

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tessia Melvin, City Administrator  
**Date:** August 15, 2014  
**Re:** 2015 Budget Discussion

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## **BACKGROUND**

The City Council must adopt its preliminary budget by the end of September. It is my goal to have this discussion and make the necessary adjustments. We can then bring it to a regular Council meeting in September.

## **THINGS TO CONSIDER**

The current budget had some issues that we must consider:

- The Levy increase did not cover the cost of bond payments for 2014 (\$50,000)
- In the past the \$25,000 EDA Levy was used to transfer into the General Budget.

## **2015 BUDGET DISCUSSION**

Included in your packet are:

- Schedule of Property Taxes Levied and Tax Rates, this also shows the payments for our bonds and Fire Partnership Debt Service
- General Fund Revenues and Expenditures
- Proposed Debt Services Funds
- Enterprise Funds
- Five Year Proposed Budget
- Schedule of Debt Transfers

CITY OF MAPLE PLAIN  
 SCHEDULE OF PROPERTY TAXES LEVIED AND TAX RATES  
 FOR THE YEARS ENDED DECEMBER 31, 2011 TO 2013 (ACTUAL) AND 2014 TO 2019 (ESTIMATED)

		2011	2012	2013	2014	2015	2016	2017	2018	2019
		Actual	Actual	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
		Amounts								
<b>Property Taxes Levied for General Purposes</b>										
101	General Fund	\$ 1,184,406	\$ 1,214,640	\$ 1,224,016	\$ 1,268,450	\$ 1,259,368	\$ 1,335,758	\$ 1,380,158	\$ 1,404,400	\$ 1,451,470
200	EDA	-	-	-	-	27,500	27,500	27,500	27,500	27,500
<b>Property Taxes Levied for Debt Service</b>										
351	2012A G.O. Bonds	\$ -	\$ -	\$ 22,818	\$ 22,398	\$ 17,378	\$ 16,958	\$ 16,538	\$ 16,118	\$ 15,698
352	2013A G.O. Bonds	-	-	-	-	47,534	52,490	52,028	51,419	50,684
353	2014A G.O. Bonds	-	-	-	-	26,862	73,290	72,030	70,770	69,510
101	Fire Partnership debt service	-	30,550	29,550	28,600	30,100	-	-	-	-
	<i>Subtotal</i>	-	30,550	52,368	50,998	121,874	142,738	140,596	138,307	135,892
	<b>Total Taxes Levied</b>	<b>\$ 1,184,406</b>	<b>\$ 1,245,190</b>	<b>\$ 1,276,384</b>	<b>\$ 1,319,448</b>	<b>\$ 1,408,742</b>	<b>\$ 1,505,996</b>	<b>\$ 1,548,254</b>	<b>\$ 1,570,207</b>	<b>\$ 1,614,862</b>
	<b>Percent change</b>		5.13%	2.51%	3.37%	6.77%	6.46%	2.81%	1.42%	2.84%

**CITY OF MAPLE PLAIN, MINNESOTA**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES -**  
**SUMMARY - GENERAL FUND**  
**ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2012 AND 2013, PERIOD TO DATE MAY 31, 2014 AND**  
**BUDGET FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2015**

