

# CITY OF MAPLEWOOD

## 2014 BUDGET

CITY OF MAPLEWOOD, MINNESOTA





# TABLE OF CONTENTS

	<u>Page</u>
<b>PART I – INTRODUCTION</b>	
Introduction.....	1
Organization Chart .....	6
Principal City Officials.....	7
Locational Map .....	8
City Manager's Budget Message .....	9
Budget Overview .....	10
Award for Distinguished Budget Presentation .....	17
<b>PART II – BUDGET SUMMARY</b>	
Financing Sources and Expenditures .....	19
Revenue Assumptions and Summaries .....	20
Expenditure Assumptions and Summaries.....	27
Fund Balances & Retained Earnings.....	32
Changes in Fund Balances.....	34
Summary of Personnel.....	36
Tax Levy .....	38
Changes in Tax Base.....	40
Changes in Tax Rates.....	42
City Portion of Property Taxes .....	43
<b>PART III – OPERATING BUDGET</b>	
<u>Summary</u>	
Revenues and Expenditures .....	45
Revenue Sources as Percent of Total.....	46
Expenditure Types by Department as Percent of Total.....	47
Revenue Summary.....	48
Expenditure Summary.....	50
Expenditures by Program-Descending Order for 2014 Budget.....	52
<u>Department Budgets</u>	
Citizen Services.....	53
Administration .....	58
Deputy Registrar .....	60
Elections .....	62
Taste of Maplewood/Light It up – July 4 <sup>th</sup> Event.....	64
Community Development.....	67
Administration .....	72
Building Inspections .....	74
Code Enforcement .....	76
Planning .....	78
Public Health Inspections .....	80
Recycling Program.....	82
Executive.....	85
Administration .....	90
Human Resources Administration .....	92
Legal Services.....	94
Safety .....	96

# TABLE OF CONTENTS

	<u>Page</u>
Finance.....	99
Administration .....	104
Ambulance Service Billing .....	106
Finance Services .....	108
Fire .....	111
Administration .....	116
Emergency Management.....	118
Emergency Medical Services.....	120
Fire Prevention.....	122
Fire Suppression.....	124
Information Technology.....	127
Building Operations .....	132
Information Technology Services .....	134
Legislative .....	137
Business & Economic Development Commission .....	142
Charitable Gambling .....	144
City Council .....	146
Human Rights Commission .....	148
Maplewood Area EDA.....	150
Parks & Recreation Commission .....	152
Planning Commission .....	154
Police Civil Service Commission .....	156
Parks and Recreation.....	159
Administration .....	164
Community Center .....	166
Ice Arena Operations .....	168
Nature Center.....	170
Open Space Management.....	172
Recreation Programs .....	174
Tree Preservation .....	176
Police.....	179
Administration .....	184
Animal Control.....	186
Investigations .....	188
Police Services.....	190
Public Works .....	193
Administration .....	198
Engineering.....	200
Fleet Management .....	202
Forestry .....	204
Park Maintenance .....	206
Sanitary Sewer Operations .....	208
Snow and Ice Control.....	210
Storm Sewer Maintenance.....	212
Street Lights and Signals .....	214
Street Maintenance.....	216
Street Sweeping.....	218

# TABLE OF CONTENTS

	<u>Page</u>
<u>Financial Resources for Operating Budget</u> .....	221
General Fund .....	223
<u>Special Revenue Funds</u>	
Charitable Gambling .....	224
Maplewood Area EDA.....	225
Police Services.....	226
Recreation Programs .....	227
Taste of Maplewood.....	228
Tree Preservation Fund .....	229
<u>Enterprise Funds</u>	
Ambulance Service Fund.....	231
Community Center .....	232
Environmental Utility .....	233
Recycling Program.....	234
Sanitary Sewer .....	235
Street Light Utility .....	236
<u>Internal Service Funds</u>	
Fleet Management .....	237
Information Technology .....	238

## **PART IV – CAPITAL IMPROVEMENT BUDGET**

Summary of Revenues and Expenditures .....	239
Capital Improvement Revenue Summary.....	244
Capital Improvement Expenditure Summary.....	246
<u>Financial Resources for Capital Improvements Budget</u> .....	249
<u>Projects Grouped By Fund</u>	
Capital Improvement Projects Fund .....	252
Bruentrup Farm Restoration Fund.....	254
City Dump Remediation Fund.....	256
Fire Truck Replacement Fund .....	258
Legacy Village Park Development Fund .....	260
Legacy Village Tax Abatement District Fund.....	262
Open Space Land Acquisition Fund.....	264
Park Development Fund .....	266
Pond Clean Out / Dredging Fund .....	268
Public Improvement Projects Fund.....	270
Public Safety Expansion Fund.....	272
Public Safety Training Facility Fund .....	274
Redevelopment Fund.....	276
Right of Way Fund .....	278
Sewer Lift Station No. 8 Rehabilitation Fund.....	280
Sewer Lift Station No. 14 Fund .....	282
Sewer Lift Station No. 18 Fund.....	284
Storm Clean Up Fund .....	286
Tax Increment Economic Development District 1-5 .....	288
Tax Increment Economic Development District 1-11 .....	290
Tax Increment Economic Development District 1-12 .....	292
Tax Increment Housing District 1-1 .....	294
Tax Increment Housing District 1-2 .....	296

# TABLE OF CONTENTS

	<u>Page</u>
Tax Increment Housing District 1-3 .....	298
Tax Increment Housing District 1-4 .....	300
Tax Increment Housing District 1-5 .....	302
Tax Increment Housing District 1-6 .....	304
Tax Increment Housing District 1-7 .....	306
Tax Increment Housing District 1-8 .....	308
Tax Increment Housing District 1-9 .....	310
Tax Increment Housing District 1-10 .....	312
Water Availability Charge Fund – N. St. Paul Water District.....	314
Water Availability Charge Fund – St. Paul Water District .....	316

## **PART V – DEBT SERVICE BUDGET**

Summary of Revenues, Expenditures and Changes in Fund Balances.....	319
Debt Capacity.....	322
Debt Service Budget.....	324
Budgeted Changes in Fund Balances by Fund.....	327

## **PART VI – SUPPLEMENTARY INFORMATION**

Budget Process .....	329
Financial Policies and Procedures.....	331
Summary of Personnel.....	342
Listing of Personnel Positions.....	344
Employee Benefits Fund .....	350
Risk Management Fund .....	351
Tax Base, Tax Levies and Tax Rates.....	352
Community Profile .....	354
Glossary of Terms .....	357
Acronyms.....	361

---

## INTRODUCTION

### FORM OF GOVERNMENT

The City of Maplewood operates under the Council-Manager form of government. All policy decisions and legislative activities are the responsibility of the Council, but the administrative duties are delegated to the City Manager. One of the primary administrative duties of the City Manager is to prepare an annual budget for approval by the Council.

### 2014 BUDGET PROCESS

In May, department heads started the preparation of their budget requests for the 2014 calendar year. Maplewood's fiscal year is the calendar year. During June, department heads submitted their budget requests to the Assistant City Manager and Finance Director. They reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in July, the Finance Director prepared a preliminary operating budget based upon initial revenue estimates, department budget requests and recommended revisions in department budget requests.

The City Manager, Assistant City Manager and Finance Director together met with each department head to individually discuss revisions to their budget requests. During these meetings, the Finance Director's recommended revisions were discussed and the City Manager made the final decision as to what would be included in the proposed budget. The Finance Director used this information to prepare the proposed operating budget document.

On September 9<sup>th</sup>, a hearing date was set and a proposed tax levy was certified to Ramsey County.

By November 24<sup>th</sup>, Ramsey County sent a notice to each taxpayer indicating the proposed property tax increase and the date of the City's public meeting. On December 9, 2013 the Council approved the proposed budget and the City's property tax levy to finance the approved budget.

### BUDGET ORGANIZATION

The City's annual budget consists of three basic sections: Operating Budget, Capital Improvements Budget and Debt Service Budget. Each of these sections is comprised of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts and resources which are dedicated for a specific purpose. A fourth section, Supplementary Information, follows with financial policies, personnel, property tax and demographic information.

The expenditure accounts within the funds that comprise the Operating Budget are grouped by departments and subdivided into programs within each department. The focus of the Capital Improvements Budget are major projects and capital outlay of \$50,000 or more. The Debt Service Budget is prepared by bond issue to insure that financial resources are adequate to pay principal and interest on long-term debt when due but presented as one fund.

### FINANCIAL POLICIES

Please refer to the Supplementary Information section at the end of this document for detailed, adopted financial policies.

---

## LONG-TERM GOALS AND OBJECTIVES

The City Council adopted the 2030 Comprehensive Plan in 2010. A comprehensive plan implements the long-range vision for the community's future. It is a guide for elected officials to use when making decisions. The Comprehensive Plan is available on the City's web-site at [www.ci.maplewood.mn.us](http://www.ci.maplewood.mn.us). Annually, the City Council adopts a 5 year Capital Improvement Plan.

A City Council/Management Team retreat was held in March 2012 which resulted in the setting of council three year goals. The Council and Management Team met again in March 2013 to confirm progress on the goals and to discuss additional initiatives. The goals set in 2012 and affirmed in 2013 in ranked order of priority are:

- **Public Safety (tie for first):** Complete the plan for rebuilding and relocating fire stations, from five to three, including securing the 3M site. Develop and commit to a plan for meeting the space needs of the police department.
- **Economic Development (tie for first):** Make a concerted effort to define and develop a plan (through the EDA) that will ensure new economic development in the city with a particular focus on re-development. Commit to redevelopment (including housing) for the city through prioritizing and updating the master plan. Determine staffing needs for this effort with adequate resources. Work with HEDC.
- **Financial Stability/Sustainability:** Continue to provide quality, efficient services to our citizens while equalizing expenditures and revenues every year. Make budgeting decisions that comport with the principals of sustainability.
- **Parks and Recreation:** Continue to determine how to resolve the Community Center's funding and programming issues. Explore a possible joint venture with neighboring communities and a referendum on a sustainable Parks system. Develop a comprehensive plan about our parks.
- **Consolidation of Services/Shared Services:** All departments will work collaborative with other cities in an effort to provide more cost-effective service where possible. Consolidate or share city services where it makes sense from a sustainability standpoint (Good Government).

In addition, the City Council added emphasis for 2013-2014 to increase communication efforts to inform residents and other agencies about "the good things" that are being achieved by the Council and City staff.

## COUNCIL/MANAGER PRIORITIES AND ISSUES

The 2014 Budget achieves the following priorities of the City Council and City Manager:

- Continue delivery of essential services to Maplewood residents and businesses.
- Implement economic development initiatives for redevelopment along with a new housing replacement program.
- Complete the expansion of City Hall to accommodate the growing space needs of the Police Department.
- Continue the financial progress of the Ambulance Service Fund and Community Center Operations Fund including continuation of the increased tax levy dollars to help offset operating losses and deferred maintenance items.
- Continue tax levies for capital funds to manage the repair and replacement of vehicles, equipment and property.
- Provide new efforts to increase recycling collection amounts throughout the City.

Maplewood is a mature, inner-ring suburb of St. Paul, MN. Most of its land has been developed and the population is not likely to change much in future years. Because of this, as well as the revenue restrictions of the current economy, the overall budget is very much maintenance focused.

The current agreements with bargaining units expire at the end of 2014. The 2014 budget reflects a 2% cost of living adjustment (COLA) for employees.

Because of the economic recession, Minnesota state revenues have been down significantly and one of the responses of the state was to withhold the payment of Market Value Homestead Credit (MVHC) and Local Government Aid (LGA) to municipalities. Maplewood has not received LGA in recent years but had been eligible to receive MVHC. There was a reduction to Maplewood of more than \$500,000/year for 2009, 2010 and 2011. The MVHC program was eliminated for taxes payable beginning in 2012. In its place, homeowners now receive an exclusion of a portion of the market value of their house from property taxes. The new market value exclusion for homes resulted in a higher city tax rate and a shift in taxes among properties within each community, especially to commercial, industrial, apartment, and other properties that do not receive the benefit of the homestead market value exclusion. The City is no longer shorted by the State on its property tax levy but non-homestead properties have seen an increase in their taxes. The Minnesota Legislature provided local governments financial support beginning in 2014 by enacting a new sales tax exemption which gives the City relief from paying sales tax on certain items, and by making changes to the Local Government Aid (LGA) program which allocated LGA funding to the City for the first time since 2002. Included in the 2014 Budget is an estimated city-wide savings of \$155,000 from the sales tax exemption and \$530,709 for our LGA allocation. The LGA funds are being applied to the Debt Service Fund, which results in a total 2014 levy amount that is equal to the 2013 levy amount without jeopardizing our operations budget. The City does not want to be dependent on the State for funding of its operations. In past years, the State has unallocated funds due Cities to cover deficits in its budget.

## GOALS AND OBJECTIVES OF ORGANIZATIONAL UNITS

More detailed listings of department objectives follow in the Operating Budget section of this report. Highlights of the objectives by department follow:

- FIRE – Completion of Fire Station No. 1 on the 3M property and continue implementation of the new hiring/staffing model that will help to maintain and improve response times city-wide, and especially within the southern portion of Maplewood.
- POLICE – Complete the expansion of the Police Department spaces and move into the new areas. Increase Police interaction with the public. Enhance technology for use in public safety activities.
- PARKS – Continue improving the financial performance of the Maplewood Community Center. Finalize the 20-year vision for the entire parks system. Continue discussions on establishing a secure source for funding of the park system.
- PUBLIC WORKS – Implement a major neighborhood street improvement program. Continue enhancements and environmentally friendly infrastructure maintenance programs. Explore improvements within redevelopment areas in cooperation with Economic Development.
- CITIZEN SERVICES – Enhance and expand the communication efforts within the city as part of a major goal to “Tell Our Story”. Successfully staff and administer the 2014 election.
- IT/BUILDING MAINTENANCE – Improve the use and response to HelpDesk requests for all services. Develop a comprehensive building maintenance strategy.
- FINANCE – Maintain or improve the City bond rating. Continue programs for debt management and improve cash status of Maplewood Community Center and Ambulance funds.
- COMMUNITY DEVELOPMENT – Expand economic development efforts and focus on redevelopment, with particular emphasis on the Maplewood Bowl property within the Gladstone

area. Begin implementation of the Green Building Code and expand the recycling collection efforts.

- EXECUTIVE – Explore alternative revenues to help maintain a steady tax levy, in combination with sustainable expense controls. Explore long-term sustainable financial approach through a comprehensive visioning process. Enhance Safety/Wellness/Green principles into the organization.

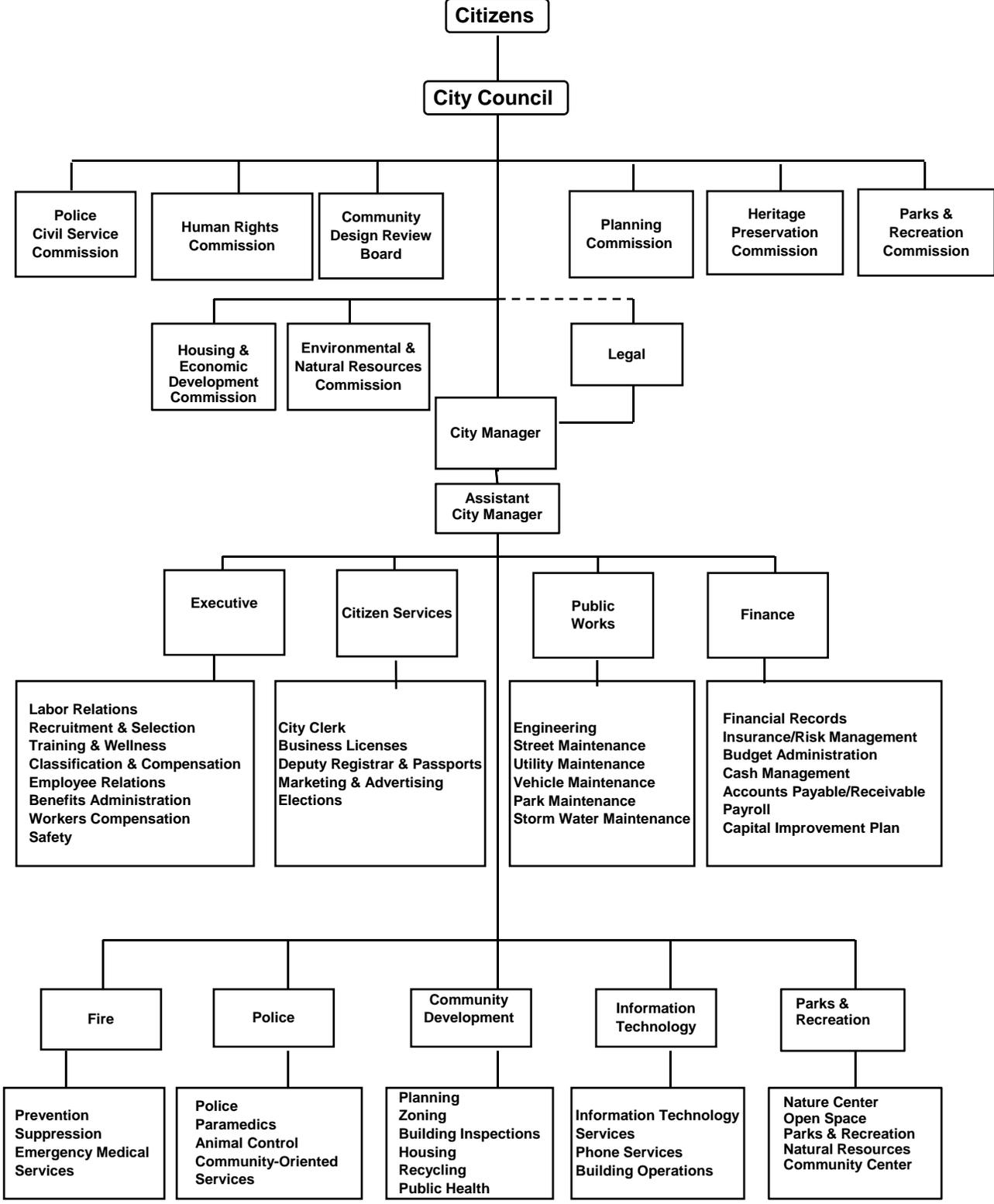


# MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# City of Maplewood Organization Chart



**CITY OF MAPLEWOOD, MINNESOTA**  
**PRINCIPAL CITY OFFICIALS**

**November 2013**

CITY COUNCIL

WILLIAM ROSSBACH, MAYOR  
 Term Expires 1-01-2014

KATHLEEN JUENEMANN, COUNCILMEMBER  
 Term Expires 1-01-2014

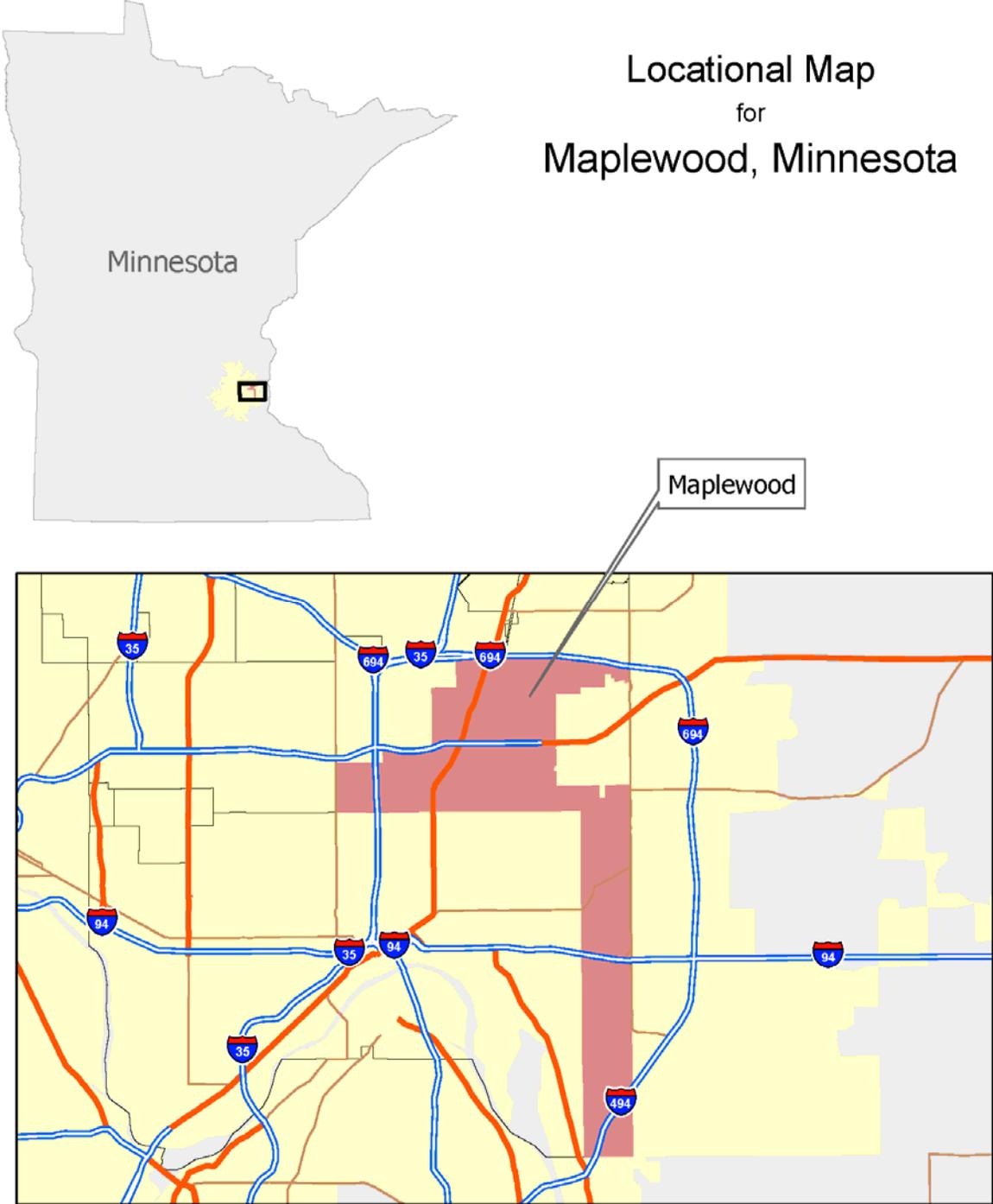
REBECCA CAVE, COUNCILMEMBER  
 Term Expires 1-01-2014

BOB CARDINAL, COUNCILMEMBER  
 Term Expires 1-01-2016

MARV KOPPEN, COUNCILMEMBER  
 Term Expires 1-01-2016

CITY MANAGERIAL STAFF

<u>Employee</u>	<u>Position</u>	<u>Date Appointed</u>
R. Charles Ahl	City Manager	June 29, 2013
Melinda Coleman	Assistant City Manager	August 12, 2013
Melinda Coleman	Director of Community & Economic Development	August 12, 2013
Gayle Bauman	Finance Director	May 13, 2013
DuWayne Konewko	Director of Parks & Recreation	January 1, 2011
Mychal Fowlds	Information Technology Director	February 6, 2006
Karen Guilfoile	Director of Citizen Services	August 5, 1996
Steve Lukin	Fire Chief	March 17, 2000
Michael Thompson	Director of Public Works/City Engineer	June 4, 2012
Paul Schnell	Police Chief	July 29, 2013





Dear Honorable Mayor Rossbach and City Council Members:

I am pleased to transmit to you the City of Maplewood's 2014 Budget. The 2014 Budget is funded at City Council's direction by a tax rate that limits new spending for operations, capital improvements and debt service to a 0.0% increase. The operating budget and capital improvements budget are both seeing tax levy decreases of -0.8% and -38.1%, respectively. The debt service budget is seeing a tax levy increase of 8.0% or \$345,070, with much of this increase coming from a shift from capital improvements to debt service due to the sale of the bonds for the Police Department Expansion project.

The primary considerations in the preparation of the 2014 Budget are as follows:

1. Completion of the construction for our Police Expansion and Fire Station are a priority for the City. Much consideration was given to the Police Department expansion project and finding a funding mechanism to be able to build new or rehab old fire stations.
2. To offset any additional levies for debt service, the budget proposes to apply the entire Local Government Aid (LGA) allocation received from the State of Minnesota into the Debt Service Fund. This shift of LGA money reduces the amount of levy dollars required to cover debt service costs.
3. More work needs to be put toward our recycling efforts in the City. Compared to the rest of the County, recycling collections in the City are low. The 2014 Budget continues to include the position for a Recycling Coordinator whose main focus will be on working to increase recycling amounts throughout the City.
4. The Economic Development Authority was created in 2009 but does not have much funding dedicated to it. A levy was added in 2013 to assist with the City's economic development efforts. The 2014 Budget includes additional emphasis on redevelopment efforts, although new funding dedicated to this effort is not identified. The emphasis will be the creation of a revolving funding plan that requires the sale of acquired property to fund future projects.
5. The City continues to work toward solutions for alleviating deficits in the Ambulance Service Fund and the Community Center Operations Fund.

Conserving the City's financial resources is important and the 2014 Budget protects our excellent bond rating and minimizes the need for borrowing for unexpected expenditures while maintaining the General Fund balance at a level covering 40.0% of anticipated revenues.

The 2014 Budget was adopted only after months of budget workshops and public meetings in which the City Council reviewed City expenditures, with unprecedented depth, department by department to gain a full understanding of City needs and to determine its fiscal priorities. The Council's commitment of time and attention was welcomed by staff who understands the role of the elected officials in setting priorities for the use of limited public resources.

I want to thank all those who participated in the 2014 budget process to build a balanced service centered financial plan for the City of Maplewood.

Sincerely,

R. Charles Ahl  
City Manager

## Budget Overview

### MAJOR INITIATIVES

During preparation of the 2014 Budget, city staff focused on the long-range goals established by the City Council and management staff at the past several strategic planning retreats. The goals were established after issues and opportunities were identified and prioritized. Top City Council priorities include public safety facilities, economic development, financial sustainability and parks and recreation funding.

### STRATEGIC PLAN

The goals that were established at the retreats which have been addressed in the 2014 Budget are as follows:

- Public Safety – bonds were sold during 2013 to fund the Police Department Expansion project and the 2014 Budget includes the construction of Fire Station No. 1 on the 3M campus.
- Economic Development – levies have been added or increased to help begin meeting these needs.
- Financial Sustainability – we continue to maintain a 40% unreserved fund balance in the general fund.
- Parks and Recreation – staff continues to work toward a more self-sustaining Community Center and has worked hard to reduce the deficit and take care of deferred maintenance issues.
- Consolidation of Services/Shared Services – the City currently has many cooperative agreements in place.

### TAX LEVY FOR 2014 NO CHANGE

The City’s tax levy for 2014 is \$18,528,400 which is the same as 2013. For 2014, the average median value home is estimated to be \$157,000, reflecting a decrease of 2.3%. The net City portion of the property tax for the median valued home for 2014 is proposed to be \$677 as compared to \$707 in 2013. This is a decrease of \$30 (\$2.46 per month) or 4.2%. Approximately 72.8% of the tax levy is for operations and 25.1% is for debt service costs on bond issues. The remaining 2.1% is for capital improvements.

### CITY RECEIVES 31.1% OF TAXES

In 2013 the City received 31.1% of the property taxes on property within the City. The following illustration indicates the allocation of property tax dollars by government type.



6.4% Other      20.8% Schools      31.1% City      41.7% County

It should be noted that the above data is for property in Maplewood that is located within School District 622.

**2014  
EXPENDITURES  
BUDGET  
\$55.2 MILLION**

Expenditures in the 2014 Budget are 20.7% more than 2013. The breakdown by section is listed in the following table:

<b>REVENUES AND EXPENDITURES BY SECTION</b>				
<b>Comparison of 2013 and 2014 Budget</b>				
	REVENUES		EXPENDITURES	
	Amount	Change	Amount	Change
Operations	\$34,759,760	3.0%	\$32,201,500	1.7%
Capital Improvements	6,850,710	236.2%	9,484,510	283.6%
Debt Service	8,366,560	20.6%	12,516,800	18.1%
Totals	\$49,977,030	16.9%	\$55,202,810	20.7%

The difference between total revenues and expenditures will be financed by the use of surplus fund balances and bond issues.

**OPERATING BUDGET**

This portion of the budget covers basic City services such as police, firefighting, street maintenance, recreation programs, park maintenance, planning, building inspections and utility maintenance. The expenditures for the funds within this portion of the budget are grouped by department and subdivided into programs for each department. Budget performance is measured based on the accomplishment of the objectives for 2014 listed for each department and by the performance effectiveness indicators listed for each program.

**OPERATING  
BUDGET  
REVENUES  
UP 3.0%**

Operating budget revenues for 2014 are 3.0% more than 2013. The revenue category with the largest increase is charges for services which is \$916,750 higher than 2013. This is due primarily to a rate increase in the Environmental Utility Fund, a rate increase in Ambulance Charges, a state approved increase in the driver's license fee and a projected increase in plan check fees.

**UTILITY RATES**

Operating budget revenues for 2014 produced by utility service charges will total \$7,862,710, which represents 22.6% of the total operating budget revenues. Utility service charges consist of sewer service charges (\$4,900,000), environmental utility charges (\$2,415,000) and recycling charges (\$547,710).

No increase in sewer rates is necessary to finance the 2014 Budget for the Sanitary Sewer Fund. Most of the revenues from the sewer rates finance the Metropolitan Council sewage treatment charges to Maplewood which are expected to increase. In 2014 these charges will be approximately \$2,763,260 which is 64.7% of the operating expenses for the Sanitary Sewer Fund. The sewage treatment charges are difficult to estimate due to

variations in the flow caused by ground water infiltration into the sewer mains. The expansion of our street reconstruction program over the past 5 years has impacted the Sanitary Sewer Fund. Sewer mains are generally replaced as streets are rebuilt and the funding for sewer infrastructure costs comes from this fund.

A 5% increase in the environmental utility charge is necessary to offset the demands on city resources for storm water treatment and increasing operating costs. As staff projects expenses into future years, the pressures to expand this program are significant.

The budget includes a 15% increase in the recycling charge to offset the costs of recycling and trash. The increase is needed to produce sufficient revenue to finance costs and maintain the working capital balance at an appropriate level.

Revenue from the surcharge on North St. Paul and St. Paul water utility bills is included in the Capital Improvements Budget. These revenues will be used to finance future water system improvements that cannot be financed by special assessments. The 2014 Budget includes no increase in the water surcharge for the North St. Paul Water Service District. It remains at \$1.20 per account per month. The 2014 Budget includes an increase in the water surcharge for the St. Paul Water Service District from 6.5% of the St. Paul Water charge to 7.5% of the St. Paul Water charge. The increase would be approximately \$0.50 per quarter for a family of four with average water usage (i.e. 22 units per quarter).

The following table summarizes the proposed utility rate changes for an average home.

<b>UTILITY RATES IMPACT ON AN AVERAGE HOME</b>				
	Quarterly Charge		Increase (Decrease)	
	2013	2014	Amount	Percent
Sewer service*	\$64.68	\$64.68	\$.00	0.0%
Environmental charge	20.73	21.78	1.05	5.0%
Recycling charge	7.68	8.82	1.14	15.0%
Water surcharge (St. Paul)	3.24	3.74	.50	15.0%
Total	\$96.33	\$99.02	\$2.69	2.8%
*Rate per 1,000 gals	\$3.92	\$3.92	\$.00	0.0%

**OPERATING  
BUDGET  
EXPENDITURES  
UP 1.7%**

Operating budget expenditures for 2014 are \$33.2 million, which is \$542,160 higher than 2013. The budget changes by department are as follows:

<b>OPERATING BUDGET EXPENDITURES BY DEPARTMENT</b>			
	2014 BUDGET	AMOUNT OVER (UNDER) 2013 BUDGET	% CHANGE OVER (UNDER) 2013 BUDGET
Citizen Services	\$1,186,870	\$41,520	3.6%
Community Development	2,140,330	108,280	5.3%
Executive	901,630	(2,560)	-0.3%
Finance	781,510	(34,460)	-4.2%
Fire	4,285,960	186,580	4.6%
Information Technology	1,347,190	(1,800)	-0.1%
Legislative	302,570	51,410	20.5%
Parks & Recreation	3,881,560	(79,740)	-2.0%
Police	8,341,640	82,300	1.0%
Public Works	10,032,240	190,630	1.9%
Total expenditures	\$33,201,500	\$542,160	1.7%
Less internal charges	(2,423,750)	(111,810)	4.8%
Net external expenditures	\$30,777,750	\$430,350	1.4%

Internal charges include administrative charges, fleet rental charges and information technology charges. Details on department budgets are in Section 3 of this booklet.

Population growth and commercial development requires budget increases in excess of the inflation rate in order to maintain the present level of City services. The size of population increases is directly related to the number of new housing units built. Commercial development can be monitored based on the valuation of non-residential building permits. For the past three years the amounts have been as follows:

<b>DEMAND FOR CITY SERVICES BASED ON GROWTH</b>				
	RESIDENTIAL GROWTH			NON-RESIDENTIAL GROWTH
YEAR	New Housing Units	Population	Percent Change	Valuation of Non-residential Building Permits
2010	108	38,018	0.7%	\$24,063,929
2011	121	38,374	0.9%	\$33,836,373
2012	20	38,424	0.1%	\$74,559,094

The 2010 population is from the census. The population for 2011 is from estimates prepared by the Metropolitan Council. The 2012 estimated population is from the City's Community Development Department.

**FULL-TIME  
EMPLOYEES  
DOWN 1**

The number of full-time employees included in the 2014 Budget is 155 which is one less than the previous year. The decrease results from changes made to the Banquet Room Manager position at the Community Center. Transfers of programs between departments have a neutral effect. The number of full-time equivalent positions in the 2014 Budget is 173 which is an increase of two from 2013.

**56% OF  
OPERATING  
BUDGET IN  
GENERAL  
FUND**

Approximately 56% of the Operating Budget is accounted for in the City's General Fund.

The following shows sources and uses of funds for the 2014 General Fund Budget compared to the 2013 Budget:

	2013 BUDGET	2014 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2013 BUDGET
Sources of funds:				
Taxes	\$12,302,380	\$12,333,840	\$31,460	0.3%
Other revenues	5,815,360	6,035,740	220,380	3.8%
Fund balance	557,490	305,940	(251,550)	-45.1%
Total	\$18,675,230	\$18,675,520	\$290	0.0%
Use of funds:				
Expenditures	\$18,405,730	\$18,656,020	\$250,290	1.4%
Transfers (net)	269,500	19,500	(250,000)	-92.8%
Fund balance	0	0	0	N/A
Total	\$18,675,230	\$18,675,520	\$290	0.0%

It has been common for the past several years for the General Fund to reflect a deficit budget. This is because it is city budget policy to make conservative revenue estimates and liberal expenditure estimates. Consequently, the General Fund ending balance is usually higher than budgeted and provides a resource for financing the deficit in the annual budget. This practice is reflected in the 2014 budget where budgeted expenditures have exceeded revenues.

**GENERAL  
FUND  
REVENUES  
UP 1.4%**

The net increase in General Fund revenues amounts to \$251,840. Most of the increase is in charges for services which are up \$214,720. An increase of \$88,000 has been budgeted for plan check fees and an increase of \$57,130 has been budgeted for driver's license fees.

**GENERAL FUND EXPENDITURES UP 1.4%**

The 2014 Budget includes recommended expenditures that are 1.4% higher than the 2013 Budget. The breakdown by department is as follows:

<b>GENERAL FUND EXPENDITURES BY DEPARTMENT</b>			
	2014 BUDGET	AMOUNT OVER (UNDER) 2013 BUDGET	% CHANGE OVER 2013 BUDGET
Citizen Services	\$1,157,540	\$46,610	4.2 %
Community Development	1,222,970	20,090	1.7 %
Executive	901,630	(2,560)	-0.3 %
Finance	781,510	9,280	1.2 %
Fire	1,846,020	28,660	1.6 %
Information Technology	571,520	1,680	0.3 %
Legislative	155,390	(270)	-0.2 %
Parks & Recreation	504,810	25,600	5.3 %
Police	8,341,500	113,220	1.4 %
Public Works	3,173,130	7,980	0.3 %
<b>Total expenditures</b>	<b>\$18,656,020</b>	<b>\$250,290</b>	<b>1.4 %</b>

The increases in most departments are due to the cost of union contracts and inflation. Also, there are additional costs associated with dispatching contract with Ramsey County, the internal IT charges assessed by our Information Technology Fund and the internal vehicle use charges assessed by our Fleet Management Fund.

**GENERAL FUND BALANCE WILL BE 40% OF BUDGET**

The fund balance needs to be large enough to finance cash flow needs and unexpected expenditures. Therefore, the budgeted 12-31-14 fund balance has been set at 40% of the 2014 budgeted operating revenues. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

**CAPITAL IMPROVEMENTS BUDGET**

This portion of the budget covers the acquisition and construction of major facilities other than those financed by the Operating Budget. The revenues and expenditures within the Capital Improvements Budget are grouped by fund. The money within each fund is restricted for major equipment purchases and construction projects costing in excess of \$50,000. All other capital outlay is financed within the Operating Budget. The 2014 Budget implements the first year of the 2014-2018 Capital Improvement Plan adopted by the City Council. This five-year plan is updated annually through a comprehensive capital needs planning process.

**CAPITAL  
IMPROVEMENTS  
REVENUES UP  
236.2%**

Revenues for 2014 in the Capital Improvements Budget are \$6,850,710 which is 236.2% more than 2013. Major revenue sources for the 2014 Capital Improvements Budget are taxes including tax increment revenues (\$1,123,440), intergovernmental revenues (\$3,110,000), charges for services (\$313,660) and miscellaneous revenues (\$2,303,610) which includes investment earnings, sale of property, and park availability charges.

**CAPITAL  
IMPROVEMENTS  
EXPENDITURES  
UP 283.6%**

The Capital Improvements Budget expenditures are \$9,484,510 which is 283.6% more than the 2013 Budget. The largest projects planned for 2014 include the construction of Fire Station No. 1 (\$4,090,770) and the completions of the Police Department expansion (\$2,166,150) and the East Metro Public Safety Training Facility (\$2,318,790).

**DEBT SERVICE BUDGET**

This portion of the budget covers the payment of principal and interest on the City's bonded indebtedness.

**DEBT SERVICE  
REVENUES UP  
20.6%**

Revenues for 2014 are 20.6% more than 2013. Major revenue sources, as in past years, are property taxes (\$4,604,400), special assessments (\$1,875,740), state street aid (\$1,125,070), federal aid (\$147,710), local government aid (\$530,710), and investment earnings (\$82,930).

**DEBT SERVICE  
EXPENDITURES  
UP 18.1%**

Expenditures for 2014 (\$12,516,800) are 18.1% more than 2013. The increase is due to a refunding bond being issued in 2013 resulting in called bonds totaling \$1,755,000 being expensed in 2014. Staff will continue to pursue opportunities to reduce debt service expenditures through responsible use of refunding of debt.

The anticipated new debt issues for 2014 total \$5,476,000 to finance public works improvements and public safety facilities.

**CAPITAL IMPROVEMENT PLAN 2014 – 2018**

**CAPITAL  
IMPROVEMENT  
EXPENDITURES  
IN 2014-2018**

Based on projections in the 2014-2018 Capital Improvement Plan, the Capital Budget will range from \$5.0 million in 2015 to \$13.2 million in 2014 with 2014 capital expenditures at \$13.2 million. Major factors affecting the capital budgets will be (a) continued competitive bidding environments and (b) the number of public improvement projects that are approved for construction. Low bid prices on projects and availability of relatively low-interest rate general obligation bonds have resulted in acceleration of projects over the past five years. If these conditions reverse, staff expects to slow the rate of public improvement projects.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Maplewood  
Minnesota**

For the Fiscal Year Beginning

**January 1, 2013**

Executive Director

## **AWARD FOR DISTINGUISHED BUDGET PRESENTATION**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Maplewood for its annual budget for the fiscal year beginning January 1, 2013.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications medium. The award is valid for the period of one year only.



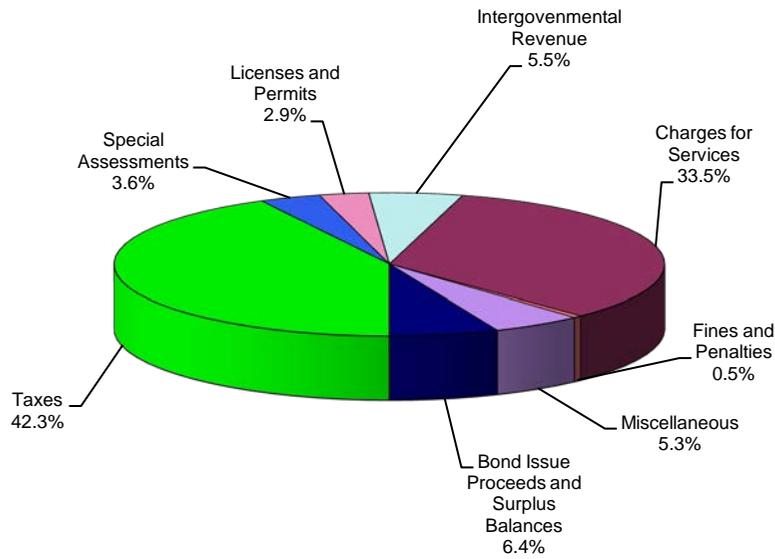
MAPLEWOOD

*Together We Can*

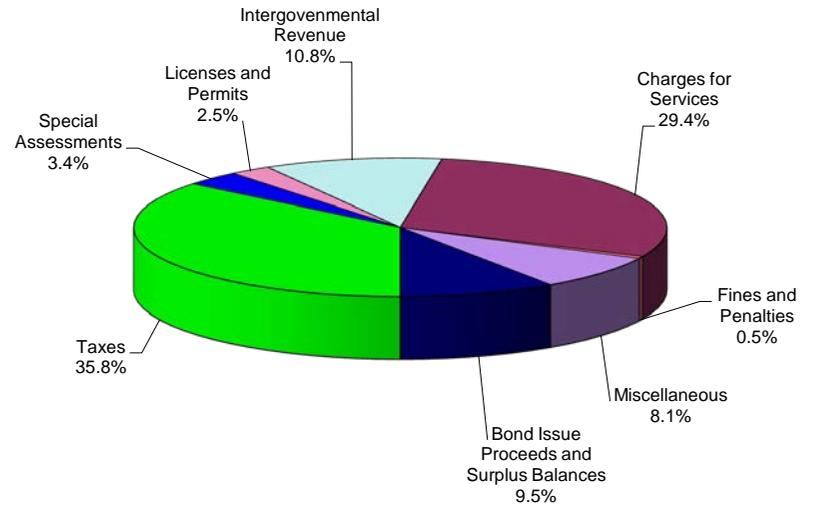
**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# 2013 AND 2014 BUDGET - ALL BUDGETARY FUNDS

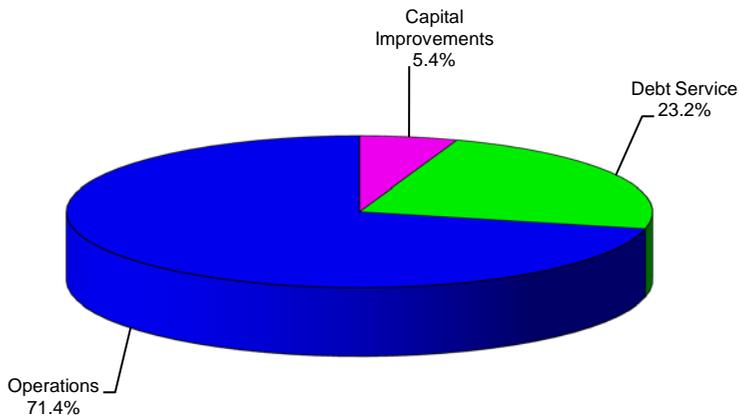
## Financing Sources and Expenditures



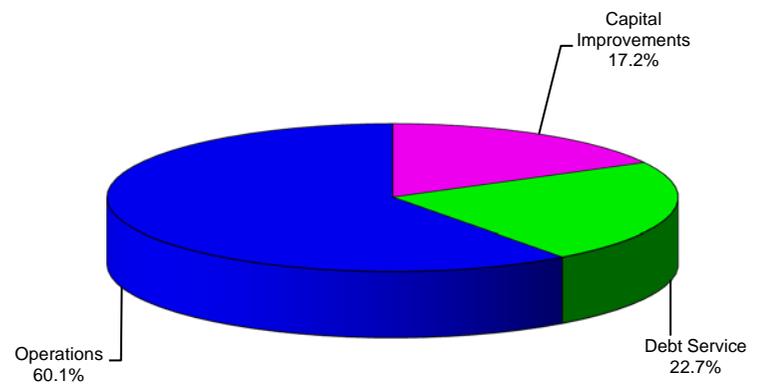
**Financing Sources**  
2013 Budget - \$45.6 Million



**Financing Sources**  
2014 Budget - \$55.2 Million



**Expenditures By Category**  
2013 Budget - \$45.6 Million



**Expenditures By Category**  
2014 Budget - \$55.2 Million

## REVENUE ASSUMPTIONS

Tax revenues consist of property taxes (current, delinquent, tax increment, and mobile home) and charitable gambling taxes. Current property tax revenues account for most of the revenues in this category. Tax revenues included in the budget are as follows:

	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2014 Percent Change</b>
Operating Budget	\$13,583,799	\$13,945,930	\$14,041,250	0.7%
Capital Improvement Budget	1,051,265	1,150,750	1,123,440	-2.4%
Debt Service Budget	<u>4,183,250</u>	<u>4,210,720</u>	<u>4,604,400</u>	9.3%
Totals	\$18,818,314	\$19,307,400	\$19,769,090	2.4%

Property tax collections for 2014 are anticipated to be 98.8% of the amount levied based on collection rates over the past three years.

