,000)	0.00%
Sale of General Fixed Assets	220,964	29,240	30,000	25,000	-14.50%
Total Other Financing Sources (Uses)	(398,352)	1,240	2,000	1,070,550	86234.68%
Net Change in Fund Balance	(657,794)	34,980	195,000	-	
Fund Balances:					
Beginning of Year	8,364,323	7,706,529	7,706,529	7,901,529	
End of Year	\$ 7,706,529	\$ 7,741,509	\$ 7,901,529	\$ 7,901,529	



Proposed 2017 Budget Workshop
August 8, 2016

Strategic Priorities

Financial Stability
Coordinated Communication
Effective Governance
Targeted Redevelopment
Operational Effectiveness



Overall Proposed Tax Levy

	Proposed	Increase	% Increase
	2017 Levy	(Decrease)	(Decrease)
2016 Levy			
<u>19,751,270</u>	<u>20,642,990</u>	<u>891,720</u>	4.51%

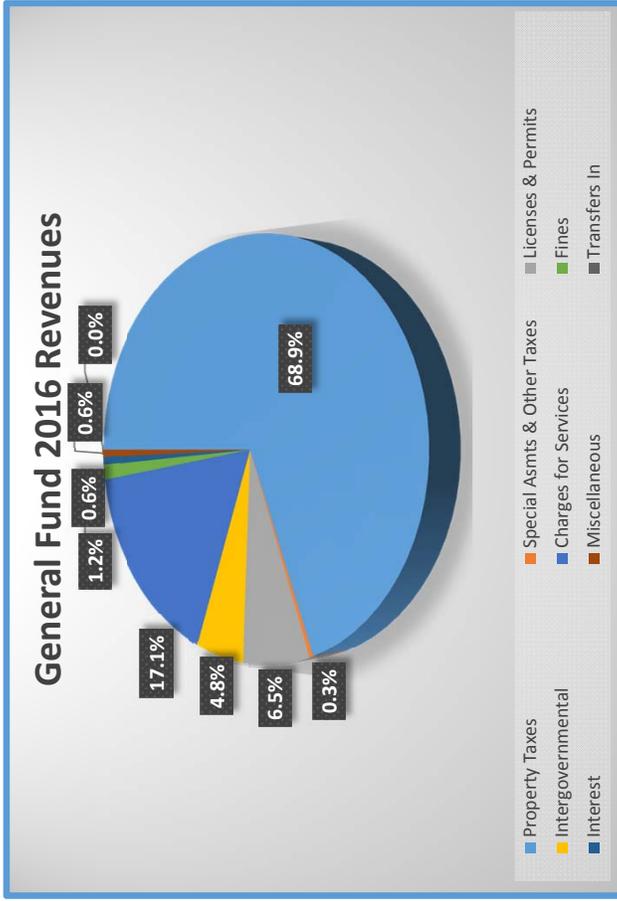
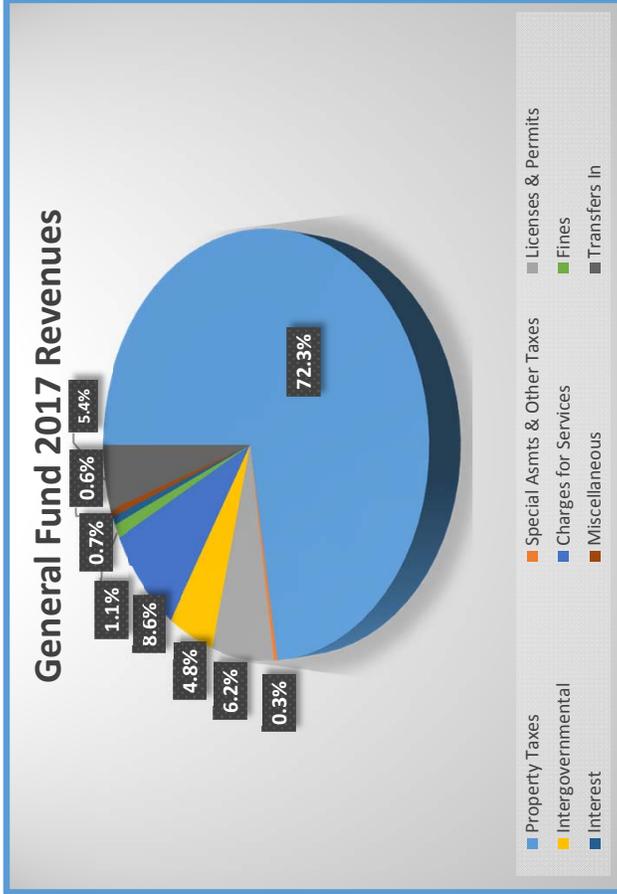


Proposed 2017 Levy by Fund

Levy:	2016 Levy	Proposed 2017 Levy	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	13,131,520	14,393,730	1,262,210	9.6%
Debt Service Funds	4,476,760	4,745,506	268,746	6.0%
Special Revenue Funds	200,000	200,000	-	0.0%
Capital Project Funds	727,660	335,000	(392,660)	-54.0%
Enterprise Funds	810,000	600,000	(210,000)	-25.9%
EDA Fund	89,270	89,270	-	0.0%
Market Value Debt	316,060	279,484	(36,576)	-11.6%
Total City Levy	19,751,270	20,642,990	891,720	4.5%