	Actual		YTD	Budget		Percent Change
	2012	2013	May/June 2014	2014	2015	
<b>REVENUES</b>						
Taxes	\$ 1,230,329	\$ 1,232,258	\$ 6,801	\$ 1,268,450	\$ 1,289,468	1.66%
Intergovernmental	247,736	276,832	24,031	258,080	260,920	1.10%
Licenses and permits	35,462	60,810	41,771	41,910	41,920	0.02%
Charges for services	32,254	19,574	7,276	-	32,000	0.00%
Fines and forfeitures	21,234	13,226	5,925	13,200	13,200	0.00%
Special assessments	1,747	333	-	-	-	0.00%
Miscellaneous	60,052	64,934	27,735	52,760	47,760	-9.48%
<b>TOTAL REVENUES</b>	<b>1,628,814</b>	<b>1,667,967</b>	<b>113,539</b>	<b>1,634,400</b>	<b>1,685,268</b>	<b>3.11%</b>
<b>EXPENDITURES</b>						
Mayor and council	46,986	81,788	29,105	61,882	58,530	-5.42%
Elections	2,798	130	774	3,900	770	-80.26%
Recording and reporting	6,065	2,703	592	4,650	4,790	3.01%
Financial administration	224,296	230,413	116,425	214,927	223,930	4.19%
Assessing	14,684	14,085	7,388	15,124	15,580	3.02%
Legal	28,288	23,630	28,434	25,000	28,000	12.00%
Planning and zoning	32,889	17,019	4,178	26,600	20,000	-24.81%
Building services	20,778	29,592	15,334	35,652	15,440	-56.69%
Police administration	446,067	475,093	256,602	487,563	518,240	6.29%
Fire suppression	187,459	189,760	94,380	187,545	193,170	3.00%
Building inspection	5,463	9,661	3,891	14,000	14,420	3.00%
Civil defense	953	502	502	505	520	2.97%
Animal control	85	-	-	250	260	4.00%
Streets and highways	185,542	187,219	81,902	239,845	203,060	-15.34%
Snow and ice removal	12,300	19,361	9,516	13,145	13,260	0.87%
Sanitation	13,130	112	137	1,120	-	-100.00%
Parks	102,048	116,837	41,345	52,440	83,910	60.01%
Economic development	10,812	28,309	15,044	18,200	18,750	3.02%
Debt service	21,438	21,437	-	21,438	21,438	0.00%
Unallocated	-	-	-	20,000	20,600	3.00%
<b>TOTAL EXPENDITURES</b>	<b>1,362,081</b>	<b>1,447,651</b>	<b>705,549</b>	<b>1,443,786</b>	<b>1,454,668</b>	<b>0.75%</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>266,733</b>	<b>220,316</b>	<b>(592,010)</b>	<b>190,614</b>	<b>230,600</b>	<b>20.98%</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Sale of capital assets	-	17	-	-	-	
Transfers out	(240,167)	(436,246)	-	(190,614)	(230,600)	20.98%
<b>TOTAL OTHER FINANCING</b>	<b>(240,167)</b>	<b>(436,229)</b>	<b>-</b>	<b>(190,614)</b>	<b>(230,600)</b>	
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>\$ 26,566</b>	<b>\$ (215,913)</b>	<b>\$ (592,010)</b>	<b>\$ -</b>	<b>\$ -</b>	

**CITY OF MAPLE PLAIN  
STATEMENT OF REVENUES AND EXPENDITURES  
DEBT SERVICE FUNDS  
PROPOSED BUDGET - FISCAL YEAR 2015**

<b>Fund Description</b>	2012A G.O.	2013A G.O.	2014A G.O.	<b>Total</b>
<b>Fund Number</b>	351	352	353	
<b>Revenue</b>				
Property taxes	\$ 17,378	\$ 47,534	\$ 26,862	\$ 91,774
Special Assessments	5,980	-	-	5,980
Transfers in	85,338			85,338
<b>Total Revenue</b>	<b>108,696</b>	<b>47,534</b>	<b>26,862</b>	<b>183,092</b>
<b>Expenditures</b>				
Debt Service - Principal	75,000	35,000	-	110,000
Interest	30,070	6,190	25,580	61,840
Fiscal Agent Fees	450	450	450	1,350
<b>Total Expenditures</b>	<b>105,520</b>	<b>41,640</b>	<b>26,030</b>	<b>173,190</b>
<b>Revenue over Expenditures</b>	<b>\$ 3,176</b>	<b>\$ 5,894</b>	<b>\$ 832</b>	<b>\$ 9,902</b>

**CITY OF MAPLE PLAIN  
ENTERPRISE FUNDS  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
PROPOSED BUDGET - SUMMARY FISCAL YEAR 2015**