Special assessments are charges against property (a) for capital improvements such as street reconstruction and (b) for the collection of delinquent bills. Special assessment revenues consist of the following amounts:

	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2014 Percent Change</b>
Operating Budget	\$26,081	\$25,160	\$22,490	-10.6%
Capital Improvement Budget	372,135	0	0	0.0%
Debt Service Budget	<u>2,845,272</u>	<u>1,617,670</u>	<u>1,875,740</u>	16.0%
Totals	\$3,243,488	\$1,642,830	\$1,898,230	15.5%

Special assessment collections for 2014 will be 15.5% more than the 2013 Budget. The increase of \$255,400 is based on an analysis of new rolls, scheduled installments and historical collection rates for current special assessments.

Business license fees are required to be paid annually in order to operate a business within the City. Liquor license fees and general business licenses account for most of the revenue in this category. Non-business license and permit fees are levied to finance the cost of inspecting and regulating new construction. All license and permit revenues are in the Operating Budget. In 2014 they will total \$1,389,880 and in 2013 they totaled \$1,335,050. Building permit fees generate most of the revenue in this category. Revenue estimates assume that rates for business licenses and permits will be

maintained at 2013 rates based on projected stabilization of the inflation rate based on the Implicit Price Deflator published by the US Department of Commerce Bureau of Economic Analysis.

Intergovernmental revenues are monies from other governments in the form of grants, entitlements and shared revenues. In 2014 they will be \$5,936,500 compared to \$2,501,420 in 2013. Items that account for most of these revenues in 2014 are state police aid (\$332,260), state bonding grant (\$3,000,000), federal grant (\$147,710), local government aid (\$530,710) and state street construction and maintenance aid (\$1,454,790). Police state aid is distributed to cities based upon the number of full-time police officers they have. The City has been allocated local government aid (LGA) for the first time since 2002.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2013 they total \$15,299,210 and in 2014 they will total \$16,250,140. Revenues from service charges will be 6.2% more than the 2013 Budget due mainly to an increase in ambulance fees, utility charges, plan check fees and program fees.

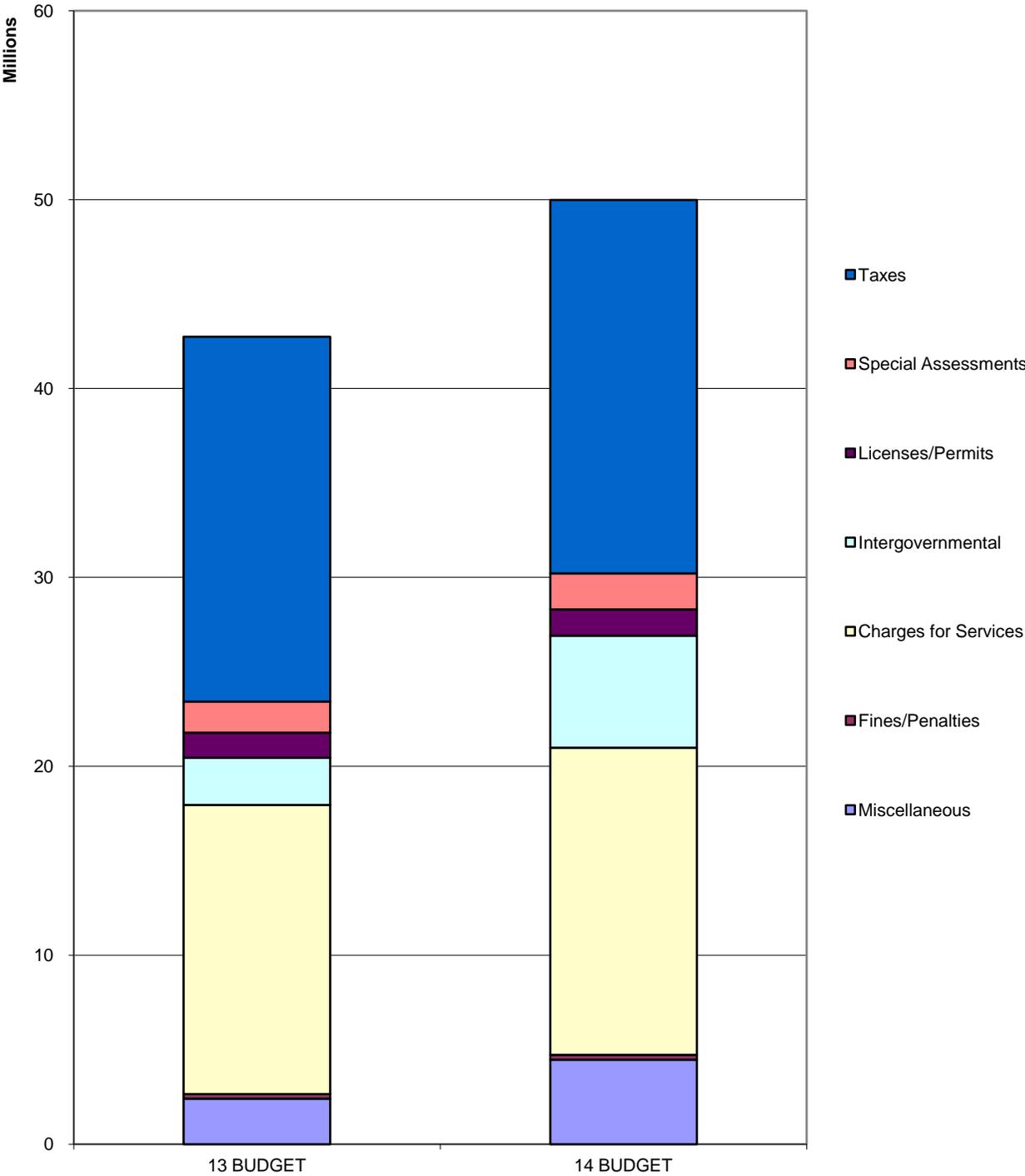
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2013 they total \$235,180 and in 2014 they will total \$261,730. Revenues from fines and penalties will be 11.3% more than budgeted for 2013 based upon average actual collections for 2009-2012.

Miscellaneous revenues include interest on investments, internal service charges, park availability charges, and water availability charges. Miscellaneous revenues consist of the following amounts:

	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2014 Percent Change</b>
Operating Budget	\$2,470,842	\$2,032,900	\$2,084,920	2.6%
Capital Improvement Budget	1,125,258	262,680	2,303,610	777.0%
Debt Service Budget	<u>35,656</u>	<u>119,730</u>	<u>82,930</u>	-30.7%
Totals	\$3,631,756	\$2,415,310	\$4,471,460	85.1%

Internal information technology and fleet management charges account for 36.8% of the miscellaneous revenues budgeted for 2014. The major increase is due to the projected sale of property in the amount of \$2,000,000.

# ALL BUDGETARY FUNDS REVENUE SUMMARY



## REVENUE SUMMARY - ALL BUDGETARY FUNDS

	2012 ACTUAL	2013 BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
<u>Total By Source</u>				
Taxes	\$18,818,314	\$19,307,400	\$19,769,090	2.4%
Special Assessments	3,243,489	1,642,830	1,898,230	15.5%
Licenses and Permits	1,524,464	1,335,050	1,389,880	4.1%
Intergovernmental Revenue	5,688,038	2,501,420	5,936,500	137.3%
Charges for Services	15,627,091	15,299,210	16,250,140	6.2%
Fines and Penalties	281,439	235,180	261,730	11.3%
Miscellaneous	3,631,756	2,415,310	4,471,460	85.1%
Totals	\$48,814,591	\$42,736,400	\$49,977,030	16.9%
<u>Total By Fund</u>				
Operating Budget:				
Ambulance Service	\$2,581,675	\$2,458,470	\$2,754,920	12.1%
Charitable Gambling Tax	27,185	20,000	30,000	50.0%
Community Center	2,379,350	2,451,910	2,580,470	5.2%
Environmental Utility	2,105,872	2,213,820	2,416,500	9.2%
Fleet Management	976,276	926,180	960,780	3.7%
General	18,688,380	18,117,740	18,369,580	1.4%
Information Technology	651,326	738,680	743,780	0.7%
Maplewood Area EDA	189,099	92,400	94,420	2.2%
Police Services Fund	18,762	5,740	9,950	73.3%
Recreation Programs	698,682	761,000	693,450	-8.9%
Recycling Program	520,346	640,250	703,890	9.9%
Sanitary Sewer	5,246,710	4,841,880	4,910,300	1.4%
Street Light Utility	288,366	478,460	475,360	-0.6%
Taste of Maplewood	3,449	15,000	13,330	-11.1%
Tree Preservation Fund	700	120	3,030	2425.0%
Total Operating Budget	\$34,376,177	\$33,761,650	\$34,759,760	3.0%
Capital Improvements Budget:				
Capital Improvement Projects	\$153,850	\$236,580	\$177,230	-25.1%
City Dump	7	0	0	N/A
Fire Truck Replacement	56,126	53,080	54,300	2.3%
Legacy Village Park Development District	44	50	50	0.0%
Legacy Village Tax Abatement District	4,987	12,810	4,990	-61.0%
Open Space	88	0	0	N/A
Park Development	369,468	230,140	283,650	23.3%
Pond Clean Out/Dredging	0	0	0	N/A
Public Safety Expansion	199,147	257,120	2,020,000	685.6%
Public Safety Training Facility	449,591	285,000	3,110,000	991.2%
Public Improvement Projects	4,212,080	0	0	N/A
Redevelopment	253	20,310	40,520	99.5%
Right of Way	16,392	710	90	-87.3%
Storm Cleanup	103	0	0	N/A
Tax Increment Economic Development District #1-5	33,314	0	0	N/A
Tax Increment Economic Development District #1-11	(210)	(130)	75,630	-58276.9%
Tax Increment Economic Development District #1-12	(1)	0	0	N/A
Tax Increment Housing District #1-1	132,387	132,340	132,340	0.0%
Tax Increment Housing District #1-2	173,634	173,580	173,580	0.0%
Tax Increment Housing District #1-3	51,335	51,370	51,370	0.0%
Tax Increment Housing District #1-4	44,018	43,990	43,990	0.0%
Tax Increment Housing District #1-5	34,219	34,200	34,200	0.0%
Tax Increment Housing District #1-6	101,309	102,490	100,640	-1.8%
Tax Increment Housing District #1-7	23,057	23,040	23,040	0.0%
Tax Increment Housing District #1-8	64,881	65,070	65,110	0.1%
Tax Increment Housing District #1-9	5,377	0	0	N/A
Tax Increment Housing District #1-10	(84)	(150)	124,930	-83386.7%
Water Availability Charge - No. St. Paul	11,052	10,890	10,990	0.9%
Water Availability Charge - St. Paul	264,449	305,420	324,060	6.1%
Total Capital Budget	\$6,400,873	\$2,037,910	\$6,850,710	236.2%
Debt Service Budget:				
Debt Service Fund	8,037,541	6,936,840	8,366,560	20.6%
Grand Total	\$48,814,591	\$42,736,400	\$49,977,030	16.9%

---



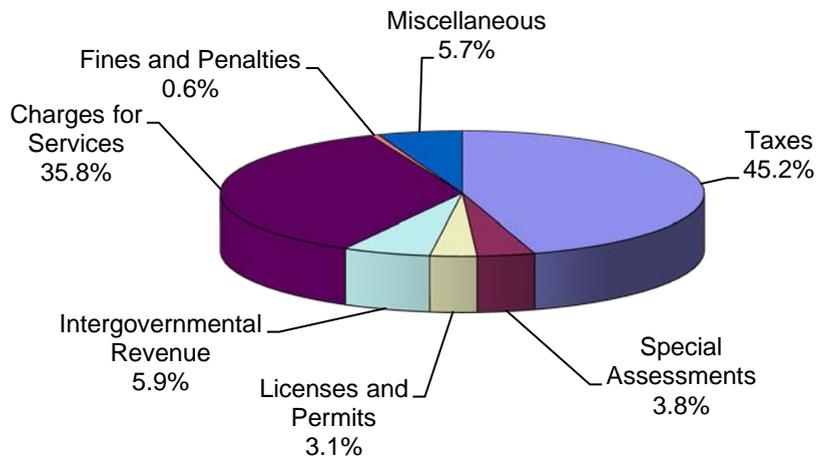
---

**REVENUE SOURCES AS PERCENT OF TOTAL**

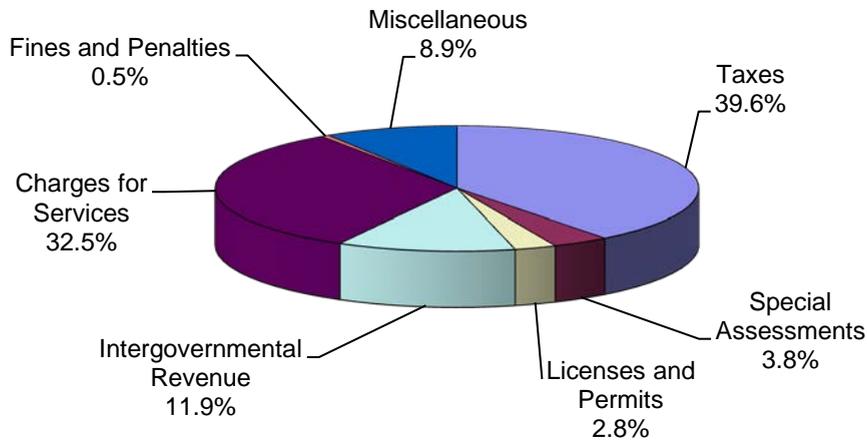
<u>SOURCE</u>	2013 BUDGET	PERCENT OF TOTAL	2014 BUDGET	PERCENT OF TOTAL
Taxes	\$19,307,400	45.2%	\$19,769,090	39.6%
Special Assessments	1,642,830	3.8%	1,898,230	3.8%
Licenses and Permits	1,335,050	3.1%	1,389,880	2.8%
Intergovernmental Revenue	2,501,420	5.9%	5,936,500	11.9%
Charges for Services	15,299,210	35.8%	16,250,140	32.5%
Fines and Penalties	235,180	0.6%	261,730	0.5%
Miscellaneous	2,415,310	5.7%	4,471,460	8.9%
Totals	<u>\$42,736,400</u>	<u>100.0%</u>	<u>\$49,977,030</u>	<u>100.0%</u>

# ALL BUDGETARY FUNDS REVENUE SUMMARY

## 2013 BUDGET



## 2014 BUDGET





# MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

## EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 1.7% over the 2013 Budget due to step increases and an increase in the cost of benefits.

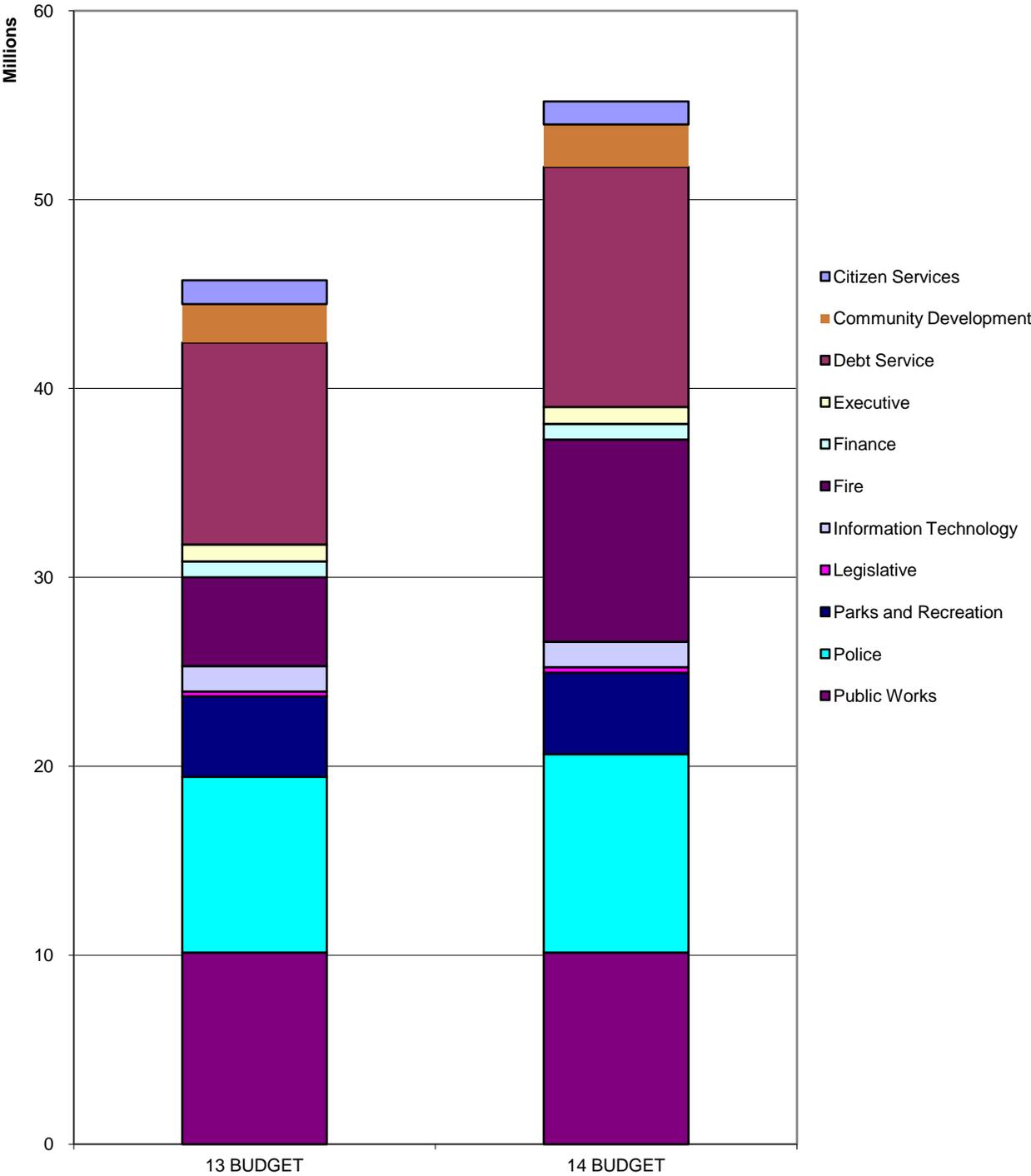
Expenditures for commodities will be 0.1% greater in 2014, or \$1,720.

Contractual services costs for 2014 will be 4.1% more than 2013, or \$388,750.

Capital outlay and depreciation expenditures are anticipated to be 167.6% more than 2013 primarily due to costs associated with the East Metro Public Safety Training Facility, construction of the new Fire Station and Police Department expansion.

Expenditures for debt service will be 19.1% more in 2014 due to current refunding bonds being issued in 2013 resulting in called bonds totaling \$1,755,000 in 2014.

# ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



**EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS**

	2012 ACTUAL	2013 BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
<b>Total By Department</b>				
Citizen Services	\$1,089,961	\$1,270,350	\$1,226,870	-3.4%
Community Development	2,385,972	2,032,100	2,241,120	10.3%
Debt Service	10,001,180	10,679,880	12,709,480	19.0%
Executive	827,269	904,190	901,630	-0.3%
Finance	825,662	833,800	821,790	-1.4%
Fire	5,342,780	4,703,970	10,699,420	127.5%
Information Technology	1,256,564	1,348,990	1,347,190	-0.1%
Legislative	186,562	251,160	302,570	20.5%
Parks and Recreation	3,910,861	4,266,350	4,299,800	0.8%
Police	8,049,551	9,301,630	10,507,790	13.0%
Public Works	22,645,246	10,139,270	10,145,150	0.1%
<b>Totals</b>	<b>\$56,521,608</b>	<b>\$45,731,690</b>	<b>\$55,202,810</b>	<b>20.7%</b>
<b>Total By Type</b>				
Personal Services	\$18,479,815	\$19,030,120	\$19,351,800	1.7%
Commodities	1,933,169	1,676,170	1,677,890	0.1%
Contractual Services	8,936,475	9,380,330	9,769,080	4.1%
Capital Outlay and Depreciation	14,831,061	4,050,480	10,837,710	167.6%
Debt Service	9,901,114	10,637,600	12,665,690	19.1%
Other Charges	2,439,974	956,990	900,640	-5.9%
<b>Totals</b>	<b>\$56,521,608</b>	<b>\$45,731,690</b>	<b>\$55,202,810</b>	<b>20.7%</b>
<b>Total By Fund</b>				
<b>Operating Budget:</b>				
Ambulance Service	\$2,244,532	\$2,325,760	\$2,439,940	4.9%
Charitable Gambling Tax	24,027	30,000	32,000	6.7%
Community Center	2,554,418	2,640,680	2,554,800	-3.3%
Environmental Utility	1,926,163	1,741,410	1,825,790	4.8%
Fleet Management	865,193	903,110	896,900	-0.7%
General	17,615,278	18,405,730	18,656,020	1.4%
Information Technology	724,773	779,150	775,670	-0.4%
Maplewood Area EDA	14,789	65,500	115,180	75.8%
Police Services Fund	321	31,060	140	-99.5%
Recreation Programs	725,654	757,930	738,140	-2.6%
Recycling Program	557,168	540,570	619,270	14.6%
Sanitary Sewer	3,916,117	4,170,790	4,273,270	2.5%
Street Light Utility	210,131	228,040	241,000	5.7%
Taste of Maplewood	18,136	34,420	29,330	-14.8%
Tree Preservation	3,437	5,190	4,050	-22.0%
<b>Total Operating Budget</b>	<b>\$31,400,137</b>	<b>\$32,659,340</b>	<b>\$33,201,500</b>	<b>1.7%</b>
<b>Capital Improvements Budget:</b>				
Capital Improvement Projects	512,118	225,050	140,000	-37.8%
City Dump	140,240	0	0	N/A
Fire Truck Replacement	40,829	260	3,900	1400.0%
Legacy Village Park Development District	197	0	40	N/A
Legacy Village Tax Abatement District	5,174	770	3,990	418.2%
Open Space	75	0	0	N/A
Park Development	46,520	205,050	318,200	55.2%
Pond Clean Out/Dredging	0	0	100,000	N/A
Public Safety Expansion	84,915	1,042,290	6,272,920	501.8%
Public Safety Training Facility	1,289,602	604,330	2,318,790	283.7%
Public Improvement Projects	12,487,336	0	0	N/A
Redevelopment	262	50	100,790	201480.0%
Right of Way	292	40	70	75.0%
Sewer Lift Station #14	0	250,000	0	-100.0%
Storm Cleanup	204,328	40,000	0	-100.0%
Tax Increment Economic Development District #1-5	7,437	0	0	N/A
Tax Increment Economic Development District #1-11	183,547	0	2,340	N/A
Tax Increment Economic Development District #1-12	1,000	0	0	N/A
Tax Increment Housing District #1-1	23,009	4,470	4,510	0.9%
Tax Increment Housing District #1-2	33,114	5,710	5,770	1.1%
Tax Increment Housing District #1-3	14,761	2,040	2,060	1.0%
Tax Increment Housing District #1-4	342	600	620	3.3%
Tax Increment Housing District #1-5	330	600	620	3.3%
Tax Increment Housing District #1-6	91,570	710	650	-8.5%
Tax Increment Housing District #1-7	26,216	22,850	22,850	0.0%
Tax Increment Housing District #1-8	70,851	60,700	61,000	0.5%
Tax Increment Housing District #1-9	301	0	0	N/A
Tax Increment Housing District #1-10	22,507	0	116,540	N/A
Water Availability Charge - No. St. Paul	1,541	1,550	1,550	0.0%
Water Availability Charge - St. Paul	2,299	5,300	7,300	37.7%
<b>Total Capital Budget</b>	<b>\$15,290,713</b>	<b>\$2,472,370</b>	<b>\$9,484,510</b>	<b>283.6%</b>
<b>Debt Service Budget:</b>				
Debt Service Fund	9,830,758	10,599,980	12,516,800	18.1%
<b>Grand Total</b>	<b>\$56,521,608</b>	<b>\$45,731,690</b>	<b>\$55,202,810</b>	<b>20.7%</b>

---



---

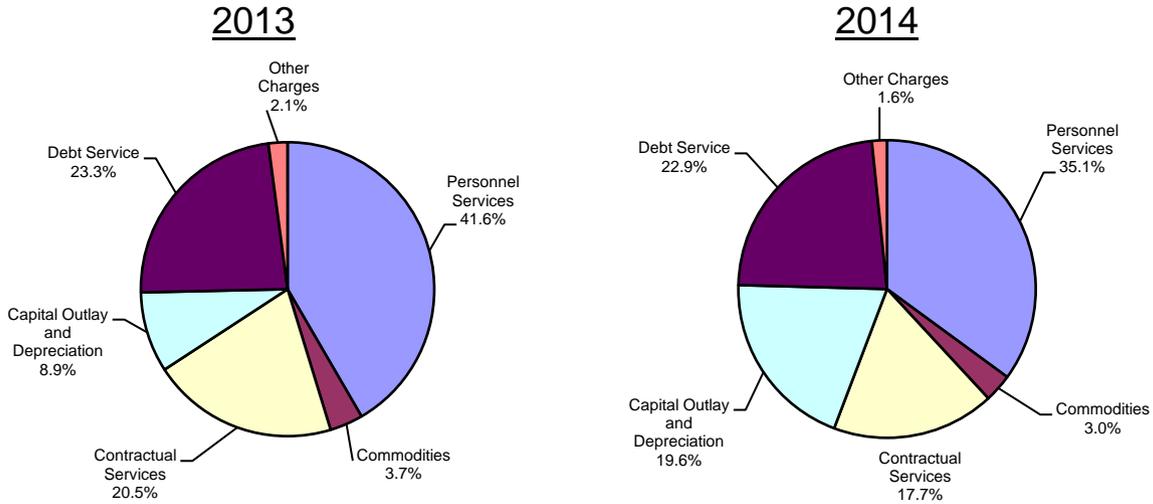
**EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2013 BUDGET	PERCENT OF TOTAL	2014 BUDGET	PERCENT OF TOTAL
Personnel Services	\$19,030,120	41.6%	\$19,351,800	35.1%
Commodities	1,676,170	3.7%	1,677,890	3.0%
Contractual Services	9,380,330	20.5%	9,769,080	17.7%
Capital Outlay and Depreciation	4,050,480	8.9%	10,837,710	19.6%
Debt Service	10,637,600	23.3%	12,665,690	22.9%
Other Charges	956,990	2.1%	900,640	1.6%
Totals	<u>\$45,731,690</u>	<u>100.0%</u>	<u>\$55,202,810</u>	<u>100.0%</u>

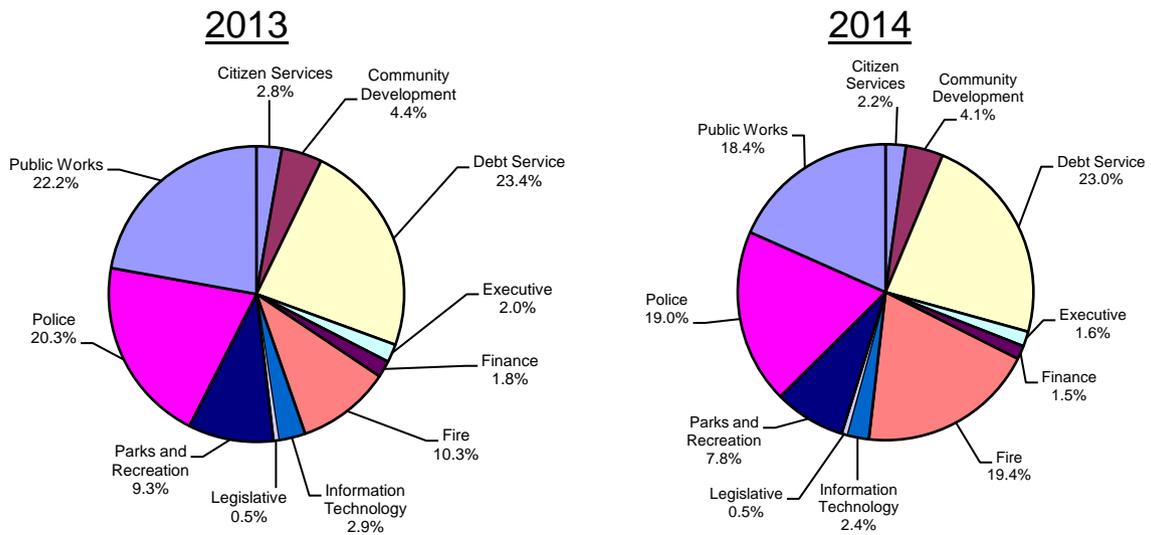
<u>DEPARTMENT</u>				
Citizen Services	\$ 1,270,350	2.8%	\$ 1,226,870	2.2%
Community Development	2,032,100	4.4%	2,241,120	4.1%
Debt Service	10,679,880	23.4%	12,709,480	23.0%
Executive	904,190	2.0%	901,630	1.6%
Finance	833,800	1.8%	821,790	1.5%
Fire	4,703,970	10.3%	10,699,420	19.4%
Information Technology	1,348,990	2.9%	1,347,190	2.4%
Legislative	251,160	0.5%	302,570	0.5%
Parks and Recreation	4,266,350	9.3%	4,299,800	7.8%
Police	9,301,630	20.3%	10,507,790	19.0%
Public Works	10,139,270	22.2%	10,145,150	18.4%
Totals	<u>\$45,731,690</u>	<u>100.0%</u>	<u>\$55,202,810</u>	<u>100.0%</u>

# ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

## Type



## Department



---

## POLICIES ON FUND BALANCES AND RETAINED EARNINGS

### OPERATING BUDGET:

**General Fund** – this is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The projected December 31, 2014 fund balance is equal to 40% of the budgeted 2014 operating revenues to provide working capital to finance operations between the semi-annual receipt of property tax and State aid revenues and to provide a reserve for emergencies.

### Special Revenue Funds

**Charitable Gambling Tax Fund** - this fund is used to hold charitable gambling taxes until they are allocated by the City Council based upon requests received. Consequently, the balance in this fund will fluctuate greatly.

**Maplewood Area EDA Fund** – this fund was established to assist with development and redevelopment parcels and initiatives. In 2011 it made a five year loan to Health East through the St. Paul Port Authorities Trillion BTU Program.

**Police Services Fund** - this fund was established to account for money that is legally restricted for police services. Most of the revenues for this fund are from confiscated money that is split between the city, county and state based on a statutory formula. The city's share is 70%. The balance in this fund will fluctuate greatly.

**Recreation Programs Fund** - the projected December 31, 2014 fund balance is \$37,761. Temporary deficits in this fund are financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

**Taste of Maplewood Fund** - this fund accounts for expenses related to the annual July 4<sup>th</sup>/Taste of Maplewood city celebration.

**Tree Preservation Fund** - this fund accounts for tree removal permit fee revenue and tree replacement costs. The balance in this fund may fluctuate greatly.

### Enterprise Funds

**Ambulance Service Fund** – the projected 12-31-2014 cash deficit is \$1,500,594 with a receivable balance of over \$1,000,000. The deficit will be reduced gradually over the next several years.

---

## **POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)**

**Community Center Operations Fund** – the projected 12-31-2014 cash deficit is \$380,184. A restructuring of the programs and staff began in the fall of 2010.

**Environmental Utility Fund** – this fund accounts for the City's storm water management program and projects. The balance in the fund will fluctuate depending on projects and program activities. At 12-31-2014, the cash balance will be \$283,807.

**Recycling Program Fund** - the projected 12-31-2014 cash balance is \$254,119. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

**Sanitary Sewer Fund** - the projected 12-31-2014 cash balance is \$2,632,952. Utility rates are usually set to provide working capital equal to approximately 10% of the annual budgeted expenses and to provide a reserve for future capital outlay. The balance in the fund will fluctuate depending on projects.

**Street Light Utility Fund** - the projected 12-31-2014 cash balance is \$54,212. A rate increase was put into effect in 2013 to take care of the deficit and provide funding for future projects.

### **Internal Service Funds**

**Fleet Management Fund** - internal service charges provide most revenues for this fund. Annual increases in the internal service charges are set to produce a small net income. This process is designed to produce a cash reserve equal to the amount of accumulated depreciation for replacement of vehicles and equipment as many fixed assets in this fund are in excess of five years old.

**Information Technology Fund** - the projected 12-31-2014 cash balance is \$61,405. Internal service charges are set to provide working capital equal to approximately 10% of the annual budgeted expenses and fund depreciation.

### **CAPITAL IMPROVEMENT BUDGET:**

The fund balances in the funds within the Capital Improvement Budget vary annually based upon the timing of construction projects. Normally the year-end fund balance is positive except for the Public Improvement Projects Funds which may have a temporary deficit pending the issuance of public improvement bonds.

### **DEBT SERVICE BUDGET:**

Debt service fund balances fluctuate annually in large part due to prepayment of deferred special assessments which cannot be forecasted. Annual tax levies for the debt service funds are adjusted based upon the amortization of the projected surplus or deficit for each bond issue.

**ALL BUDGETARY FUNDS  
BUDGETED CHANGES IN FUND BALANCE/RETAINED EARNINGS**

<u>Total By Fund</u>	BALANCE 01-01-13	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12-31-13
<b>Operating Budget:</b>					
Ambulance Service	(\$709,159)	\$2,754,920	\$0	\$2,439,940	(\$394,179)
Charitable Gambling Tax	28,915	30,000	0	32,000	26,915
Community Center	7,240,463	2,580,470	0	2,554,800	7,266,133
Environmental Utility	20,013,859	2,416,500	(954,770)	1,825,790	19,649,799
Fleet Management	2,306,294	960,780	0	896,900	2,370,174
General	7,690,551	18,369,580	(19,500)	18,656,020	7,384,611
Information Technology	164,240	743,780	0	775,670	132,350
Maplewood Area EDA	271,192	94,420	0	115,180	250,432
Police Services Fund	17,935	9,950	0	140	27,745
Recreation Programs	82,451	693,450	0	738,140	37,761
Recycling Program	369,224	703,890	(76,440)	619,270	377,404
Sanitary Sewer	14,382,539	4,910,300	(606,570)	4,273,270	14,412,999
Street Light Utility	(124,705)	475,360	0	241,000	109,655
Taste of Maplewood	2,318	13,330	19,500	29,330	5,818
Tree Preservation Fund	2,866	3,030	0	4,050	1,846
<b>Total Operating Budget</b>	<b>\$51,738,983</b>	<b>\$34,759,760</b>	<b>(\$1,637,780)</b>	<b>\$33,201,500</b>	<b>\$51,659,463</b>
<b>Capital Improvements Budget:</b>					
Capital Improvement Projects	(\$67,795)	\$177,230	\$0	\$140,000	(\$30,565)
City Dump	7,239	0	0	0	7,239
Fire Truck Replacement	463,145	54,300	0	3,900	513,545
Legacy Village Park Development	4,931	50	0	40	4,941
Legacy Village Tax Abatement District	1,278,951	4,990	0	3,990	1,279,951
Open Space	0	0	0	0	0
Park Development	554,075	283,650	(42,000)	318,200	477,525
Pond Clean Out/Dredging	0	0	100,000	100,000	0
Public Improvement Projects	(1,101,400)	0	1,046,000	0	(55,400)
Public Safety Expansion	1,999,656	2,020,000	1,000,000	6,272,920	(1,253,264)
Public Safety Training Facility	(966,213)	3,110,000	0	2,318,790	(175,003)
Redevelopment	99,011	40,520	0	100,790	38,741
Right of Way Fund	90,826	90	0	70	90,846
Sewer Lift Station No. 14	0	0	0	0	0
Storm Cleanup	4	0	0	0	4
Tax Increment Economic Development District #1-5	0	0	0	0	0
Tax Increment Economic Development District #1-11	(236,601)	75,630	0	2,340	(163,311)
Tax Increment Economic Development District #1-12	(41,001)	0	0	0	(41,001)
Tax Increment Housing District #1-1	5,401	132,340	(127,870)	4,510	5,361
Tax Increment Housing District #1-2	17,295	173,580	(167,870)	5,770	17,235
Tax Increment Housing District #1-3	2,836	51,370	(49,330)	2,060	2,816
Tax Increment Housing District #1-4	2,056	43,990	(43,390)	620	2,036
Tax Increment Housing District #1-5	1,532	34,200	(33,600)	620	1,512
Tax Increment Housing District #1-6	5,968	100,640	(77,060)	650	28,898
Tax Increment Housing District #1-7	483	23,040	0	22,850	673
Tax Increment Housing District #1-8	39,850	65,110	0	61,000	43,960
Tax Increment Housing District #1-9	0	0	0	0	0
Tax Increment Housing District #1-10	(38,113)	124,930	0	116,540	(29,723)
Water Availability Charge - No. St. Paul	(36,034)	10,990	0	1,550	(26,594)
Water Availability Charge - St. Paul	252,248	324,060	(250,310)	7,300	318,698
<b>Total Capital Budget</b>	<b>\$2,338,350</b>	<b>\$6,850,710</b>	<b>\$1,354,570</b>	<b>\$9,484,510</b>	<b>\$1,059,120</b>
<b>Debt Service Budget:</b>					
Debt Service Fund	14,929,857	8,366,560	1,283,210	12,516,800	12,062,827
<b>Grand Total</b>	<b>\$69,007,190</b>	<b>\$49,977,030</b>	<b>\$1,000,000</b>	<b>\$55,202,810</b>	<b>\$64,781,410</b>

Note: The amounts listed in the column labeled NET OTHER INCREASES (DECREASES) consist of the following: transfers between funds, bond issue proceeds and credits arising from the transfer of depreciation expense to contributed capital.



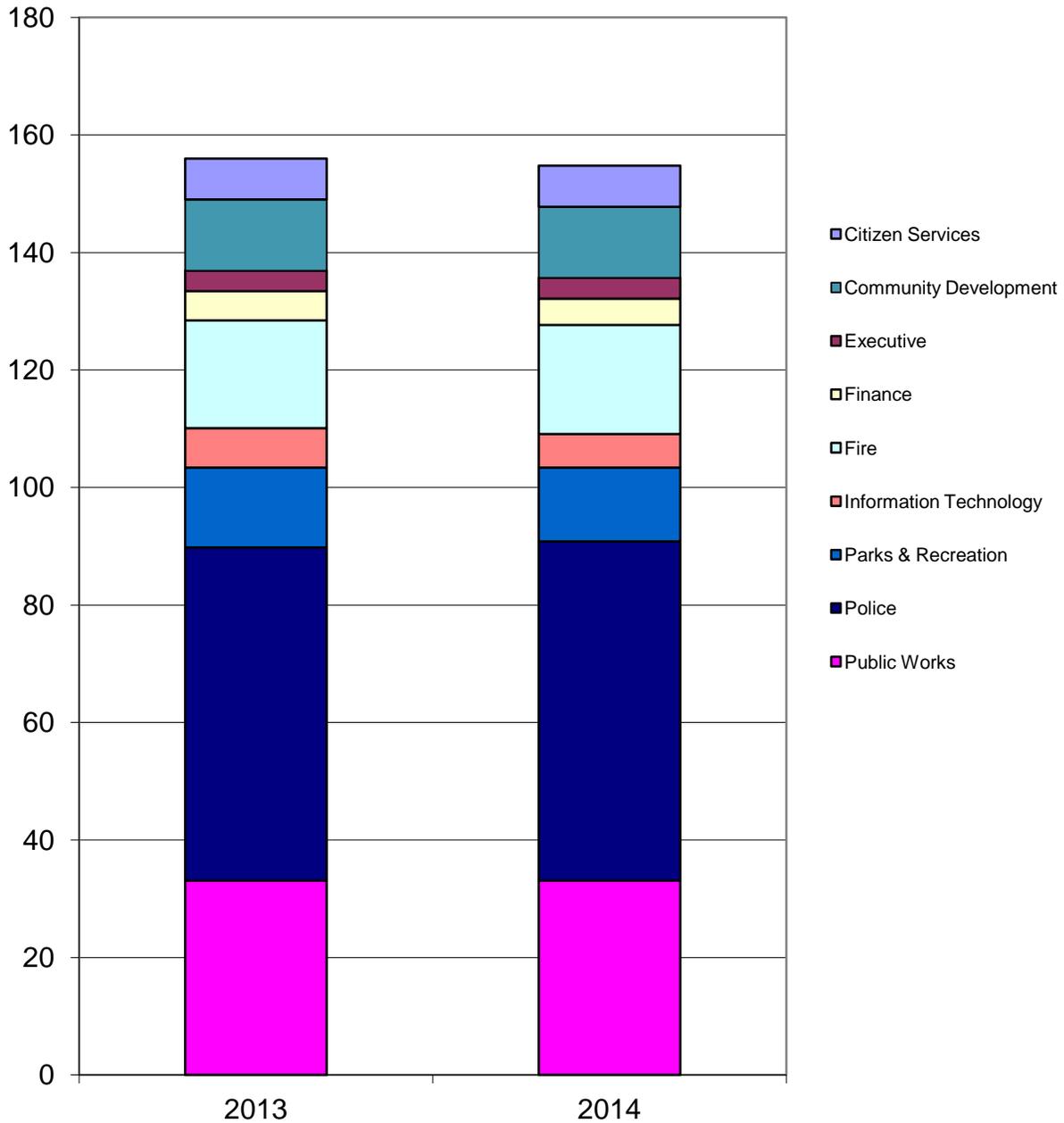
MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# SUMMARY OF PERSONNEL BY DEPARTMENT

## BUDGET FULL-TIME REGULAR EMPLOYEES



## SUMMARY OF PERSONNEL BY DEPARTMENT

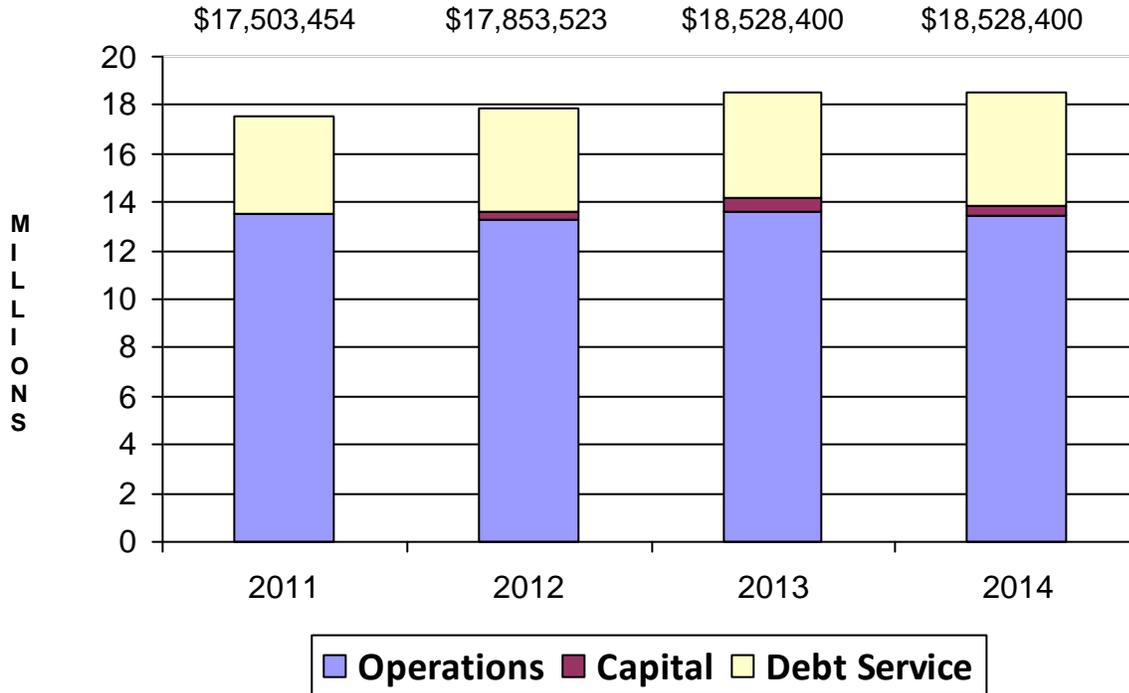
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2013		2014	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	7	3	7	3
Community Development	12	1	12	1
Executive	4	0	4	0
Finance	5	1	5	1
Fire	18	1	19	1
Information Technology	7	0	6	0
Parks & Recreation	14	7	13	9
Police	57	1	58	1
Public Works	33	1	33	1
<b>TOTALS*</b>	<b>156</b>	<b>15</b>	<b>155</b>	<b>18</b>

\* The number of regular part-time employees listed is after conversion to full-time equivalents. Employee totals do not include paid-per-call firefighters or reserve police officers.