General Fund Revenues



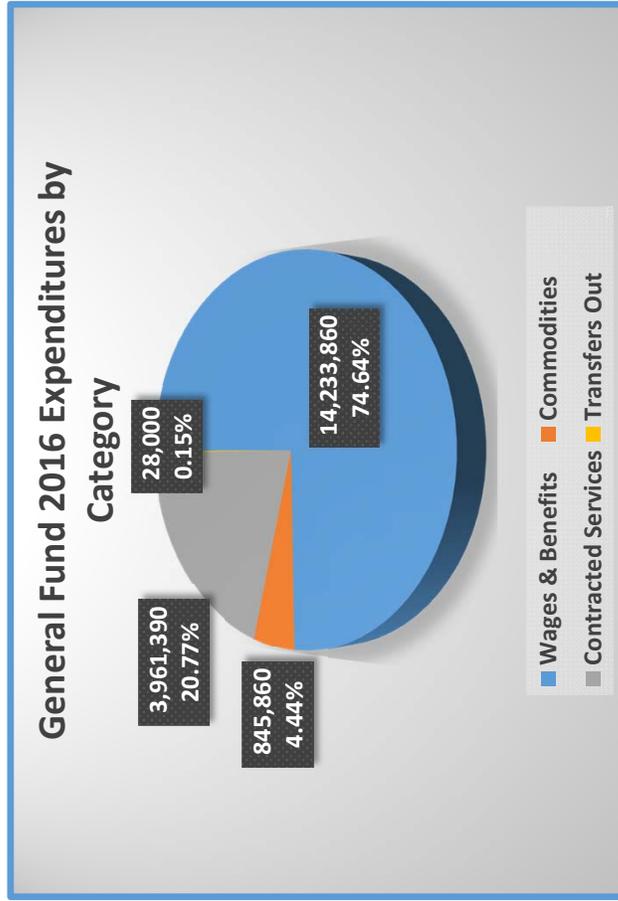
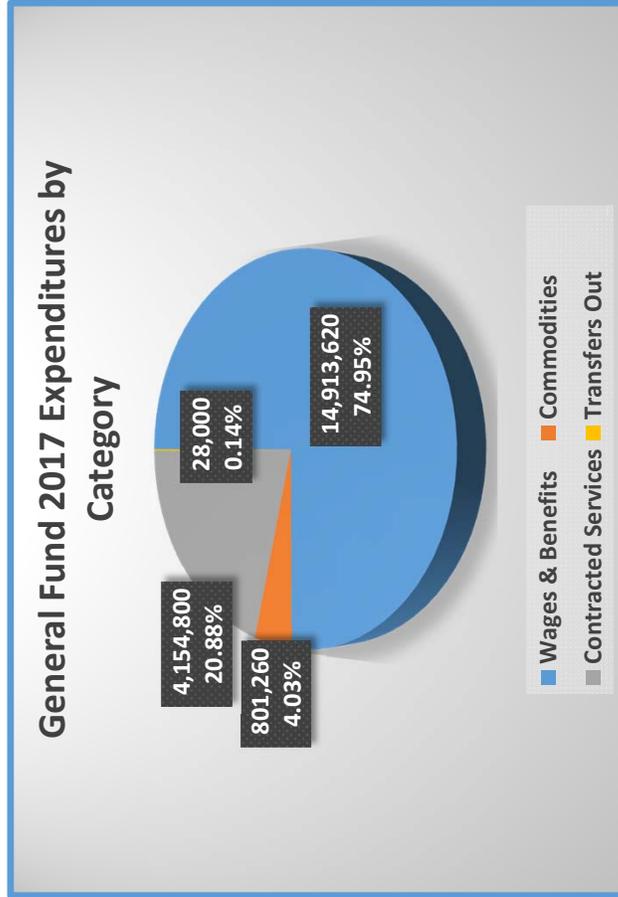
General Fund Revenues Classification

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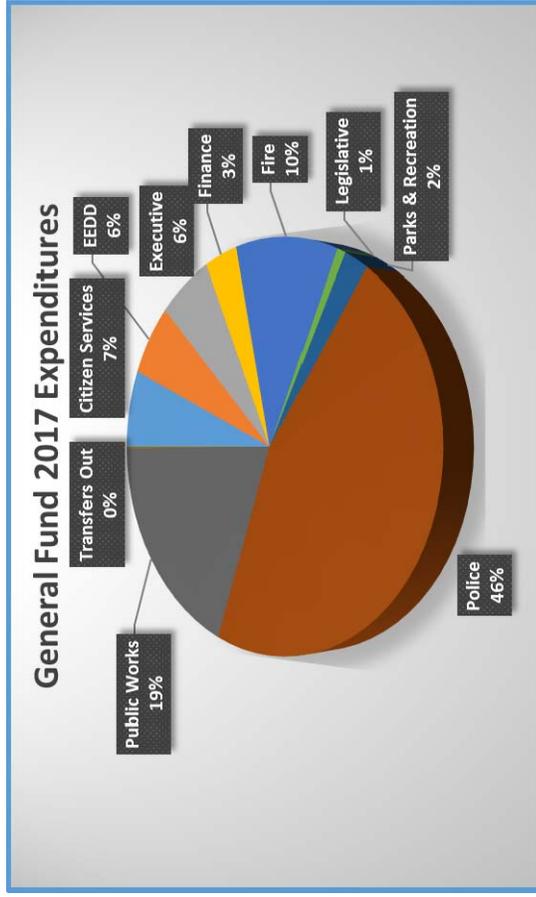
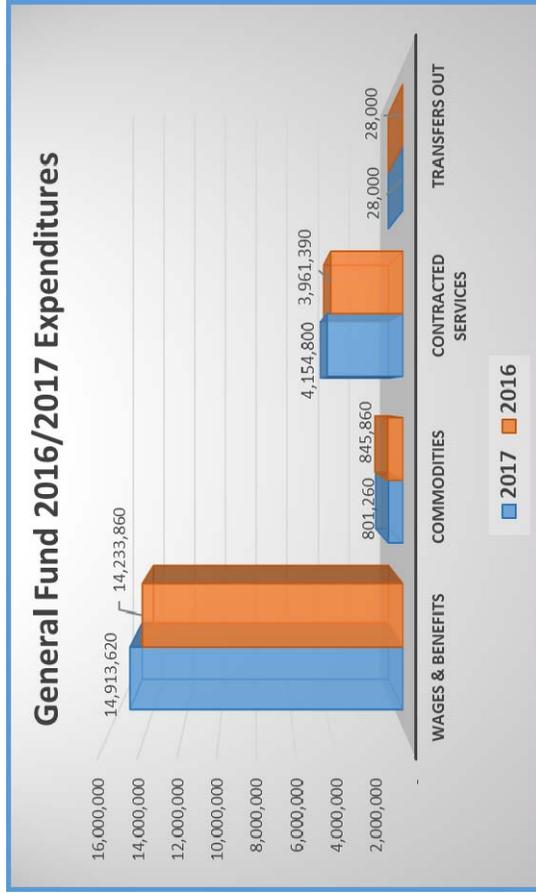
} Non-property tax revenues decreased 7.3%



General Fund Expenditures



General Fund Expenditures (continued)



Personnel Changes

Changes include:

- GIS Planner position .75
- Citizens Services position .60
- Firefighter/Paramedic .40
- Police Administration .60

Total 2.35 FTE



Major Factors in Levy Increase

- Increase in prosecution services 35,000
- Comprehensive Plan 50,000
- Body and squad camera data storage 98,000
- 2.5% COLA, election and 2.35 FTE's 679,760
- Public safety dispatching increases 72,650
- Public safety facility assessment 28,000
- Fire equipment 25,800
- Debt service increase 232,166



Budget Cuts

- \$270,870 cuts made by City Manager and Finance Director prior to presentation to Council
- A 1% decrease in the levy requires additional cuts in the amount of \$200,000

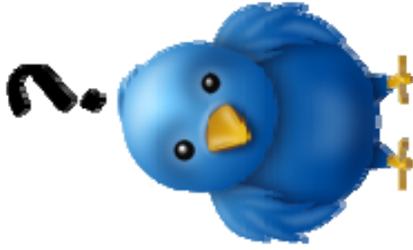


Additional Considerations

- Special election \$60,000
- Planner/GIS position \$57,000 (General Fund portion)
- Administrative intern \$18,500
- Safety consultant \$10,000
- Body cameras and storage \$130,000
- DMV clerk PT hours \$30,500
- Historical Society increase \$3,000



Questions?



MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Mike Funk, Assistant City Manager/HR Director
DATE: August 3, 2016
SUBJECT: Presentation of Proposed 2017 Executive/Legislative Budget

Introduction

The Executive Department consists of the following five divisions: Administration, Communications, Human Resources, Legal, and Safety. The proposed expenditures for 2017 are estimated to increase by approximately 30 percent.

The Legislative Department consists of the following five divisions: Charitable Gambling, City Council, Human Rights Commission, Maplewood EDA, and Police Civil Service Commission. The proposed expenditures for 2017 are expected to decrease slightly by approximately .6 percent.

City Staff will discuss both departments and provide a foundation regarding operations.

Background

The Communications division is a new addition to the Executive Department budget. As a result, the main reason for the departmental increase of 30 percent is in recognition of personnel costs related to the positions of Communications Manager, Communications Coordinator, and a part-time specialist. While the Communications division is contained within the Executive Department, it is however, not funded through the general fund. Rather the Communications fund is considered a special revenue fund and the costs for the division will be covered/off-set by revenues generated by PEG and Franchise Fees.

The other consideration is the proposed increase in prosecution attorney services. Prosecution services are anticipated to increase by \$60,210. Staff recognizes this is a significant increase from the previous year, however market research indicated the city of Maplewood has been underpaying for these services as compared to other cities similar in size and level of activity. Also, this budget recognizes the partnership between the City of Maplewood and the Ramsey County Attorney's office regarding the Joint Domestic Abuse Prosecution Enhancement Project.

For the Legislative Fund, the increase reflects modest increases in inflation.

Budget Impact

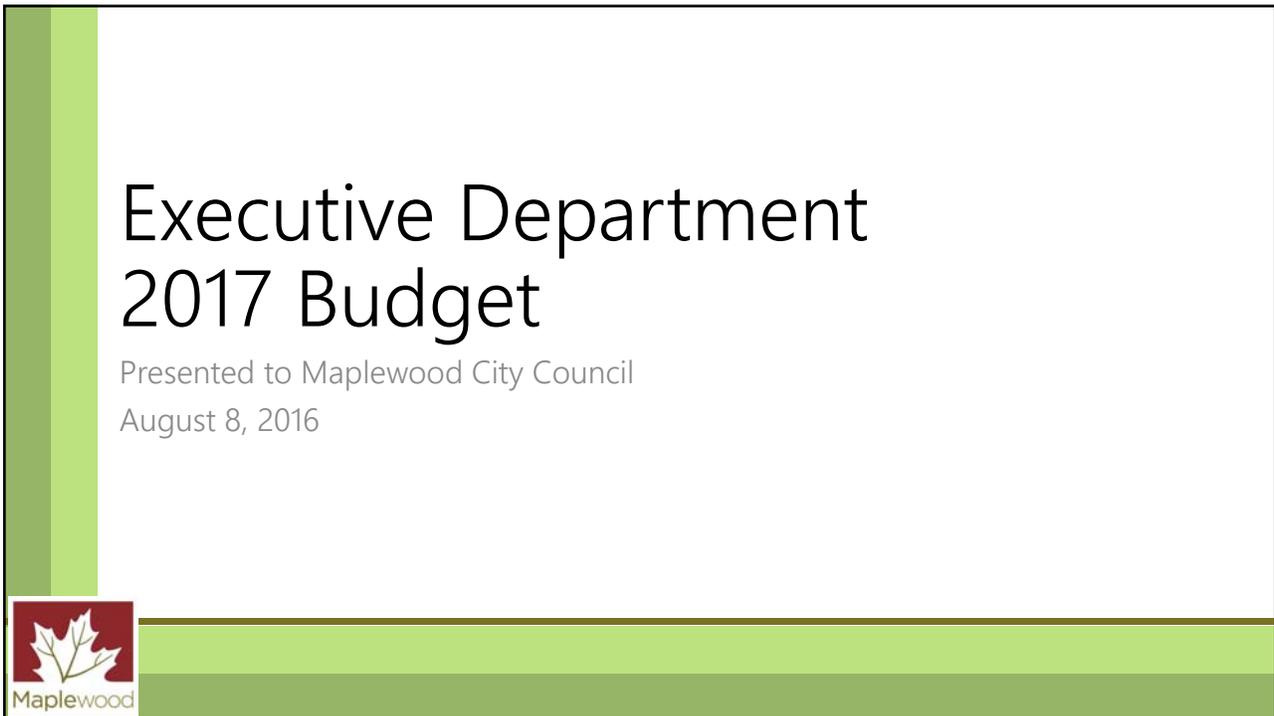
Information only.

Recommendation

Information only.

Attachments

1. PowerPoint Presentation for Executive Department
2. PowerPoint Presentation for Legislative Department

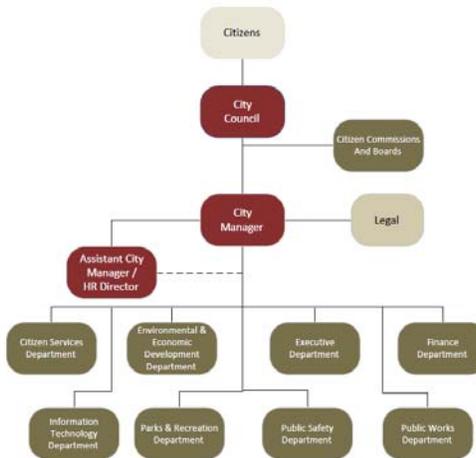


Mission Statement

- To provide leadership for the effective implementation of policy directions given by the Maplewood City Council to efficiently deliver public services to the citizens of Maplewood.



City Organizational Chart



What We Do?

- Leading the organization...

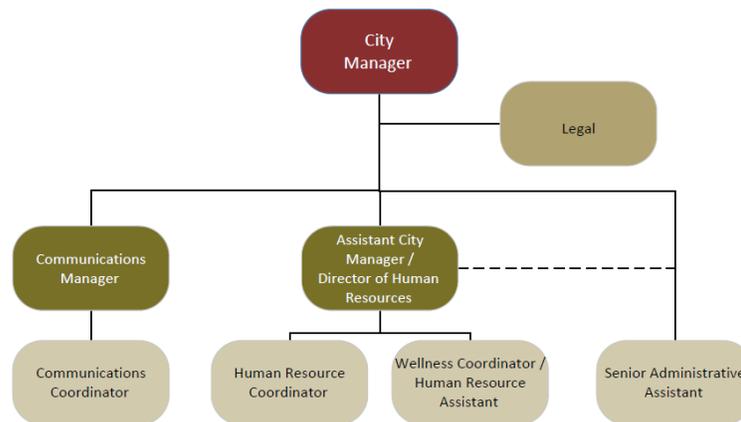


Full Time Employees: 151
Part Time Employees: 22
Total Benefit EE's 173

Temp/Seasonal/Cas. 241
Total Staff: 414
7 Bargaining Units



Executive Department Organizational Chart



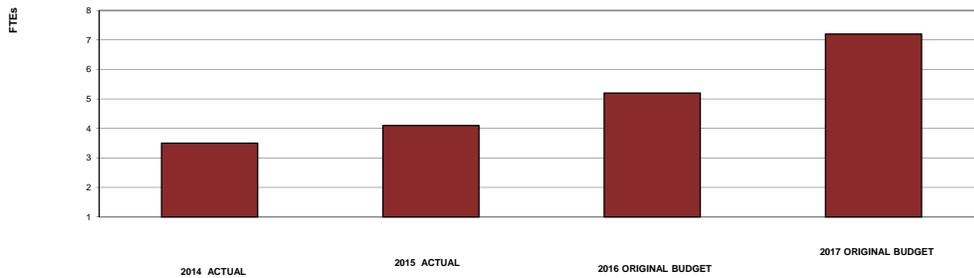
Employee Summary

Makeup of department: (7.2 FTE)

- City Manager
- Assistant City Manager / Human Resource Director
- Senior Administrative Assistant
- Human Resource Coordinator
- Human Resource Assistant (.6 FTE)
- Communications Manager
- Communications Coordinator



Personnel



*For 2017, the additional 2 FTE assumes a communications manager and a communications coordinator.