<b>Fund Description</b>	<b>Water</b>	<b>Sewer</b>	<b>Storm Sewer</b>	
<b>Fund Number</b>	<b>601</b>	<b>602</b>	<b>603</b>	<b>Total</b>
<b>Revenue</b>				
Charges for Services	\$ 418,060	\$ 377,890	\$ 74,950	\$ 870,900
Hook Up Fees	20,000	-	-	20,000
Transfers	61,500	20,600	30,900	113,000
<b>Total Revenue</b>	<b>499,560</b>	<b>398,490</b>	<b>105,850</b>	<b>1,003,900</b>
<b>Expenditures</b>				
Salaries & Benefits	55,330	31,770	7,200	94,300
Fees and Charges	81,390	332,850	25,470	439,710
Supplies	22,670	3,050	-	25,720
Depreciation	136,327	26,276	6,566	169,169
Capital Outlay	-	-	-	-
Debt Service - Principal	206,000	46,500	-	252,500
Interest	69,225	15,381	-	84,605
Transfers	87,728	54,010	40,598	182,336
<b>Total Expenditures</b>	<b>658,670</b>	<b>509,837</b>	<b>79,834</b>	<b>1,248,340</b>
<b>Revenue over Expenditures</b>	<b>\$ (159,110)</b>	<b>\$ (111,347)</b>	<b>\$ 26,017</b>	<b>\$ (244,440)</b>

CITY OF MAPLE PLAIN  
SCHEDULE OF ANNUAL FUND CASH BALANCES  
FOR THE YEARS ENDED DECEMBER 31, 2012 TO 2013 ACTUAL AND 2014 TO 2022 PROJECTED

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Trend
	Actual	Actual	Actual	Estimated									
	Amounts												
<b>GOVERNMENT-TYPE</b>													
<b>General Operations</b>													
101 General	\$ 1,167,377	\$ 1,206,502	\$ 1,012,252	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	●
<b>Special Revenue</b>													
200 Economic Development	\$ 8,649	\$ 8,691	\$ 8,721	\$ 8,721	\$ 36,221	\$ 63,721	\$ 91,221	\$ 118,721	\$ 146,221	\$ 173,721	\$ 201,221	\$ 228,721	●
<i>Subtotal</i>	8,649	8,691	8,721	8,721	36,221	63,721	91,221	118,721	146,221	173,721	201,221	228,721	
<b>Debt Service</b>													
351 2012A G.O. Bonds	\$ -	\$ 3,883	\$ 20,706	\$ 28,628	\$ 31,805	\$ 34,835	\$ 37,820	\$ 40,708	\$ 43,500	\$ 52,972	\$ 57,261	\$ 61,383	●
352 2013A G.O. Bonds	-	-	1,465	(4,436)	1,458	12,558	18,556	24,455	30,259	35,951	41,546	52,289	●
353 2014A G.O. Bonds	-	-	-	-	832	(28,968)	(58,828)	(88,747)	(118,727)	(148,516)	(178,371)	(208,290)	●
<i>Subtotal</i>	-	3,883	22,171	24,192	34,094	18,425	(2,452)	(23,584)	(44,968)	(59,594)	(79,565)	(94,619)	
<b>Capital Projects</b>													
250 Street Improvement	\$ 176,421	\$ 68,379	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	●
400 Capital Improvement	438,301	551,214	857,213	-	-	-	-	-	-	-	-	-	●
401 Park Capital	70,394	-	-	-	-	-	-	-	-	-	-	-	●
402 Building	71,759	111,817	152,345	-	-	-	-	-	-	-	-	-	●
450 Park and Ride	-	167,071	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	●
451 Capital Project	(217,861)	350,508	405,480	1,555,238	1,735,238	1,915,238	2,095,238	2,275,238	2,455,238	2,635,238	2,815,238	2,995,238	●
501 Equipment Capital	281,578	293,125	284,968	309,578	334,478	359,378	384,278	409,178	434,078	458,978	483,878	508,778	●
<i>Subtotal</i>	820,592	1,542,114	1,812,584	1,977,394	2,182,294	2,387,194	2,592,094	2,796,994	3,001,894	3,206,794	3,411,694	3,616,594	
<i>Total - Governmental-type Funds</i>	\$ 1,996,618	\$ 2,761,190	\$ 2,855,728	\$ 3,080,026	\$ 3,322,328	\$ 3,539,059	\$ 3,750,582	\$ 3,961,850	\$ 4,172,866	\$ 4,390,640	\$ 4,603,070	\$ 4,820,415	
<b>BUSINESS-TYPE</b>													
<b>Enterprise Funds</b>													
601 Water	\$ 801,037	\$ 864,014	\$ 1,367,797	\$ 998,291	\$ 975,508	\$ 911,035	\$ 855,980	\$ 805,821	\$ 766,079	\$ 735,636	\$ 706,564	\$ 689,568	○
602 Sewer	(23,593)	(8,705)	288,820	99,448	14,378	(35,067)	(59,613)	(86,088)	(114,303)	(144,039)	(170,092)	(192,343)	●
603 Storm Water	120,311	177,879	245,917	293,819	326,402	328,779	332,946	338,934	346,811	356,609	368,366	382,134	●
<i>Total - Business-type Funds</i>	\$ 897,755	\$ 1,033,188	\$ 1,902,534	\$ 1,391,558	\$ 1,316,287	\$ 1,204,747	\$ 1,129,314	\$ 1,058,666	\$ 998,587	\$ 948,205	\$ 904,839	\$ 879,359	
<i>Grand Total - City</i>	\$ 2,894,373	\$ 3,794,378	\$ 4,758,262	\$ 4,471,584	\$ 4,638,615	\$ 4,743,806	\$ 4,879,895	\$ 5,020,516	\$ 5,171,453	\$ 5,338,845	\$ 5,507,908	\$ 5,699,774	