### TAX LEVY 2011 - 2014

The city's tax levy has increased from \$17,503,454 in 2011 to \$18,528,400 in 2014. The average annual increase has been 1.9% for these years.



The 2014 tax levy is 0.0% above the 2013 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2014:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$13,480,530	\$(105,070)	(0.8)%
Capital Improvements	389,270	(240,000)	(38.1)%
Debt Service	4,658,600	345,070	8.0%
<b>Total</b>	<b>\$18,528,400</b>	<b>\$0</b>	<b>0.0%</b>

City taxes on a home in Maplewood whose value decreased 2.3% to the pay 2014 median value of \$157,000 will be approximately \$677. This is a decrease of \$30 from the 2013 median value home.

## TAX LEVY BY FUND

	<u>2013</u> <u>Levy</u>	<u>2014</u> <u>Levy</u>	<u>Change</u> <u>Amount</u>	<u>Percent</u>
<b><u>Operations:</u></b>				
General Fund	\$12,500,600	\$12,330,530	(\$170,070)	-1.4%
Ambulance Service Fund	450,000	450,000	0	0.0%
Community Center Operations Fund	460,000	525,000	65,000	14.1%
Recreation Programs Fund	175,000	175,000	0	0.0%
<b><u>Capital Improvements:</u></b>				
Capital Improvement Projects Fund	180,000	180,000	0	0.0%
Fire Truck Replacement Fund	50,000	50,000	0	0.0%
Park Development Fund	30,000	30,000	0	0.0%
Public Safety Expansion Fund	260,000	0	(260,000)	-100.0%
Redevelopment Fund	20,000	40,000	20,000	100.0%
Economic Development Authority	89,270	89,270	0	0.0%
<b><u>Debt Service:</u></b>				
Debt Service Fund	4,313,530	4,658,600	345,070	8.0%
<b><u>Totals – All Funds</u></b>	<u>\$18,528,400</u>	<u>\$18,528,400</u>	<u>\$ 0</u>	<u>0.0%</u>

## CHANGES IN TAX BASE 2011 – 2014

The assessor's estimated taxable market values for 2011-2014 have been as follows:

2011	\$3,517,546,900	-5.7%
2012	\$3,168,106,800	-9.9%
2013	\$3,149,493,400	-0.6%
2014	\$3,176,958,300	0.9% (estimate)

In Minnesota, the assessor's estimated taxable market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2014 on a single-family home occupied by the owner with an assessor's estimated market value of \$600,000, the tax capacity is calculated as follows:

1% of the first \$500,000 in value = \$5,000
1.25% of the value above \$500,000 = \$1,250
Total tax capacity = \$6,250

For commercial and industrial property the tax capacity is calculated at 1.5% of the first 150,000 of market value and 2.0% of the market value above \$150,000. The table below lists the property class rates for taxes in 2011 through 2014.

### PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2011 Taxes</u>	<u>Rate for 2012 Taxes</u>	<u>Rates for 2013 Taxes</u>	<u>Rates for 2014 Taxes</u>
<b>Homestead</b>				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
<b>Non-Homestead (Single Family)</b>				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
<b>Apartments</b>				
Regular	1.25%	1.25%	1.25%	1.25%
<b>Commercial/Industrial</b>				
0 to \$150,000	1.50%	1.50%	1.50%	1.50%
Over \$150,000	2.00%	2.00%	2.00%	2.00%

## CHANGES IN TAX BASE 2011 – 2014

When the City of Maplewood levies property taxes, most of the amount levied is allocated to property owners based on the tax capacity of their property. (The open space and fire safety bond issue referendums approved levies are on the market value of their property.) The total tax capacity of all property in Maplewood for 2011-2014 has been as follows:

2011	\$43,513,736	-4.5%
2012	\$39,582,567	-9.0%
2013	\$37,147,172	-6.2%
2014	\$37,062,536	-0.2% (estimate)

The amounts listed include real estate and personal property such as electric substations. Also, the amounts are after adjustments for tax increment districts and fiscal disparities. The adjustment for tax increment districts reduces the tax base for the value of new development in a specified area. This allows the city to use the additional property taxes generated by the development to pay for certain expenses. Beginning in 2012, the market value homestead credit was replaced with an exclusion on homestead property equal to 40% of the 1<sup>st</sup> \$76,000 of market value less 9% of value over \$76,000 but less than \$413,800. The 2012, 2013 and 2014 total tax capacity amounts listed above are reduced for the exclusion.

The adjustment in tax base for fiscal disparities provides for sharing throughout the Twin Cities metropolitan area, 40% of the growth in commercial and industrial tax base values. The 40% growth is contributed to an area-wide tax base pool. A distribution index, based on the factors of population and property market value per capita, is used to allocate the area-wide tax base pool back to each taxing district. The following table provides a breakdown of Maplewood's tax base values:

TAX CAPACITY	2011	2012	2013	2014 Estimate
Real Estate	\$44,767,816	\$40,924,525	\$38,133,717	\$38,533,763
Personal Property	488,531	528,593	570,443	571,489
Tax Increment Districts	<u>(485,102)</u>	<u>(453,775)</u>	<u>(259,568)</u>	<u>(865,366)</u>
Sub-Total	44,771,245	40,999,343	38,444,592	38,239,886
Fiscal Disparities:				
Contribution	(6,841,590)	(6,832,028)	(6,508,036)	(6,484,961)
Distribution	<u>5,584,081</u>	<u>5,415,252</u>	<u>5,210,616</u>	<u>5,307,611</u>
Total Tax Capacity	43,513,736	39,582,567	37,147,172	37,062,536

---

## CHANGES IN TAX RATES 2011 – 2014

When the City of Maplewood levies property taxes, most of the amount levied is allocated to property owners based on the tax capacity of their property. (The open space and fire safety bond issue referendums approved levies are on the market value of their property.) In order to allocate the tax levy, a percentage is calculated by dividing the tax levy amount by the tax capacity of the city's tax base. This rate is then applied to the tax capacity of property to determine the amount of taxes due. The 2011-2014 tax capacity rates for the city property tax levy has been as follows:

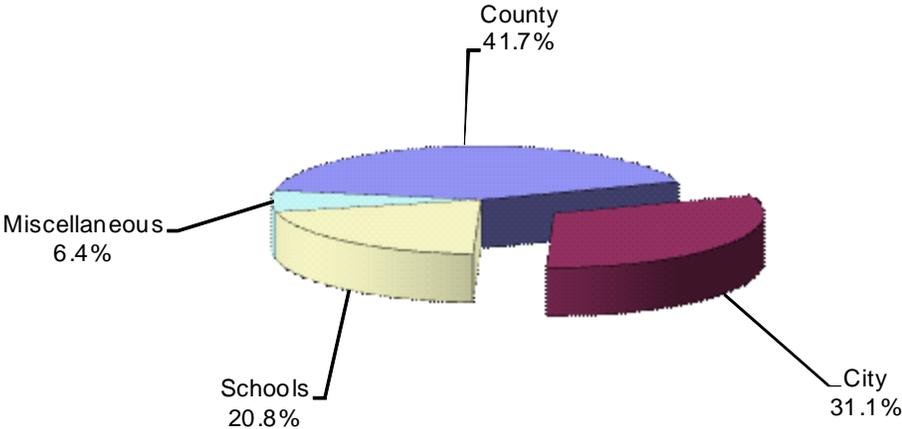
2011 – 39.050%
2012 – 44.056%
2013 – 48.659%
2014 – 48.276% (estimate)

Part of the city's tax levy each year is for principal and interest payments on the open space and fire safety bond issues that were approved in referendums. The tax levies for these bond issues are allocated to property owners based on the market value of their property. In order to allocate these tax levies, a percentage is calculated by dividing the tax levy amount by the market value of the city's tax base. This rate is then applied to the market value of property to determine the amount of taxes due. The 2011-2014 market value tax rates for the city property tax levy have been as follows:

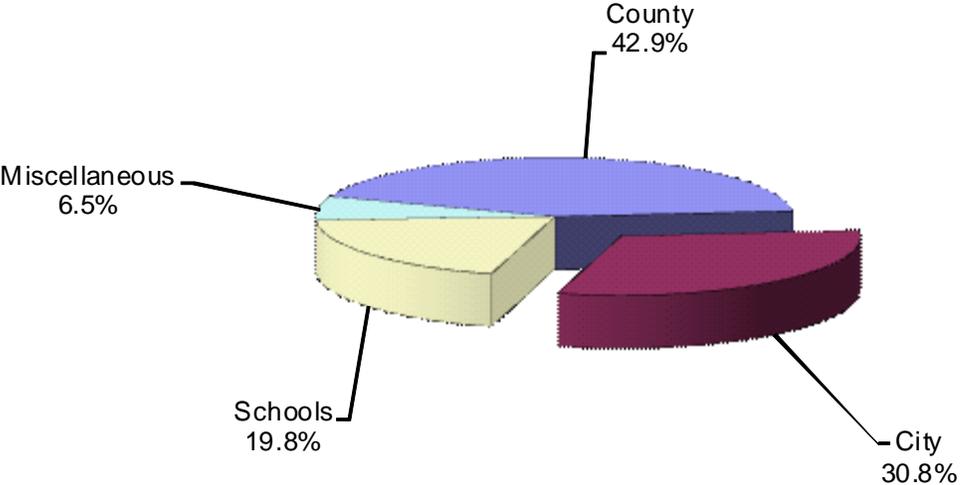
2011 – .02051%
2012 – .02045%
2013 – .02227%
2014 – .01963% (estimate)

City property taxes are a small proportion of total tax bill for property owners. In Minnesota, property taxes are also levied by school districts, counties and miscellaneous special taxing districts such as watersheds, regional transit commissions and the Metropolitan Council. The property tax bill for each property owner is equal to each taxing district's tax rate multiplied by the property value and then added together. The pie graphs on the next page indicate what portion city taxes have been of the total for 2012 and 2013.

# CITY PORTION OF PROPERTY TAXES



**2013 ACTUAL**



**2012 ACTUAL**



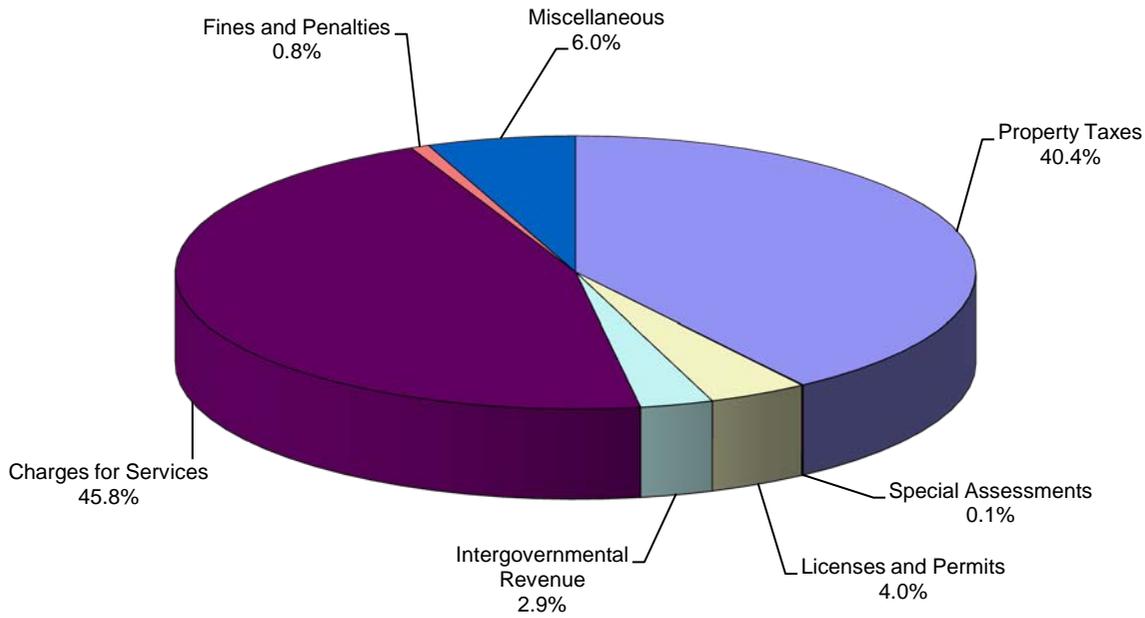
MAPLEWOOD

*Together We Can*

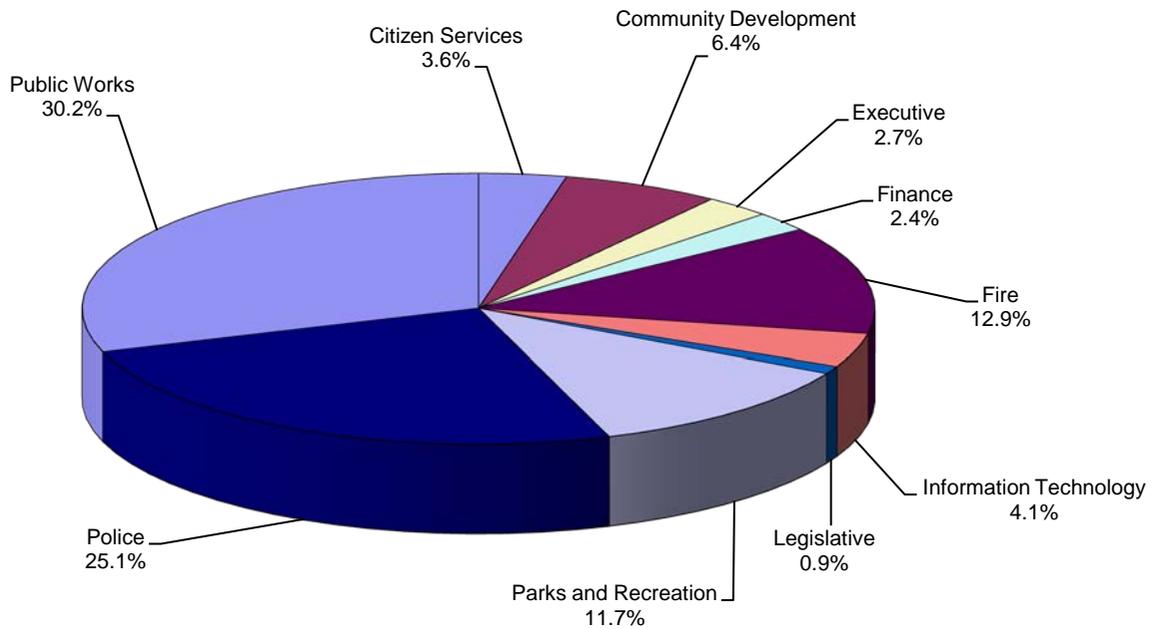
**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# 2014 OPERATING BUDGET

## Summary of Revenues and Expenditures



**Revenues by Source**  
**\$34.7 Million**



**Expenditures by Department**  
**\$33.2 Million**

---



---

**2014 OPERATING BUDGET  
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2013 BUDGET	PERCENT OF TOTAL	2014 BUDGET	PERCENT OF TOTAL
Property Taxes	\$13,945,930	41.3%	\$14,041,250	40.4%
Special Assessments	25,160	0.1%	22,490	0.1%
Licenses and Permits	1,335,050	4.0%	1,389,880	4.0%
Intergovernmental Revenue	1,167,700	3.5%	1,023,010	2.9%
Charges for Services	15,019,730	44.5%	15,936,480	45.8%
Fines and Penalties	235,180	0.7%	261,730	0.8%
Miscellaneous	2,032,900	6.0%	2,084,920	6.0%
Totals	<u>\$33,761,650</u>	<u>100.0%</u>	<u>\$34,759,760</u>	<u>100.0%</u>

**2014 OPERATING BUDGET**  
**EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

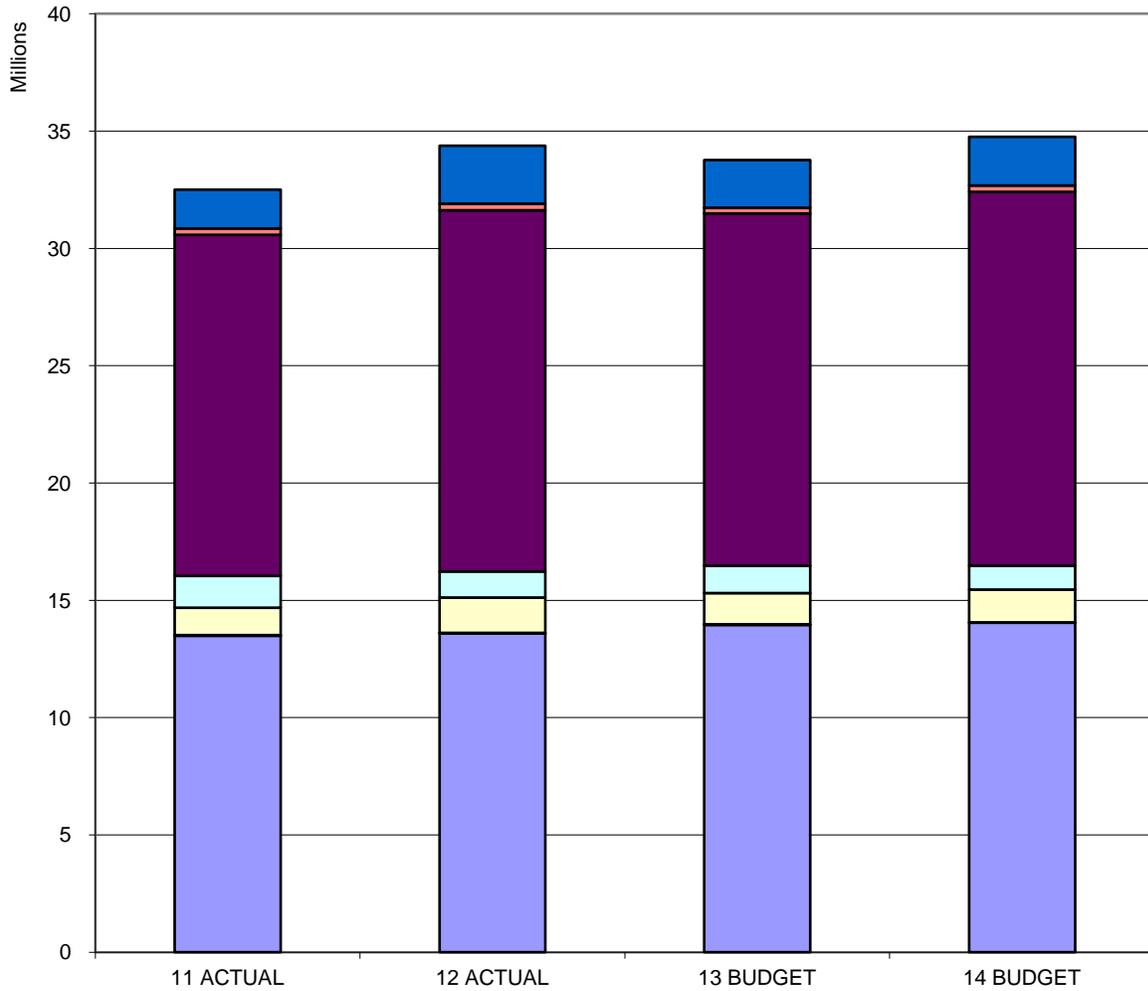
<u>TYPE</u>	2013 BUDGET	PERCENT OF TOTAL	2014 BUDGET	PERCENT OF TOTAL
Personnel Services	\$19,030,120	58.3%	\$19,351,800	58.3%
Commodities	1,676,170	5.1%	1,677,890	5.1%
Contractual Services	9,356,350	28.6%	9,628,600	29.0%
Capital Outlay and Depreciation	1,724,060	5.3%	1,722,000	5.2%
Other Charges	872,640	2.7%	821,210	2.5%
Totals	<u>\$32,659,340</u>	<u>100.0%</u>	<u>\$33,201,500</u>	<u>100.0%</u>
 <u>DEPARTMENT</u>				
Citizen Services	\$1,145,350	3.5%	\$1,186,870	3.6%
Community Development	2,032,050	6.2%	2,140,330	6.4%
Executive	904,190	2.8%	901,630	2.7%
Finance	815,970	2.5%	781,510	2.4%
Fire	4,099,380	12.6%	4,285,960	12.9%
Information Technology	1,348,990	4.1%	1,347,190	4.1%
Legislative	251,160	0.8%	302,570	0.9%
Parks and Recreation	3,961,300	12.1%	3,881,560	11.7%
Police	8,259,340	25.3%	8,341,640	25.1%
Public Works	9,841,610	30.1%	10,032,240	30.2%
Totals	<u>\$32,659,340</u>	<u>100.0%</u>	<u>\$33,201,500</u>	<u>100.0%</u>

**OPERATING BUDGET  
REVENUE SUMMARY**

<u>Total By Source</u>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Taxes	\$13,489,622	\$13,583,799	\$13,945,930	\$14,041,250	0.7%
Special Assessments	20,458	26,081	25,160	22,490	-10.6%
Licenses and Permits	1,166,202	1,508,354	1,335,050	1,389,880	4.1%
Intergovernmental Revenue	1,361,583	1,108,508	1,167,700	1,023,010	-12.4%
Charges for Services	14,541,300	15,397,153	15,019,730	15,936,480	6.1%
Fines and Penalties	276,427	281,439	235,180	261,730	11.3%
Miscellaneous	1,644,392	2,470,843	2,032,900	2,084,920	2.6%
<b>Totals</b>	<b>\$32,499,983</b>	<b>\$34,376,177</b>	<b>\$33,761,650</b>	<b>\$34,759,760</b>	<b>3.0%</b>
<u>Total By Fund</u>					
Ambulance Service	\$1,936,054	\$2,581,675	\$2,458,470	\$2,754,920	12.1%
Charitable Gambling Tax	21,729	27,185	20,000	30,000	50.0%
Community Center	2,187,280	2,379,350	2,451,910	2,580,470	5.2%
Environmental Utility	1,870,443	2,105,872	2,213,820	2,416,500	9.2%
Fleet Management	907,798	976,276	926,180	960,780	3.7%
General	18,849,344	18,688,380	18,117,740	18,369,580	1.4%
Information Technology	549,905	651,326	738,680	743,780	0.7%
Maplewood Area EDA	3,232	189,099	92,400	94,420	2.2%
Police Services	19,200	18,762	5,740	9,950	73.3%
Recreation Programs	738,607	698,682	761,000	693,450	-8.9%
Recycling Program	493,103	520,346	640,250	703,890	9.9%
Sanitary Sewer	4,588,626	5,246,710	4,841,880	4,910,300	1.4%
Street Light Utility	286,915	288,366	478,460	475,360	-0.6%
Taste of Maplewood	17,981	3,449	15,000	13,330	-11.1%
Tree Preservation Fund	29,766	700	120	3,030	2425.0%
<b>Totals</b>	<b>\$32,499,983</b>	<b>\$34,376,177</b>	<b>\$33,761,650</b>	<b>\$34,759,760</b>	<b>3.0%</b>

# OPERATING BUDGET

## Revenues for 2011-2014



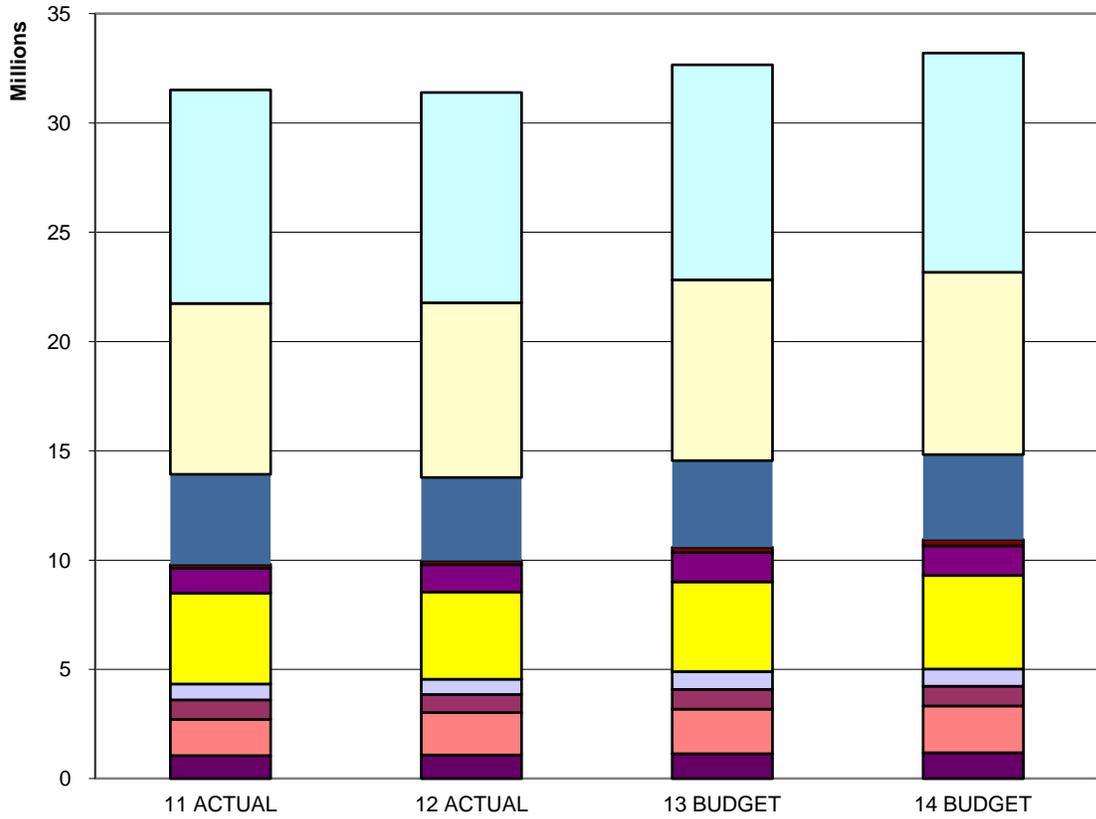
- TAXES
  - INTERGOVERNMENTAL
  - MISCELLANEOUS
- ASSESSMENTS
  - CHARGES FOR SERVICES
- LICENSES/PERMITS
  - FINES/PENALTIES

## OPERATING BUDGET EXPENDITURE SUMMARY

<u>Total By Department</u>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Citizen Services	\$1,052,504	\$1,089,961	\$1,145,350	\$1,186,870	3.6%
Community Development	1,667,520	1,934,859	2,032,050	2,140,330	5.3%
Executive	882,976	827,269	904,190	901,630	-0.3%
Finance	730,921	702,244	815,970	781,510	-4.2%
Fire	4,147,538	3,984,214	4,099,380	4,285,960	4.6%
Information Technology	1,155,768	1,256,564	1,348,990	1,347,190	-0.1%
Legislative	166,533	186,562	251,160	302,570	20.5%
Parks and Recreation	4,126,310	3,803,090	3,961,300	3,881,560	-2.0%
Police	7,814,144	7,993,929	8,259,340	8,341,640	1.0%
Public Works	9,764,100	9,621,445	9,841,610	10,032,240	1.9%
<b>Totals</b>	<b>\$31,508,314</b>	<b>\$31,400,137</b>	<b>\$32,659,340</b>	<b>\$33,201,500</b>	<b>1.7%</b>
 <u>Total By Classification</u>					
Personnel Services	\$18,496,510	\$18,479,816	\$19,030,120	\$19,351,800	1.7%
Commodities	1,587,042	1,486,585	1,676,170	1,677,890	0.1%
Contractual Services	8,817,415	8,698,030	9,356,350	9,628,600	2.9%
Capital Outlay and Depreciation	1,698,069	1,715,436	1,724,060	1,722,000	-0.1%
Other Charges	909,278	1,020,270	872,640	821,210	-5.9%
<b>Totals</b>	<b>\$31,508,314</b>	<b>\$31,400,137</b>	<b>\$32,659,340</b>	<b>\$33,201,500</b>	<b>1.7%</b>
 <u>Total By Fund</u>					
Ambulance Service	\$2,440,639	\$2,244,532	\$2,325,760	\$2,439,940	4.9%
Charitable Gambling Tax	23,492	24,027	30,000	32,000	6.7%
Community Center	2,893,677	2,554,418	2,640,680	2,554,800	-3.3%
Environmental Utility	1,607,485	1,926,163	1,741,410	1,825,790	4.8%
Fleet Management	853,338	865,193	903,110	896,900	-0.7%
General	17,427,372	17,615,278	18,405,730	18,656,020	1.4%
Information Technology	664,908	724,773	779,150	775,670	-0.4%
Maplewood Area EDA	0	14,789	65,500	115,180	75.8%
Police Services	22,929	321	31,060	140	-99.5%
Recreation Programs	686,555	725,654	757,930	738,140	-2.6%
Recycling Program	600,192	557,168	540,570	619,270	14.6%
Sanitary Sewer	4,053,130	3,916,117	4,170,790	4,273,270	2.5%
Street Light Utility	195,375	210,131	228,040	241,000	5.7%
Taste of Maplewood	24,968	18,136	34,420	29,330	-14.8%
Tree Preservation	14,254	3,437	5,190	4,050	-22.0%
<b>Totals</b>	<b>\$31,508,314</b>	<b>\$31,400,137</b>	<b>\$32,659,340</b>	<b>\$33,201,500</b>	<b>1.7%</b>

# OPERATING BUDGET

## Expenditures for 2011-2014



- Citizen Services
- Community Development
- Executive
- Finance
- Fire
- Information Technology
- Legislative
- Parks and Recreation
- Police
- Public Works

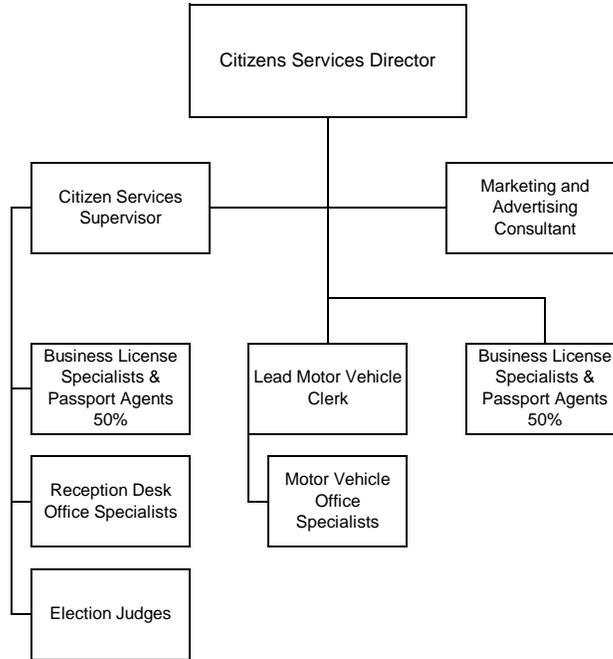
**OPERATING BUDGET**  
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2014 BUDGET

DEPARTMENT	CODE	PROGRAM	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	2014 PERCENT CHANGE
POLICE	402	Police Services	\$5,643,445	\$5,773,712	\$6,105,210	\$6,149,940	0.7%
PUBLIC WORKS	508	Sanitary Sewer Oper.	4,053,131	3,916,117	4,170,790	4,273,270	2.5%
PARKS & REC	61X	Community Center Oper.	2,893,677	2,554,418	2,640,680	2,554,800	-3.3%
FIRE	403	Emer. Medical Services	2,078,671	2,023,964	2,069,990	2,227,910	7.6%
FIRE	404	Fire Suppression	1,350,524	1,341,361	1,368,660	1,386,400	1.3%
PUBLIC WORKS	512	Storm Sewer Maint.	1,357,059	1,416,997	1,191,900	1,180,950	-0.9%
POLICE	409	Investigations	1,199,308	1,261,694	1,182,850	1,171,620	-0.9%
POLICE	401	Adminstration	923,372	913,086	927,890	973,350	4.9%
PUBLIC WORKS	509	Fleet Management	853,338	865,193	903,110	896,900	-0.7%
PUBLIC WORKS	602	Park Maintenance	860,257	930,819	924,030	860,360	-6.9%
INFO TECH	118	I.T. Services	664,908	724,773	779,150	775,670	-0.4%
PUBLIC WORKS	503	Engineering	887,526	748,927	766,620	753,510	-1.7%
CITIZEN SERVICES	301	Administration	587,248	591,238	658,440	749,670	13.9%
PARKS & REC	603	Recreation Programs	686,555	725,654	757,930	738,140	-2.6%
PUBLIC WORKS	502	Street Maintenance	739,458	800,494	752,820	728,840	-3.2%
COMM DEVELOP	706	Recycling	600,192	557,167	540,570	619,270	14.6%
FIRE	411	Adminstration	631,572	528,988	565,530	575,540	1.8%
INFO TECH	115	Building Operations	490,860	531,791	569,840	571,520	0.3%
COMM DEVELOP	702	Planning	229,402	497,073	543,610	559,410	2.9%
COMM DEVELOP	703	Building Inspections	430,845	488,572	479,030	480,020	0.2%
PUBLIC WORKS	514	Snow and Ice Control	376,628	349,085	373,400	466,970	25.1%
FINANCE	202	Finance Services	387,863	406,803	450,880	440,580	-2.3%
EXECUTIVE	102	Administration	335,163	343,837	378,860	378,010	-0.2%
FINANCE	201	Administration	301,411	295,193	321,350	340,930	6.1%
CITIZEN SERVICES	303	Deputy Registrar	382,415	400,113	395,180	337,290	-14.6%
COMM DEVELOP	701	Administration	246,761	279,704	286,410	293,710	2.5%
EXECUTIVE	116	HR Administration	273,300	264,253	282,070	287,150	1.8%
PARKS & REC	604	Nature Center	286,431	255,823	273,690	280,410	2.5%
PUBLIC WORKS	513	Street Sweeping	183,193	190,122	182,620	266,990	46.2%
PUBLIC WORKS	506	Street Lights and Signals	195,375	210,131	228,040	241,000	5.7%
EXECUTIVE	103	Legal Services	265,849	211,683	225,450	220,050	-2.4%
PUBLIC WORKS	501	Administration	258,136	193,560	202,100	204,850	1.4%
PARKS & REC	601	Administration	157,592	161,379	187,210	204,810	9.4%
PUBLIC WORKS	516	Forestry	0	0	146,180	158,600	8.5%
LEGISLATIVE	101	City Council	136,771	146,686	151,710	153,240	1.0%
COMM DEVELOP	707	Code Enforcement	110,813	64,859	137,220	141,690	3.3%
LEGISLATIVE	000	Maplewood Area EDA	(2)	14,789	65,500	115,180	75.8%
FIRE	405	Fire Prevention	78,047	82,650	84,430	85,730	1.5%
PARKS & REC	605	Open Space Mgmt.	66,683	64,749	71,240	74,040	3.9%
CITIZEN SERVICES	304	Elections	57,873	80,474	57,310	70,580	23.2%
POLICE	407	Animal Control	48,019	45,437	43,390	46,730	7.7%
COMM DEVELOP	704	Public Health Inspections	49,507	47,484	45,210	46,230	2.3%
LEGISLATIVE	000	Chaitable Gambling	23,491	24,028	30,000	32,000	6.7%
CITIZEN SERVICES	000	Taste of Maplewood	24,971	18,136	34,420	29,330	-14.8%
PARKS & REC	606	Ice Arena Operations	21,118	37,630	25,360	25,310	-0.2%
EXECUTIVE	114	Safety	8,664	7,496	17,810	16,420	-7.8%
FIRE	413	Emergency Mgmt.	8,723	7,250	10,770	10,380	-3.6%
PARKS & REC	000	Tree Preservation	14,254	3,437	5,190	4,050	-22.0%
LEGISLATIVE	105	Police Civil Service Comm.	6,099	0	2,150	2,150	0.0%
FINANCE	203	Ambulance Billing	41,647	248	43,740	0	-100.0%
LEGISLATIVE	107	Planning Comm.	99	0	1,050	0	-100.0%
LEGISLATIVE	108	Human Rights Comm.	1	1,060	500	0	-100.0%
LEGISLATIVE	106	Parks and Rec. Comm.	69	0	250	0	-100.0%
LEGISLATIVE	104	Business & Economic Dev Comm	2	0	0	0	N/A
			<u>\$31,508,314</u>	<u>\$31,400,137</u>	<u>\$32,659,340</u>	<u>\$33,201,500</u>	<u>1.7%</u>

CITY OF MAPLEWOOD

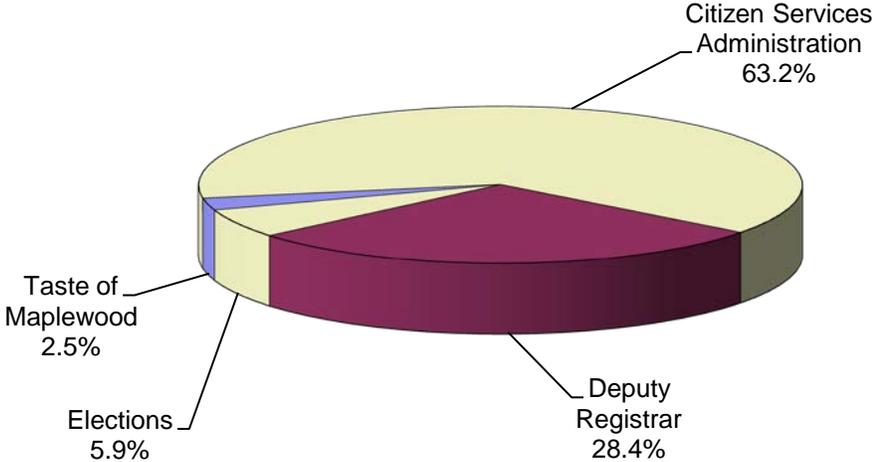
# CITIZEN SERVICES

## ORGANIZATION CHART

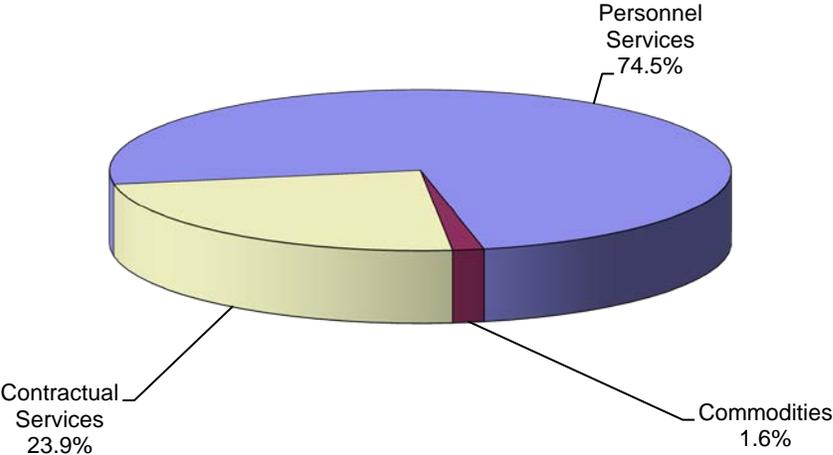


# CITIZEN SERVICES BUDGET 2014

Total By Program

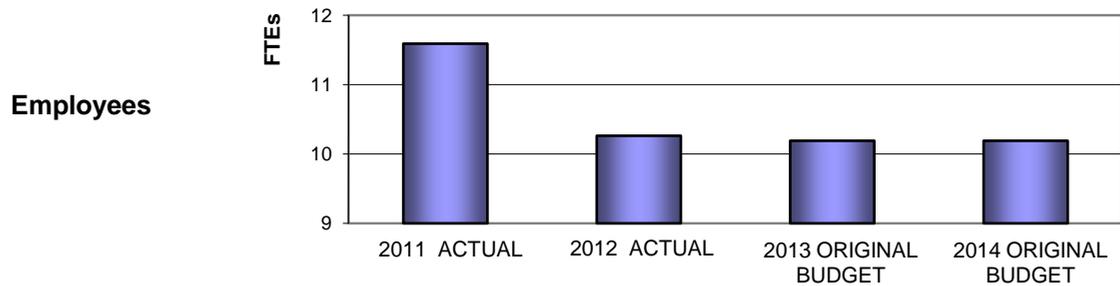
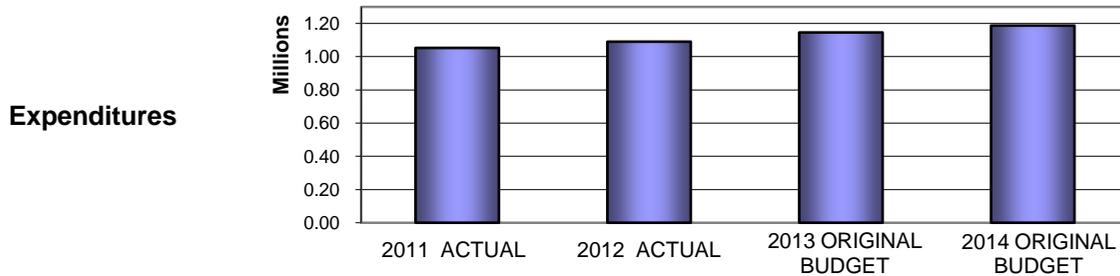


## Total By Classification



**CITIZEN SERVICES  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Citizen Services Administration	\$587,248	\$591,238	\$658,440	\$749,670	13.9%
Deputy Registrar	382,415	400,113	395,180	337,290	-14.6%
Elections	57,873	80,474	57,310	70,580	23.2%
Taste of Maplewood	24,968	18,136	34,420	29,330	-14.8%
<b>Totals</b>	<b>1,052,504</b>	<b>1,089,961</b>	<b>1,145,350</b>	<b>1,186,870</b>	<b>3.6%</b>
<b>Total By Classification</b>					
Personnel Services	857,925	869,165	846,830	884,210	4.4%
Commodities	11,091	17,619	22,000	19,500	-11.4%
Contractual Services	179,365	200,063	276,520	283,160	2.4%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	4,123	3,114	0	0	N/A
<b>Totals</b>	<b>1,052,504</b>	<b>1,089,961</b>	<b>1,145,350</b>	<b>1,186,870</b>	<b>3.6%</b>
<b>Total By Fund</b>					
General Fund	1,027,536	1,071,825	1,110,930	1,157,540	4.2%
Taste of Maplewood	24,968	18,136	34,420	29,330	-14.8%
<b>Totals</b>	<b>\$1,052,504</b>	<b>\$1,089,961</b>	<b>\$1,145,350</b>	<b>\$1,186,870</b>	<b>3.6%</b>
Number of Employees (FTE)	11.59	10.26	10.19	10.19	0.0%





# MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

---

## CITIZEN SERVICES

### MISSION STATEMENT

To maintain records, administer elections, issue all licenses and passports in a timely and efficient manner and provide citizens with requested data.