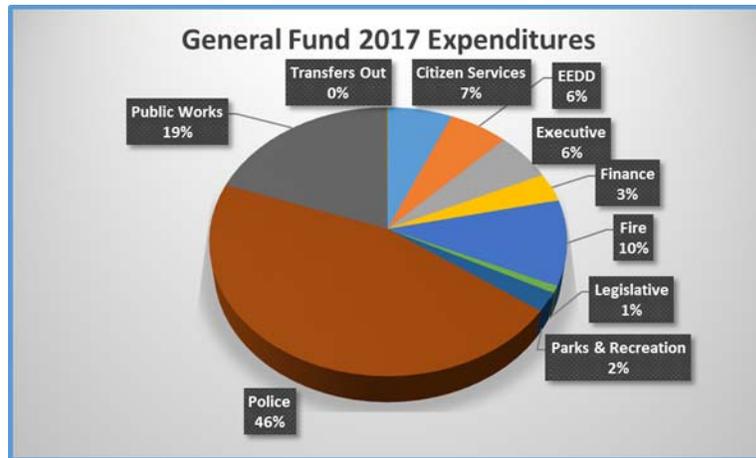
Performance Measures/Key Outputs



- Average time to complete the recruitment process (open date to close date)
- Average time to complete the recruitment process (open date to candidate start date)
- Percentage of workforce that represent people of color
- Percentage of employee and family member participation in health assessment
- Workers Compensation ratio
- Number of Employee Recruitments



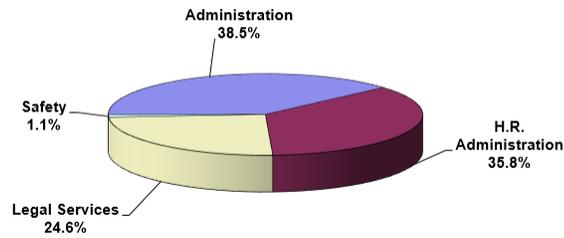
2017 General Fund Budget



2017 Total Executive Budget

\$1,426,420

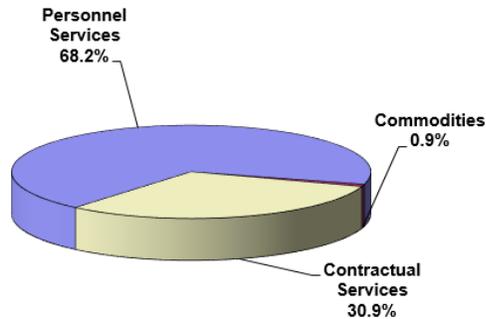
Total By Program



2017 Total Executive Budget

\$1,426,420

Total By Classification



2017 Budget Summary by Program

Total By Program	2014	2015	2016	2017	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2016 BUDGET
Administration	\$332,314	\$406,086	\$406,160	\$440,270	8.4%
Communications	0	2,209	37,320	282,240	656.3%
H.R. Administration	288,859	335,504	392,390	409,380	4.3%
Legal Services	225,385	229,330	246,300	281,510	14.3%
Safety	4,258	13,007	15,920	13,020	-18.2%
Totals	850,816	986,136	1,098,090	1,426,420	29.9%



2017 Budget Summary by Fund

Total By Fund	2014	2015	2016	2017	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2016 BUDGET
General Fund	850,816	986,136	1,098,090	1,144,180	4.2%
Communications Fund				282,240	N/A
Totals	\$850,816	\$986,136	\$1,098,090	\$1,426,420	29.9%



2017 Budget Summary by Classification

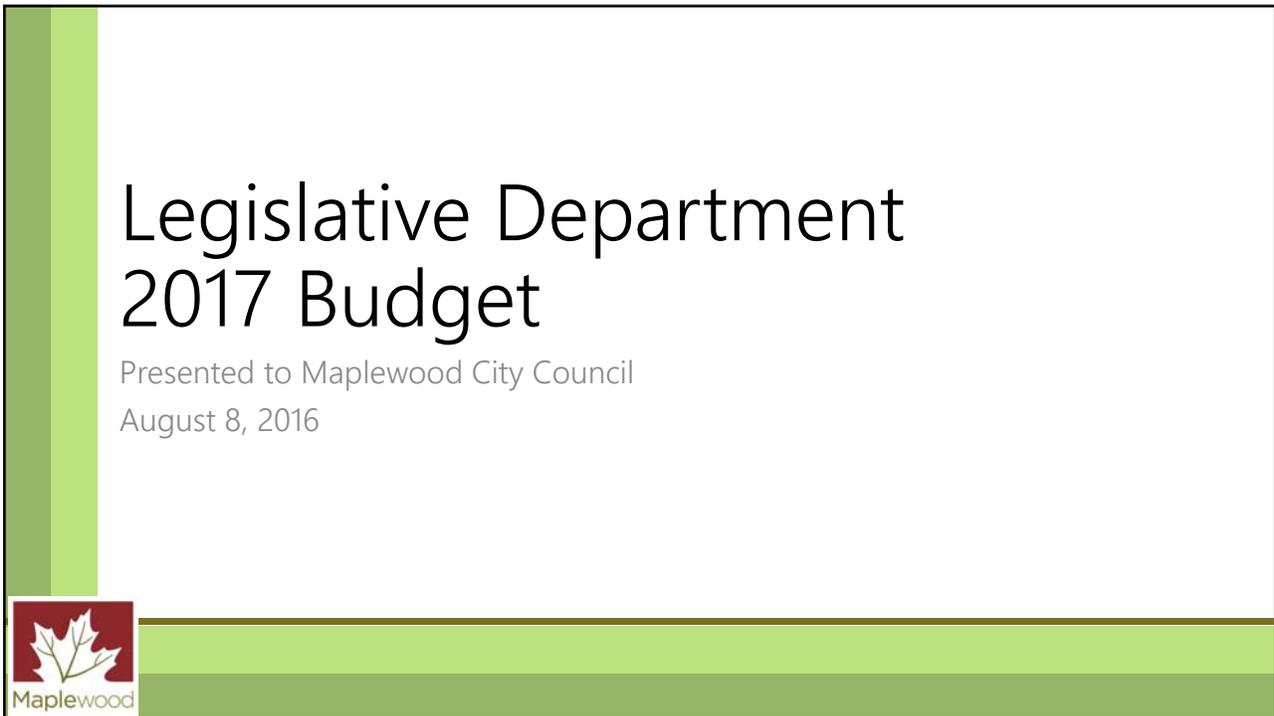
Total By Classification	2014 ACTUAL	2015 ACTUAL	2016 ORIGINAL BUDGET	2017 BUDGET	PERCENT OVER(UNDER) 2016 BUDGET
Personnel Services	439,164	592,778	693,980	972,690	40.2%
Commodities	10,416	9,933	10,650	12,500	17.4%
Contractual Services	401,236	383,425	393,460	441,230	12.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	0	0	0	0	N/A
Totals	850,816	986,136	1,098,090	1,426,420	29.9%