**CITY OF MAPLE PLAIN**  
**SCHEDULE OF DEBT TRANSFERS BY YEAR AND FUND**  
**FOR THE YEARS ENDED DECEMBER 31, 2014 TO 2019 (ESTIMATED)**

<u>Fund</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>101 General</b>						
Budgeted transfers - to WTP	\$ (30,660)	\$ (30,600)	\$ (30,600)	\$ (30,600)	\$ (30,600)	\$ (30,600)
Budgeted transfers	(159,954)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
	<u>(190,614)</u>	<u>(230,600)</u>	<u>(230,600)</u>	<u>(230,600)</u>	<u>(230,600)</u>	<u>(230,600)</u>
<b>351 2012A G.O. Bonds</b>						
From enterprise	86,564	85,338	84,112	92,886	96,460	99,934
	<u>86,564</u>	<u>85,338</u>	<u>84,112</u>	<u>92,886</u>	<u>96,460</u>	<u>99,934</u>
<b>400 Capital Improvement fund</b>						
Close to fund 451	(857,213)					
	<u>(857,213)</u>	-	-	-	-	-
<b>402 Building Fund</b>						
Close to fund 451	(152,345)					
	<u>(152,345)</u>	-	-	-	-	-
<b>451 Capital Project Fund</b>						
closing funds 400 & 402	1,009,558					
Budgeted transfers - from general	140,200	180,000	180,000	180,000	180,000	180,000
	<u>1,149,758</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
<b>501 Equipment Capital Fund</b>						
Budgeted transfers	24,610	24,900	24,900	24,900	24,900	24,900
	<u>24,610</u>	<u>24,900</u>	<u>24,900</u>	<u>24,900</u>	<u>24,900</u>	<u>24,900</u>
<b>601 Water enterprise fund (601)</b>						
To fund 351 debt 2012A	(48,135)	(47,435)	(46,735)	(46,035)	(45,335)	(44,635)
To fund 351 debt 2012A (improvement)	(6,719)	(6,593)	(6,467)	(6,341)	(6,215)	(6,089)
Budgeted transfers - from general	30,660	30,600	30,600	30,600	30,600	30,600
Budgeted transfers- to equipment	(2,775)	(2,800)	(2,800)	(2,800)	(2,800)	(2,800)
	<u>(26,969)</u>	<u>(26,228)</u>	<u>(25,402)</u>	<u>(24,576)</u>	<u>(23,750)</u>	<u>(22,924)</u>
<b>602 Sewer enterprise fund (602)</b>						
To fund 351 debt 2012A	(31,710)	(31,310)	(30,910)	(40,510)	(44,910)	(49,210)
Budgeted transfers- to equipment	(2,081)	(2,100)	(2,100)	(2,100)	(2,100)	(2,100)
	<u>(33,791)</u>	<u>(33,410)</u>	<u>(33,010)</u>	<u>(42,610)</u>	<u>(47,010)</u>	<u>(51,310)</u>