To promote the City through print and media and assist other departments in promoting their activities and programs through innovative advertising, online ads, email and print newsletters to Maplewood and surrounding areas.

### 2014 OBJECTIVES

1. 100% of completed council agendas and agenda packets provided 4 days in advance of meetings and 100% of legal notices prepared, posted and or published with legal deadlines.
2. Manage the production of the Maplewood Monthly and other city publications keeping the public informed of progress, events and the overall story of the city. Continue to work with local and surrounding businesses showcasing their offerings and increase the use of social networking for marketing and advertising purposes.
3. Work with all departments to manage the record keeping of all contracts and agreements for required retention purposes and for improved transparency.
4. Facilitate updates and republications to the City Code of Ordinances through Municipal Code on a bi-annual basis or as needed.
5. Revise the Records Retention Schedule reflecting changes in the 2013 legislative session and provide departments with updated laws and practices on records retention practices.
6. Continue working with local auto dealers, banks and credit unions in Maplewood and surrounding areas performing their deputy registrar work.
7. Conduct the 2014 State Election cycle implementing the use of the new election equipment and conduct educational open houses for voters to view the new equipment.
8. Serve as the Department liaison for Human Rights Commission assisting the Commission in projects and events as needed.
9. Conduct the annual July 4<sup>th</sup> "Lite It Up" fireworks event at Hazelwood Park securing vendors and sponsors to help with the cost of the event.

**Department: Citizen Services**  
**Program: Administration**

**Fund # : 101**  
**Program # : 301**

**Program Description**

To maintain accurate and complete permanent city records, to manage the issuance and processing of business licenses and permits in a timely and efficient manner, produce the Maplewood Monthly to keep the citizenry informed and provide marketing and advertising expertise to all city departments and to oversee the general management to all department operations.

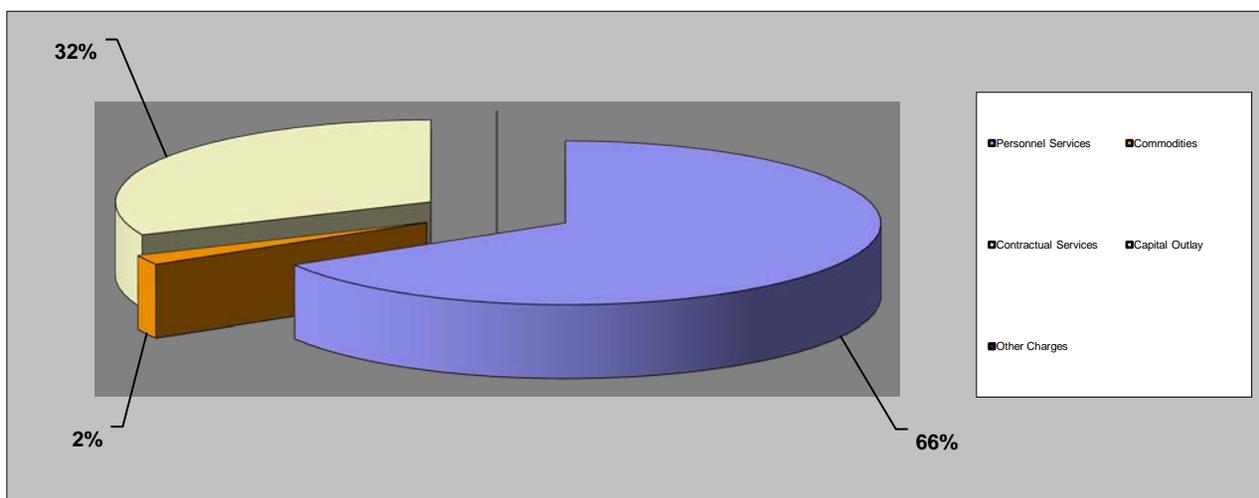
**Program Expenditure Highlights**

The increase in personnel services is due to the reallocation of some hours from the Deputy Registrar program to the Administration program, pay increases, and an increase in the cost of benefits.

The increase in contractual services is mainly due to costs associated with the publication of the Maplewood Monthly.

<b><u>Program Expenditures</u></b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 BUDGET</b>	<b>2014 BUDGET</b>
Personnel Services	\$ 431,428	\$ 410,478	\$ 412,490	\$ 497,760
Commodities	7,706	12,672	19,200	14,700
Contractual Services	144,001	164,974	226,750	237,210
Capital Outlay	-	-	-	-
Other Charges	4,113	3,114	-	-
<b>Total</b>	<b>\$ 587,248</b>	<b>\$ 591,238</b>	<b>\$ 658,440</b>	<b>\$ 749,670</b>
Percent Change	22.0%	0.7%	11.4%	13.9%
 Full-Time Equivalent positions	 5.57	 4.26	 4.39	 5.39

**Program Expenditures by Classification**



<b>Department:</b>	<b>Citizen Services</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>301</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Agenda reports	652	503	525	565
Pages of minutes	480	732	550	500
Number of ordinances	8	9	8	7
Number of resolutions	164	170	240	200
Business licenses / permits / registrations / dog-cat permits	2,085	2,092	2,000	2,170
Number of passports processed	N/A	N/A	1,950	1,950
Annual marketing agreements	21	40	18	12
Number of marketing projects	325	289	200	200
Testimonial marketing	8	7	6	20
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
Percentage of marketing projects completed	100%	100%	99%	100%
Testimonials used in marketing materials	70%	70%	80%	80%
Business contacts for the purpose of ad revenue and partnerships	80%	80%	80%	80%
<b><u>EFFICIENCY MEASURES</u></b>				
Projects are completed on time and in a professional manner	100%	100%	100%	100%

**COMMENTS**

Administrative workload remains steady in all areas. Business licensing and permit numbers remain consistent. Marketing projects have decreased due to implementing more social media opportunities.

Passport processing was moved from Deputy Registrar to the City Clerk Administrative Division due to a new federal law prohibiting the same individuals that have the ability to process driver's licenses or identification cards to process passport applications.

**Department: Citizen Services**  
**Program: Deputy Registrar**

**Fund # : 101**  
**Program # : 303**

**Program Description**

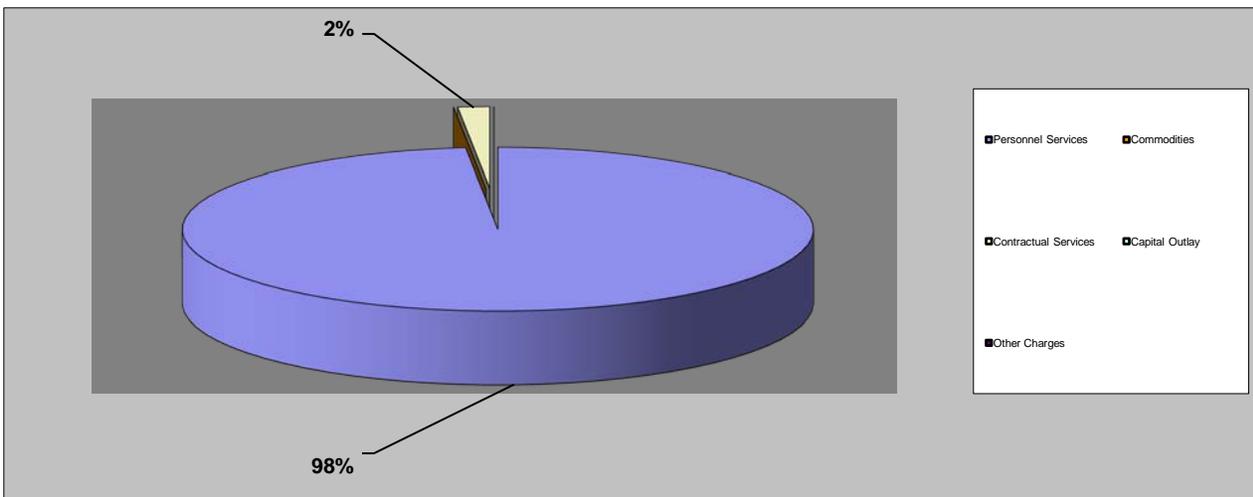
To present a courteous, service-oriented team providing a high level of accuracy and efficiency.

**Program Expenditure Highlights**

The decrease in personnel services is due to the reallocation of some hours from the Deputy Registrar program to the Administration program.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 379,397	\$ 395,906	\$ 388,390	\$ 331,790
Commodities	-	-	-	-
Contractual Services	3,018	4,207	6,790	5,500
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 382,415</b>	<b>\$ 400,113</b>	<b>\$ 395,180</b>	<b>\$ 337,290</b>
Percent Change	1.9%	4.6%	(-1.2%)	(-14.6%)
 Full-Time Equivalent positions	 <u>6.02</u>	 <u>6.00</u>	 <u>5.80</u>	 <u>4.80</u>

**Program Expenditures by Classification**



<b>Department:</b>	<b>Citizen Services</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Deputy Registrar</b>	<b>Program #:</b>	<b>303</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of motor vehicle transactions	50,038	50,362	51,000	50,000
Number of driver's license transactions	17,457	18,217	17,500	18,000
Number of Auto Dealer's that we process for	N/A	N/A	3	5
Number of passports processed	1,993	1,940	N/A	N/A
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Initial accuracy rate on motor vehicle reports reconciled	98%	98.5%	98%	99%
Initial accuracy rate on driver's license reports reconciled	98%	99%	98%	99%

**COMMENTS**

Number of transactions remains steady in all areas of motor vehicle and DNR. Passport processing has moved to the City Clerk Administrative Division due to a new federal law prohibiting the same individuals that have the ability to process driver's licenses or identification cards to process passport applications.

Driver's license transactions should increase in 2014 due to passport processing being moved to City Clerk Administration. In 2013, Federal guidelines prohibited State Motor Vehicle Departments that are also a Federal Passport Facility to process first-time driver's licenses and passports at the same facility. Since passport processing has been moved to the City Clerk Division, the Deputy Registrar Division has resumed processing first-time driver's license applications.

**Department: Citizen Services**  
**Program: Elections**

**Fund # : 101**  
**Program # : 304**

**Program Description**

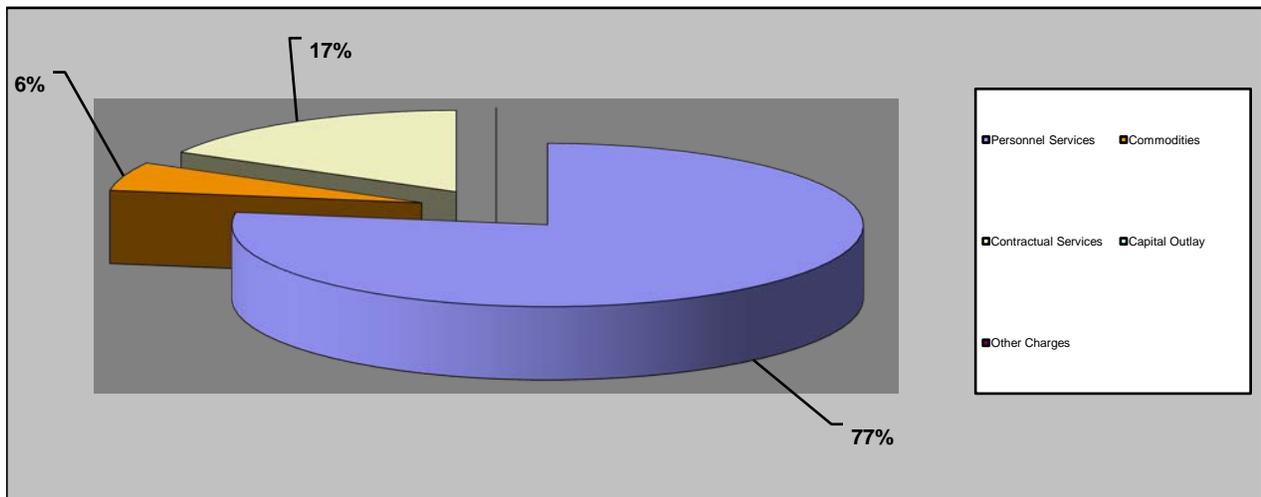
To manage all municipal, federal and state elections focusing on legal compliance and integrity.

**Program Expenditure Highlights**

2014 is not a presidential election year.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 43,845	\$ 62,781	\$ 43,030	\$ 54,660
Commodities	3,020	4,412	2,000	4,000
Contractual Services	11,008	13,281	12,280	11,920
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 57,873</b>	<b>\$ 80,474</b>	<b>\$ 57,310</b>	<b>\$ 70,580</b>
Percent Change	(-12.8%)	39.1%	(-28.8%)	23.2%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Citizen Services</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Elections</b>	<b>Program #:</b>	<b>304</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of registered voters	21,815	22,416	22,500	23,500
Election judges trained	186	197	180	180
Number of ballots cast	5,959	21,379	8,000	16,500
Number of absentee ballots transmitted	312	2,324	300	1,800
Number of absentee ballots returned by voter	266	2,200	250	1,700
Number of absentee ballots rejected	12	114	5	4
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Eligible voter turnout	27%	86%	30%	12%

---

**COMMENTS**

Increase in 2014 Outputs/Workload is due to 2014 being a State election year.

**Department:** Citizen Services **Fund # :** 220  
**Program:** Taste of Maplewood / Light It Up - July 4th Event **Program # :** 000

**Program Description**

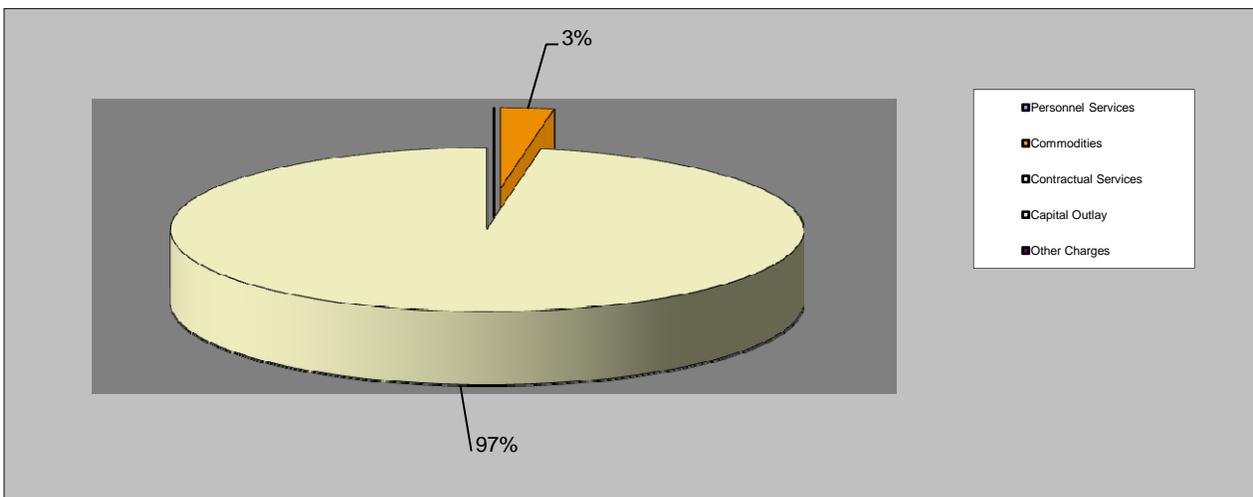
To hold a city-wide 4th of July event for the purpose of bringing the community at large together to enjoy the holiday with music, food and fireworks and to work with local businesses who help to sponsor the event.

**Program Expenditure Highlights**

The Taste of Maplewood/Light It Up - July 4th Event is budgeted and additionally subsidized by funds solicited by participating vendors and sponsors. Beginning in 2012 the City moved the event to July 4th and brought back its firework display.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 3,255	\$ -	\$ 2,920	\$ -
Commodities	365	535	800	800
Contractual Services	21,338	17,601	30,700	28,530
Capital Outlay	-	-	-	-
Other Charges	10	-	-	-
<b>Total</b>	<b>\$ 24,968</b>	<b>\$ 18,136</b>	<b>\$ 34,420</b>	<b>\$ 29,330</b>
Percent Change	(-72.9%)	(-27.4%)	89.8%	(-14.8%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Citizen Services</b>	<b>Fund #:</b>	<b>220</b>
<b>Program:</b>	<b>Taste of Maplewood / Light it Up – July 4<sup>th</sup> Event</b>	<b>Program #:</b>	<b>000</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of vendors	24	10	10	10
Number of business sponsors	11	3	10	11
Number of media sponsors	3	0	2	2
Number of waste/recycling containers	50/50	50/50	50/50	50/50
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Citizens attending the event (approximate)	3,000	5,000	10,000	10,000
Percentage of waste recycled	60%	60%	70%	80%

**COMMENTS**

The 2012 event was moved to July 4<sup>th</sup> and incorporated a fireworks display. Staff continues to work to make the event more sustainable by providing recycling bins and educational information on the importance of recycling.



**MAPLEWOOD**

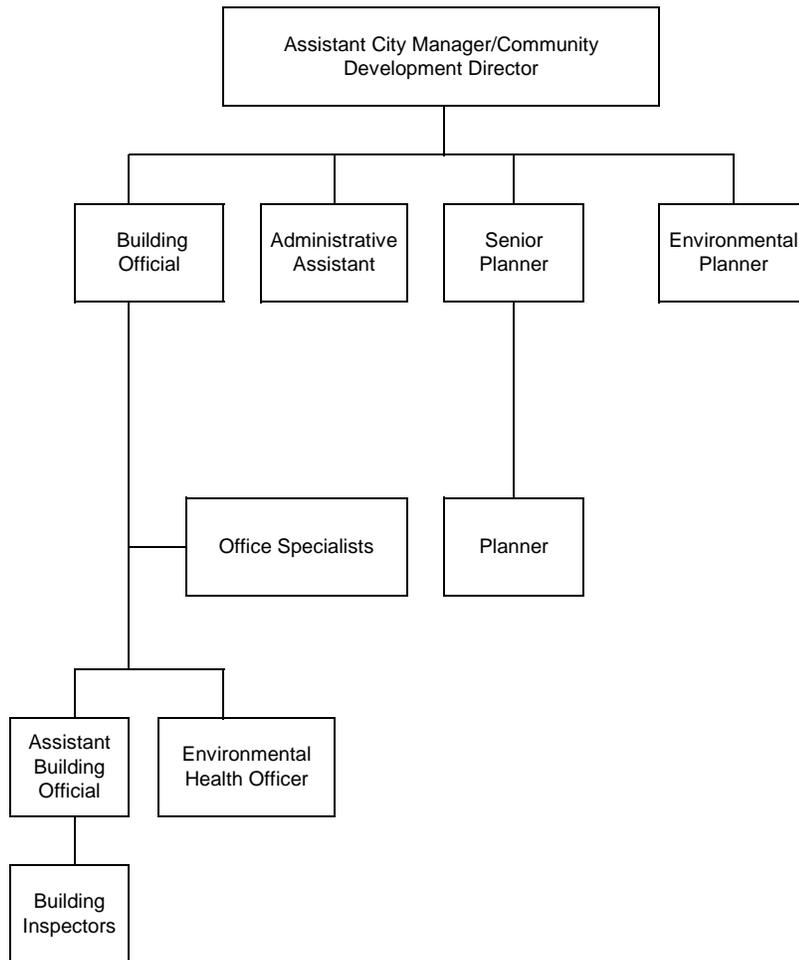
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

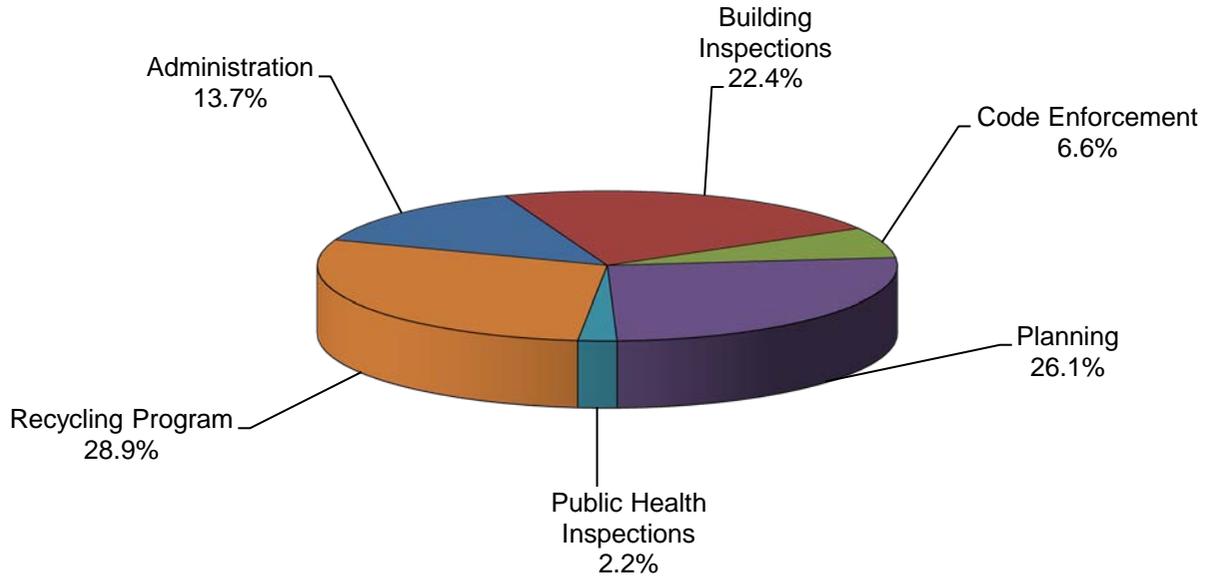
COMMUNITY DEVELOPMENT

ORGANIZATION CHART

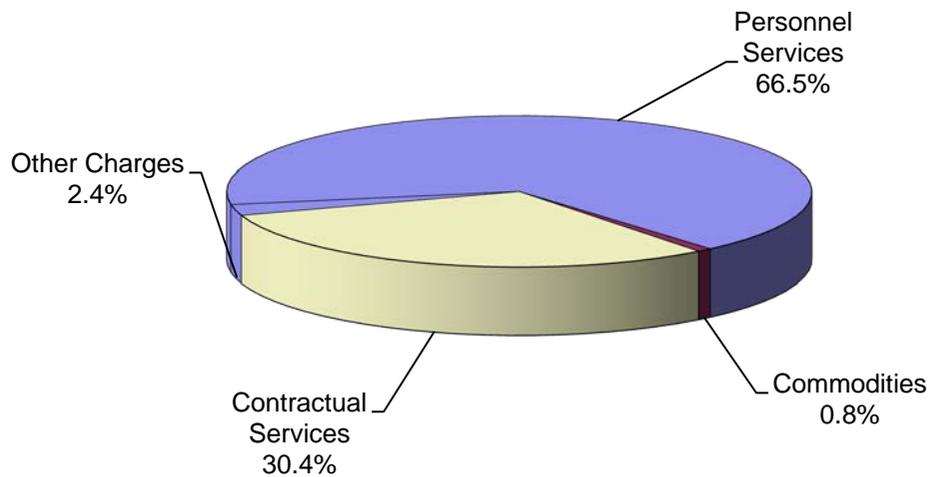


# COMMUNITY DEVELOPMENT BUDGET 2014

## Total By Program

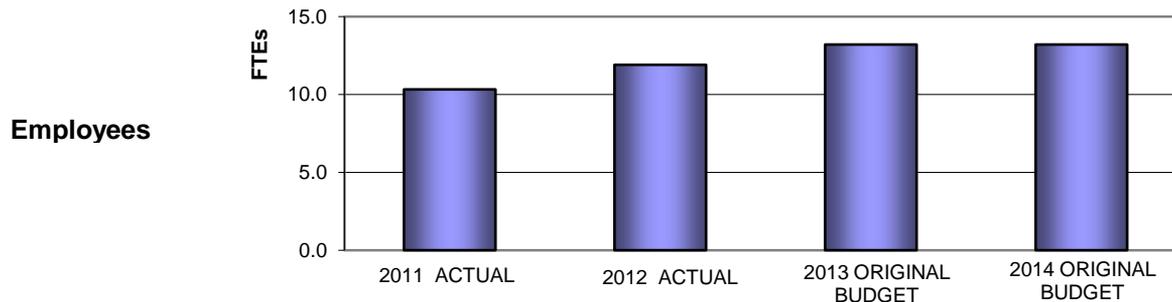
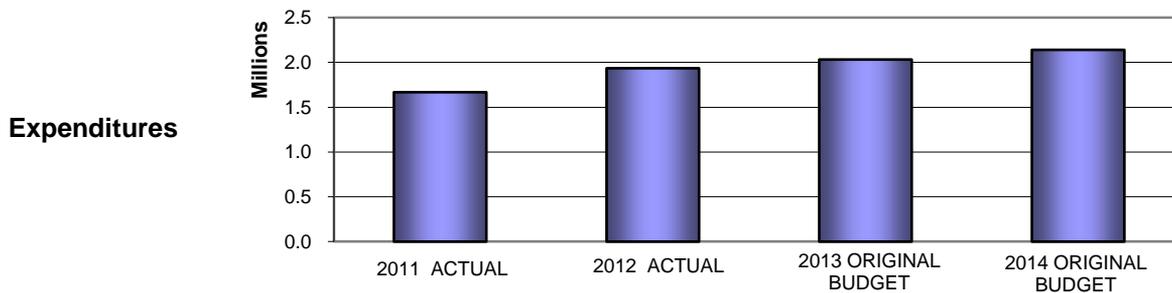


## Total By Classification



**COMMUNITY DEVELOPMENT  
EXPENDITURE SUMMARY**

	2011	2012	2013	2014	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
Total By Program			BUDGET	BUDGET	2013 BUDGET
Administration	\$246,761	\$279,704	\$286,410	\$293,710	2.5%
Building Inspections	430,845	488,572	479,030	480,020	0.2%
Code Enforcement	110,813	64,859	137,220	141,690	3.3%
Planning	229,402	497,072	543,610	559,410	2.9%
Public Health Inspections	49,507	47,484	45,210	46,230	2.3%
Recycling Program	600,192	557,168	540,570	619,270	14.6%
<b>Totals</b>	<b>1,667,520</b>	<b>1,934,859</b>	<b>2,032,050</b>	<b>2,140,330</b>	<b>5.3%</b>
<b>Total By Classification</b>					
Personnel Services	1,011,540	1,297,045	1,386,690	1,423,120	2.6%
Commodities	16,724	15,434	13,230	17,210	30.1%
Contractual Services	587,778	571,292	581,580	649,620	11.7%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	51,478	51,088	50,550	50,380	-0.3%
<b>Totals</b>	<b>1,667,520</b>	<b>1,934,859</b>	<b>2,032,050</b>	<b>2,140,330</b>	<b>5.3%</b>
<b>Total By Fund</b>					
General Fund	1,067,328	1,127,624	1,202,880	1,222,970	1.7%
Environmental Utility Fund	0	250,067	288,600	298,090	3.3%
Recycling Fund	600,192	557,168	540,570	619,270	14.6%
<b>Totals</b>	<b>\$1,667,520</b>	<b>\$1,934,859</b>	<b>\$2,032,050</b>	<b>\$2,140,330</b>	<b>5.3%</b>
<b>Number of Employees (FTE)</b>	<b>10.32</b>	<b>11.90</b>	<b>13.20</b>	<b>13.20</b>	<b>0.0%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

---

## COMMUNITY DEVELOPMENT

### MISSION STATEMENT

To protect public health, safety and welfare by ensuring that land use and buildings meet applicable city codes, regional goals and state and Federal laws. The department will guide future growth and construction in the city that enhances economic development while conserving natural resources in accordance with the goals and policies of the Maplewood Comprehensive Plan.

### 2014 OBJECTIVES

1. Expand economic development efforts through pro-active actions that stimulate housing and non-residential development, including redevelopment of strategic areas of the City.
2. Protect public's health and improve the quality of life of the citizen's of Maplewood through the prevention of disease, education, outreach and inspections.
3. Carry out the long-range planning vision for the community's future as described in the 2030 Comprehensive Plan and the City Council's goals.
4. Educate contractors, design professionals and the public through pre-development meetings, literature, city website, and the permit process.
5. Educate city staff and the community in developing a sustainable "green building practices and methods", including the promotion and implementation through incentives of green construction and the Maplewood Green Building Program.
6. Promote high quality building and site design by recommending and requiring enhanced amenities during city development and building reviews.
7. Provide leadership by serving as the staff liaisons and technical experts for four of the city's citizen advisory boards and commissions.
8. Provide technical expertise and regional leadership in issues related to municipal environmental practices and critical environmental issues that influence the city.
9. Promote and manage the single-hauler solid waste and recycling programs to ensure compliance with regional and state rules and regulations.

**Department: Community Development**  
**Program: Administration**

**Fund # : 101**  
**Program # : 701**

**Program Description**

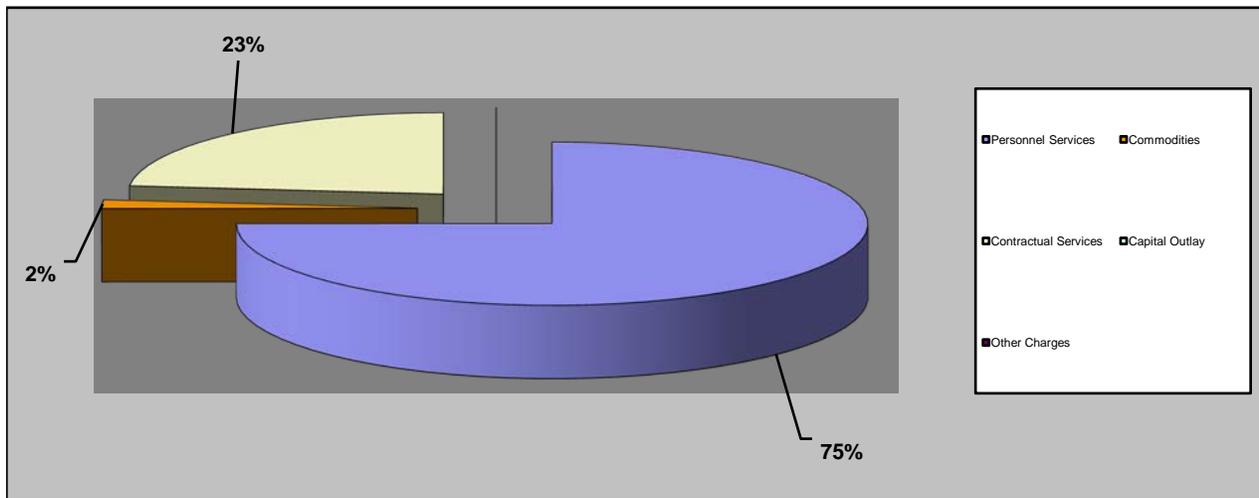
To provide accurate and timely administrative and clerical support to the divisions within Community Development including Building, Planning, Public Health and Code Enforcement.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 187,868	\$ 212,198	\$ 216,390	\$ 220,110
Commodities	3,686	5,343	6,200	4,960
Contractual Services	54,916	62,164	63,820	68,640
Capital Outlay	-	-	-	-
Other Charges	291	(1)	-	-
<b>Total</b>	<b>\$ 246,761</b>	<b>\$ 279,704</b>	<b>\$ 286,410</b>	<b>\$ 293,710</b>
Percent Change	(-12.4%)	13.4%	2.4%	2.5%
 Full-Time Equivalent positions	 2.59	 2.40	 2.65	 2.65

**Program Expenditures by Classification**



**Department: Community Development**  
**Program: Administration**

**Fund #: 101**  
**Program #: 701**

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Contractor licenses issued	N/A	480	480	480
Truth-in-Housing inspection reports	N/A	381	400	400
Commission packets	N/A	65	65	65
Council agenda reports	N/A	98	95	95
Number of inspections scheduled	N/A	6,042	7,000	7,000
Number of permits issued	3,095	3,025	3,100	3,100
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of minutes available for next meeting	98%	99%	99%	99%
Percent of permits issued accurately	98%	99%	99%	99%

### **COMMENTS**

Contractors licenses are issued for commercial building, mechanical, plumbing, truth-in-housing inspections, sign installers and tree trimmers. Inspections are scheduled for building, mechanical and plumbing work.

The Community Development staff provides support for four of the City's advisory commissions. This entails the continued preparation of meeting agenda packets and meeting minutes for each commission. In turn, the community development department issues permits for the construction of projects approved through the planning review process. They also prepare and review City Council agenda reports for zoning compliance.

The clerical staff works with Planning, Building, Public Health and Code Enforcement.

Note: Estimated population according to the Community Development Department is as follows:

2011 – 38,374  
 2012 – 38,424  
 2013 – 38,474  
 2014 – 38,524

**Department: Community Development**  
**Program: Building Inspections**

**Fund # : 101**  
**Program # : 703**

**Program Description**

To administer the state building code and related ordinances and to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of Maplewood.

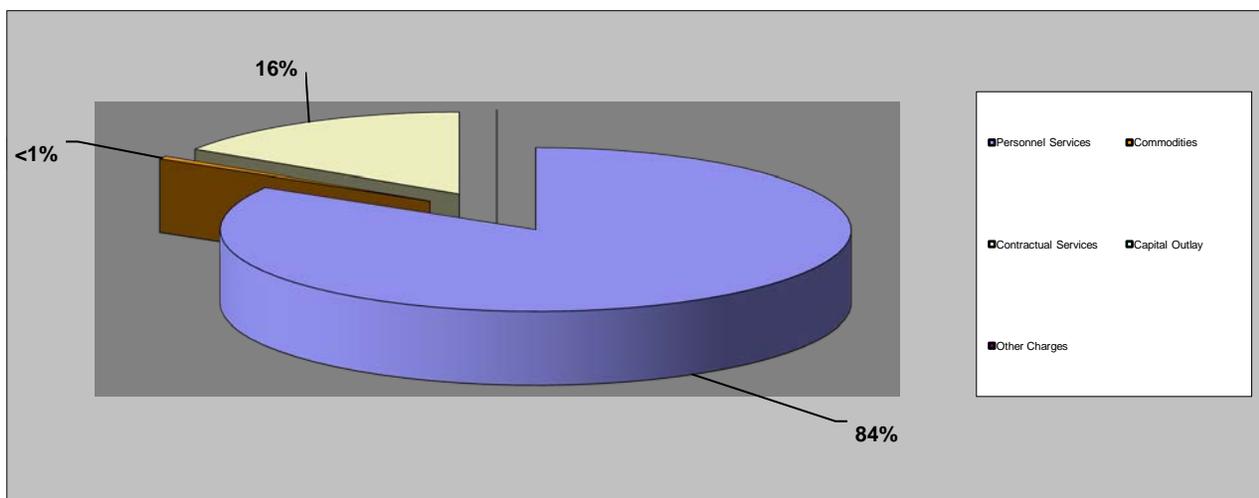
**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

The increase in commodities is due to the new Building Code being adopted by the State of Minnesota in 2014 and the purchase of books.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 371,594	\$ 412,833	\$ 395,720	\$ 401,270
Commodities	1,017	517	2,250	2,750
Contractual Services	58,234	75,222	81,060	76,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 430,845</b>	<b>\$ 488,572</b>	<b>\$ 479,030</b>	<b>\$ 480,020</b>
Percent Change	(-6.0%)	13.4%	(-2.0%)	0.2%
Full-Time Equivalent positions	3.70	3.50	3.45	3.45

**Program Expenditures by Classification**



**Department: Community Development**  
**Program: Building Inspections**

**Fund #: 101**  
**Program #: 703**

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Revenue generated	\$952,369	\$1,273,942	\$1,165,000	\$1,228,000
Number of permit apps.	3,095	3,025	3,200	3,200
Number of plan reviews	660	653	650	650
Number of inspections	6,162	6,042	7,000	7,000
<b><u>EFFICIENCY MEASURES</u></b>				
Average time to issue residential permit	7 days	7 days	7 days	7 days
Average time to issue commercial permit	30 days	30 days	30 days	30 days
Percentage of inspection completed within 24 hours	98%	97%	97%	97%

### **COMMENTS**

The State of Minnesota will be adopting the updated building code in 2013/2014 and building officials must maintain their knowledge and certifications through the state and International Code Council. The building officials are responsible for construction inspections for residential buildings, commercial buildings, manufactured homes, accessibility, plumbing, mechanical and energy. In addition, the building officials are responsible for using the updated codes for plan review.

The Building Department promotes professionalism and knowledge by being involved in building official organizations, the International Code Council and the State of Minnesota for awareness and input on code changes that affect the City of Maplewood.

The Building Department has been working as a leader in green building policies and development for sustainable buildings internationally, locally and is currently working to adopt a green building ordinance within the City of Maplewood.

**Department: Community Development**  
**Program: Code Enforcement**

**Fund # : 101**  
**Program # : 707**

**Program Description**

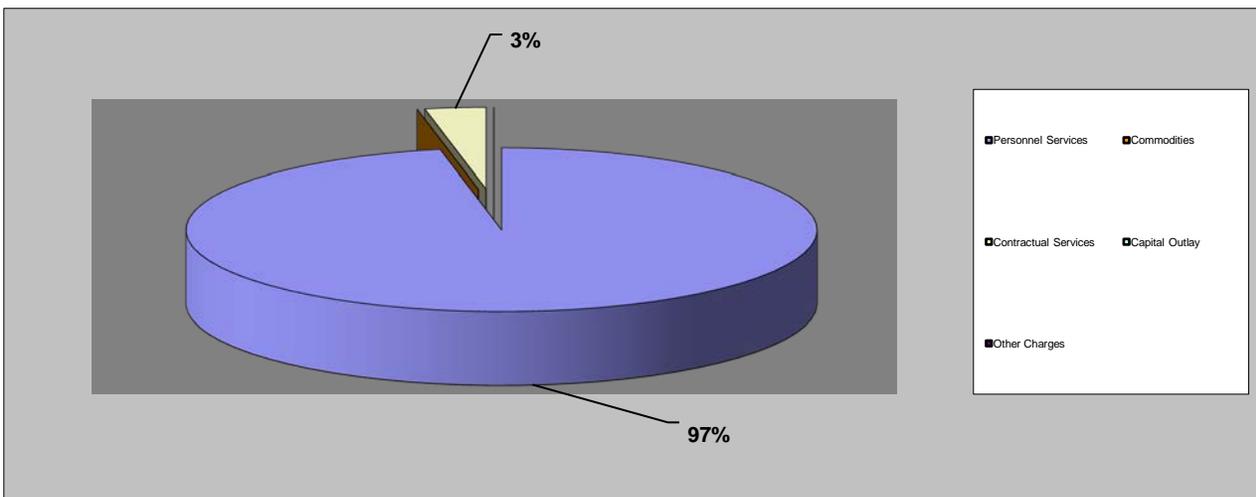
To maintain community standards and protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases, an increase in the cost of benefits and the hiring of the new Environmental Technician at a higher rate than originally anticipated.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 105,062	\$ 59,411	\$ 131,110	\$ 137,270
Commodities	-	-	-	-
Contractual Services	5,751	5,448	6,110	4,420
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 110,813</b>	<b>\$ 64,859</b>	<b>\$ 137,220</b>	<b>\$ 141,690</b>
Percent Change	38.4%	(-41.5%)	111.6%	3.3%
 Full-Time Equivalent positions	 0.75	 0.85	 1.30	 1.30

**Program Expenditures by Classification**



**Department: Community Development**  
**Program: Code Enforcement**

**Fund #: 101**  
**Program #: 707**

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total number of complaint cases inspected	539	493	540	600
Total number of complaint cases that were referred to the Admin/Judicial process	64	48	45	65
Total number of re-inspections	742	904	900	900
Total number of letters written regarding violations	389	376	400	400
<b><u>EFFICIENCY INDICATORS</u></b>				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	112	81	75	75
Total number of complaint cases resolved	707	634	750	750
Total number of complaint cases pending	35	24	24	24
Abatement fees	\$21,163	\$20,571	\$20,000	\$20,000
Re-inspection penalty fees	\$2,475	\$1,425	\$2,000	\$2,000

**COMMENTS**

The 2013 code enforcement program is administered with the building, environmental and health divisions working together to maintain the community standards.

The number of abatements was directly impacted by the number of foreclosed properties in the city from 2011 to 2013.

The number of abatements may decrease in 2013 based on early indicators from the late spring of 2013.

The abatement fees are assessed to properties for lawn mowing and cleanup. In addition, the administration cost is included in the abatement fee.

The re-inspection penalty fee is assessed to properties that have excessively consumed city services for multiple inspections of the same violation.

**Department: Community Development**  
**Program: Planning**

**Fund # : 101 & 604**  
**Program # : 702**

**Program Description**

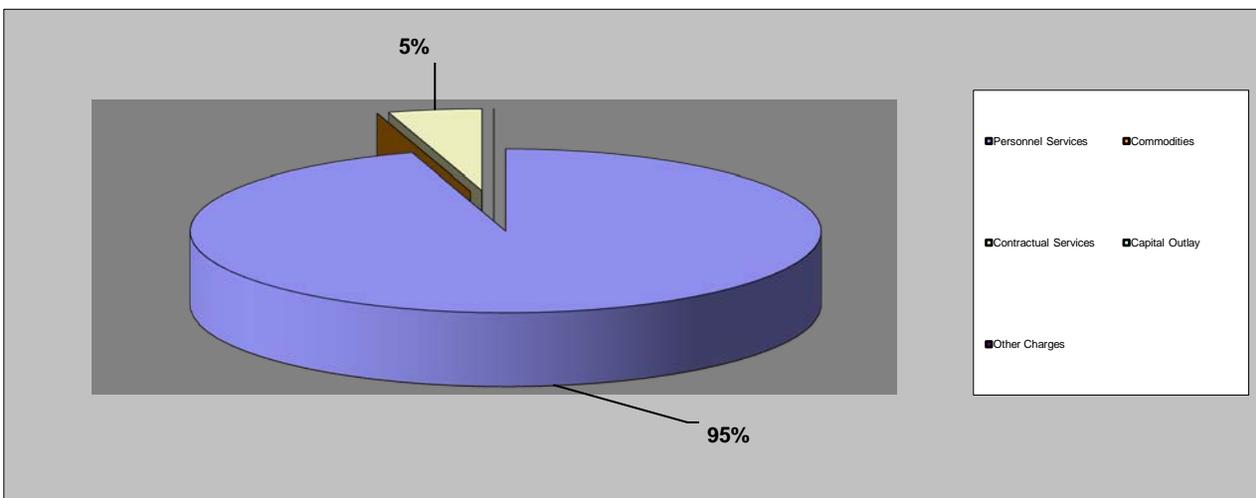
To guide and implement the development and redevelopment of residential, commercial and industrial areas as directed by the principles of the 2030 Comprehensive Plan, the city's zoning ordinance, the city's advisory boards and commissions and the city council. Also to conduct special land use studies, perform development reviews, facilitate economic development and assist residents, property owners and developers with planning building projects. And to provide planning, outreach and enforcement of the National Pollutant Discharge Elimination System (NPDES) permit.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases, an increase in the cost of benefits and the hiring of the new Environmental Technician at a higher rate than originally anticipated.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 221,353	\$ 482,523	\$ 517,310	\$ 532,600
Commodities	-	60	200	-
Contractual Services	8,049	14,489	26,100	26,810
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 229,402</b>	<b>\$ 497,072</b>	<b>\$ 543,610</b>	<b>\$ 559,410</b>
Percent Change	(-2.4%)	116.7%	9.4%	2.9%
 Full-Time Equivalent positions	 2.00	 4.05	 4.30	 4.30

**Program Expenditures by Classification**



**Department: Community Development**  
**Program: Planning**

**Fund #: 101 & 604**  
**Program #: 702**

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Revenue generated	\$35,355	\$27,637	\$34,400	\$32,000
Number of planning reviews	43	40	45	45
Number of building permit reviews	278	258	350	350
Number of new or modified water- related ordinances and policies adopted by the city.	2	4	3	4
Number of water-related articles published in city newsletters or local paper.	4	4	4	4
Number of project sites receiving water-related construction inspections.	460	320	400	420
Number of water-related improvements at parks or city facilities.	2	4	4	5
Miles of new streets with stormwater improvements.	3.1	1.5	2.2	2.2
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Average # of hours to do building permit reviews.	1	1	1	1
EDA contacts	5	30	25	25
Number of public meetings held to discuss water-related ordinances and policies.	6	6	5	6
Number of households receiving water-related articles.	17,000	17,000	17,000	17,000
Number of non-compliant water-related construction inspections.	15	44	30	45
Drainage area affected by street improvements (in acres).	150	32	67	63

### **COMMENTS**

These outputs reflect the number of reviews by city planners and the staff time needed to complete the review, but do not reflect additional staff time spent reviewing applications with citizen boards and commissions. The planning staff is responsible for processing the reviews of all development applications and works closely with other city departments such as engineering, building inspections, fire, police and environmental.

The NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters. The Environmental Planning-EUF program is new in 2012 and shows commitment by the city to inform, plan, and enforce the permit process to meet the stormwater goals of the city and the region.

**Department: Community Development**  
**Program: Public Health Inspections**

**Fund # : 101**  
**Program # : 704**

**Program Description**

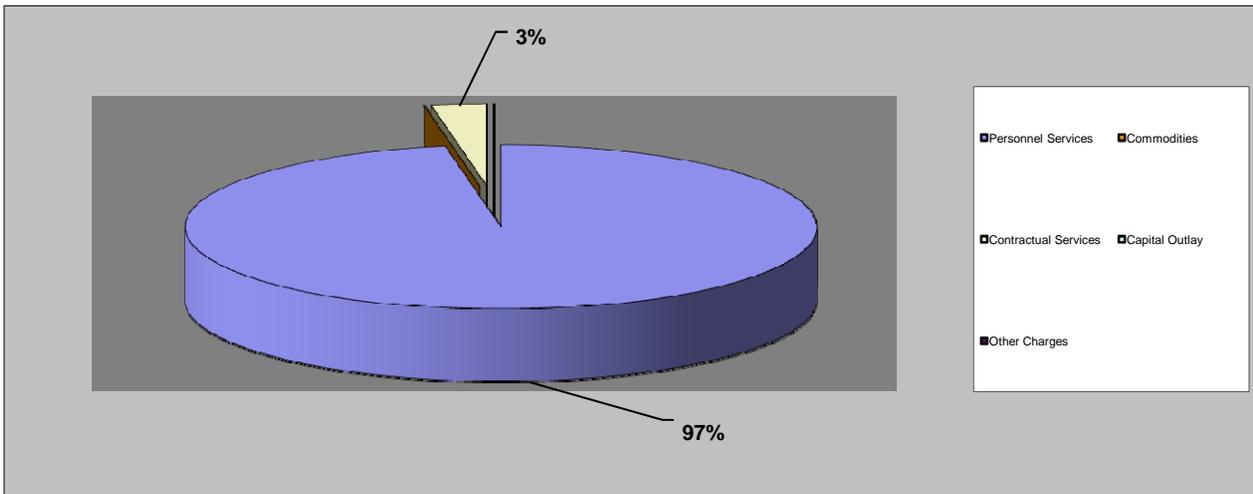
To improve and protect the health and well-being of the citizens of Maplewood through enforcement and education of local and state rules related to food, lodging, public swimming pools and public health.

**Program Expenditure Highlights**

No significant change in the Public Health Inspections budget for 2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 48,570	\$ 45,938	\$ 43,330	\$ 44,930
Commodities	61	-	80	-
Contractual Services	876	1,546	1,800	1,300
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 49,507</b>	<b>\$ 47,484</b>	<b>\$ 45,210</b>	<b>\$ 46,230</b>
Percent Change	(-6.0%)	(-4.1%)	(-4.8%)	2.3%
 Full-Time Equivalent positions	 0.60	 0.50	 0.50	 0.50

**Program Expenditures by Classification**



<b>Department:</b>	<b>Community Development</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Public Health Inspections</b>	<b>Program #:</b>	<b>704</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of restaurant inspections	201	187	210	210
Number of pool inspections	48	39	40	40
Number of public health violations	32	35	25	25
Number of itinerant food sales inspections	54	45	50	50
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Number of restaurant re-inspections	51	50	49	49
Number of hours on food sales inspections	545	593	593	596
Food establishment license fee	\$80,992	\$82,872	\$89,000	\$89,000
Swimming pool license fee	\$1,628	\$1,578	\$1,600	\$1,600
Lodging license fee	\$1,564	\$1,609	\$1,800	\$1,800

**COMMENTS**

The public health officer is currently working with the FDA and MDH on active managerial control inspections. These inspections are risk based and more educational/demonstration based vs. check list items.

Education, outreach, and a continual presence (i.e.—more follow up inspections and spot checks) in licensed establishments is a key factor in compliance with various Minnesota statutes. This approach may be more time consuming for the public health officer, however it promotes a safer and healthier environment.

In 2012 & 2013, there was an increase in the number of new food establishments. This increase meant more time spent on plan review and pre-opening inspections.

The Health Officer continues to work with the FDA on a grant to achieve outside funding for various educational opportunities.

**Department: Community Development**  
**Program: Recycling**

**Fund # : 605**  
**Program # : 706**

**Program Description**

To manage the solid waste and recycling programs to ensure compliance with regional and state rules and regulations.

**Program Expenditure Highlights**

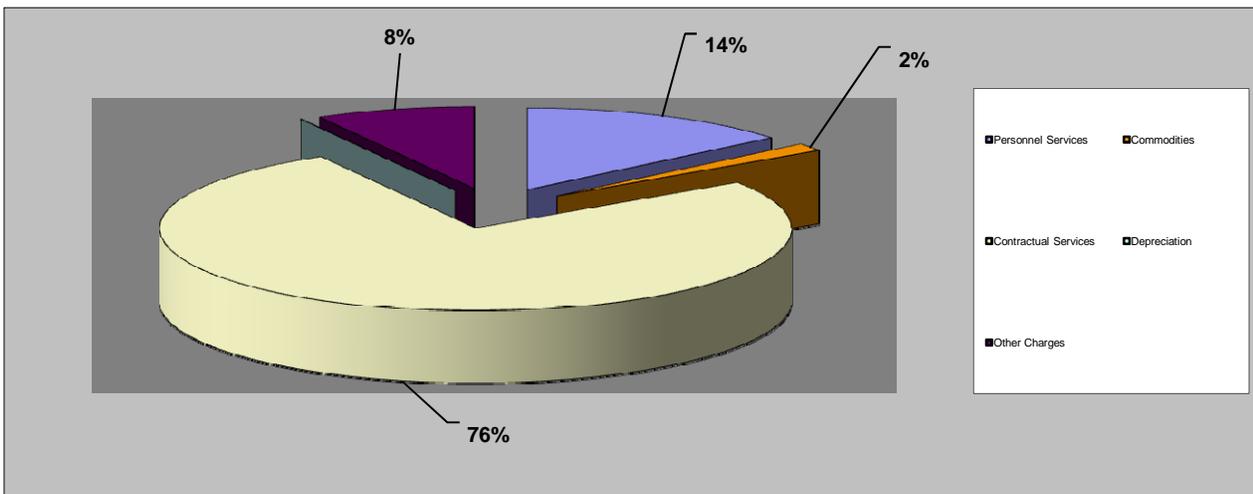
The increase in personnel services is due to pay increases, an increase in the cost of benefits and the hiring of the new Environmental Technician at a higher rate than originally anticipated.

It is proposed to continue to purchase compost bins for re-sale at the Nature Center. The cost of these bins is reflected in the commodities budget.

The recycling contract is a majority of the total annual budget for this program which is anticipated to increase with the addition of carts during 2014.

<b><u>Program Expenditures</u></b>	<b>2011 ACTUAL</b>	<b>2012 ACTUAL</b>	<b>2013 BUDGET</b>	<b>2014 BUDGET</b>
Personnel Services	\$ 77,093	\$ 84,142	\$ 82,830	\$ 86,940
Commodities	11,960	9,514	4,500	9,500
Contractual Services	459,952	412,423	402,690	472,450
Depreciation	-	-	-	-
Other Charges	51,187	51,089	50,550	50,380
<b>Total</b>	<b>\$ 600,192</b>	<b>\$ 557,168</b>	<b>\$ 540,570</b>	<b>\$ 619,270</b>
Percent Change	18.2%	(-7.2%)	(-3.0%)	14.6%
Full-Time Equivalent positions	0.68	0.60	1.00	1.00

**Program Expenditures by Classification**



<b>Department:</b>	<b>Community Development</b>	<b>Fund #:</b>	<b>605</b>
<b>Program:</b>	<b>Recycling</b>	<b>Program #:</b>	<b>706</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Education outreach opportunities	17,000	17,000	17,000	17,000
Number of educational tags left by contractor	N/A	2,575	2,300	2,200
Number of tons of materials recycled	2,458	2,591	2,700	2,900
City events that featured recycling	8	8	10	10
<b><u>EFFICIENCY INDICATORS</u></b>				
Number of churches and small businesses that have opted into the City's recycling program	N/A	0	5	10
Average number of pounds recycled per household per month	38.91	41.95	40	42

**COMMENTS**

In October 2012, the City began an organized trash collection system, where all single family residential properties are required to use the City's contracted trash hauler. The City supplied trash carts for the new trash system. Trash carts were supplied in four variable sizes allowing residents an opportunity to save money and reduce waste by choosing the size of trash container that fits their families' needs. The roll out of the City's trash carts also gave the City an opportunity to educate residents on the City's recycling program. During the trash cart roll out in October through December 2012, there were approximately 200 recycling bins delivered to residents who previously had not been recycling.

In 2012, paper tonnage and overall recyclable tonnage volumes increased over the last quarter of the year. Cardboard and paper make up a large volume of recyclables in the City due to retail packaging.

The City's recycling contractor, Tennis, continues to look for ways to improve the City's recycling program. During the last quarter of 2012 Tennis began collecting retail plastic bags for recycling. Tennis also conducted a recycling cart pilot study to determine if the use of 65 gallon recycling carts increased recycling participation and rates. Of the 213 residential properties included in the study, there was a 37 percent increase in volume of recyclables collected and a 33 percent decrease in not outs (residents who do not place recycling at the curb) with the use of carts versus bins. The results of this study will be used by the City to determine whether recycling carts will be used in the City's recycling program beginning in 2014.



# MAPLEWOOD

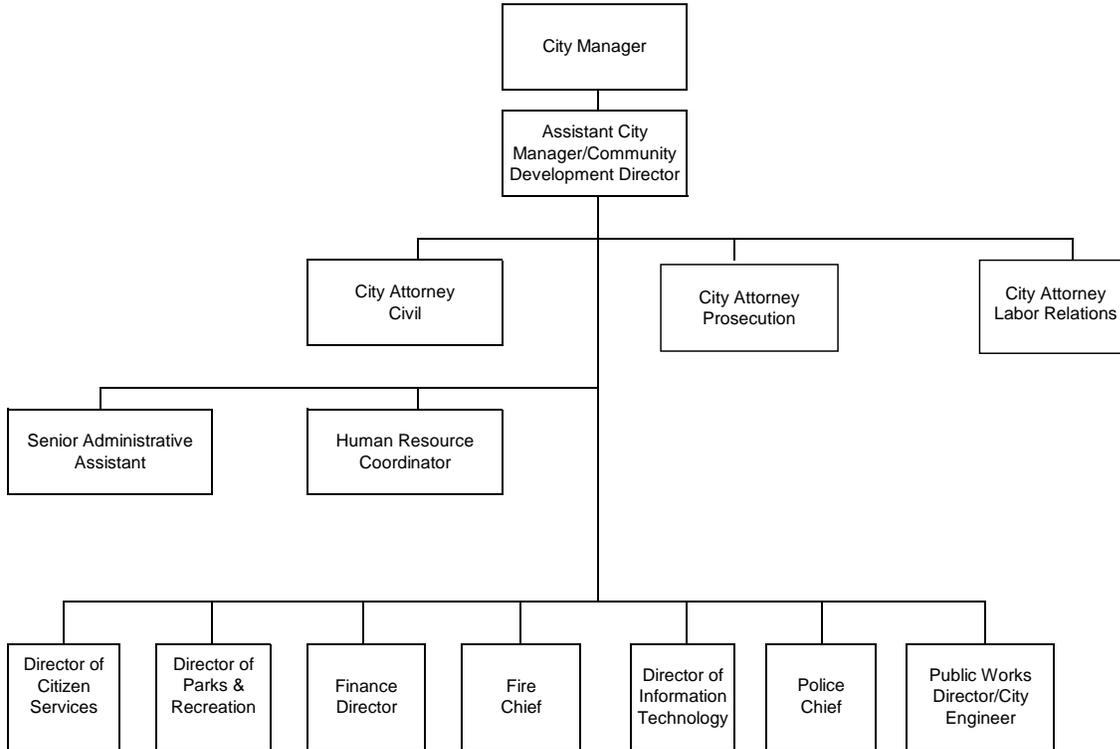
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

EXECUTIVE

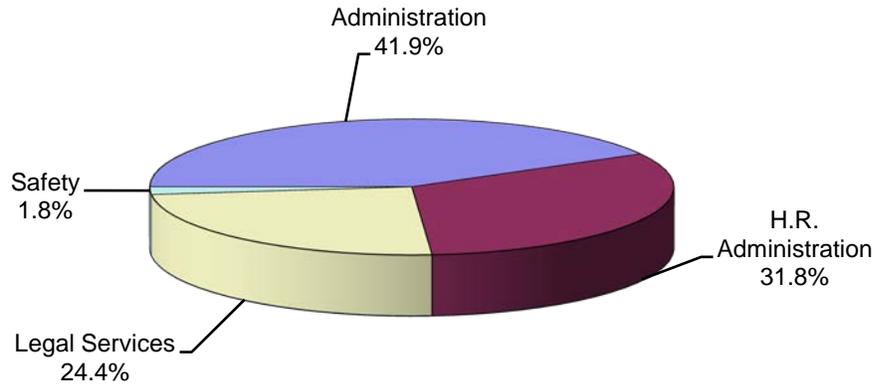
ORGANIZATION CHART



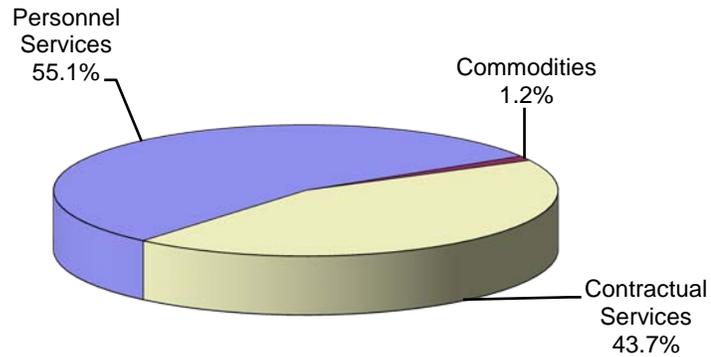
---

---

## EXECUTIVE BUDGET 2014 Total By Program

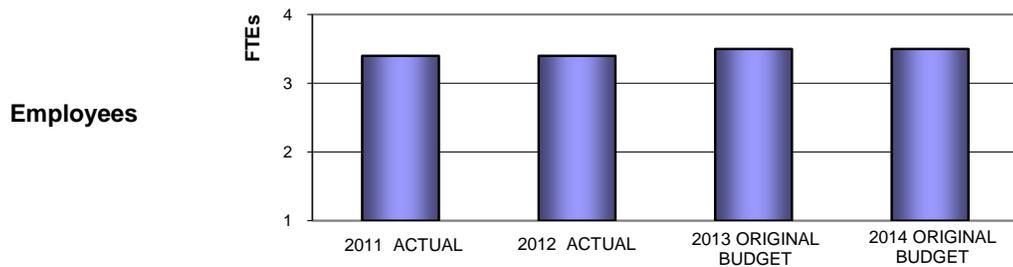
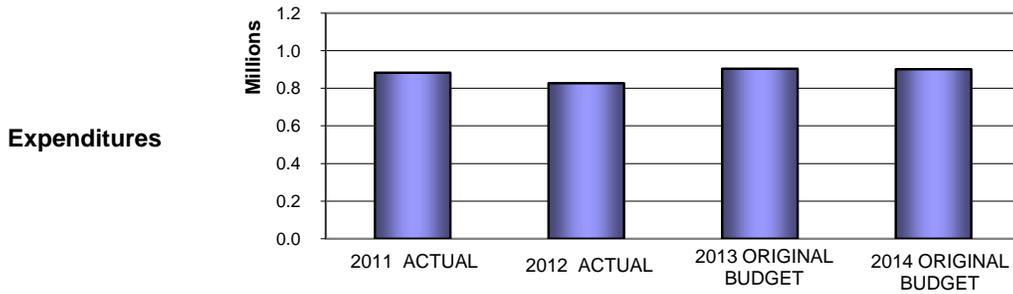


## Total By Classification



**EXECUTIVE  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Administration	\$335,163	\$343,837	\$378,860	\$378,010	-0.2%
H.R. Administration	273,300	264,253	282,070	287,150	1.8%
Legal Services	265,849	211,683	225,450	220,050	-2.4%
Safety	8,664	7,496	17,810	16,420	-7.8%
<b>Totals</b>	<b>882,976</b>	<b>827,269</b>	<b>904,190</b>	<b>901,630</b>	<b>-0.3%</b>
<b>Total By Classification</b>					
Personnel Services	454,839	455,052	490,970	497,170	1.3%
Commodities	8,351	8,146	10,200	10,400	2.0%
Contractual Services	355,947	363,071	403,020	394,060	-2.2%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	63,839	1,000	0	0	N/A
<b>Totals</b>	<b>882,976</b>	<b>827,269</b>	<b>904,190</b>	<b>901,630</b>	<b>-0.3%</b>
<b>Total By Fund</b>					
General Fund	882,976	827,269	904,190	901,630	-0.3%
<b>Totals</b>	<b>\$882,976</b>	<b>\$827,269</b>	<b>\$904,190</b>	<b>\$901,630</b>	<b>-0.3%</b>
Number of Employees (FTE)	3.40	3.40	3.50	3.50	0.0%





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# EXECUTIVE

## MISSION STATEMENT

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

## 2014 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners and businesses in the 2014 City Budget by limiting the property tax increase.
2. Explore options for alternative and sustainable revenues to reduce overall reliance on state finances and reduce/limit property tax increases. Make budget decisions that comport with the principles of sustainability.
3. Continue to make Maplewood city government transparent and accessible; operate within an environment of efficiency and mutual respect. Welcome and encourage citizen involvement, and work with other cities to collaborate and consolidate city services. Expand communications of city activities to “tell the city story” through the use of City News, website, CATV and social media.
4. Work to attract new private investment in Maplewood businesses to add new jobs and expand economic opportunity through policies that reduce property taxes and promote economic growth. Expand involvement of HEDC and EDA in redevelopment activities and marketing of vacant city-owned land.
5. Continue to expand the delivery of public information to Maplewood citizens.
6. Continue to recruit talented, qualified individuals as city employees.
7. Further explore policies to control medical insurance costs and employee expenses, including continued expansion of employee wellness programs.

**Department:** Executive  
**Program:** Administration

**Fund # :** 101  
**Program # :** 102,119

**Program Description**

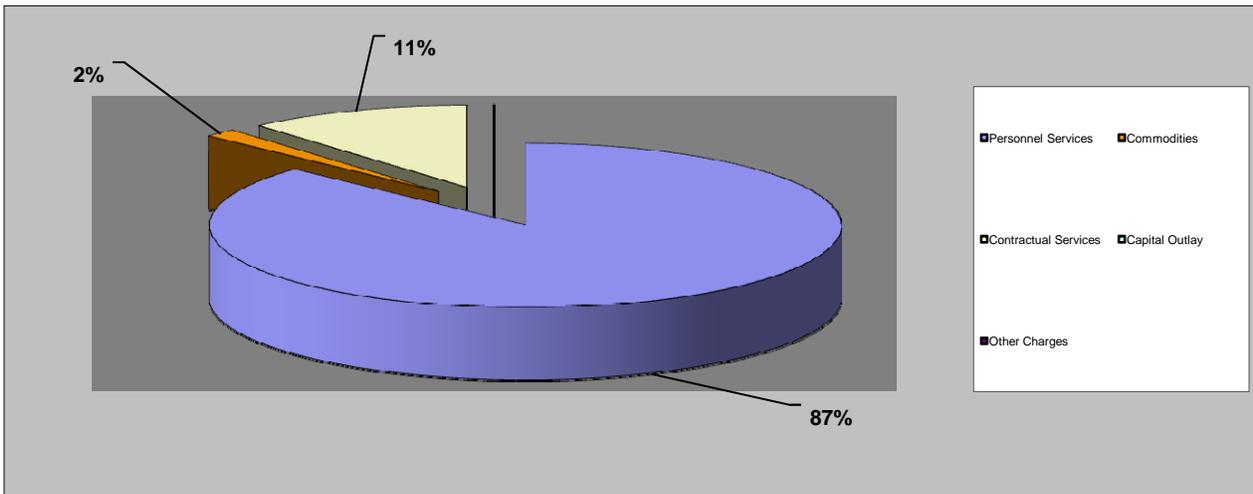
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.

**Program Expenditure Highlights**

No significant change in the Administration budget for 2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 298,122	\$ 301,350	\$ 328,800	\$ 328,710
Commodities	5,104	6,074	6,100	6,200
Contractual Services	31,937	36,413	43,960	43,100
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 335,163</b>	<b>\$ 343,837</b>	<b>\$ 378,860</b>	<b>\$ 378,010</b>
Percent Change	8.9%	2.6%	10.2%	(-0.2%)
 Full-Time Equivalent positions	 1.90	 1.90	 2.00	 2.00

**Program Expenditures by Classification**



---

<b>Department:</b>	<b>Executive</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>102,119</b>

---

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

---

**OUTPUTS/WORKLOAD**

Management Meetings	51	50	49	50
City Manager Reports	37	35	40	50
News Articles	8	7	8	8

**EFFECTIVENESS INDICATORS**

Performance Review	Good	Good	Good	Good
--------------------	------	------	------	------

---

**COMMENTS**

The management team remains the seven department heads, the two City Attorney representatives, the Assistant City Manager and is led by the City Manager. This group provides policy direction for overall city management.

**Department:** Executive **Fund # :** 101  
**Program:** Human Resource Administration **Program # :** 116

**Program Description**

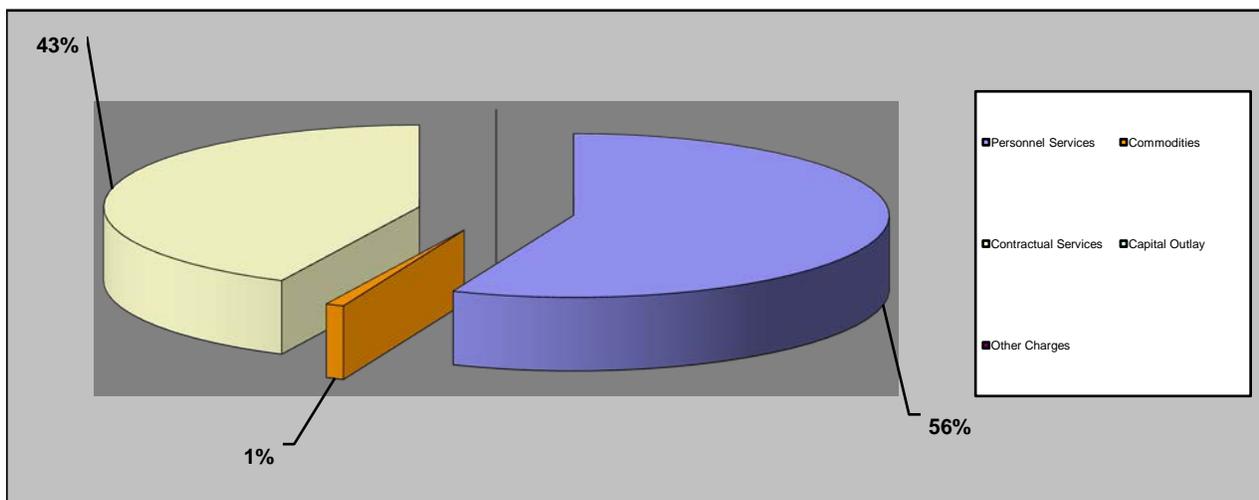
To provide a positive, productive work environment through management of employment law practices, labor and employee relations, personnel policies, hiring process, compensation and benefits program, performance and training.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 151,545	\$ 146,586	\$ 155,120	\$ 161,450
Commodities	2,680	1,822	2,700	2,700
Contractual Services	119,075	115,845	124,250	123,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b><u>\$ 273,300</u></b>	<b><u>\$ 264,253</u></b>	<b><u>\$ 282,070</u></b>	<b><u>\$ 287,150</u></b>
Percent Change	8.2%	(-3.3%)	6.7%	1.8%
 Full-Time Equivalent positions	 <u>1.50</u>	 <u>1.50</u>	 <u>1.50</u>	 <u>1.50</u>

**Program Expenditures by Classification**



<b>Department:</b>	<b>Executive</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Human Resource Administration</b>	<b>Program #:</b>	<b>116</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of full-time, regular employees who left City employment during the reporting period	11	8	4	4
Number of grievances	2	2	3	2
Number of employment investigations conducted or overseen by HR	14	5	8	8

**EFFECTIVENESS INDICATORS**

Turnover rate	6.1%	5.2%	2.2%	2.6%
Percentage of internal customers rating service as good to excellent	100%	100%	100%	100%

**EFFICIENCY MEASURES**

Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an internal hiring process	20	20	20	20
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	37	32	34	34

**COMMENTS**

Turnover in 2011 results, in part, from early retirement incentives.

**Department: Executive**  
**Program: Legal Services**

**Fund # : 101**  
**Program # : 103**

**Program Description**

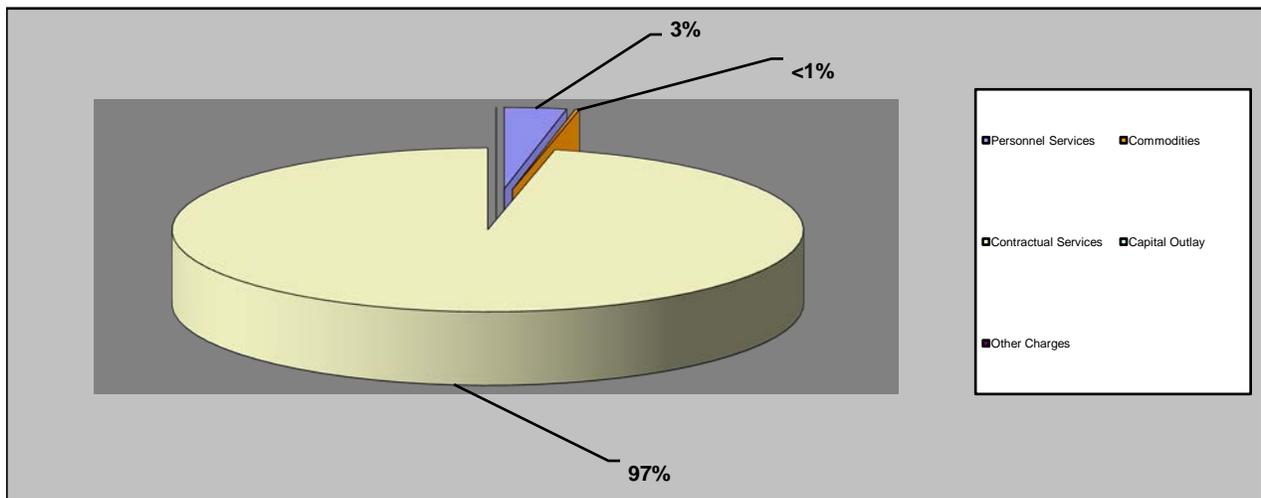
To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.

**Program Expenditure Highlights**

Beginning in 2012, an internal service fund was established to account for general insurance and risk management expenses which includes judgments and claims. Attorney expenses remain the major part of this program.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 5,172	\$ 7,116	\$ 7,050	\$ 7,010
Commodities	567	250	500	500
Contractual Services	196,271	203,317	217,900	212,540
Capital Outlay	-	-	-	-
Other Charges	63,839	1,000	-	-
<b>Total</b>	<b>\$ 265,849</b>	<b>\$ 211,683</b>	<b>\$ 225,450</b>	<b>\$ 220,050</b>
Percent Change	22.7%	(-20.4%)	6.5%	(-2.4%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Executive</b>	<b>Fund #:</b>	<b>101 &amp; 221</b>
<b>Program:</b>	<b>Legal Services</b>	<b>Program #:</b>	<b>103</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Prosecution cases opened	8,039	8,719	7,800	8,000
Civil cases processed	125	125	125	125
Meetings attended:				
Prosecution	575	575	575	600
Civil	225	225	225	250
<b><u>EFFECTIVENESS INDICATORS</u></b>				
% of criminal code enforcement cases favorably resolved	99%	100%	99%	99%
% of litigation cases resulting in a favorable disposition of either a dismissal or a settlement of less than \$25,000	100%	100%	100%	100%

**COMMENTS**

Legal services are provided by a contract with an attorney service that is renting office space at City Hall. This provides for enhanced communication and efficiencies. Prosecution of police issues remains on a 3-5% annual increase, although a vast majority of cases are resolved in plea arrangements that minimize staff involvement.

**Department: Executive**  
**Program: Safety**

**Fund # : 101**  
**Program # : 114**

**Program Description**

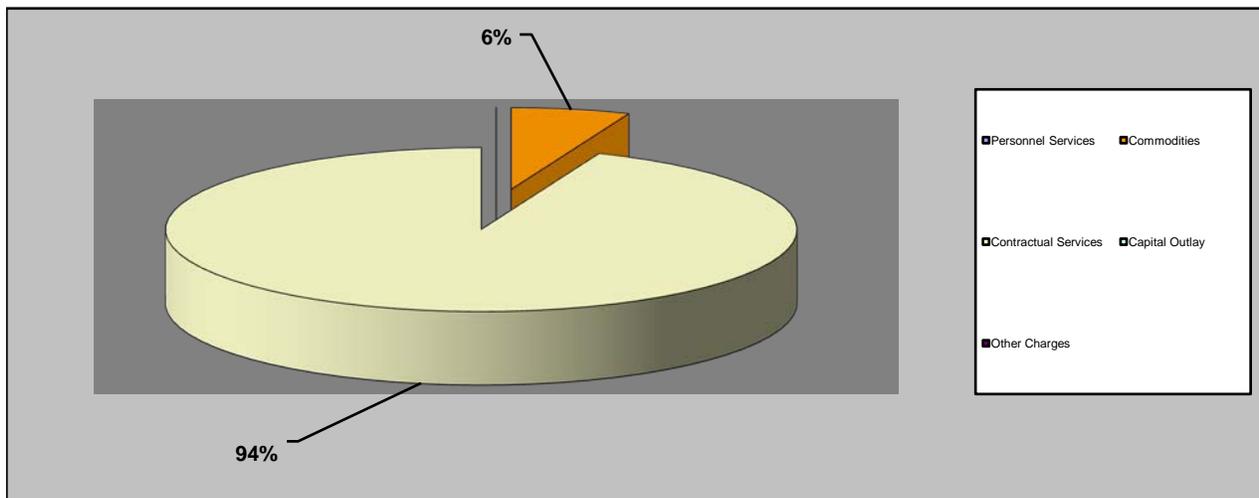
To ensure compliance with federal and state safety laws, regulations and City policies.

**Program Expenditure Highlights**

The Safety Consultant that was previously retained to do monthly work will provide advice whenever needed for a contracted hourly fee. The consultant will continue to do Public Works specific Safety Training, the yearly OSHA required "Awair" and "Right to Know" employee training.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	900	1,000
Contractual Services	8,664	7,496	16,910	15,420
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 8,664</b>	<b>\$ 7,496</b>	<b>\$ 17,810</b>	<b>\$ 16,420</b>
Percent Change	39.9%	(-13.5%)	137.6%	(-7.8%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Executive</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Safety</b>	<b>Program #:</b>	<b>114</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of work-related injuries reported	30	50	35	30
Number of worker days lost due to injuries	98	209	20	20
Percent of injuries involving lost work days	23%	8%	11%	12%

**COMMENTS**

The numbers have been fairly steady from year to year on injuries and lost time. The City does a very good job bringing employees back to work with restrictions. Injured employees are brought back to do office work if they cannot perform their regular job. However, worker compensation premiums have substantially increased, which are not shown in the above numbers, due to the fact that claims affect the premium calculation for a four year period. A reduction in worker days lost due to injuries in 2013 and 2014 should impact worker compensation rates in 2014 – 2015.



# MAPLEWOOD

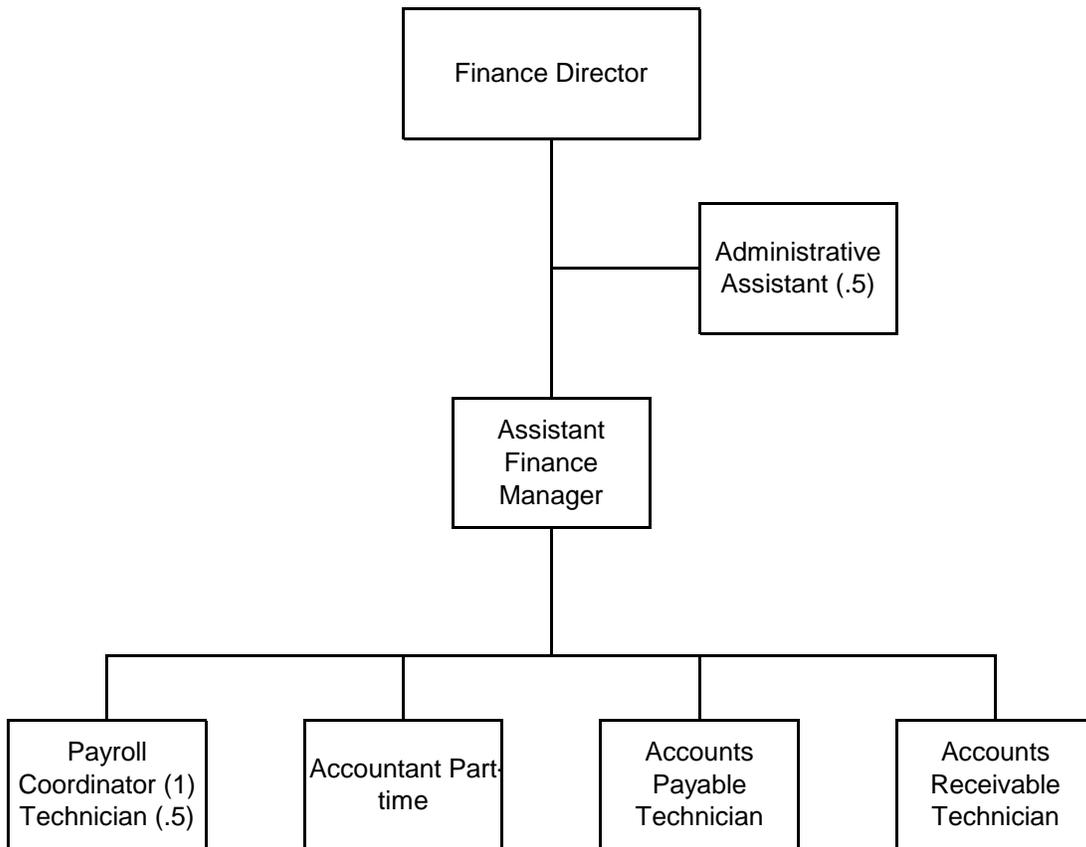
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

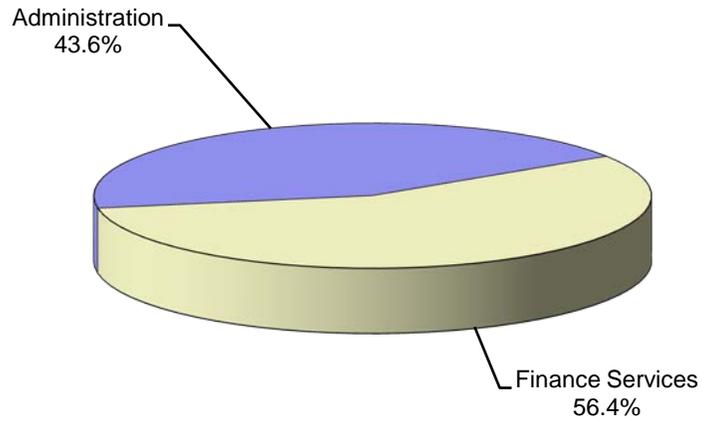
# FINANCE

ORGANIZATION CHART

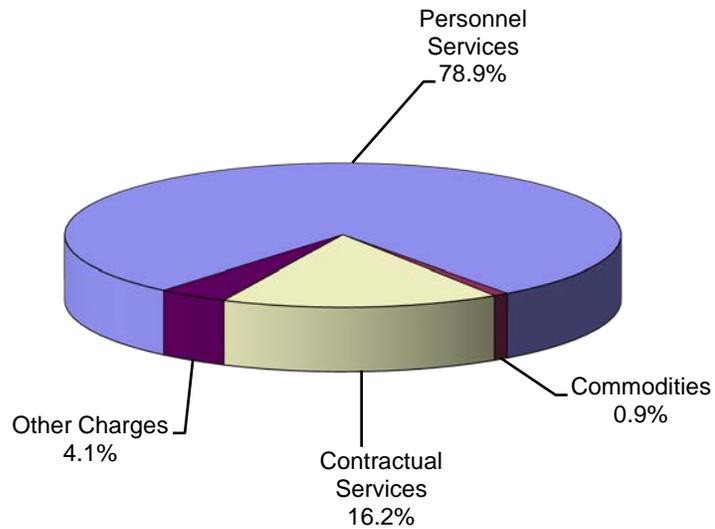


# FINANCE BUDGET 2014

## Total By Program

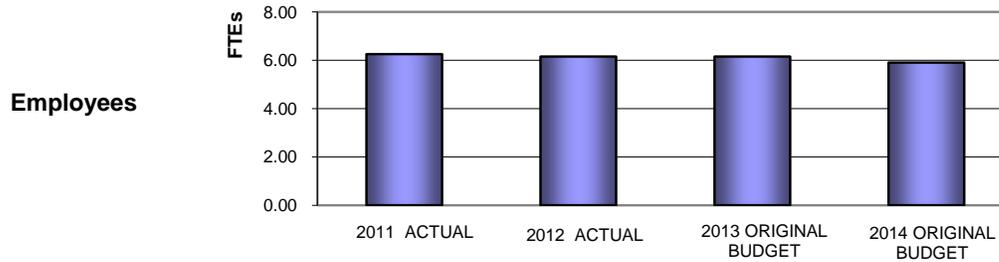
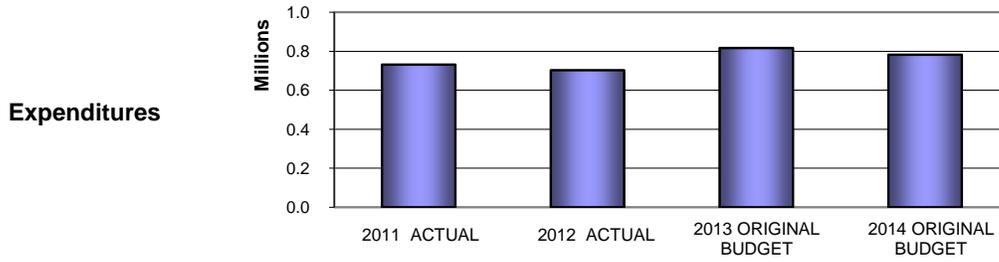


## Total By Classification



**FINANCE  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Administration	\$301,411	\$295,193	\$321,350	\$340,930	6.1%
Ambulance Service Billing	41,647	248	43,740	0	-100.0%
Finance Services	387,863	406,803	450,880	440,580	-2.3%
<b>Totals</b>	<b>730,921</b>	<b>702,244</b>	<b>815,970</b>	<b>781,510</b>	<b>-4.2%</b>
<b>Total By Classification</b>					
Personnel Services	548,761	568,390	604,910	616,320	1.9%
Commodities	8,969	3,184	6,740	6,840	1.5%
Contractual Services	147,904	106,672	172,320	126,350	-26.7%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	25,287	23,998	32,000	32,000	0.0%
<b>Totals</b>	<b>730,921</b>	<b>702,244</b>	<b>815,970</b>	<b>781,510</b>	<b>-4.2%</b>
<b>Total By Fund</b>					
General Fund	689,274	701,996	772,230	781,510	1.2%
Ambulance Service Fund	41,647	248	43,740	0	-100.0%
<b>Totals</b>	<b>\$730,921</b>	<b>\$702,244</b>	<b>\$815,970</b>	<b>\$781,510</b>	<b>-4.2%</b>
<b>Number of Employees (FTE)</b>	<b>6.25</b>	<b>6.15</b>	<b>6.15</b>	<b>5.90</b>	<b>-4.1%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# **FINANCE**

## **MISSION STATEMENT**

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

## **2014 OBJECTIVES**

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities and explore opportunities for refunding of existing debt to move interest costs.
2. Maintain city's bond rating of AA1 from the credit rating agencies.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2013 by May 31, 2014.
4. Prepare and distribute the 2015-2019 Capital Improvement Plan by June 30, 2014.
5. Prepare and distribute the proposed 2015 Budget for City Council review by August 31, 2014.
6. Submit 2013 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2014 Budget to Government Finance Officers Association to receive the Distinguished Budget Presentation Award.
8. Continue to review the city's system of internal controls so as to safeguard the city's assets.
9. Timely completion of the city's external audit with minimal audit adjusting entries.
10. Continued staff training, particularly in the areas of staff cross-training.

**Department:** Finance  
**Program:** Administration

**Fund # :** 101  
**Program # :** 201

**Program Description**

To manage department operations, borrow money to finance city expenditures, invest city money, prepare and monitor the annual city budget and prepare the annual update of the city's five-year capital improvement plan.

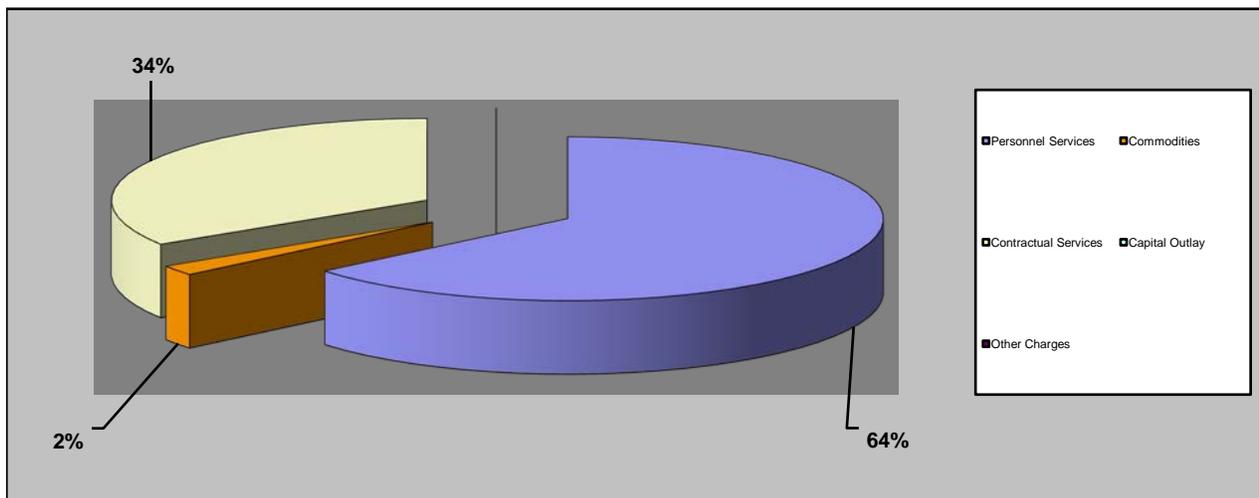
**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Also, the Finance Manager was promoted to Finance Director in 2013.