Executive Department 2017 Budget

- Questions
- Comments
- Concerns



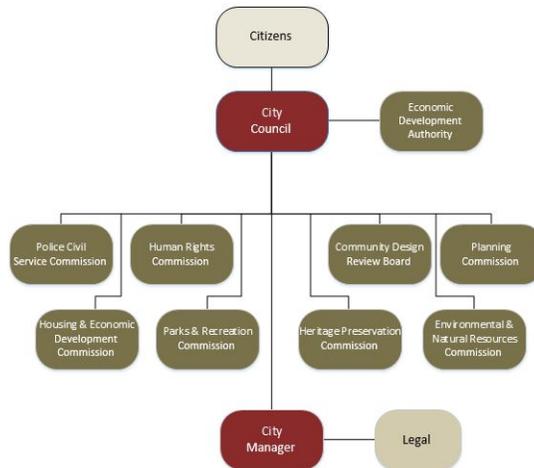


Mission Statement

- To provide for the establishment of policies and adoption of local laws for the public health, safety and welfare of the citizens of the City of Maplewood through the City Council, as advised by various commissions and task forces as authorized by ordinance and appointment.



Legislative Department Organizational Chart

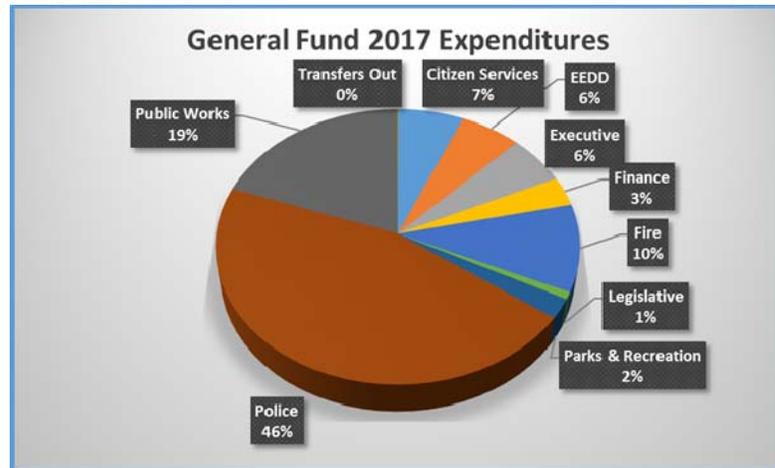


2017 Department Objectives

- Financial Sustainability
- Coordinated Communication
- Effective Governance
- Targeted Redevelopment
- Operational Effectiveness



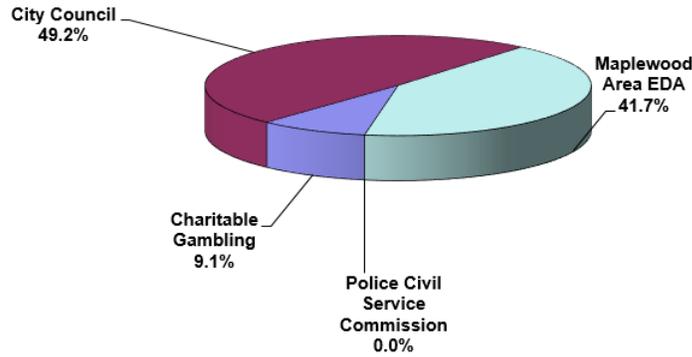
2017 General Fund Budget



2017 Total Legislative Budget

\$329,760

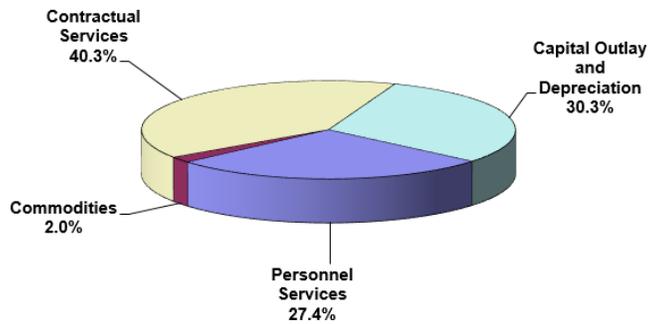
Total By Program



2017 Total Legislative Budget

\$329,760

Total By Classification



2017 Budget Summary by Program

Total By Program	2014	2015	2016	2017	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2016 BUDGET
Charitable Gambling	28,427	28,610	30,000	30,000	0.0%
City Council	156,121	154,904	161,940	162,180	0.1%
Human Rights Commission	0	0	0	0	N/A
Maplewood Area EDA	81,530	44,441	137,580	137,580	0.0%
Police Civil Service Commission	0	0	2,150	0	-100.0%
Totals	266,078	227,955	331,670	329,760	-0.6%



2017 Budget Summary by Fund

Total By Fund	2014	2015	2016	2017	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2016 BUDGET
Charitable Gambling Tax Fund	28,427	28,610	30,000	30,000	0.0%
General Fund	156,121	154,904	164,090	162,180	-1.2%
Maplewood Area EDA	81,530	44,441	137,580	137,580	0.0%
Totals	\$266,078	\$227,955	\$331,670	\$329,760	-0.6%



2017 Budget Summary by Classification

Total By Classification	2014 ACTUAL	2015 ACTUAL	2016 ORIGINAL BUDGET	2017 BUDGET	PERCENT OVER(UNDER) 2016 BUDGET
Personnel Services	66,025	79,870	90,490	90,490	0.0%
Commodities	4,831	5,979	5,300	6,450	21.7%
Contractual Services	195,222	142,106	135,880	132,820	-2.3%
Capital Outlay and Depreciation	0	0	100,000	100,000	0.0%
Other Charges	0	0	0	0	N/A
Totals	266,078	227,955	331,670	329,760	-0.6%



Legislative Department 2017 Budget

- Questions
- Comments
- Concerns



MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Mychal Fowlds, IT Director
DATE: August 3, 2016
SUBJECT: Presentation of Proposed 2017 IT Department Budget

Introduction

The IT Departments 2017 budget request totals \$766,767, quite similar to the budget for 2016. The department has only minor changes, and they are described below.