Under contractual services there is a decrease in internal I.T. charges and an increase in fees for service over the 2013 Budget.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 192,245	\$ 193,040	\$ 196,610	\$ 217,990
Commodities	8,969	3,184	6,740	6,840
Contractual Services	100,197	98,969	118,000	116,100
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 301,411</b>	<b>\$ 295,193</b>	<b>\$ 321,350</b>	<b>\$ 340,930</b>
Percent Change	(-6.9%)	(-2.1%)	8.9%	6.1%
Full-Time Equivalent positions	2.00	2.00	1.50	1.50

**Program Expenditures by Classification**



<b>Department:</b>	<b>Finance</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>201</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of pages in budget booklet	362	362	360	360
Number of pages in capital improvement plan booklet	143	138	140	140

**COMMENTS**

The number of pages in the budget booklet increased by 25% when the 2004 budget was prepared in 2003 and changed to a program-performance format. Since then the number of pages has not changed significantly.

The number of pages in the capital improvement plan booklet is affected by the number of projects that are included in it. No significant change in the number of projects is anticipated in 2014.

**Department:** Finance **Fund # :** 606  
**Program:** Ambulance Service Billing **Program # :** 203

**Program Description**

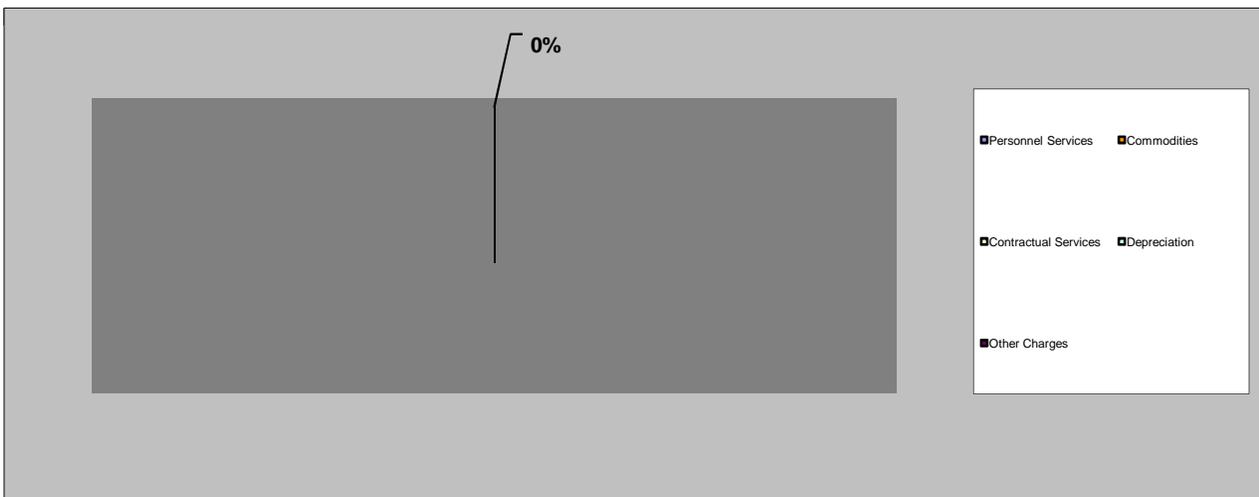
To bill, collect and account for ambulance service charges.

**Program Expenditure Highlights**

Ambulance billing fees are now accounted for in the Fire Department budget under 606-403.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 424	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	41,223	248	43,740	-
Depreciation	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b><u>\$ 41,647</u></b>	<b><u>\$ 248</u></b>	<b><u>\$ 43,740</u></b>	<b><u>\$ -</u></b>
Percent Change	(-19.6%)	(-99.4%)	17537.1%	(-100.0%)
 Full-Time Equivalent positions	 -	 -	 -	 -

**Program Expenditures by Classification**



<b>Department:</b>	<b>Finance</b>	<b>Fund #:</b>	<b>606</b>
<b>Program:</b>	<b>Ambulance Service Billing</b>	<b>Program #:</b>	<b>203</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of service calls billed	0	0	0	0
Number of payments posted	196	101	0	0

**EFFECTIVENESS INDICATORS**

Percent of unpaid ambulance bills over two years old written off	N/A	N/A	N/A	N/A
--	-----	-----	-----	-----

**COMMENTS**

Ambulance service billing was turned over to an outside provider at the end of 2008. This program is being phased out.

**Department:** Finance  
**Program:** Finance Services

**Fund # :** 101  
**Program # :** 202

**Program Description**

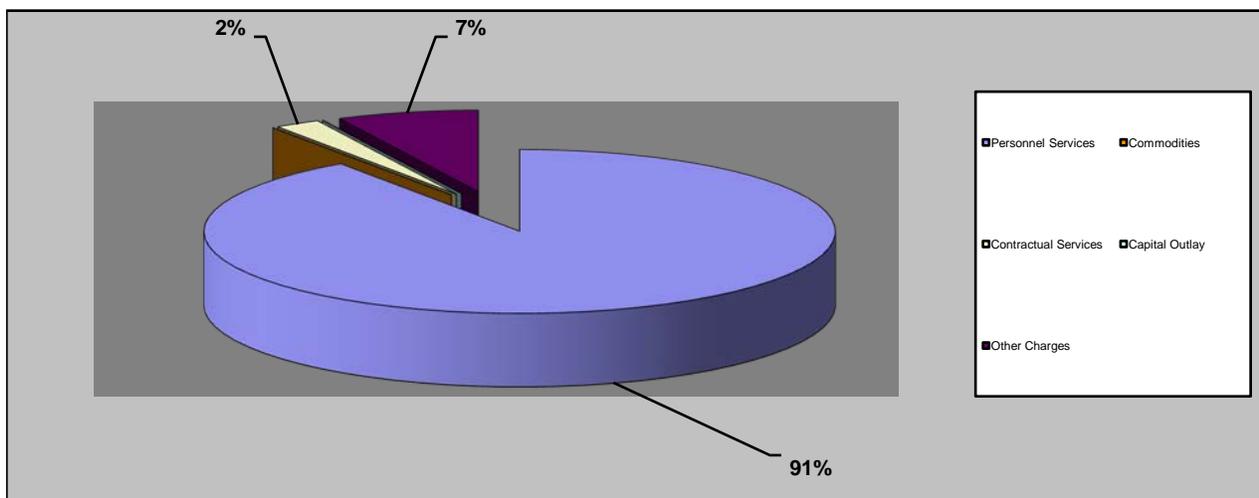
To collect and deposit revenues, disburse money to pay vendors and employees, maintain accounting records, prepare financial reports, maintain adequate insurance coverage, and assist with the preparation of the annual city budget and five-year capital improvement plan.

**Program Expenditure Highlights**

The increase in personnel services is due pay increases and an increase in the cost of benefits. A small decrease is projected in contractual services.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 356,092	\$ 375,350	\$ 408,300	\$ 398,330
Commodities	-	-	-	-
Contractual Services	6,484	7,455	10,580	10,250
Capital Outlay	-	-	-	-
Other Charges	25,287	23,998	32,000	32,000
<b>Total</b>	<b>\$ 387,863</b>	<b>\$ 406,803</b>	<b>\$ 450,880</b>	<b>\$ 440,580</b>
Percent Change	8.8%	4.9%	10.8%	(-2.3%)
Full-Time Equivalent positions	4.25	4.15	4.65	4.40

**Program Expenditures by Classification**



<b>Department:</b>	<b>Finance</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Finance Services</b>	<b>Program #:</b>	<b>202</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of invoices paid	11,178	10,660	10,700	10,700
Number of payroll checks and direct deposits	9,852	9,742	9,800	9,800
Number of pages in annual financial report	208	208	210	210
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
<b><u>EFFICIENCY MEASURES</u></b>				
Percent of invoices paid by purchasing cards	69%	69%	70%	70%
Percent of benefit earning employees paid by direct deposit	100%	100%	100%	100%

**COMMENTS**

The number of pages in the annual financial report fluctuates based upon the length of the notes to the financial statements, number of funds, and changes in generally accepted accounting principles.

The percent of benefit earning employees paid by direct deposit has gradually increased each year since 1995 when it was first offered as an option. Beginning in 2001, all new employees were required to enroll in the direct deposit program. All temporary/casual employees are strongly encouraged to enroll.



MAPLEWOOD

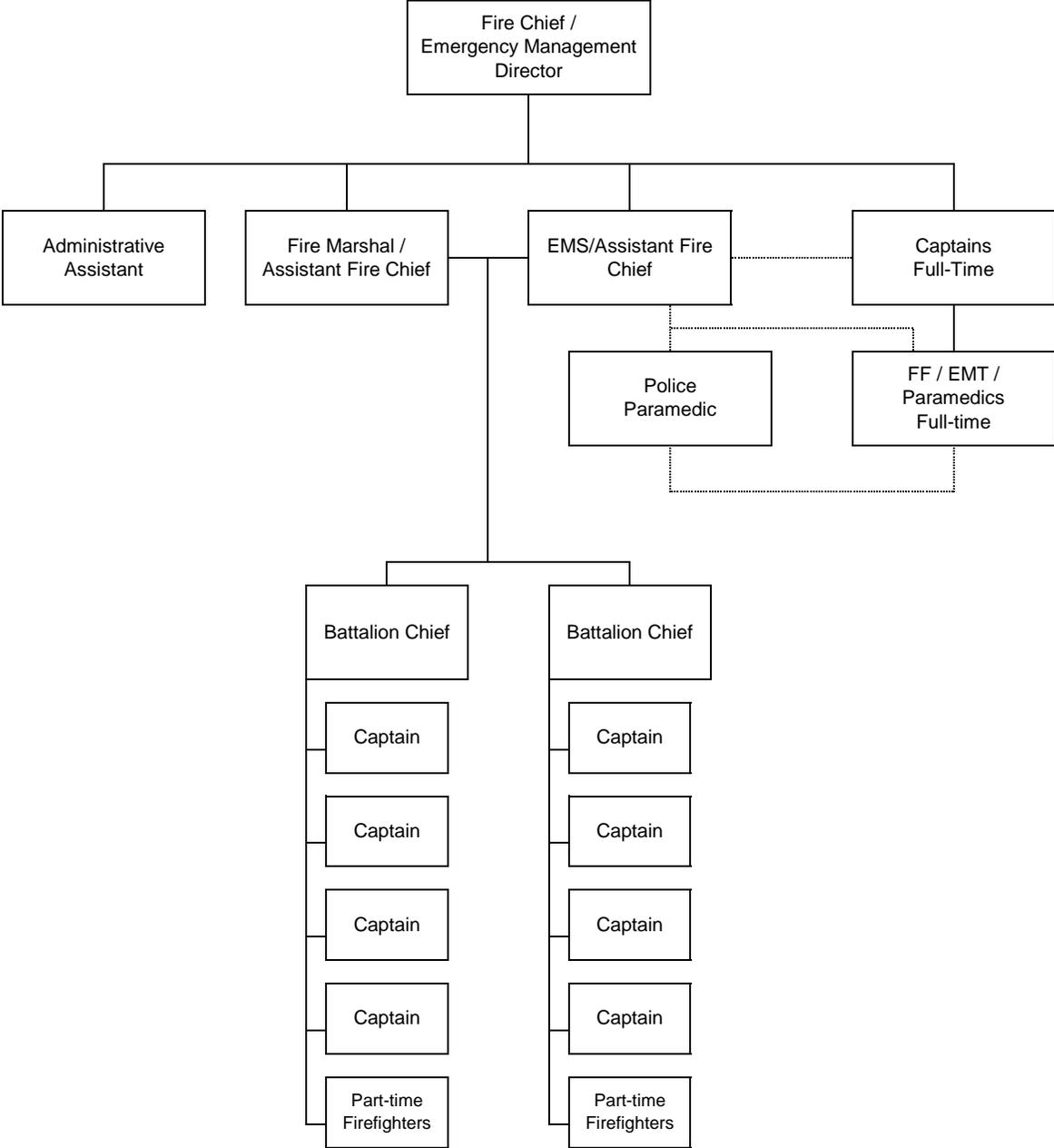
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

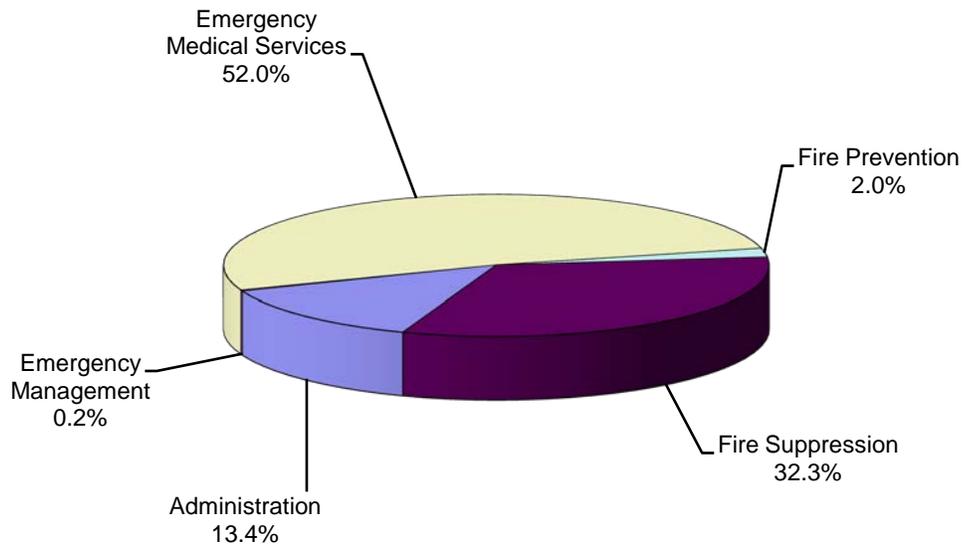
CITY OF MAPLEWOOD

# FIRE

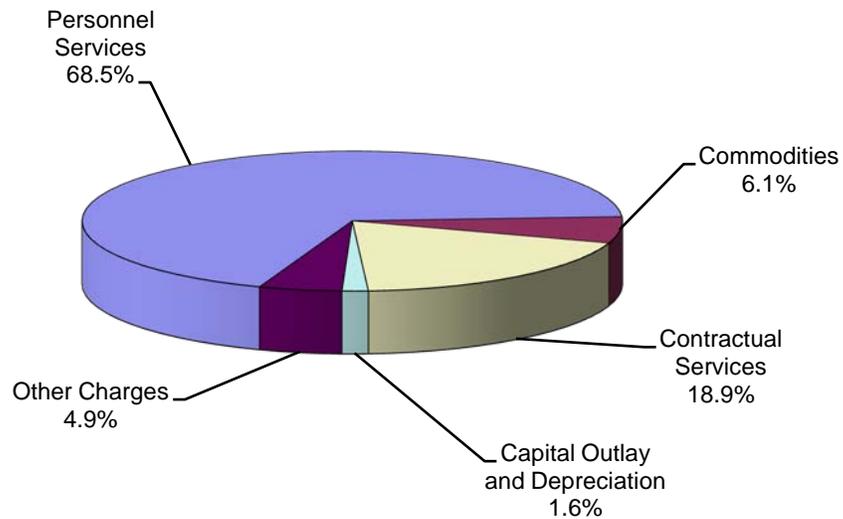
## ORGANIZATION CHART



# FIRE BUDGET 2014 Total By Program

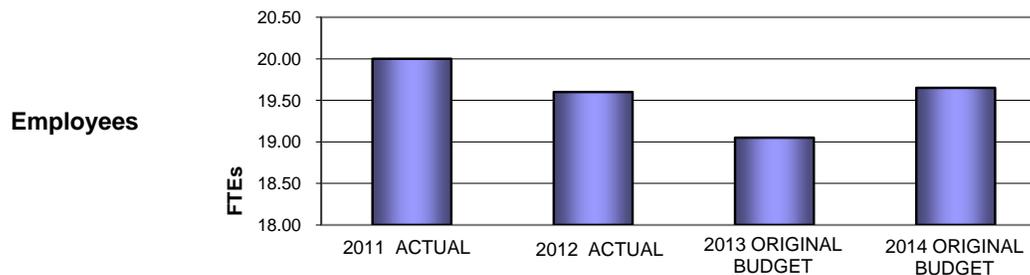
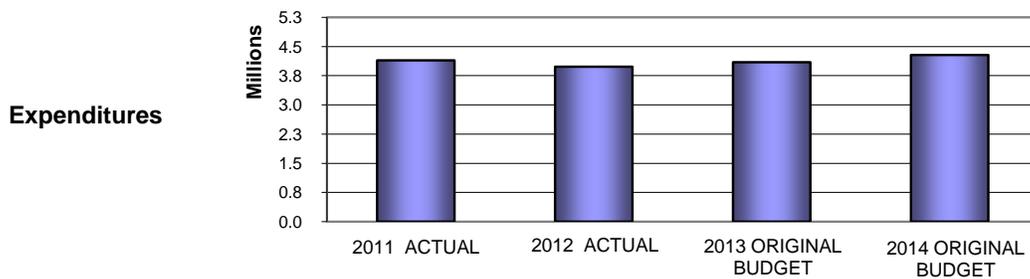


## Total By Classification



**FIRE  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Administration	\$631,573	\$528,989	\$565,530	\$575,540	1.8%
Emergency Management	8,723	7,250	10,770	10,380	-3.6%
Emergency Medical Services	2,078,671	2,023,964	2,069,990	2,227,910	7.6%
Fire Prevention	78,047	82,650	84,430	85,730	1.5%
Fire Suppression	1,350,524	1,341,361	1,368,660	1,386,400	1.3%
<b>Totals</b>	<b>4,147,538</b>	<b>3,984,214</b>	<b>4,099,380</b>	<b>4,285,960</b>	<b>4.6%</b>
<b>Total By Classification</b>					
Personnel Services	2,877,120	2,722,058	2,827,240	2,934,900	3.8%
Commodities	225,204	191,339	235,600	261,500	11.0%
Contractual Services	646,310	726,167	757,860	810,880	7.0%
Capital Outlay and Depreciation	78,584	124,330	66,650	66,650	0.0%
Other Charges	320,320	220,320	212,030	212,030	0.0%
<b>Totals</b>	<b>4,147,538</b>	<b>3,984,214</b>	<b>4,099,380</b>	<b>4,285,960</b>	<b>4.6%</b>
<b>Total By Fund</b>					
Ambulance Service Fund	2,398,992	2,244,284	2,282,020	2,439,940	6.9%
General Fund	1,748,546	1,739,930	1,817,360	1,846,020	1.6%
<b>Totals</b>	<b>\$4,147,538</b>	<b>\$3,984,214</b>	<b>\$4,099,380</b>	<b>\$4,285,960</b>	<b>4.6%</b>
Number of Employees (FTE)	20.00	19.60	19.05	19.65	3.1%





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

## **FIRE**

### **MISSION STATEMENT**

The employees of the Maplewood Fire Department pledge the highest quality of service to meet our customers' needs. We further commit to call customers, continual public and employee education, fire prevention and emergency response. We will provide these services in a safe, professional and effective manner.

### **2014 OBJECTIVES**

1. Respond to 90% of the emergency response calls within eight (8) minutes.
2. Evaluate new services and techniques to improve our customer service.
3. Update and refine emergency preparedness plans.
4. Train at the highest level possible in a safe environment.
5. Evaluate new ways of becoming more efficient.
6. Construction of fire training facility.
7. Construction of new fire stations.

**Department: Fire**  
**Program: Administration**

**Fund # : 101 & 606**  
**Program # : 411**

**Program Description**

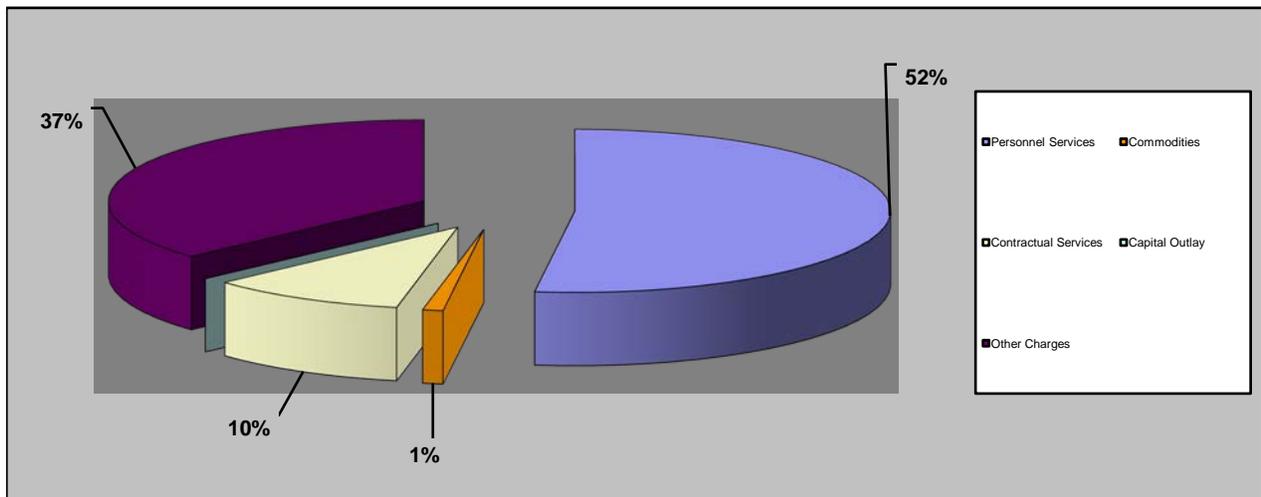
To provide administration, clerical and payroll support to all programs within the Fire Department.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 254,359	\$ 255,845	\$ 282,160	\$ 299,530
Commodities	5,994	4,064	9,200	6,000
Contractual Services	50,900	48,760	62,140	57,980
Capital Outlay	-	-	-	-
Other Charges	320,320	220,320	212,030	212,030
<b>Total</b>	<b>\$ 631,573</b>	<b>\$ 528,989</b>	<b>\$ 565,530</b>	<b>\$ 575,540</b>
Percent Change	6.0%	(-16.2%)	6.9%	1.8%
 Full-Time Equivalent positions	 2.00	 2.05	 2.25	 2.25

**Program Expenditures by Classification**



<b>Department:</b>	<b>Fire</b>	<b>Fund #:</b>	<b>101 &amp; 606</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>411</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of staff meetings held	45	40	45	45
Number of paid-time staff	52	40	45	49
Number of FTE	20	19.6	19	19.6
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Per capita cost excluding ambulance service	\$54	\$51	\$53	\$53
False alarm violations	185	163	175	175
Additions of new part-time firefighters	9	5	6	6

**COMMENTS**

Note: Estimated population according to the Community Development is as follows:

2011 – 38,374  
 2012 – 38,424  
 2013 – 38,474  
 2014 – 38,524

**Department:** Fire  
**Program:** Emergency Management

**Fund # :** 101  
**Program # :** 413

**Program Description**

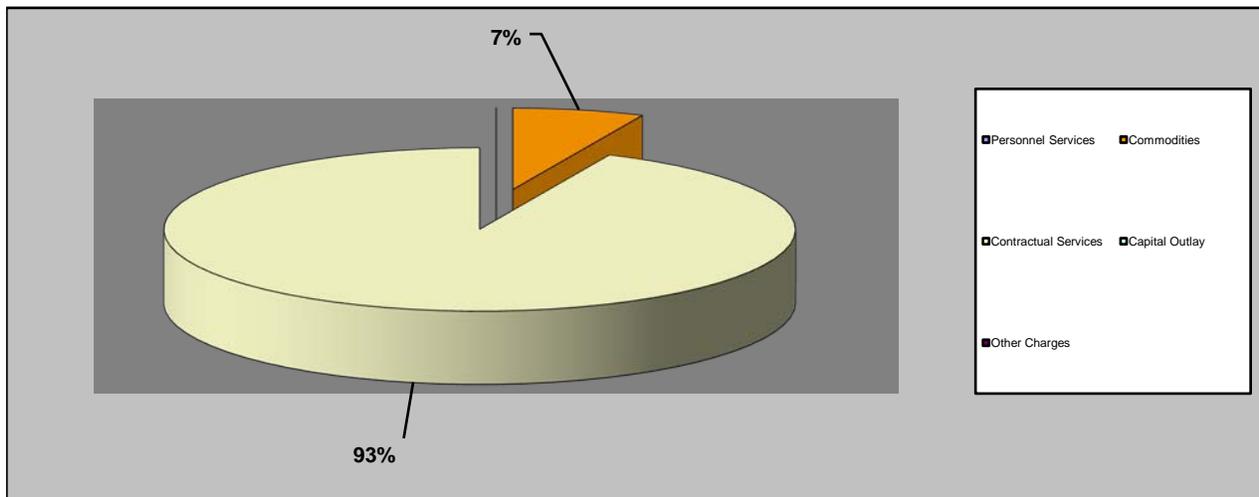
To assist key officials and emergency services in carrying out their duties and responsibilities under emergency conditions.

**Program Expenditure Highlights**

Accounts for supplies and fees needed for the emergency management program within the City.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	59	-	700	700
Contractual Services	8,664	7,250	10,070	9,680
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 8,723</b>	<b>\$ 7,250</b>	<b>\$ 10,770</b>	<b>\$ 10,380</b>
Percent Change	(-48.1%)	(-16.9%)	48.6%	(-3.6%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Fire</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Emergency Management</b>	<b>Program #:</b>	<b>413</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

City plan updated	Yes	Yes	Yes	Yes
Meetings/training sessions attended	48	50	50	55

**EFFECTIVENESS INDICATORS**

Hours spent updating City plan	25	30	30	30
Hours spent on all hazardous planning	50	94	50	50
Number of grants	1	0	1	1

**COMMENTS**

We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training and planning. Maplewood staff will be participating in ongoing EOC training.

**Department:** Fire  
**Program:** Emergency Medical Services

**Fund # :** 101 & 606  
**Program # :** 403,412

**Program Description**

To provide Emergency Medical Services, including emergency medical treatment and transport; sponsor and participate in public education and community awareness efforts to promote first aid skills, healthy living and accident reduction.

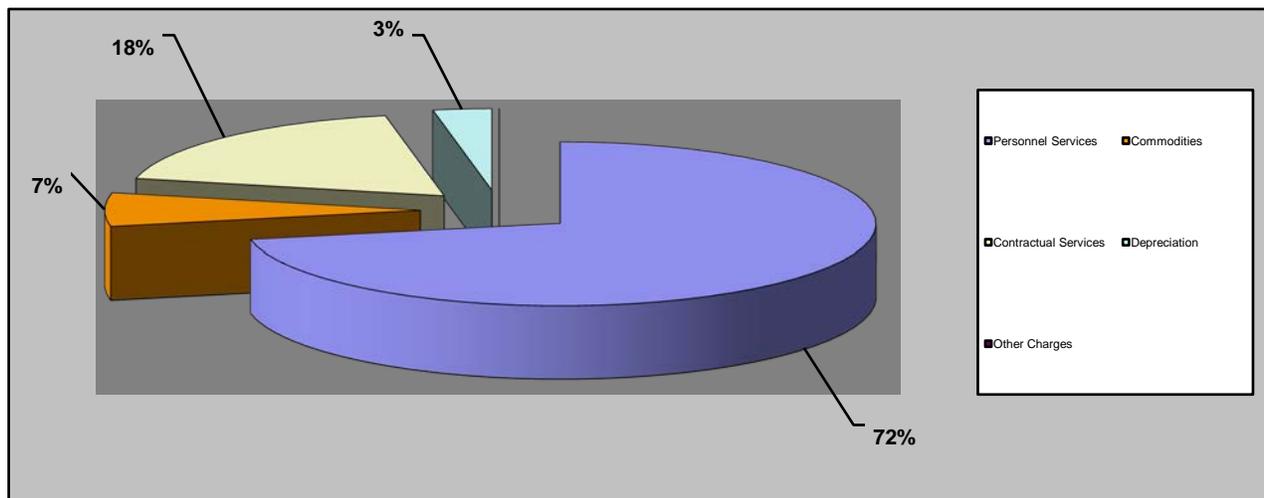
**Program Expenditure Highlights**

Department request includes additional staff being added in October 2014 to coincide with the opening of the new fire station.

The City's annual share of the Dispatch Operating Costs paid to Ramsey County are increasing 10.5% which is reflected in contractual services.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 1,558,734	\$ 1,485,920	\$ 1,496,230	\$ 1,600,230
Commodities	115,680	95,239	119,350	147,200
Contractual Services	349,664	376,158	387,760	413,830
Depreciation	54,593	66,647	66,650	66,650
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 2,078,671</b>	<b>\$ 2,023,964</b>	<b>\$ 2,069,990</b>	<b>\$ 2,227,910</b>
Percent Change	3.7%	(-2.6%)	2.3%	7.6%
Full-Time Equivalent positions	11.50	11.05	10.30	10.66

**Program Expenditures by Classification**



<b>Department:</b>	<b>Fire</b>	<b>Fund #:</b>	<b>101 &amp; 606</b>
<b>Program:</b>	<b>Emergency Medical Services</b>	<b>Program #:</b>	<b>403,412</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total EMS calls	3,495	3,706	3,634	4,137
Total ALS transports (Advanced Life Support)	2,590	2,500	2,736	2,845
Total BLS transports (Basic Life Support)	62	379	65	413
Total number of ambulances in service	6	5	6	5
Total billable no transport calls	36	40	54	46
Average time spent per EMS call	48 min.	48 min.	48 min.	48 min.
<b><u>EFFECTIVENESS INDICATORS</u></b>				
% of medical response time of eight minutes or less	89%	90%	91%	91%

**COMMENTS**

Our total EMS calls were up in 2012 by 6%. There was a significant increase in basic life support transports due to a change in coding.

**Department: Fire**  
**Program: Fire Prevention**

**Fund # : 101**  
**Program # : 405**

**Program Description**

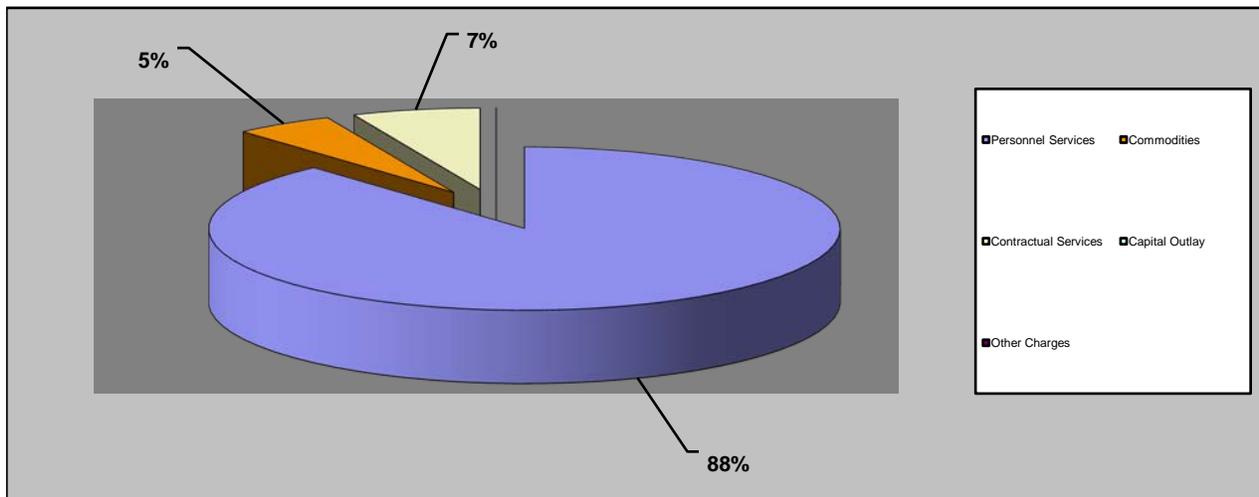
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.

**Program Expenditure Highlights**

No significant change in the Fire Prevention budget for 2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 70,933	\$ 75,342	\$ 73,840	\$ 75,760
Commodities	2,831	2,828	5,100	4,350
Contractual Services	4,283	4,480	5,490	5,620
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 78,047</b>	<b>\$ 82,650</b>	<b>\$ 84,430</b>	<b>\$ 85,730</b>
Percent Change	(-13.8%)	5.9%	2.2%	1.5%
 Full-Time Equivalent positions	 0.50	 0.50	 0.50	 0.50

**Program Expenditures by Classification**



<b>Department:</b>	<b>Fire</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Fire Prevention</b>	<b>Program #:</b>	<b>405</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Safety inspections	350	355	450	425
Fire pan reviews	24	20	20	20
Community education events	23	22	20	20
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Number of reinspections	56	128	40	60
Fire investigations	12	15	8	10
Participants in fire prevention training	595	797	900	900

**COMMENTS**

The increase in the number of reinspections is due to an increase in life safety violations that required us to ensure they have been taken care of.

**Department: Fire**  
**Program: Fire Suppression**

**Fund # : 101**  
**Program # : 404**

**Program Description**

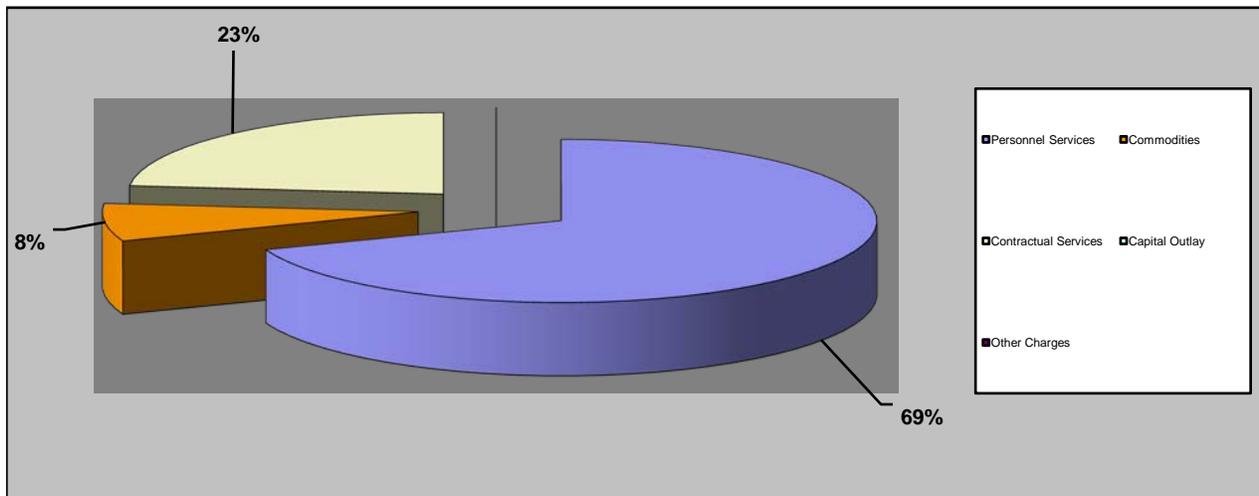
To provide the highest level of fire suppression services to our customers in a timely and professional manner.

**Program Expenditure Highlights**

No capital outlay anticipated in 2014. Department request includes additional staff being added in October 2014 to coincide with the opening of the new fire station.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 993,094	\$ 904,951	\$ 975,010	\$ 959,380
Commodities	100,640	89,208	101,250	103,250
Contractual Services	232,799	289,519	292,400	323,770
Capital Outlay	23,991	57,683	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 1,350,524</b>	<b>\$ 1,341,361</b>	<b>\$ 1,368,660</b>	<b>\$ 1,386,400</b>
Percent Change	3.1%	(-0.7%)	2.0%	1.3%
 Full-Time Equivalent positions	 6.00	 6.00	 6.00	 6.24

**Program Expenditures by Classification**



<b>Department:</b>	<b>Fire</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Fire Suppression</b>	<b>Program #:</b>	<b>404</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Population served:

<b>MAPLEWOOD</b>	38,374	38,424	38,474	38,524
<b>LANDFALL</b>	686	686	N/A	NA
Total fire calls	686	733	690	650

**EFFECTIVENESS INDICATORS**

Percent of emergency response times of eight minutes or less	81.5%	85.2%	86.5%	87.5%
--	-------	-------	-------	-------

**COMMENTS**

We no longer respond red lights and sirens to canceled fire alarms and ALFA emergency medicals; therefore, the percentage of our response times is not completely accurate.

The Landfall contract was canceled in 2013.



MAPLEWOOD

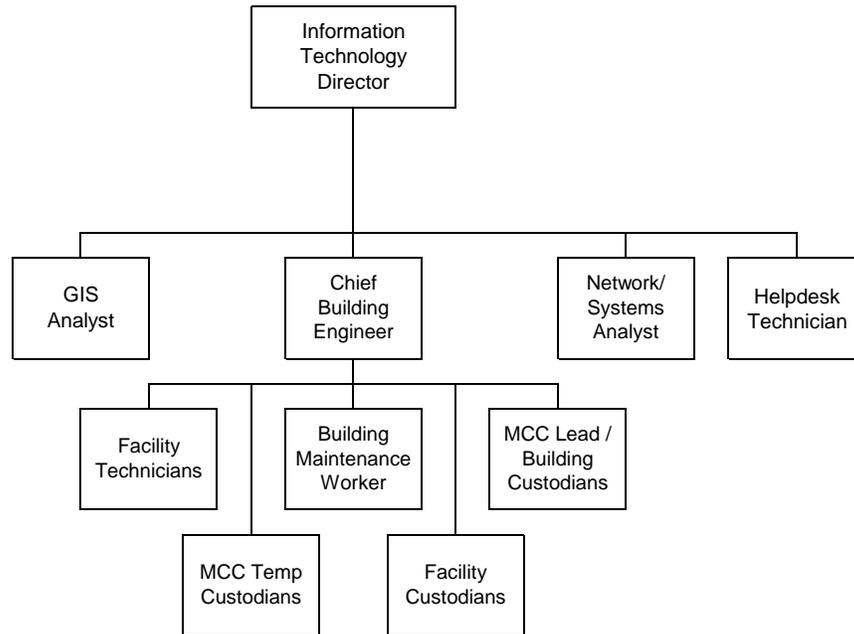
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

# INFORMATION TECHNOLOGY

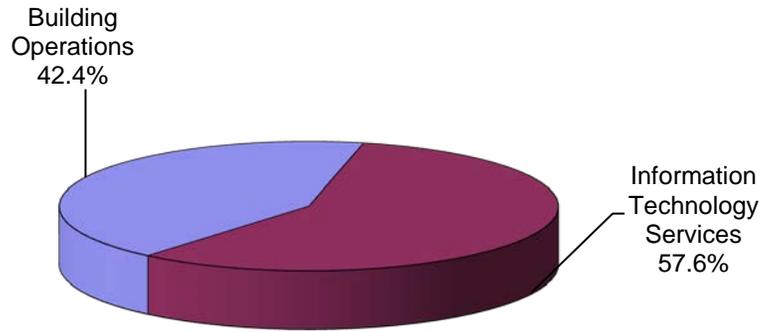
## ORGANIZATION CHART



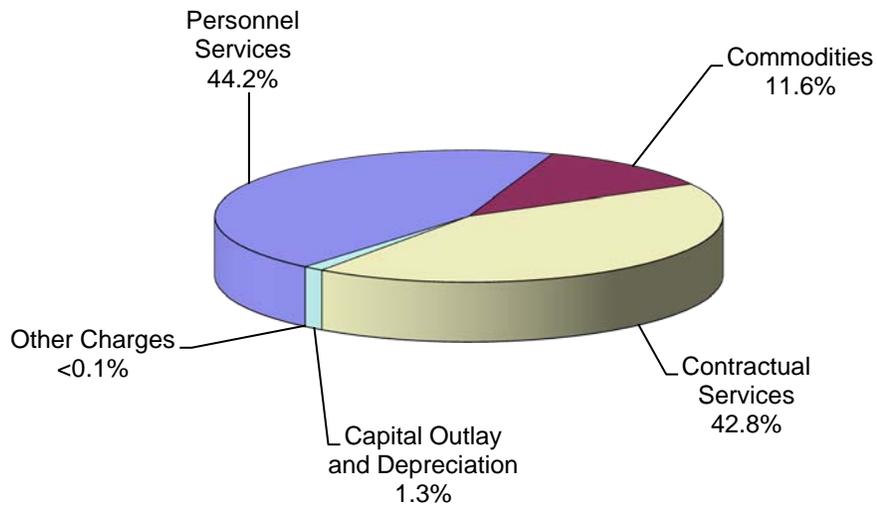
---

---

# INFORMATION TECHNOLOGY BUDGET 2014 Total By Program

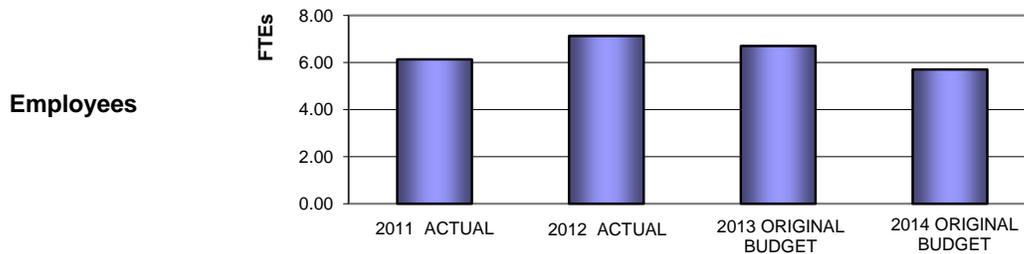
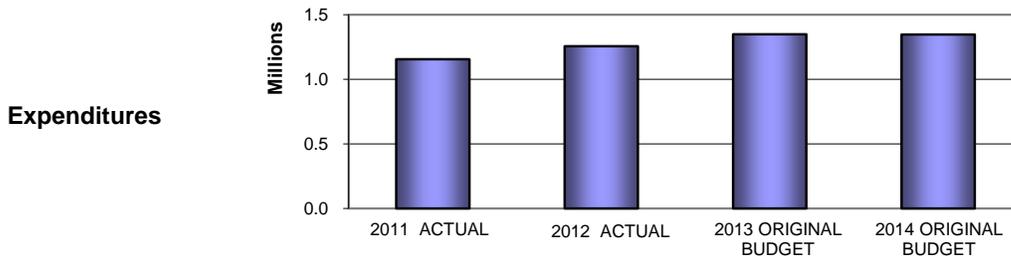


## Total By Classification



**INFORMATION TECHNOLOGY  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Building Operations	\$490,860	\$531,791	\$569,840	\$571,520	0.3%
Information Technology Services	664,908	724,773	779,150	775,670	-0.4%
<b>Totals</b>	<b>1,155,768</b>	<b>1,256,564</b>	<b>1,348,990</b>	<b>1,347,190</b>	<b>-0.1%</b>
<b>Total By Classification</b>					
Personnel Services	542,140	596,816	641,170	596,000	-7.0%
Commodities	143,519	150,600	166,480	156,890	-5.8%
Contractual Services	431,694	491,203	523,650	576,530	10.1%
Capital Outlay and Depreciation	37,840	17,685	17,690	17,690	0.0%
Other Charges	575	260	0	80	N/A
<b>Totals</b>	<b>\$1,155,768</b>	<b>\$1,256,564</b>	<b>\$1,348,990</b>	<b>\$1,347,190</b>	<b>-0.1%</b>
<b>Total By Fund</b>					
General Fund	490,860	531,791	569,840	571,520	0.3%
Information Technology Fund	664,908	724,773	779,150	775,670	-0.4%
<b>Totals</b>	<b>\$1,155,768</b>	<b>\$1,256,564</b>	<b>\$1,348,990</b>	<b>\$1,347,190</b>	<b>-0.1%</b>
<b>Number of Employees (FTE)</b>	<b>6.13</b>	<b>7.13</b>	<b>6.70</b>	<b>5.70</b>	<b>-14.9%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

---

## INFORMATION TECHNOLOGY

### MISSION STATEMENT

To provide the most effective information technology and building operations services and support possible to the City of Maplewood staff and citizens.

### 2014 OBJECTIVES

1. Continue to increase documentation of IT systems.
2. Continue documentation of IT policies & procedures.
3. Improve helpdesk responsiveness.
4. Improve support of City applications.
5. Continue to work with Building Operations to improve security at City buildings.
6. Continue to work with staff in taking full advantage of our document management system.
7. Evaluate and adjust as necessary our cost allocation process.
8. Explore new revenue streams.
9. Continue to explore working with other agencies to realize increased efficiencies.
10. Develop a core set of responsibilities for Building Operations.

**Department: Information Technology**  
**Program: Building Operations**

**Fund # : 101**  
**Program # : 115,110,117**

**Program Description**

To provide a clean, well-maintained and comfortable environment for building users of the 1810 (Park Maintenance), 1830 (City Hall) and 1902 (Parks & Recreation, Public Works and Community Development) buildings.

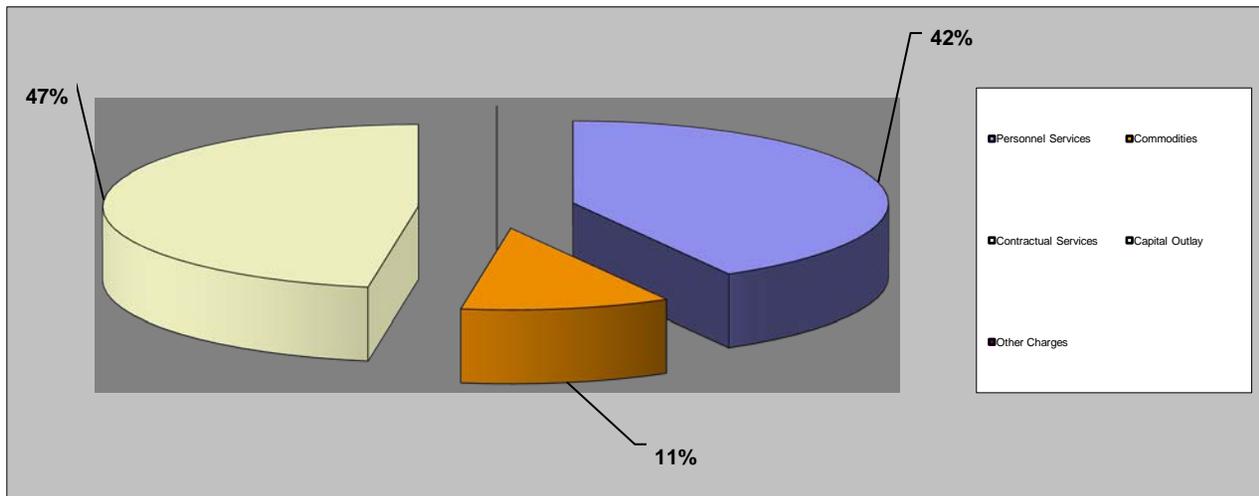
**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

The 2.70 (FTE) are .70 Chief Building Engineer, 1 Facility Technician, and 1 Building Maintenance Worker.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 218,951	\$ 209,855	\$ 233,120	\$ 238,930
Commodities	68,928	70,332	71,980	61,290
Contractual Services	193,633	251,604	264,740	271,300
Capital Outlay	9,348	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 490,860</b>	<b>\$ 531,791</b>	<b>\$ 569,840</b>	<b>\$ 571,520</b>
Percent Change	0.8%	8.3%	7.2%	0.3%
Full-Time Equivalent positions	3.13	3.13	2.70	2.70

**Program Expenditures by Classification**



<b>Department:</b>	<b>Information Technology</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Building Operations</b>	<b>Program #:</b>	<b>115,110,117</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of work orders/tasks	1,327	1,421	1,537	1,453
Number of vendor calls (Scheduled services & suppliers)	247	227	263	254
Service calls (Outside service companies & contractors)	54	63	84	46
Number of janitorial tasks complete	68,327	67,481	68,600	22,571 (1)
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of customer ratings that were good or excellent	88%	83%	85%	88%
Cost per sq. ft. (City Hall/Police/Public Works/Parks)	\$4.37	\$4.74	\$5.07	\$5.09
Contracted repairs & maintenance cost per sq. ft	\$0.64	\$0.79	\$0.79	\$0.53

**COMMENTS**

CITY HALL / POLICE DEPT.: 43,588 SQ. FT., PUBLIC WORKS: 58,750 SQ. FT. PARKS: 9,954 SQ. FT.

The number of work orders relates to help desk requests by facility and verbal requests. Vendor calls are for scheduled services and suppliers. Service calls relate to outside service companies or contractors. Staff anticipates this number will start to increase slightly as we look to farm out some basic tasks. The effectiveness indicators number is now tied to square footage of the related facilities. Staff has started to support the Nature Center and Fire Departments Help Requests on a more regular basis.

(1) The number of janitorial tasks for 2014 is greatly reduced as we are now using a cleaning service.

For the 2015 Budget we will be changing the Performance Measures to items that are more representative of the actual work performed such as tracking of Help Desk request service-level agreements and critical equipment up time.

**Department:** Information Technology  
**Program:** Information Technology Services

**Fund # :** 703  
**Program # :** 118

**Program Description**

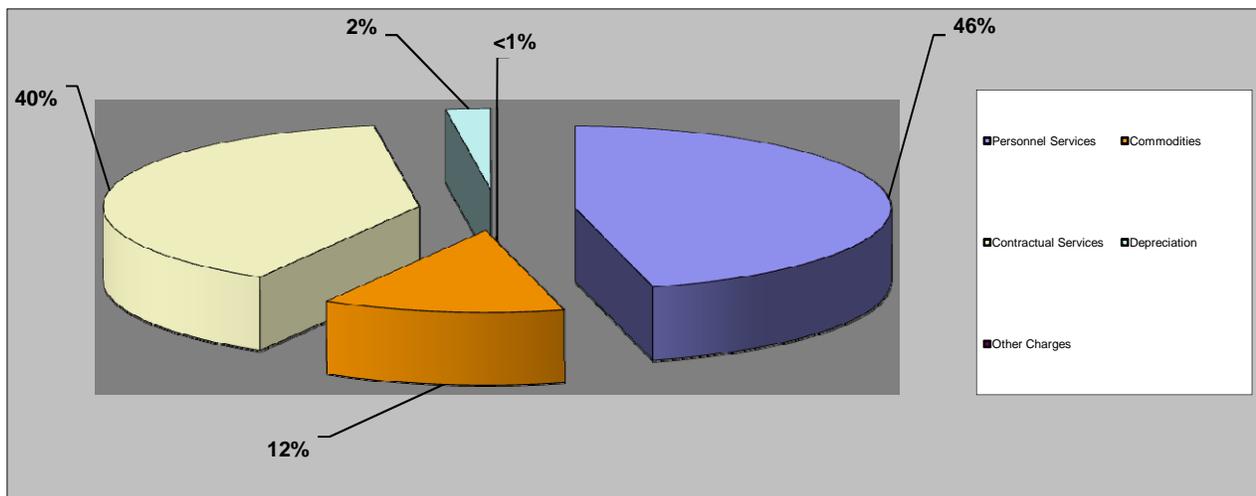
To provide and support internal information systems and create external interfaces that facilitates access to city information.

**Program Expenditure Highlights**

Additional helpdesk services are being achieved through contractual services so an additional employee is not needed at this time.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 323,189	\$ 386,961	\$ 408,050	\$ 357,070
Commodities	74,591	80,268	94,500	95,600
Contractual Services	238,061	239,599	258,910	305,230
Depreciation	28,492	17,685	17,690	17,690
Other Charges	575	260	-	80
<b>Total</b>	<b>\$ 664,908</b>	<b>\$ 724,773</b>	<b>\$ 779,150</b>	<b>\$ 775,670</b>
Percent Change	(-2.6%)	9.0%	7.5%	(-0.4%)
Less charges to other depts.	(593,678)	(643,680)	(693,680)	(743,680)
<b>Net Total</b>	<b>71,230</b>	<b>81,093</b>	<b>85,470</b>	<b>31,990</b>
Full-Time Equivalent positions	3.00	4.00	4.00	3.00

**Program Expenditures by Classification**



<b>Department:</b>	<b>Information Technology</b>	<b>Fund #:</b>	<b>703</b>
<b>Program:</b>	<b>Information Technology Services</b>	<b>Program #:</b>	<b>118</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of devices maintained	763	776	790	800
Number of workstations maintained	212	214	215	220
Number of help desk requests	1,902	1,987	2,000	2,100
Number of computers replaced	35	33	35	35
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of help desk service calls resolved within 24 hrs	58%	64%	70%	75%
Percent of internal customers rating services as good or excellent	87%	92%	92%	93%
Number of web page hits by external users	884,049	883,948	910,000	910,000
<b><u>Efficiency Measures</u></b>				
IT wage and benefit expenditures per workstation	\$1,524	\$1,808	\$1,898	\$1,623

**COMMENTS**

Estimates for Outputs/Workload in 2014 stay consistent with 2013.

When we've had the Helpdesk Technician role filled we've seen improvements in all of our Effectiveness Indicators. This was intermittent during the first part of 2013. Currently that role is filled and we look forward to more consistency in that role in 2014. The drop in support per workstation costs is due to the City not actually hiring additional staff but instead looking to share employees across agencies.



MAPLEWOOD

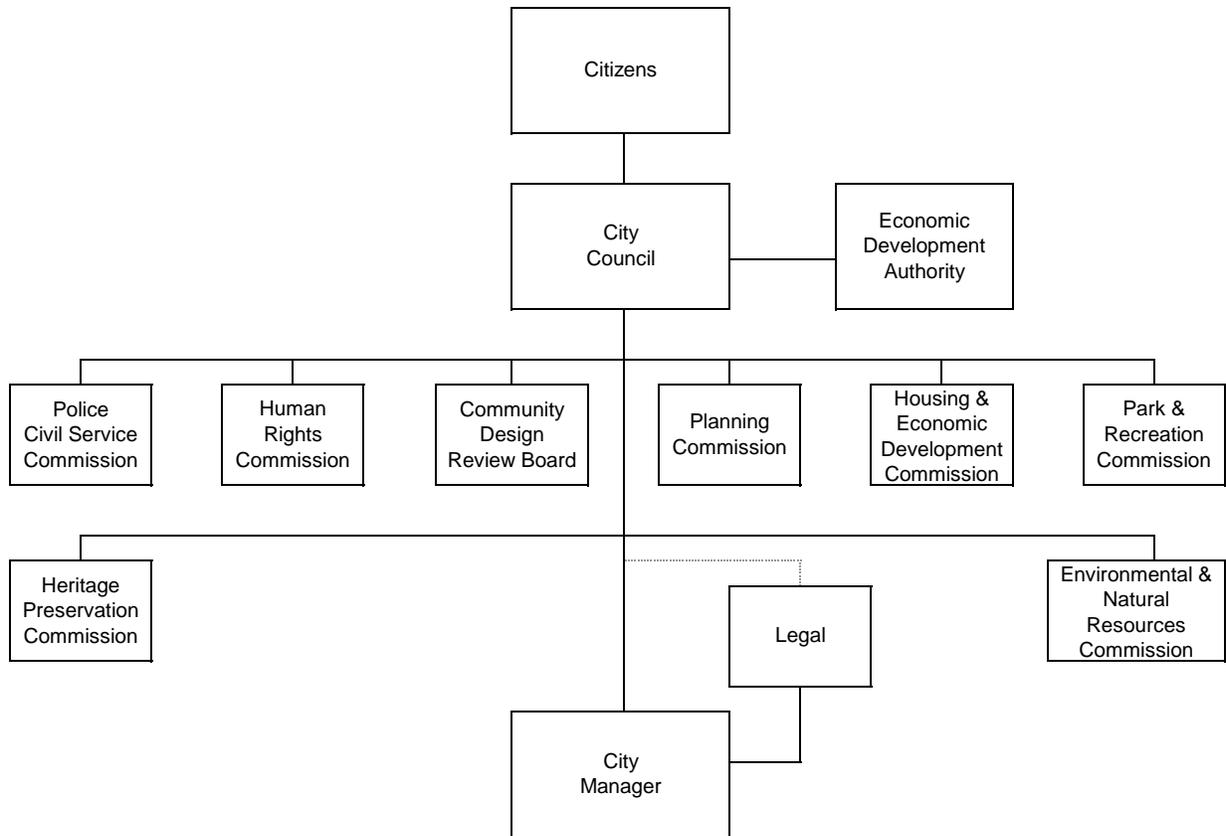
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

LEGISLATIVE

ORGANIZATIONAL CHART

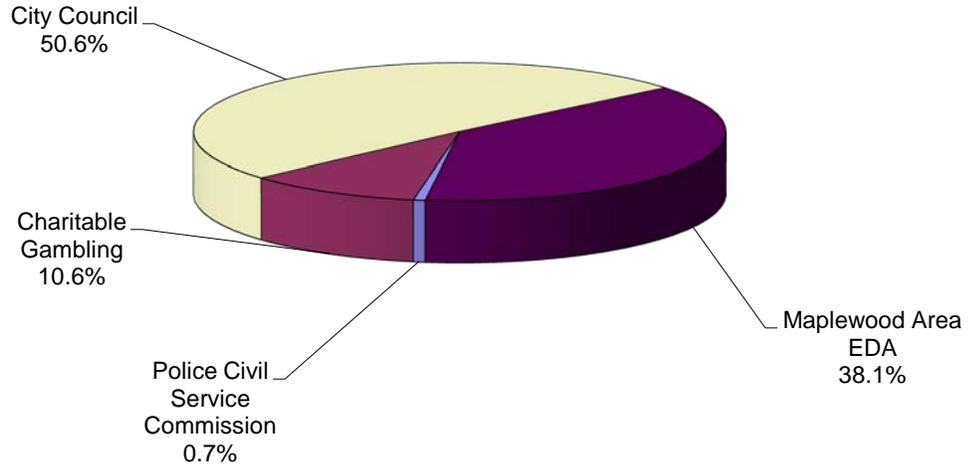


---

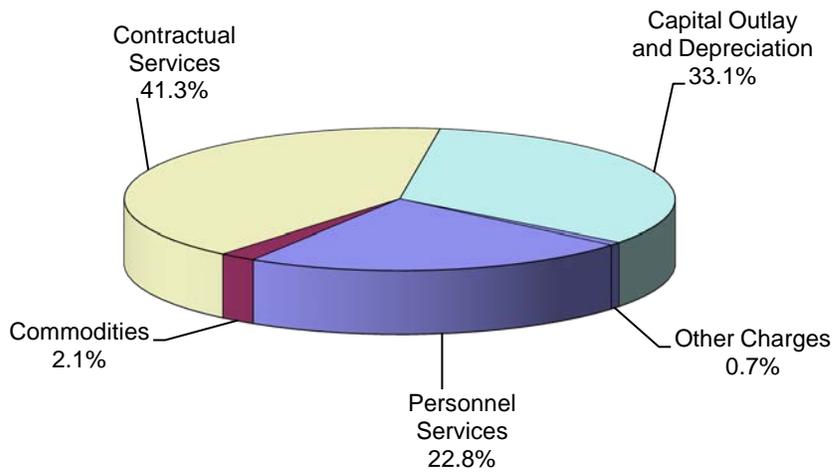
---

# LEGISLATIVE BUDGET 2014

## Total By Program

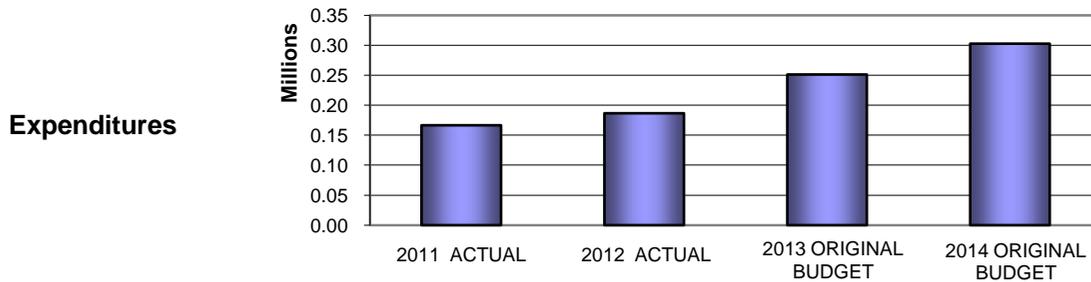


## Total By Classification



**LEGISLATIVE  
EXPENDITURE SUMMARY**

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
<b>Total By Program</b>					
Business & Econ Dev Commission	\$2	\$0	\$0	\$0	N/A
Charitable Gambling	23,492	24,027	30,000	32,000	6.7%
City Council	136,771	146,686	151,710	153,240	1.0%
Human Rights Commission	1	1,060	500	0	-100.0%
Maplewood Area EDA	0	14,789	65,500	115,180	75.8%
Parks & Recreation Commission	69	0	250	0	-100.0%
Planning Commission	99	0	1,050	0	-100.0%
Police Civil Service Commission	6,099	0	2,150	2,150	0.0%
<b>Totals</b>	<b>166,533</b>	<b>186,562</b>	<b>251,160</b>	<b>302,570</b>	<b>20.5%</b>
<b>Total By Classification</b>					
Personnel Services	63,658	66,212	66,480	68,980	3.8%
Commodities	4,513	3,908	8,200	6,500	-20.7%
Contractual Services	98,362	116,442	123,980	124,920	0.8%
Capital Outlay and Depreciation	0	0	50,000	100,000	100.0%
Other Charges	0	0	2,500	2,170	-13.2%
<b>Totals</b>	<b>166,533</b>	<b>186,562</b>	<b>251,160</b>	<b>302,570</b>	<b>20.5%</b>
<b>Total By Fund</b>					
Charitable Gambling Tax Fund	23,492	24,027	30,000	32,000	6.7%
General Fund	143,041	147,746	155,660	155,390	-0.2%
Maplewood Area EDA	0	14,789	65,500	115,180	75.8%
<b>Totals</b>	<b>\$166,533</b>	<b>\$186,562</b>	<b>\$251,160</b>	<b>\$302,570</b>	<b>20.5%</b>
<b>Number of Employees (FTE)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

---

## LEGISLATIVE

### MISSION STATEMENT

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

### 2014 OBJECTIVES

#### 1. PUBLIC SAFETY

Complete the plan for rebuilding and relocating fire stations, from five to three, including securing the 3M site. Develop and commit to a plan for meeting the space needs of the Police Department.

#### 2. ECONOMIC DEVELOPMENT

Make a concerted effort to define and develop a plan [through the EDA] that will ensure new economic development in the city with a particular focus on re-development. Commit to a redevelopment [including housing] for the city through prioritizing and updating the Master Plan. Determine staffing needs for this effort with adequate resources. Work with HEDC.

#### 3. FINANCIAL STABILITY/SUSTAINABILITY

Continue to provide quality, efficient services to our citizens while equalizing expenditures and revenues every year. Make budgeting decisions that comport with the principals of sustainability.

#### 4. PARKS AND RECREATION

Continue to determine how to resolve the Community Center's funding and programming issues. Explore a possible joint venture with neighboring communities and a referendum on a sustainable Parks system. Develop a comprehensive plan about our parks.

#### 5. CONSOLIDATION of SERVICES/SHARED SERVICES

All departments will work collaborative with other cities in an effort to provide more cost-effective services where possible. Consolidate or share city services where it makes sense from a sustainability standpoint [Good Government].

**Department:** Legislative **Fund # :** 101  
**Program:** Business & Economic Development Commission **Program # :** 104

**Program Description**

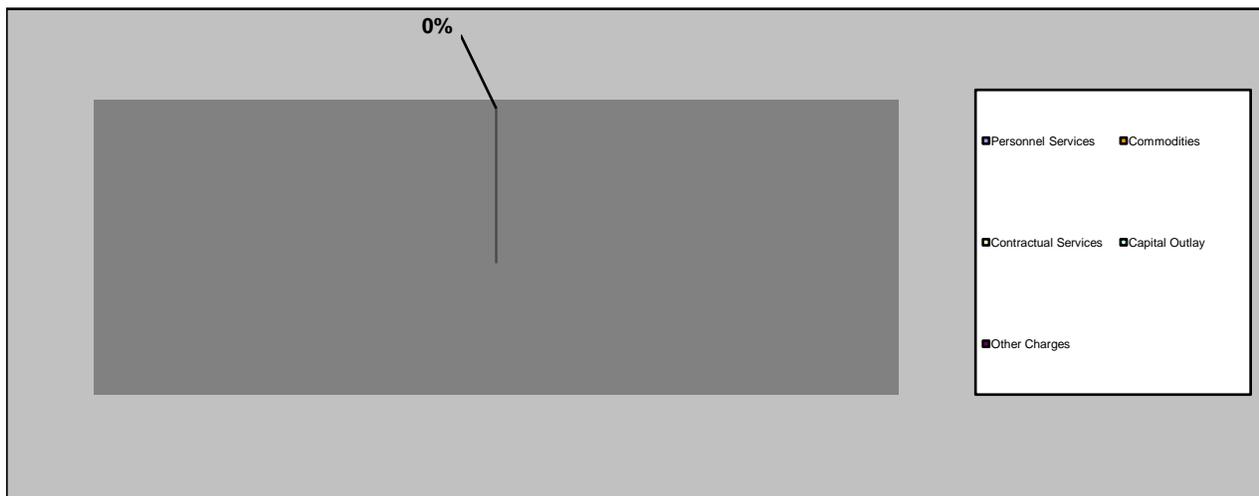
To advise the Maplewood Economic Development Authority on issues relating to maintaining, expanding and diversifying the economic and business opportunities in the City of Maplewood while addressing the needs of the city's residents' quality of life and its environment.

**Program Expenditure Highlights**

The duties of this commission have been absorbed by the newly formed Housing & Economic Development Commission. Its costs are either reflected in other programs within the Legislative department or in the Economic Development Authority's budget.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	2	-	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 2</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Percent Change	(-60.0%)	(-100.0%)	0.0%	0.0%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Business &amp; Economic Development Commission</b>	<b>Program #:</b>	<b>104</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Commission meetings*	8	10	9	10
Business retention meetings	10	15	20	20
Local business leaders meetings	2	1	2	2
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Number of business retention loans	0	0	1	2
Projects receiving city assistance (TIF, etc.)	1	0	2	2

\*Total, combined number of meetings of the housing and redevelopment authority and the business and economic development commission in 2011 and 2012.

### **COMMENTS**

In 2012, the housing and redevelopment authority was combined with the business and economic development commission to form the housing and economic development commission (HEDC). In 2013, the HEDC worked in implementing its work plan which includes continued business retention outreach, focusing redevelopment efforts in critical parts of the city and establishing the parameters of a revolving loan fund program. In 2014, the HEDC intends to continue its mission of fostering development and redevelopment, as well as get more involved with direct project initiation opportunities. The funding for the HEDC has been moved to the Council's Economic Development Authority [EDA Fund #280].

**Department: Legislative**  
**Program: Charitable Gambling**

**Fund # : 205**  
**Program # : 000**

**Program Description**

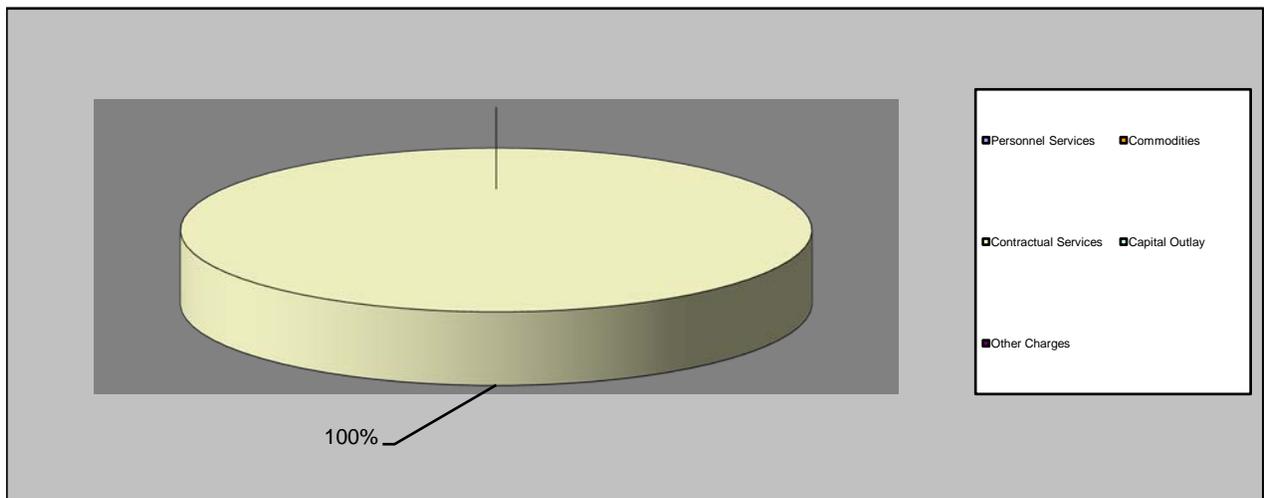
The Charitable Gambling Fund accounts for expenditures of the City gambling tax. The tax is ten percent of the net receipts of a licensed organization for lawful gambling. The City Council allocates the funds to agencies and departments that provide city-related services.

**Program Expenditure Highlights**

The requests approved by the City Council for 2014 are listed on the next page.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	23,492	24,027	30,000	32,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 23,492</b>	<b>\$ 24,027</b>	<b>\$ 30,000</b>	<b>\$ 32,000</b>
Percent Change	12.3%	2.3%	24.9%	6.7%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



---

**Department: Legislative** **Fund #: 205**  
**Program: Charitable Gambling** **Program #: 000**

---

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Requests considered	17	18	28	25
Requests awarded	17	18	25	22

---

**COMMENTS**

The number of requests received and awarded has been fairly constant, but proceeds from the Charitable Gambling tax have receded in recent years.

The requests approved by the City Council for 2014 are as follows:

\$630	Boy Scout Troop 461
1,080	Boy Scout Troop 197
80	CHILD Inc
940	Dispute Resolution Center
1,310	District 622 Education Foundation
830	Gethsemane Lutheran School
1,600	Hmong American Education Fund
7,889	Maplewood Area Historical Society
250	Maplewood Fire Fighters Flower Fund
1,400	Maplewood Monarchs S.O. Team
2,420	Maplewood Police Explorers
2,660	Maplewood Police Reserves
1,780	Maplewood Youth Scholarship Fund
2,360	Ramsey County Fair
160	Second Chance Animal Rescue
50	Simon Youth Foundation – Maplewood Mall
580	St. Jerome's Catholic School
3,000	St. Mary's Health Clinics
680	The Salvation Army
350	Tubman Family Alliance
580	Webster Elementary School
<u>1,310</u>	White Bear Area YMCA
\$31,939	TOTAL
\$61	Estimated Reserves

**Department:** Legislative **Fund # :** 101  
**Program:** City Council **Program # :** 101

**Program Description**

To establish policy, adopt laws and appoint members of advisory commissions.

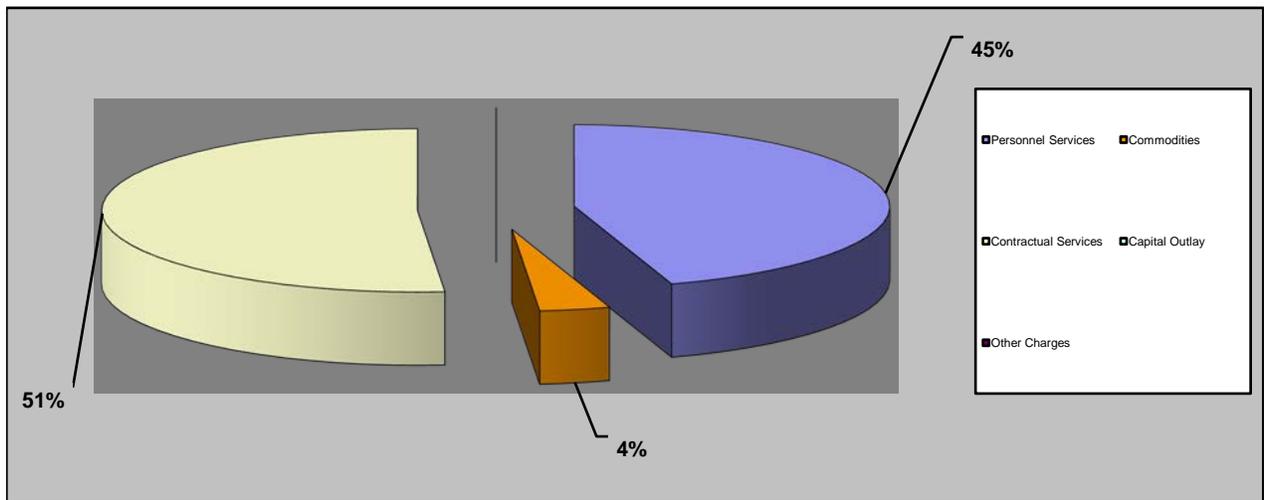
**Program Expenditure Highlights**

Council pay rates increase bi-annually in even-numbered years based on the Consumer Price Index.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 63,658	\$ 66,212	\$ 66,480	\$ 68,980
Commodities	4,445	3,711	6,100	5,500
Contractual Services	68,668	76,763	79,130	78,760
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 136,771</b>	<b>\$ 146,686</b>	<b>\$ 151,710</b>	<b>\$ 153,240</b>
Percent Change	(-4.9%)	7.2%	3.4%	1.0%

Full-Time Equivalent positions Council consists of one Mayor and four Council Members.

**Program Expenditures by Classification**



---

<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>City Council</b>	<b>Program #:</b>	<b>101</b>

---

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of City Council meetings	28	22	23	24
Number of Council/Manager Workshops	26	20	31	36
Agenda items	652	503	525	500

---

**COMMENTS**

The above items reflect meetings and agenda items that are submitted to the City Council.

**Department: Legislative**  
**Program: Human Rights Commission**

**Fund # : 101**  
**Program # : 108**

**Program Description**

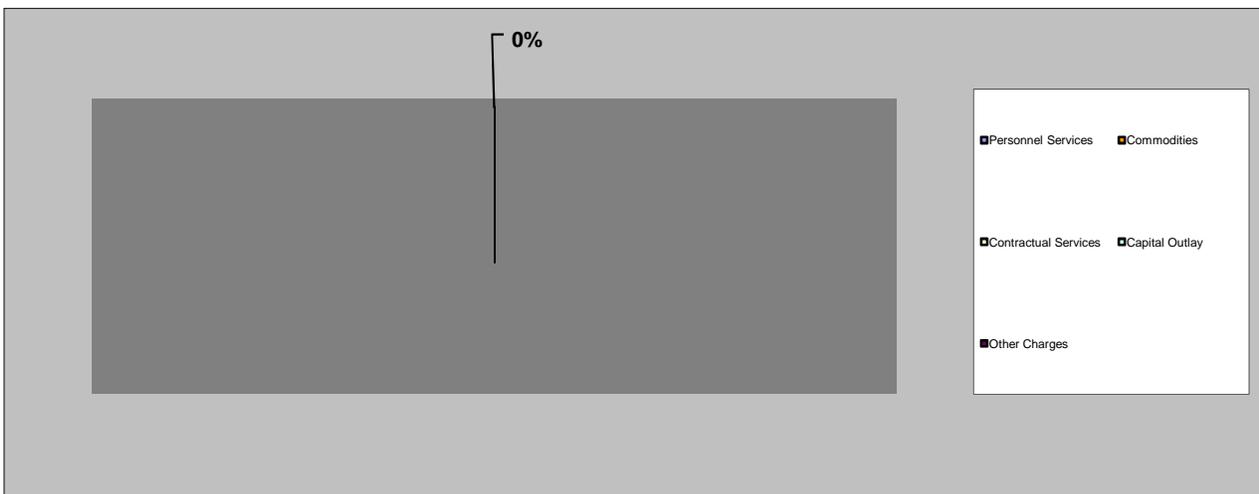
The Maplewood Human Rights Commission will advocate for equal opportunities for all citizens of Maplewood in housing, employment, public accommodations, services and education continuously working to improve human rights within the community.

**Program Expenditure Highlights**

The budget for this program is being absorbed by the budget for the staff liason. In this case, any costs will be paid for by 101-301 (Citizen Services - Administration).

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	197	500	-
Contractual Services	1	863	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 1</b>	<b>\$ 1,060</b>	<b>\$ 500</b>	<b>\$ -</b>
Percent Change	0.0%	105900.0%	(-52.8%)	(-100.0%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Human Rights Commission</b>	<b>Program #:</b>	<b>108</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Contests sponsored	0	1	3	2
Community awareness events sponsored	0	0	3	3
Bias crime complaints	0	0	0	0
Businesses and organizations participating as sponsors	0	0	2	2

**EFFECTIVENESS INDICATORS**

Number of people attending community events	0	26	600	400
Percentage of businesses and organizations participating	0%	0%	2%	2%

**COMMENTS**

The newly reformed Human Rights Commission held two successful public forums in 2012 on State ballot initiatives. The politically charged Voter ID Amendment Forum was held in October before a packed city council and the Marriage Amendment Forum was held in front of a large crowd at the MCC banquet facility. In 2013, the Commission sponsored an art and poster contest for 3<sup>rd</sup> through 12<sup>th</sup> grade students in ISD 622, 623, 624, and all other public, private, or homeschooled students residing in the City of Maplewood during the 2012-2013 academic year. Entries were required to portray one of the 30 articles of the Universal Declaration of Human Rights. Twenty-nine submissions were received.

Other presentations made by the Commission to bring public awareness were information on The Dakota Conflict, the 150<sup>th</sup> Anniversary of the Emancipation Proclamation and the YMCA Outreach Program.

In 2014, the Commission will continue its mission to aid and advocate for equal opportunities for all citizens of Maplewood in: housing, employment, public accommodations, services and education, in addition to continuously working to improve human rights within the community.

**Department:** Legislative **Fund # :** 280  
**Program:** Maplewood Area EDA **Program # :** 000

**Program Description**

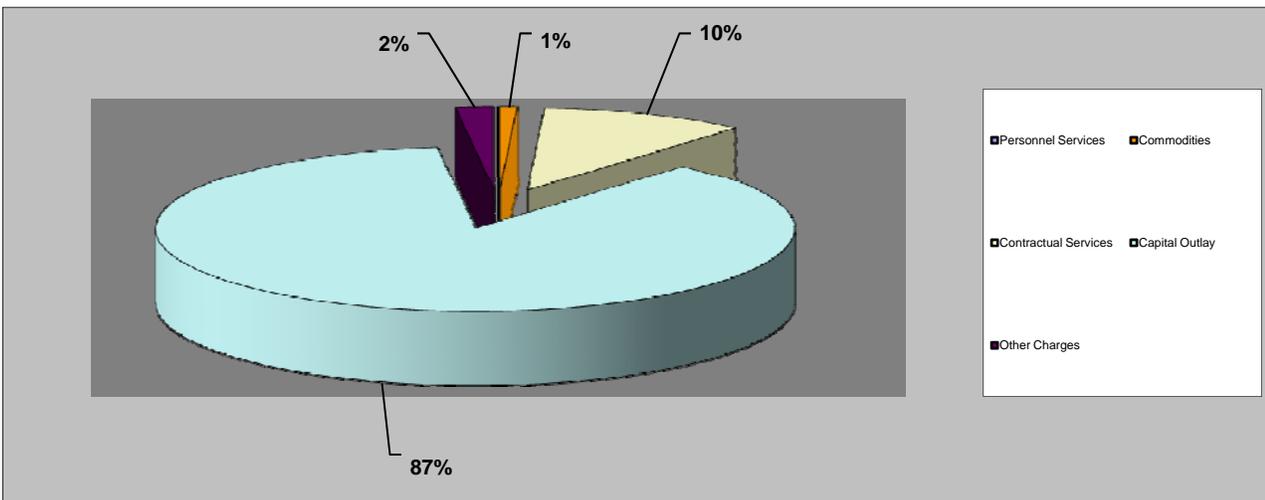
To assist with development and redevelopment parcels and initiatives.

**Program Expenditure Highlights**

This program was proposed to be expanded in 2013 to assist with marketing of excess city property as well as training staff in the procedures of economic development for our business community.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	1,000	1,000
Contractual Services	-	14,789	12,000	12,010
Capital Outlay	-	-	50,000	100,000
Other Charges	-	-	2,500	2,170
<b>Total</b>	<b>\$ -</b>	<b>\$ 14,789</b>	<b>\$ 65,500</b>	<b>\$ 115,180</b>
Percent Change	0.0%	100.0%	342.9%	75.8%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>280</b>
<b>Program:</b>	<b>Maplewood Area EDA</b>	<b>Program #:</b>	<b>000</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Commission meetings	1	3	4	8
---------------------	---	---	---	---

**EFFECTIVENESS INDICATORS**

Number of loans	1	0	0	2
New Tax Abatement/TIF Districts	1	0	1	2

**COMMENTS**

In 2009, the city council established the Economic Development Authority (EDA) and the Business and Economic Development Commission. In 2011, the EDA participated in the Trillion BTU program through the St. Paul Port Authority. The EDA, with the help of the General Fund, contributed \$400,000 for a loan to St. John's Hospital to be paid back over 5 years at a 4 percent interest rate. In 2012, the city council, which also serves as the EDA, established economic development as the city's top priority. During 2012 and throughout 2013, the EDA evaluated options for a number of subsidy and economic development initiatives. This program will see an increased effort and EDA action items in 2014, including implementation of new tax increment or tax abatement districts.

**Department:** Legislative **Fund # :** 101  
**Program:** Parks & Recreation Commission **Program # :** 106

**Program Description**

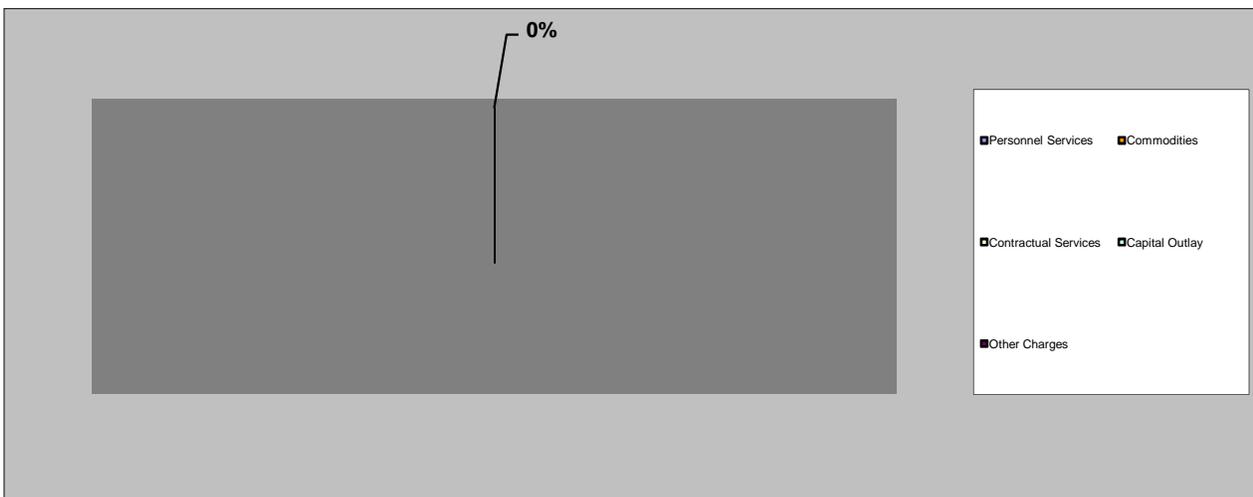
To serve as the liaison to the City Council between city residents and staff on all matters pertaining to parks, recreation and trails.

**Program Expenditure Highlights**

The budget for this program is being absorbed by the budget for the staff liason. In this case, any costs will be paid for by 101-601 (Parks - Administration).

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	68	-	-	-
Contractual Services	1	-	250	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 69</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>
Percent Change	6800.0%	(-100.0%)	100.0%	(-100.0%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Parks &amp; Recreation Commission</b>	<b>Program #:</b>	<b>106</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of public meetings	17	15	16	14
Commission items requiring formal action	19	17	20	20

**EFFECTIVENESS INDICATORS**

Number of meetings involving the public; i.e., park planning process, community issues, etc.	15	4	6	4
--	----	---	---	---

**EFFICIENCY MEASURES**

Average number of days between recommendation from the commission to city council action on the item	14	14	14	14
--	----	----	----	----

**COMMENTS**

The Parks and Recreation Commission is a nine-member, volunteer resident advisory board to the City Council on all matters relating to parks, recreation, trail, open space and park development issues. The commission meets the third Wednesday monthly, but on occasion additional meetings are needed.

Parks & Recreation Department staff serves as the liaison between the Parks & Recreation Commission and City Council.

The commission does an excellent job in resolving public issues based on extensive surveying and coordinating the public input process to ensure community "buy-in" prior to submittal to the City Council.

**Department: Legislative**  
**Program: Planning Commission**

**Fund # : 101**  
**Program # : 107**

**Program Description**

To advise the City Council on zoning and land use requests and to periodically review and revise the city's comprehensive land use plan.

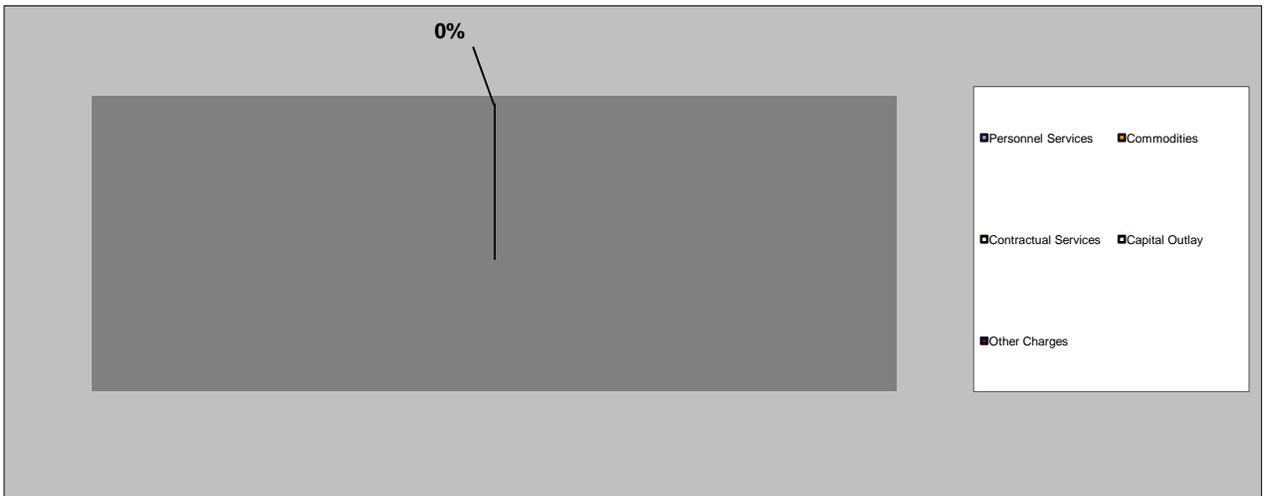
**Program Expenditure Highlights**

The budget for this program is being absorbed by the budget for the staff liason. In this case, any costs will be paid for by 101-702 (Community Development - Planning).

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	600	-
Contractual Services	99	-	450	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 99</b>	<b>\$ -</b>	<b>\$ 1,050</b>	<b>\$ -</b>
Percent Change	(-89.8%)	(-100.0%)	100.0%	(-100.0%)

Full-Time Equivalent positions	-	-	-	-
--------------------------------	---	---	---	---

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Planning Commission</b>	<b>Program #:</b>	<b>107</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of applications reviewed	43	40	45	45
---------------------------------	----	----	----	----

**EFFECTIVENESS INDICATORS**

Number of public meetings held	15	12	15	15
--------------------------------	----	----	----	----

**COMMENTS**

The number of development applications reviewed by the Planning Commission returned to a normal quantity in 2011 and 2012. The 2010 case load was very high at 81 projects reviewed due to a considerable amount of "zoning follow-up" work needed following the adoption of the 2030 Comprehensive Plan Update. In 2011, the planning commission began meeting once a month, unless there was a need to meet more often based on applications of a time-sensitive nature.