Background

As stated above, the IT Departments 2017 budget requests are fairly similar to previous years.

One of the changes from previous years is in personnel. We are in the process of hiring an IT Technician and that position is included in the 2017 budget. Along with that, our former GIS Analyst, Chad Bergo, has moved into his new role as Communications Coordinator. This proposed budget includes funding for 20% of a GIS Analyst/Planner position to fill that void (EEDD & PW propose to fund the additional 80%). These proposed changes equate to almost the exact same Personnel Services budget as in 2016.

The only other change of significance in the IT budget is the reduction of Contractual Services. This is due, in large part, to the fact that many Communication based services (website hosting fees, etc.) are now paid for out of the Cable Fund.

The changes above result in a proposed 2017 IT budget reduction of 2.6%.

Recommendation

The proposed 2017 IT Department Budget has been presented for information and discussion purposes. No Council action is required.

Attachments

1. IT Department 2017 Budget Slide Presentation

IT Department 2017 Budget

Presented to Maplewood City Council
August 8, 2016

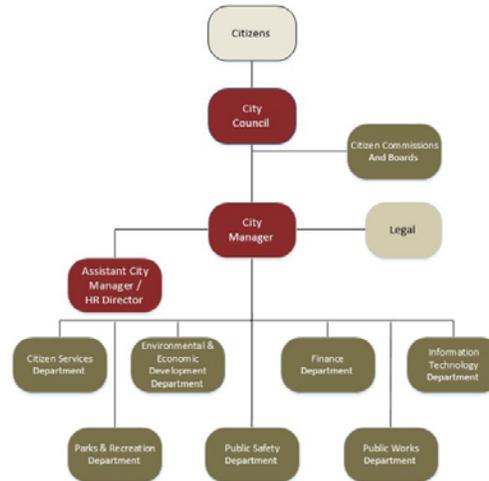


Mission Statement

To provide the most effective Information Technology services and support possible to the City of Maplewood staff and citizens.



City Organizational Chart

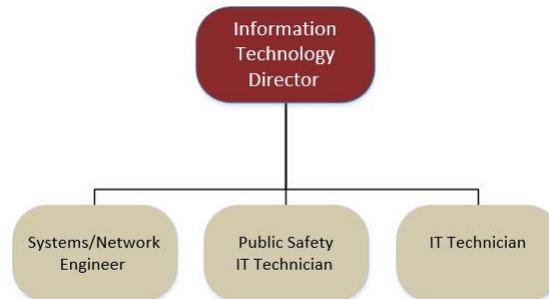


What We Do?

- Provide Technical Assistance (Helpdesk)
- Ensure Infrastructure Stability
- Assist with Process Improvement
- Promote Use of Technology to Gain Efficiencies



IT Department Organizational Chart



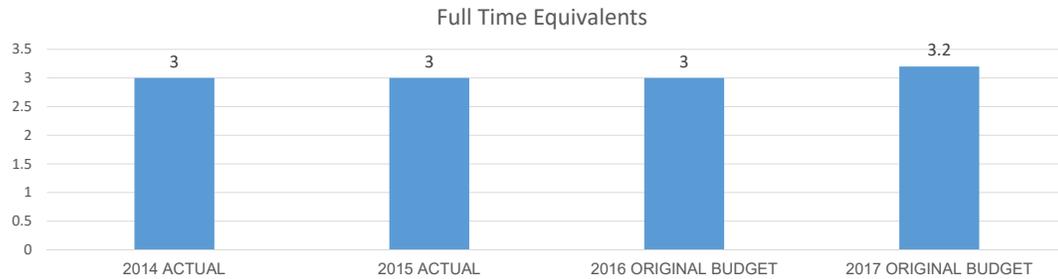
Employee Summary

Current makeup of department: (4.0 FTE)

- IT Director
- Network/Systems Engineer
- Public Safety IT Technician
- IT Technician



Personnel



2017 Department Objectives

1. Improve helpdesk responsiveness and support of City staff.
2. Improve support and knowledge of current City applications.
3. Work with staff to automate routine processes and improve efficiencies.
4. Continue to work with staff in taking full advantage of our document management system.
5. Continue to implement mobile technologies to increase staff efficiency.
6. Participate in State Electronics Challenge.
7. Implement new Planning/Permitting software application.
8. Assist in implementing asset management application.
9. Continue to explore working with other agencies to realize increased efficiencies.
10. Evaluate creation of Power User's within each department.
11. Create resource directory for employee's.



2017 Strategic Initiatives

- Utilize electronic workflow to increase department efficiencies
- Utilize forms to input workflow
- Continue to explore hosted services
- Increase training of end-users
- Increase cross-training



Performance Measures/Key Outputs



Key Outputs

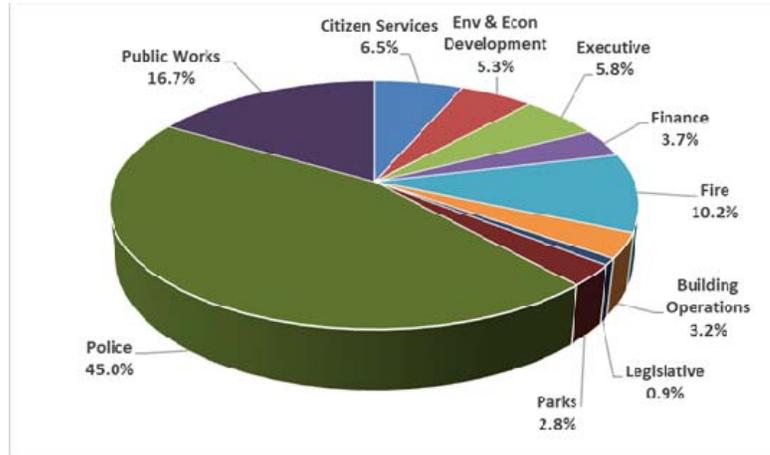
- Number of devices & applications supported
- Number of helpdesk tickets

Performance Measures

- % of helpdesk tickets closed within SLA timeframe
- % of internal customers rating services as good or excellent
- % of uptime for core applications/infrastructure



2017 Budget



2017 Budget Summary by Fund

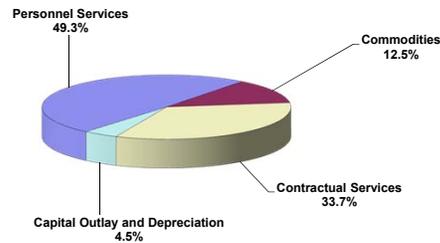
			2014	2015	2016	2017	PERCENT
					ORIGINAL		OVER(UNDER)
Total By Fund			ACTUAL	ACTUAL	BUDGET	BUDGET	2015 BUDGET
	Information Technology Fund		745,971	749,297	787,200	766,767	(2.6)%
	Totals		\$745,971	\$749,297	\$787,200	\$766,767	(2.6)%



2017 IT Budget Summary by Classification

\$766,767

Total By Classification



2017 Budget Requests

	2016 Budget	Proposed 2017 Budget
Personnel Services	\$375,530	\$377,883
Commodities	\$99,800	\$95,650
Contractual Services	\$288,410	\$258,677
Depreciation	\$22,870	\$34,557
Other	\$590	\$0
Total	\$787,200	\$766,767



IT Department 2017 Budget

- Questions
- Comments
- Concerns



MEMORANDUM

To: Melinda Coleman, City Manager
From: Joe Rueb, Accounting Supervisor
Ellie Paulseth, Finance Director
Date: July 5, 2016
Subject: Presentation of Proposed 2017 Finance Department Budget

Highlights of 2017 Budget Requests:

The Finance Department 2017 budget request is \$679,000 which is a 3.37% decrease from the original 2016 budget. All of it is financed by the General Fund. The breakdown by program is as follows:

1. Administration program expenditures are anticipated to decrease from the original 2016 Budget by 0.96% or \$3,290. Personnel services have decreased by 4.2% or \$9,270. Contractual services have increased by 4.1% or \$4,880.
2. Total Finance Services program expenditures are anticipated to decrease from the original 2016 Budget by 5.7% or \$20,400. Personal services have increased by 3.3% or \$10,520 and contractual services increased by 12.6% or \$1,080. Internal investment management fees of \$32,000 were eliminated.

The largest expenditure category in the 2017 budget request is personal services at \$539,400. This amount along with internal I.T. charges of \$48,640 is 87% of the total request.

Breakdown of 2017 Operating Budget by Program:

PROGRAM	2016 ORIGINAL BUDGET	2017 DEPT. REQUEST	PERCENT CHANGE OVER 2016 ORIGINAL BUDGET
Administration	\$344,200	\$340,910	(0.96%)
Finance Services	358,490	338,090	(5.69)
TOTALS	\$702,690	\$679,000	(3.37%)

JUSTIFICATION FOR NEW PERSONNEL:

No new personnel included in budget request.

CAPITAL OUTLAY REQUESTS:

None.

ORGANIZATION CHART:

No changes.

Maplewood



Finance Department 2017 Budget

Presented to Maplewood City Council
August 8, 2016

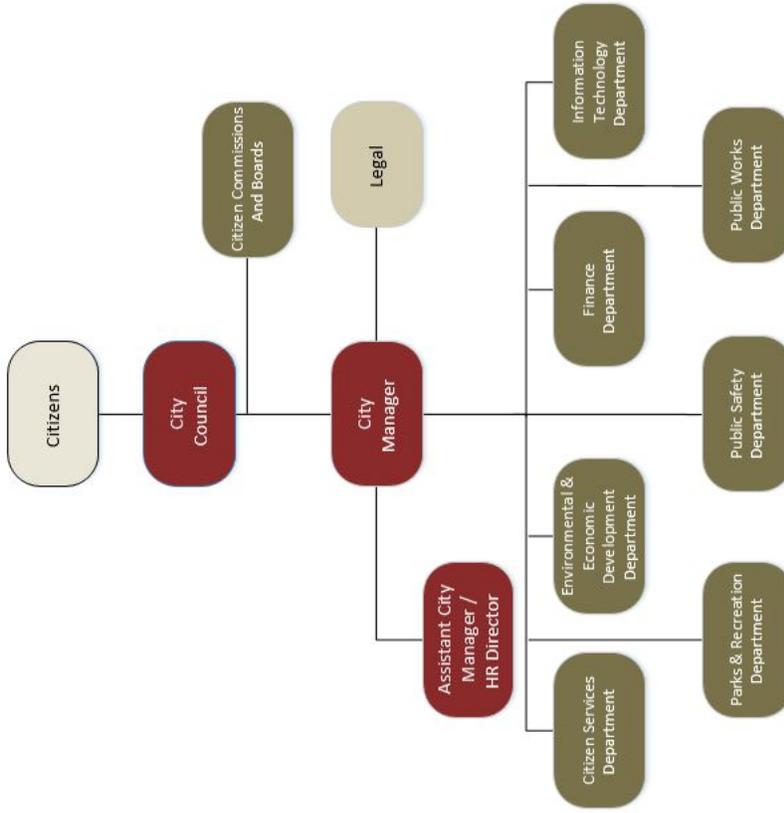


Mission Statement

To provide quality financial services and to maintain
the City's financial health and stability.



City Organizational Chart



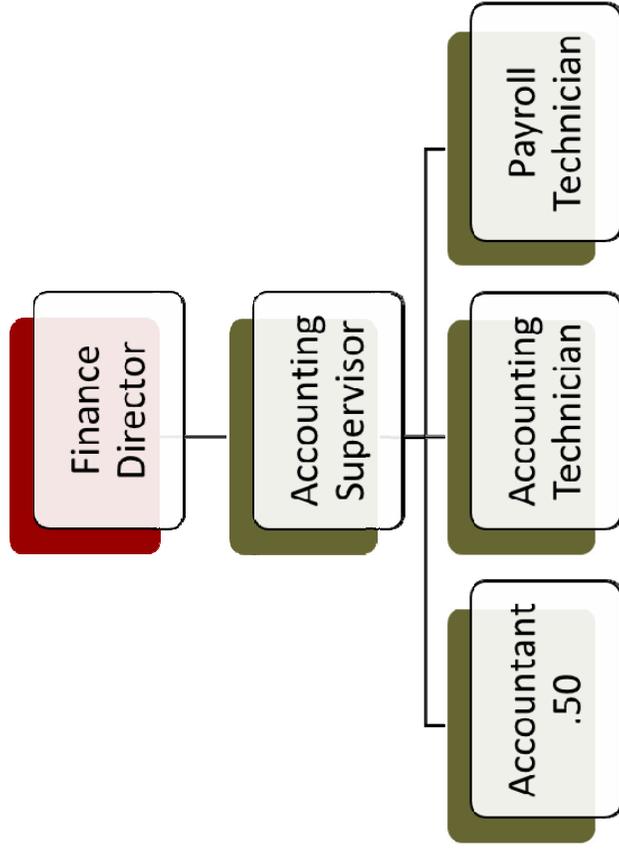
What We Do?

- Managing City Finances...

\$35M City Budget
\$70M Debt Portfolio
\$70M Total Expenditures



Finance Department Organizational Chart



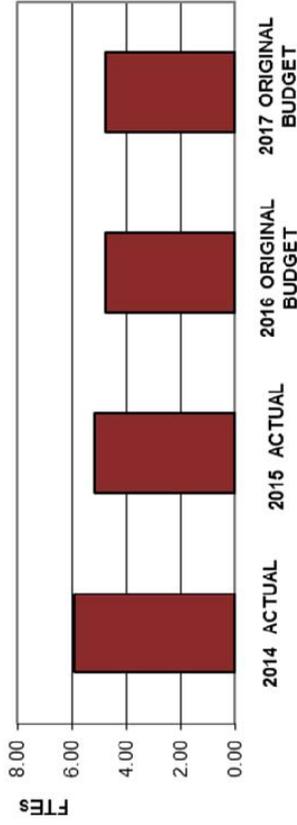
Employee Summary

Current makeup of department: (4.75 FTE)

- Finance Director
- Accounting Supervisor
- Accountant .5 (budgeted 4.75)
- Accounting Technician
- Payroll Technician



Personnel



Number of Employees (FTE) 5.90 5.17 4.75 4.75

Staffing has decreased from 6.15 FTE's in 2013 to 4.75 in 2016 – 2017.



2017 Strategic Initiatives (Action Steps)

- Prepare award-winning Comprehensive Annual Financial Report
- Prepare award-winning budget document
- Prepare 10-Year Capital Improvement Plan
- Prepare and maintain 10-year long term financial plan
- Maintain AA+ bond rating
- Manage investment portfolio in-house
- Streamline funds and prepare plan for deficit fund balances



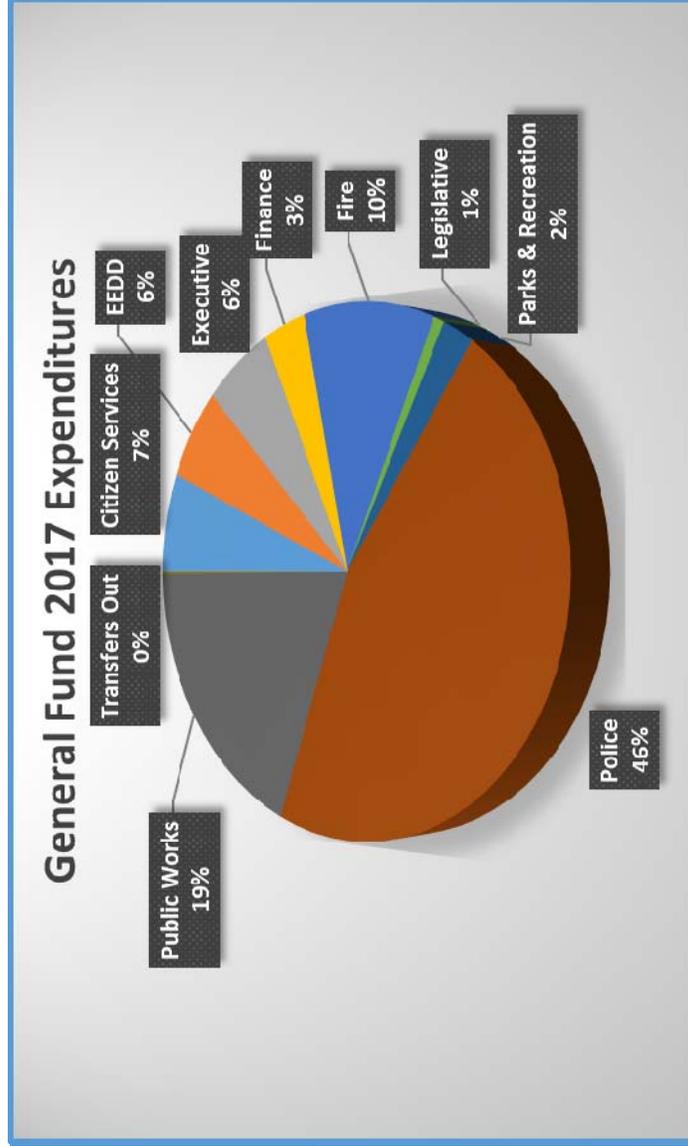
Performance Measures/Key Outputs



- Bond Rating
- Investment Portfolio Performance
- GFOA Financial Reporting Program Awards
- Long Term Financial Planning Outcomes

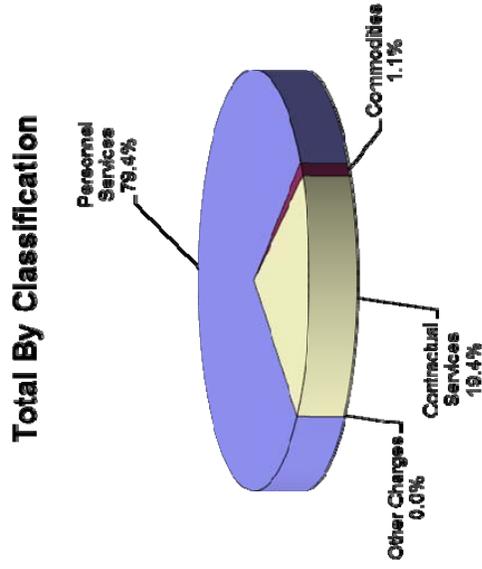
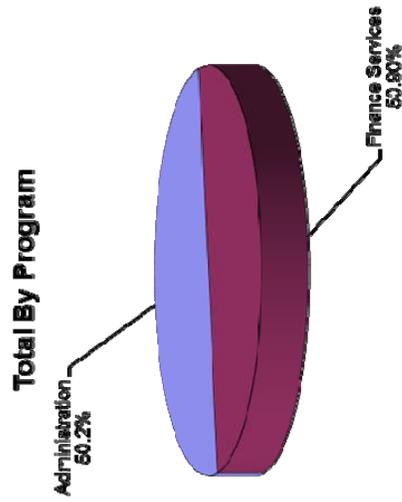


2017 City Budget



2017 Budget

\$679,000



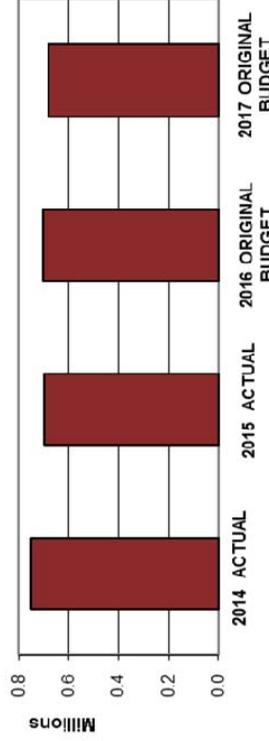
2017 Budget Summary by Fund

- \$679,000 Finance Budget, all included in General Fund budget of \$19,869,680



2017 Budget Summary by Program

	2014 ACTUAL	2015 ACTUAL	2016 ORIGINAL BUDGET	2017 BUDGET	PERCENT OVER(UNDER) 2016 BUDGET
Total By Program					
Administration	\$327,993	\$327,867	\$344,200	\$340,910	-1.0%
Finance Services	423,164	370,155	358,490	338,090	-5.7%
Totals	751,157	698,022	702,690	679,000	-3.4%



2017 Budget Summary by Classification

Total By Classification	2014	2015	2016	2017	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2016 BUDGET
Personnel Services	597,104	560,406	538,150	539,400	0.2%
Commodities	11,100	2,987	6,680	7,780	16.5%
Contractual Services	117,389	110,618	125,860	131,820	4.7%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	25,564	24,011	32,000	0	-100.0%
Totals	751,157	698,022	702,690	679,000	-3.4%

Finance Department 2017 Budget

- Questions
- Comments
- Concerns