**Department:** Legislative **Fund # :** 101  
**Program:** Police Civil Service Commission **Program # :** 105

**Program Description**

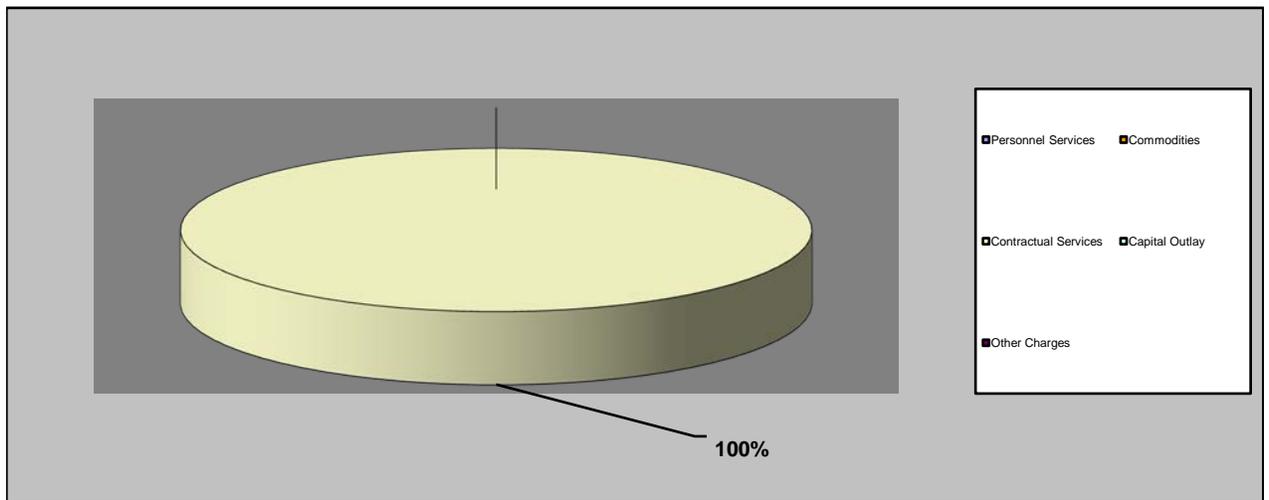
To help ensure a fair and objective hiring process for sworn law enforcement positions and to investigate any grievances or discipline submitted to the Commission and render an impartial decision.

**Program Expenditure Highlights**

Budget includes amounts to cover publishing and fees for service.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	6,099	-	2,150	2,150
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 6,099</b>	<b>\$ -</b>	<b>\$ 2,150</b>	<b>\$ 2,150</b>
Percent Change	60890.0%	(-100.0%)	100.0%	0.0%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Legislative</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Police Civil Service Commission</b>	<b>Program #:</b>	<b>105</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Number of lists created - external	1	0	1	0
Number of lists created - internal	1	0	3	0

**EFFECTIVENESS INDICATORS**

Average number of working days between approval to post position and adoption of promotional list	27	NA	25	NA
Average number of working days between approval to post position and adoption of external eligibility list	90	NA	85	NA

**COMMENTS**

The External and Internal Posting and Eligibility List have very little change from year to year on the average number of working days to adoption of a list. There are some years where there is no need to create an external eligibility list and other years where there is no need to create an internal eligibility list. On the other hand, sometimes there is a need to create 2-3 lists, depending on new police positions, retirements and resignations. If there is a high ranking vacancy, lists are needed of all job titles below it due to probable promotions.



MAPLEWOOD

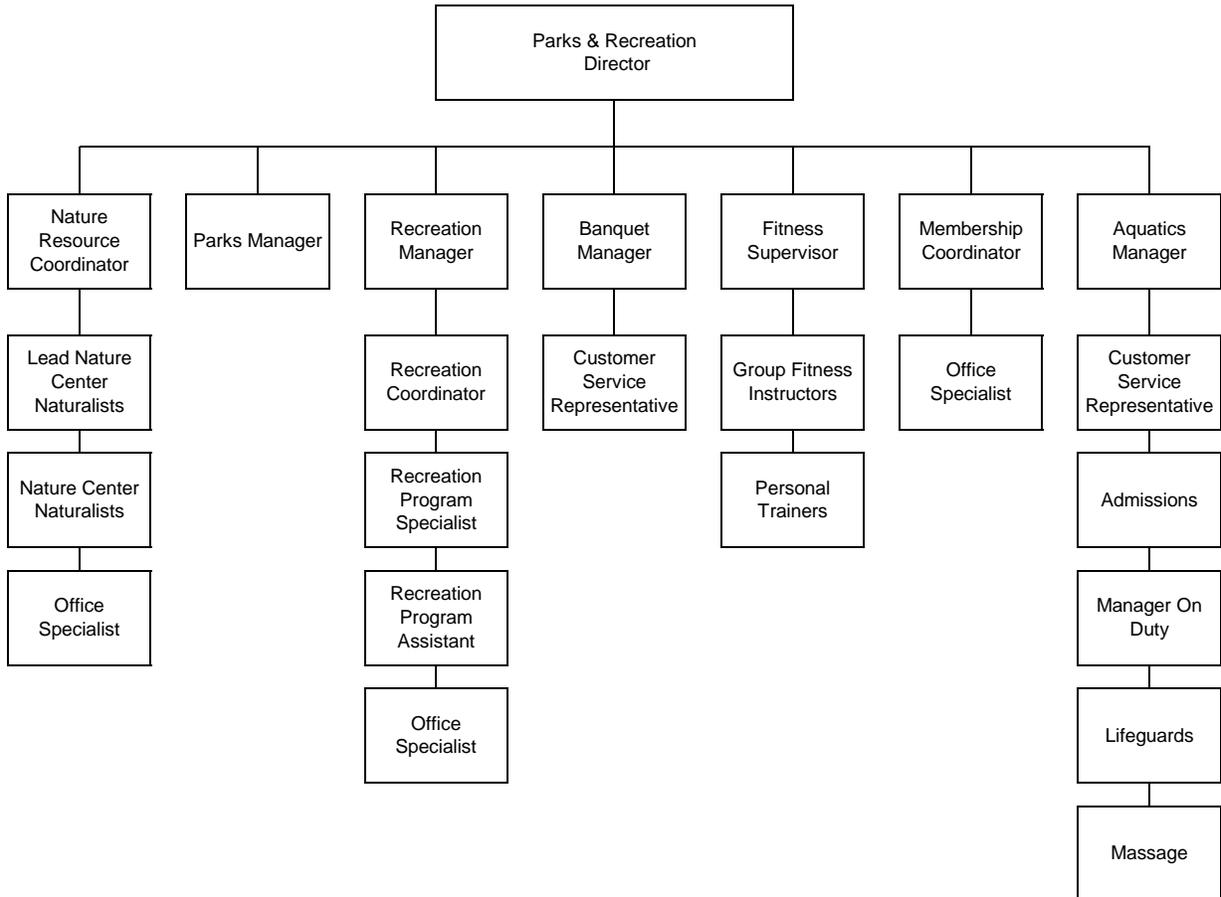
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

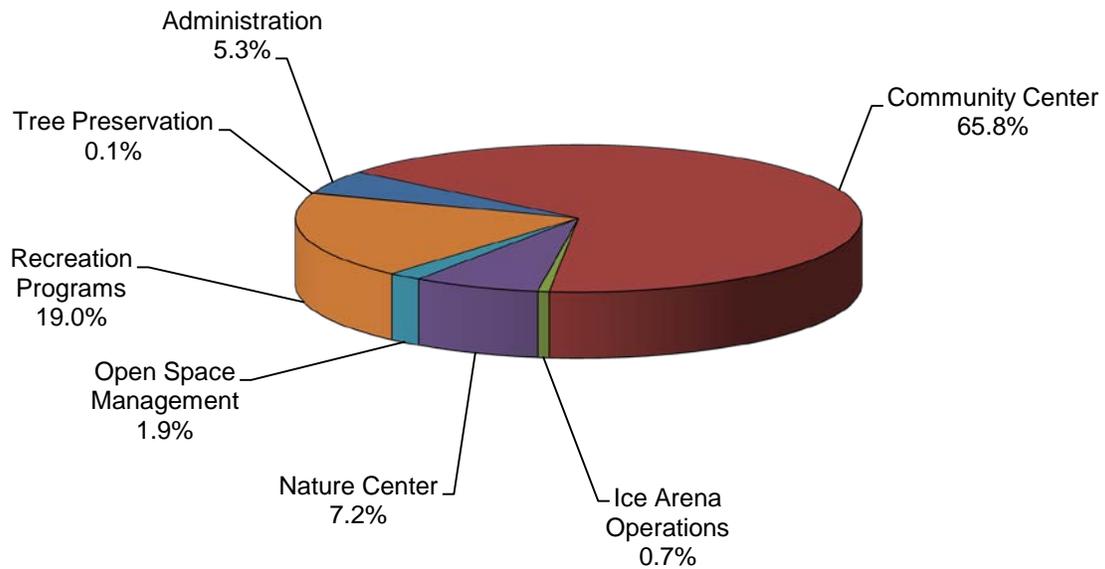
# PARKS AND RECREATION

## ORGANIZATION CHART

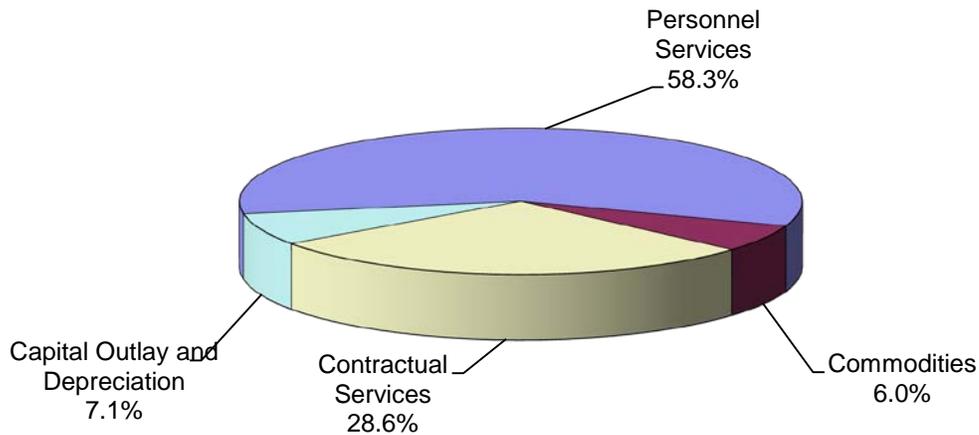


# PARKS & RECREATION BUDGET 2014

## Total By Program

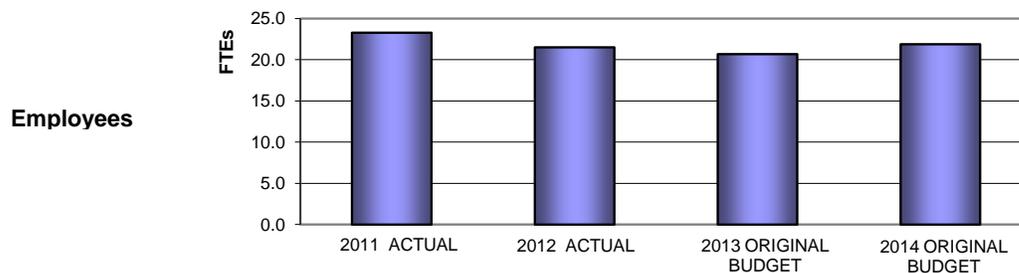
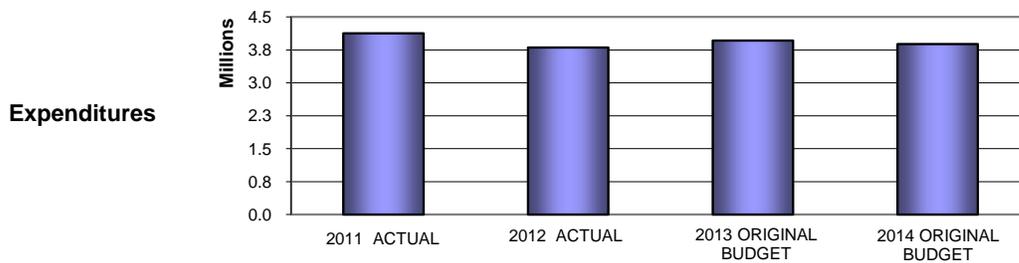


## Total By Classification



**PARKS & RECREATION  
EXPENDITURE SUMMARY**

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
<b>Total By Program</b>					
Administration	\$157,592	\$161,379	\$187,210	\$204,810	9.4%
Community Center	2,893,677	2,554,418	2,640,680	2,554,800	-3.3%
Ice Arena Operations	21,118	37,630	25,360	25,310	-0.2%
Nature Center	286,431	255,823	273,690	280,410	2.5%
Open Space Management	66,683	64,749	71,240	74,040	3.9%
Recreation Programs	686,555	725,654	757,930	738,140	-2.6%
Tree Preservation	14,254	3,437	5,190	4,050	-22.0%
<b>Totals</b>	<b>4,126,310</b>	<b>3,803,090</b>	<b>3,961,300</b>	<b>3,881,560</b>	<b>-2.0%</b>
<b>Total By Classification</b>					
Personnel Services	2,222,951	2,141,267	2,218,310	2,263,340	2.0%
Commodities	293,324	230,711	255,440	232,930	-8.8%
Contractual Services	1,276,121	1,155,575	1,132,370	1,110,220	-2.0%
Capital Outlay and Depreciation	333,013	275,067	275,070	275,070	0.0%
Other Charges	901	470	80,110	0	-100.0%
<b>Totals</b>	<b>4,126,310</b>	<b>3,803,090</b>	<b>3,961,300</b>	<b>3,881,560</b>	<b>-2.0%</b>
<b>Total By Fund</b>					
General Fund	464,591	450,604	479,210	504,810	5.3%
Community Center	2,893,677	2,554,418	2,640,680	2,554,800	-3.3%
Environmental Utility Fund	67,233	68,977	78,290	79,760	1.9%
Recreation Program Fund	686,555	725,654	757,930	738,140	-2.6%
Tree Preservation Fund	14,254	3,437	5,190	4,050	-22.0%
<b>Totals</b>	<b>\$4,126,310</b>	<b>\$3,803,090</b>	<b>\$3,961,300</b>	<b>\$3,881,560</b>	<b>-2.0%</b>
<b>Number of Employees (FTE)</b>	<b>23.28</b>	<b>21.50</b>	<b>20.68</b>	<b>21.88</b>	<b>5.8%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

---

## PARKS & RECREATION

### MISSION STATEMENT

To provide Maplewood residents with indoor and outdoor recreation, fitness, entertainment and hospitality needs of families, businesses and community organizations and others in the northeast metropolitan area.

### 2014 OBJECTIVES

1. Work with City Council and the Task Force to create and finalize a 20 year vision for our Parks System. Staff will also work with the Task Force to make recommendations to City Council on how to implement the aforementioned plan.
2. Continue to look for alternative funding sources for Park Development and Recreation Programming.
3. Continue to develop greenway concepts, policies, and programs.
4. Increase monetary sponsorship opportunities for all MCC and Parks & Recreation related events.
5. Continue to offer a minimum of five community wide special events per year. These events will serve diverse audiences and may include a Senior Wellness Fair, Early Childhood Education Fair, Women's Expo, etc.
6. Continue to facilitate a successful partnership with Ashland Theatre of Performing Arts and expand our utilization of the performing arts theater to include fifteen MCC events and or concerts.
7. Continue to offer comprehensive and diverse recreation programs designed to bring additional wellness, preventative and specialty programs advantageous for all ages, ethnicities, interests and fitness levels to Maplewood and surrounding communities.
8. Continue to focus on increasing general swim lesson participation by increasing "captive audience" marketing (for example, targeting childcare centers for introductory level classes such as Tot Swim and Parent/Child).
9. Continue to offer programming that includes, but is not limited to, youth and adult sports, community special events, music and arts programs, teen, senior and special populations programs and fitness and health and wellness classes.
10. Continue to recruit surrounding communities to join together in current/new leagues in an effort to expand our participation numbers and outreach.
11. Continue to offer quality environmental education and nature programs to enhance enjoyment and understanding of land, water, and wildlife resources.

**Department: Parks & Recreation**  
**Program: Administration**

**Fund # : 101**  
**Program # : 601**

**Program Description**

To develop and enhance a comprehensive park system for the residents including park development and re-development and the city wide trail system.

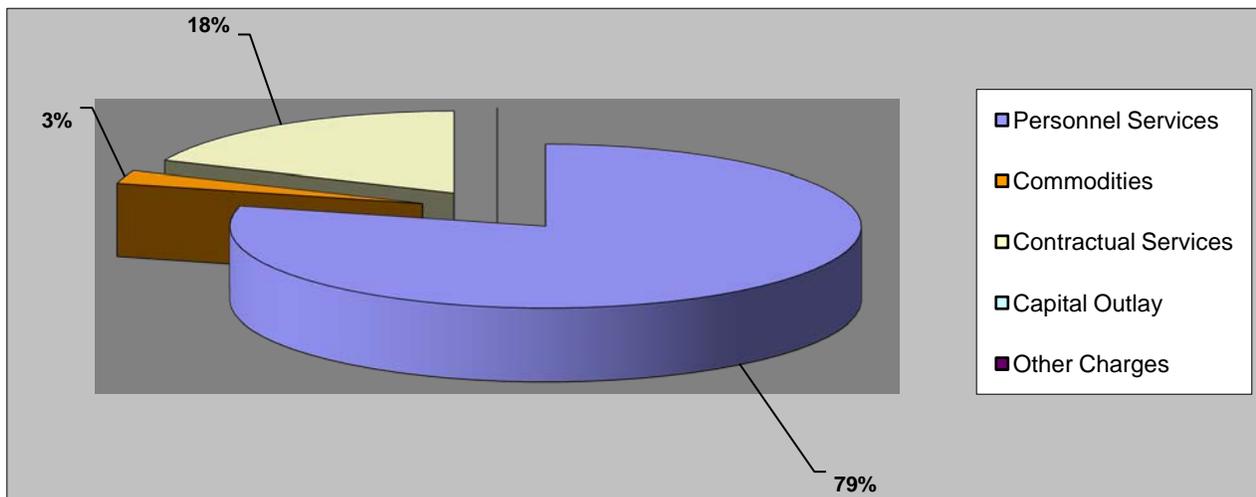
**Program Expenditure Highlights**

.10 of the Parks & Rec Director has been reallocated to this program from Community Center Operations to better reflect the duties associated with the position.

Contractual services were reduced to better reflect actual expenditures.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 119,984	\$ 124,984	\$ 139,220	\$ 161,770
Commodities	4,031	4,736	5,200	5,200
Contractual Services	33,577	31,659	42,790	37,840
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 157,592</b>	<b>\$ 161,379</b>	<b>\$ 187,210</b>	<b>\$ 204,810</b>
Percent Change	(-14.4%)	2.4%	16.0%	9.4%
 Full-Time Equivalent positions	 1.80	 1.20	 1.30	 1.40

**Program Expenditures by Classification**



---

<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>601</b>

---

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Enhancements to parks	5	5	6	4
Number of detailed projects completed	1	1	1	2

**EFFECTIVENESS INDICATORS**

Goals Parks Commission & City Council achieved	75%	85%	80%	90%
--	-----	-----	-----	-----

---

**COMMENTS**

Complete a detailed annual report with the Parks Commission that includes achievable measurable goals for staff and the Commission to accomplish.

Begin redevelopment of Goodrich/Veteran's Memorial Park.

Pending funding for development in the Gladstone neighborhood, begin Phase II Gladstone Savannah.

Complete Phase III Joy Park Improvements.

**Department: Parks & Recreation**  
**Program: Community Center Operations**

**Fund # : 602**  
**Program # : 611-614**

**Program Description**

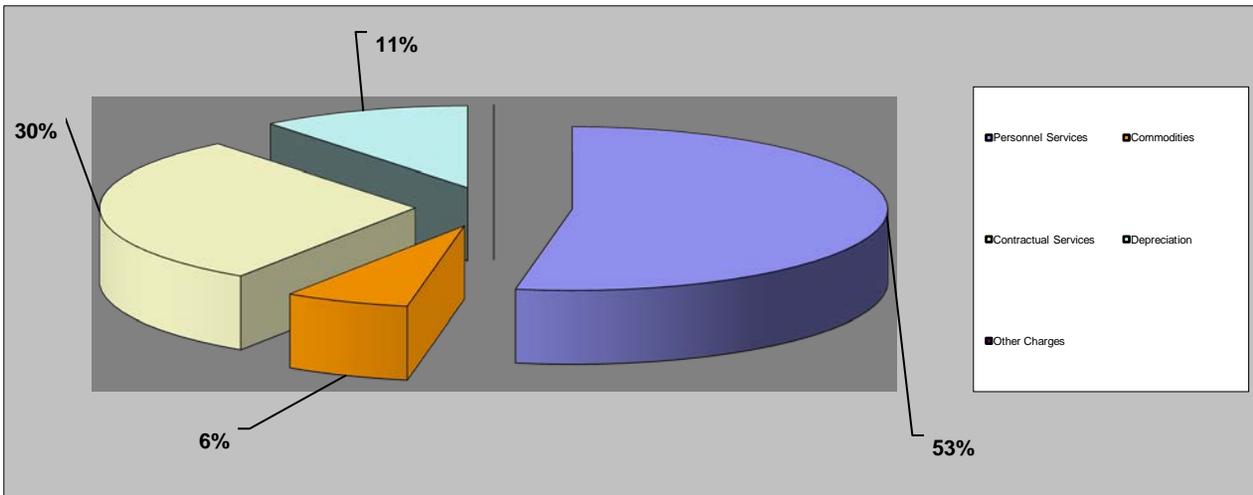
To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area.

**Program Expenditure Highlights**

Staff continues to work toward achieving a sustainable budget in the next 5-10 years.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 1,453,276	\$ 1,339,744	\$ 1,351,240	\$ 1,351,180
Commodities	222,271	169,220	180,650	163,770
Contractual Services	923,952	770,524	753,720	764,780
Depreciation	293,865	275,067	275,070	275,070
Other Charges	313	(137)	80,000	-
<b>Total</b>	<b>\$ 2,893,677</b>	<b>\$ 2,554,418</b>	<b>\$ 2,640,680</b>	<b>\$ 2,554,800</b>
Percent Change	9.6%	(-11.7%)	3.4%	(-3.3%)
 Full-Time Equivalent positions	 <u>14.58</u>	 <u>13.60</u>	 <u>12.53</u>	 <u>13.63</u>

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>602</b>
<b>Program:</b>	<b>Community Center Operations</b>	<b>Program #:</b>	<b>611-614</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of swim lesson packages	1,610	1,486	1,650	1,700
Number of membership packages sold	1,824	1,932	2,050	2,200
Number of group fitness participants	N/A	51,808	58,540	60,145
Number of weddings booked	24	24	20	20
Number of member admission check-ins	258,200	259,146	270,000	280,000
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Number of swim lesson participants	1,175	1,085	1,205	1,240
Number of SilverSneakers members	168	430	1,350	1,500
Number of personal training packages sold	344	1,161	1,688	2,010
Number of birthday party packages sold	110	201	288	360

**COMMENTS**

The number of membership packages, the basis of all MCC operations, are continuing to grow steadily each year. The addition of the SilverSneakers program, which MCC began to work with in the latter half of 2011, has continued to add to, and shape the face of, our membership. We now have a large population of senior members and actively aging adults. As such, other program offerings have been added to in order to better serve this audience. The addition of monthly social gatherings such as our Pie Wednesday, a senior talent show, and a senior homecoming dance are just a few of the ways we are adjusting our programming to meet the needs of senior members. Staff efforts appear to be working as member check-ins continue to rise.

The Group Fitness program offerings have continued to expand and now include Les Mills Bodypump. We are also offering fee-based small group fitness classes including TRX, Kettle Bells, and more. As membership grows, personal training numbers are increasing as well, resulting in a significant sales increase in the past two years.

The Community Center's banquet and events facility is seeing a slight shift in its product mix. While weddings were down slightly in 2013, birthday parties grew substantially and experienced 82% percent year over year revenue growth from 2011 to 2012 and an estimated 43% from 2012 to 2013.

**Department: Parks & Recreation**  
**Program: Ice Arena Operations**

**Fund # : 101**  
**Program # : 606**

**Program Description**

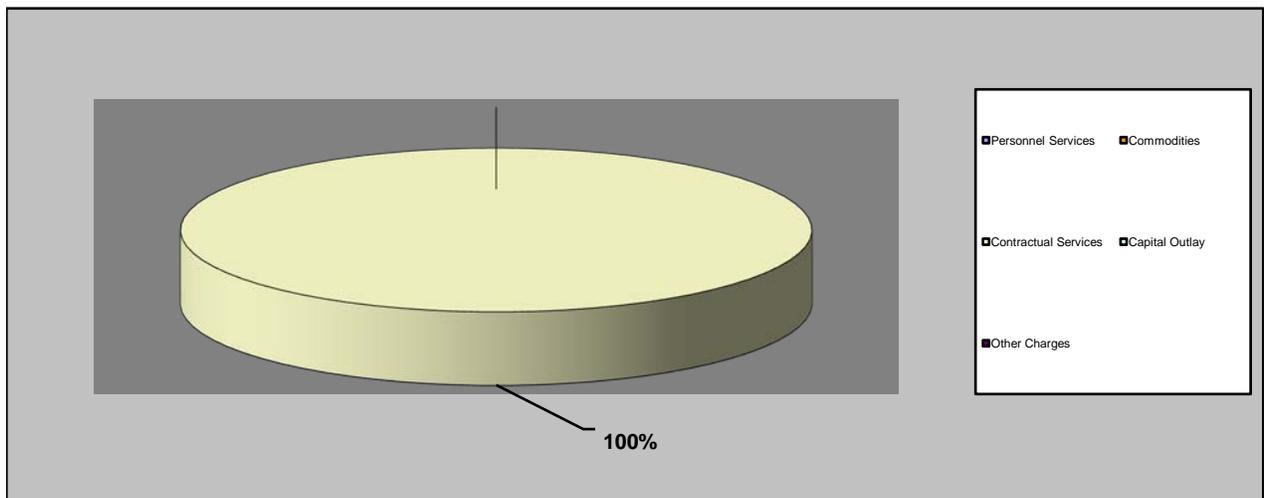
To provide a nine-month indoor skating venue for Maplewood and School District 622 residents at the Tartan Ice Arena located in Oakdale, Minnesota.

**Program Expenditure Highlights**

This budget is for city payments to Independent School District 622 for a portion of the costs for the operation and maintenance of the Tartan Ice Arena. The City of Oakdale and the school district also finance the ice arena.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	21,118	37,630	25,360	25,310
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 21,118</b>	<b>\$ 37,630</b>	<b>\$ 25,360</b>	<b>\$ 25,310</b>
Percent Change	21.1%	78.2%	(-32.6%)	(-0.2%)
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Ice Arena Operations</b>	<b>Program #:</b>	<b>606</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of actual ice hours sold	2,050	2,070	2,150	2,175
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks Staff	6	5	6	6
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Facility utilization rate	68%	69%	70%	71%

**COMMENTS**

The city is a one-third owner of Tartan Ice Arena. The City Council provides two members as liaisons to the Tartan Ice Arena Joint Powers Board.

**Department:** Parks & Recreation  
**Program:** Nature Center

**Fund # :** 101 & 604  
**Program # :** 604

**Program Description**

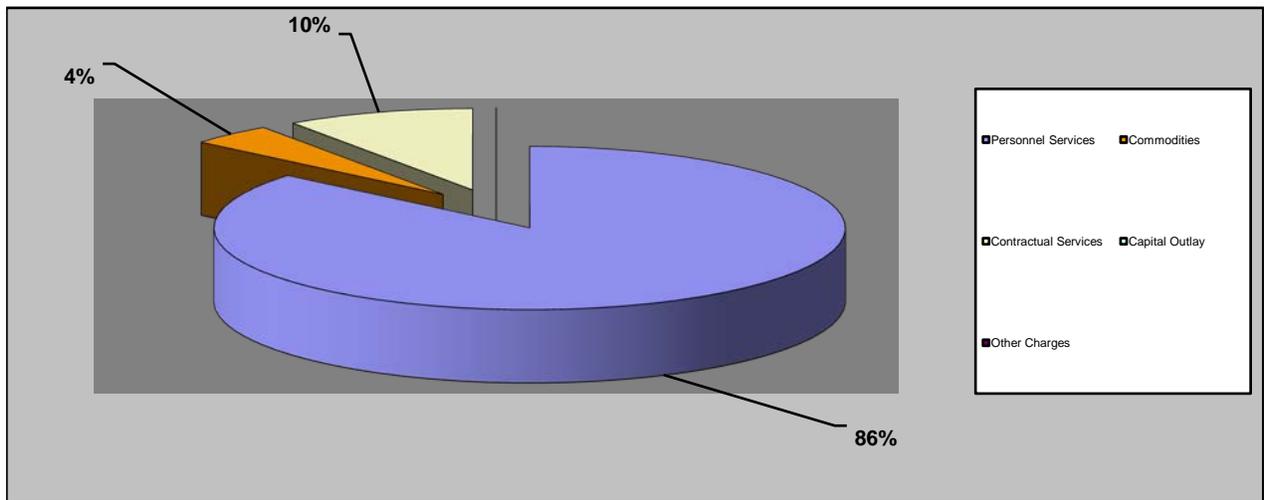
To enhance awareness and understanding of the land, water and wildlife resources; to empower the community to become stewards of the environment.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 215,757	\$ 223,010	\$ 231,870	\$ 241,390
Commodities	11,917	10,698	13,650	11,950
Contractual Services	19,609	22,115	28,170	27,070
Capital Outlay	39,148	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 286,431</b>	<b>\$ 255,823</b>	<b>\$ 273,690</b>	<b>\$ 280,410</b>
Percent Change	11.9%	(-10.7%)	7.0%	2.5%
 Full-Time Equivalent positions	 2.85	 2.85	 2.85	 2.85

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>101 &amp; 604</b>
<b>Program:</b>	<b>Nature Center</b>	<b>Program #:</b>	<b>604</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Environmental education programs conducted thru the Nature Center.	287	222	280	220
Number of adult programs	69	48	25	30
Service projects completed	33	22	25	25
Number of water related programs	45	34	55	40

**EFFECTIVENESS INDICATORS**

% of people satisfied or very satisfied with program	N/A	N/A	90	90
Total number of program participants and visitors	10,090	10,263	9,200	10,000
# of volunteer hours worked	2,751	2,682	3,500	3,000
# attending water related programs	1,297	1,691	1,900	1,600

**COMMENTS**

The Nature Center provides nature and environmental programs for the community and helps the city meet its NPDES requirement by presenting educational programs related to water quality and providing support for the city's stormwater program. Naturalists play a key role in the city environmental programs including: stormwater management, native landscaping, invasive species, trees, Maplewood Seasons newsletter, Edgerton Community Gardens, and the Green Team. The center has an interactive computer exhibit, graphics panel and features in the visitor center yard to engage and educate children and adults about stormwater.

In 2013, the Nature Center reorganized and created improved website pages, coordinated and conducted watershed education and planting in conjunction with the Bartelmy Living Streets Project, partnered with Ramsey County Master Gardeners on Pollinator Education and Community Garden events, and upgraded watershed computer exhibits.

Key projects for 2014 include: 1) Feature Climate Change as an educational theme for public programs and school groups, 2) Partner with MCC and Recreation on events and day camp programming, such as Junior Green Team, 3) Partner with the Friends of Maplewood Nature to create awareness of the city's 14 Neighborhood Preserves.

**Department:** Parks & Recreation  
**Program:** Open Space Management

**Fund # :** 101  
**Program # :** 605

**Program Description**

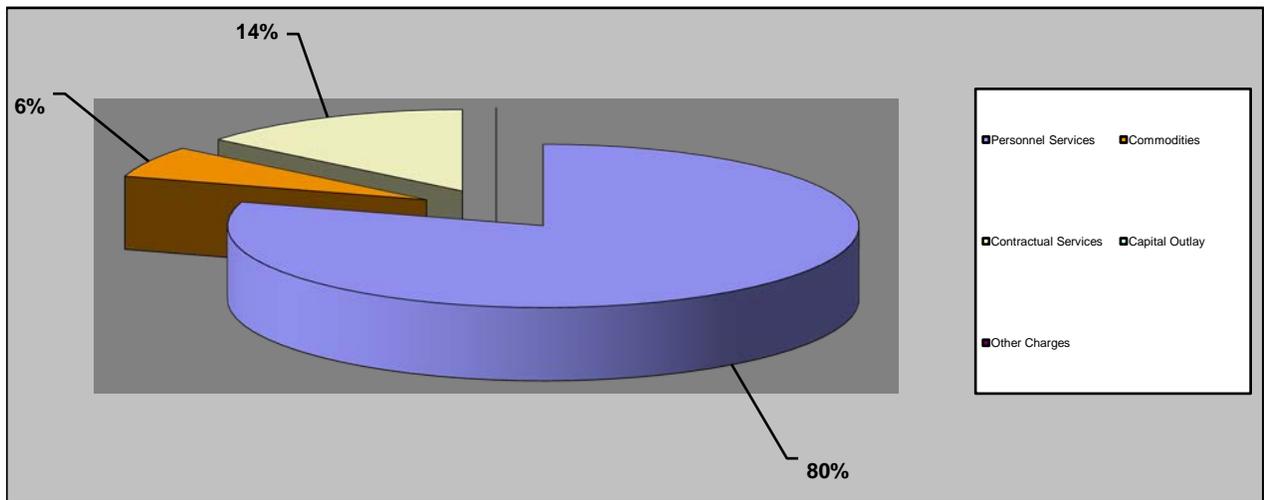
To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.

**Program Expenditure Highlights**

This program has expanded beyond the neighborhood preserves to natural resources throughout Maplewood.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 54,774	\$ 55,466	\$ 55,650	\$ 59,000
Commodities	4,692	4,770	4,600	4,600
Contractual Services	7,217	4,513	10,990	10,440
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 66,683</b>	<b>\$ 64,749</b>	<b>\$ 71,240</b>	<b>\$ 74,040</b>
Percent Change	7.5%	(-2.9%)	10.0%	3.9%
 Full-Time Equivalent positions	 <u>0.55</u>	 <u>0.55</u>	 <u>0.55</u>	 <u>0.55</u>

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Open Space Management</b>	<b>Program #:</b>	<b>605</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Master plans completed	1	1	0	1
Planting projects completed	2	3	2	2
Number of sites receiving active management	7	7	7	8
Miles of trail developed and/or maintained	8	8	8	8
Number of preserves monitored by volunteers	7	6	7	8

**EFFECTIVENESS INDICATORS**

Percentage survival or coverage of new plants by end of season	95%	90%	90%	90%
Percentage of participants satisfied with master plan and planning process	90%	90%	N/A	90%

**COMMENTS**

The open space management budget supports natural resources management throughout the city, including management of the 14 Neighborhood Preserves. Implementation of the natural resources chapter of the 2030 Comprehensive Plan falls to Nature Center and Open Space staff, and the Environmental Planner.

In 2013, key projects included: 1) Restoration projects at Gladstone Savanna (native seeding and brush removal), Marshlands Fire Training Facility (wetland, woodland, and prairie restoration), and Fish Creek (buckthorn removal and tree planting); 2) tree planting at the dump site; 3) Continue citizen monitoring programs for preserves, frogs and toads, and invasive plants; 4) Revise tree ordinance to accommodate living streets policy; 5) Develop logistics for implementing Emerald Ash Borer (EAB) plan and train staff on EAB.

In 2014, key projects include: 1) Continue implementation of master plan for Gladstone Savanna, 2) Prairie seeding at Fish Creek, 3) Complete restoration at Marshlands, 4) Develop street tree master plan, 5) Continue management and citizen monitoring projects.

**Department: Parks & Recreation**  
**Program: Recreation Programs**

**Fund # : 206**  
**Program # : 603,623**

**Program Description**

To provide a varied and diverse offering of recreational programs and activities year round for people of all ages in Maplewood and the surrounding communities.

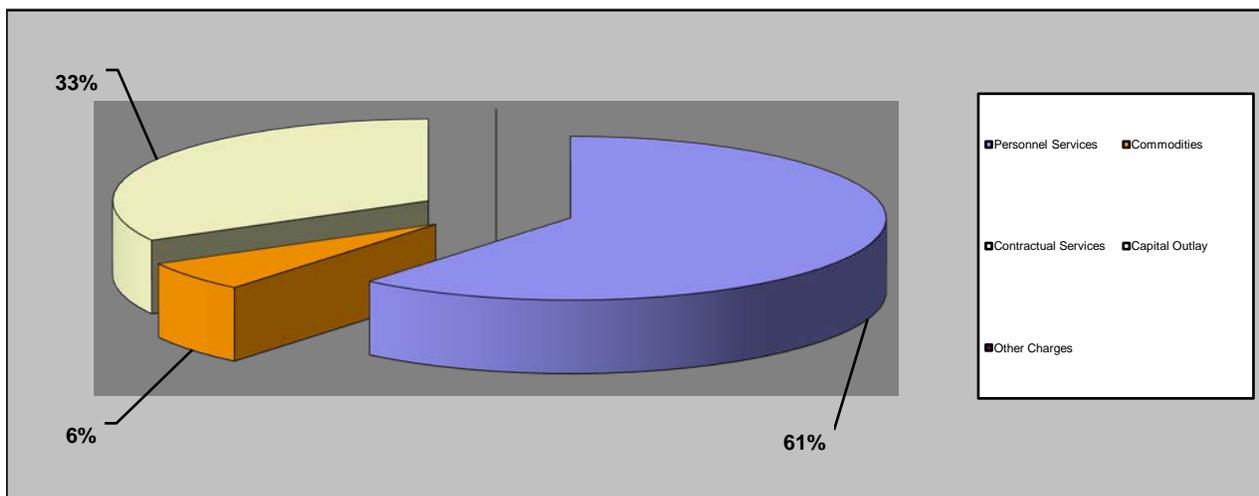
**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

The City has entered into an agreement to administer the Kokoro Youth Volleyball Program for 2012-2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 376,896	\$ 398,063	\$ 439,250	\$ 450,000
Commodities	47,571	37,955	48,340	44,410
Contractual Services	261,571	289,134	270,340	243,730
Capital Outlay	-	-	-	-
Other Charges	517	502	-	-
<b>Total</b>	<b>\$ 686,555</b>	<b>\$ 725,654</b>	<b>\$ 757,930</b>	<b>\$ 738,140</b>
Percent Change	25.8%	5.7%	4.4%	(-2.6%)
Full-Time Equivalent positions	3.50	3.30	3.45	3.45

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>206</b>
<b>Program:</b>	<b>Recreation Programs</b>	<b>Program #:</b>	<b>603, 623</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Tumbling/gymnastics participants	240	302	245	220
Adult softball, number of teams	191	194	195	152
Fall soccer teams	34	36	40	40
Basketball teams	121	118	123	108
T-ball teams	22	18	22	17
Youth volleyball teams	44	46	55	60
Intro. to soccer participants	212	222	250	250
Senior high basketball teams	35	34	35	42
Number of day camp participants	2,010	2,150	2,100	2,175
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of program evaluations rated satisfactory or better	95%	95%	95%	96%
Percent of programs formally evaluated	80%	80%	85%	82%
Increase year over year on number of participants using our Parks and Recreation social media	N/A	N/A	+100	+125

**COMMENTS**

Our program offerings will be revised for 2014 due in part to the end of our Recreation Programming Joint Powers Agreement with the City of North St. Paul.

Our youth volleyball league has continued to grow. In addition to Stillwater, Oakdale, North St. Paul and Little Canada, we have added the communities of Mahtomedi and White Bear Lake to our program for 2014.

Although our adult summer softball program is projected to grow, the reduction is due to dissolving the JPA with North St. Paul.

The reduction in youth basketball teams is based on actual numbers achieved in 2011/2012 and 2012/2013. We are exploring adding additional cities for the 2013/2014 season.

Our Sunday t-ball league numbers have remained strong. The reduction is due to our partner cities not coming into the league with as many teams in our pop-up league.

Senior high basketball has seen a slight increase in numbers for the last three years and we expect that trend to continue.

Tumbling/gymnastics estimate is based on losing the extra night of classes which were held at the NSPCC in 2011 and 2012 accounting for 48 in 2011 and 96 in 2012.

We are expanding our cooperative community leagues for 2013 and 2014 by adding youth flag football and inviting Stillwater and White Bear Lake to join our Dodgeball League.

**Department: Parks & Recreation**  
**Program: Tree Preservation**

**Fund # : 219**  
**Program # : 000**

**Program Description**

To protect and enhance Maplewood's urban forest and promote the planting of trees.

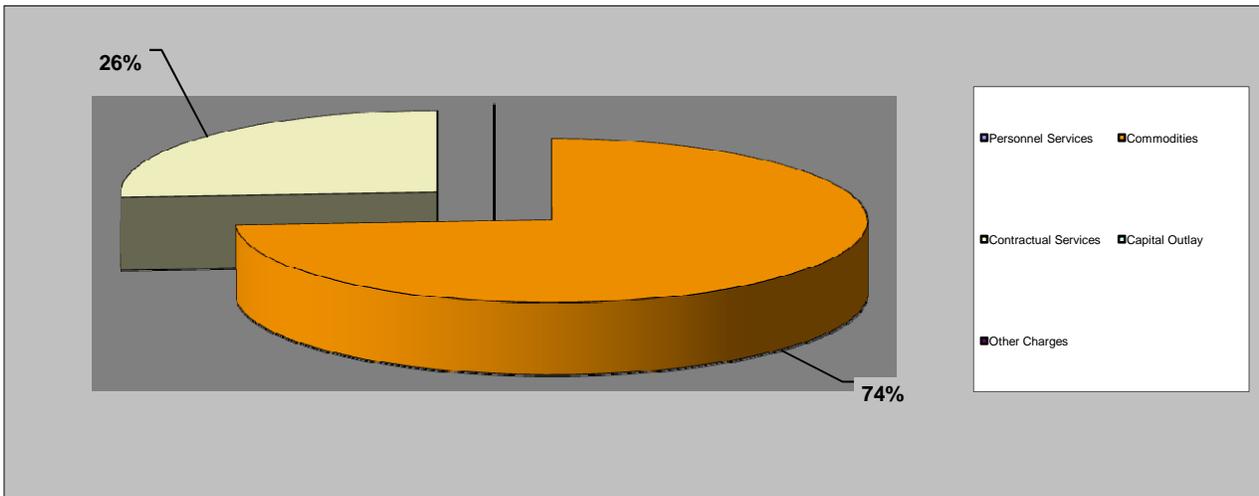
**Program Expenditure Highlights**

Due to the limited funding available in this program, reductions are proposed for the tree rebate program and consulting fees.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 2,264	\$ -	\$ 1,080	\$ -
Commodities	2,842	3,332	3,000	3,000
Contractual Services	9,077	-	1,000	1,050
Capital Outlay	-	-	-	-
Other Charges	71	105	110	-
<b>Total</b>	<b>\$ 14,254</b>	<b>\$ 3,437</b>	<b>\$ 5,190</b>	<b>\$ 4,050</b>
Percent Change	60.8%	(-75.9%)	51.0%	(-22.0%)

Full-Time Equivalent positions	-	-	-	-
--------------------------------	---	---	---	---

**Program Expenditures by Classification**



<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Fund #:</b>	<b>219</b>
<b>Program:</b>	<b>Tree Preservation</b>	<b>Program #:</b>	<b>000</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

# trees planted by residents thru tree rebate program	47	48	45	45
---	----	----	----	----

**EFFECTIVENESS INDICATORS**

# residents participating in tree rebate program	28	29	30	30
--	----	----	----	----

# trees planted on city land	40	275	50	40
------------------------------	----	-----	----	----

**COMMENTS**

The tree preservation fund supports tree planting and enhancement of our urban forest. It funds the tree rebate cost-share program, tree planting, and tree education. It does not fund the diseased tree inspection program, tree removal or tree maintenance. Maplewood continues to maintain its status as a Tree City USA.

The tree rebate cost-share program for residents is a 50% cost-share rebate for residents to plant shade trees in their yards. Since its initiation in 2008, this program has assisted residents in planting over 343 trees.

The number of trees planted on public land in 2012 was high due to trees planted on two street projects and funded through those projects. In 2013, tree planting projects include planting 50-75 trees at the old city dump site.

Project priorities for 2014 include: 1) use inventory data to complete details for Emerald Ash Borer removal and replanting, 2) work with commissions to complete street tree plan, 3) conduct Arbor Day event, 4) reapply for Tree City USA status (must apply annually), 5) provide cost-share program for tree-planting on residential property, and 6) one tree planting project on city land.



MAPLEWOOD

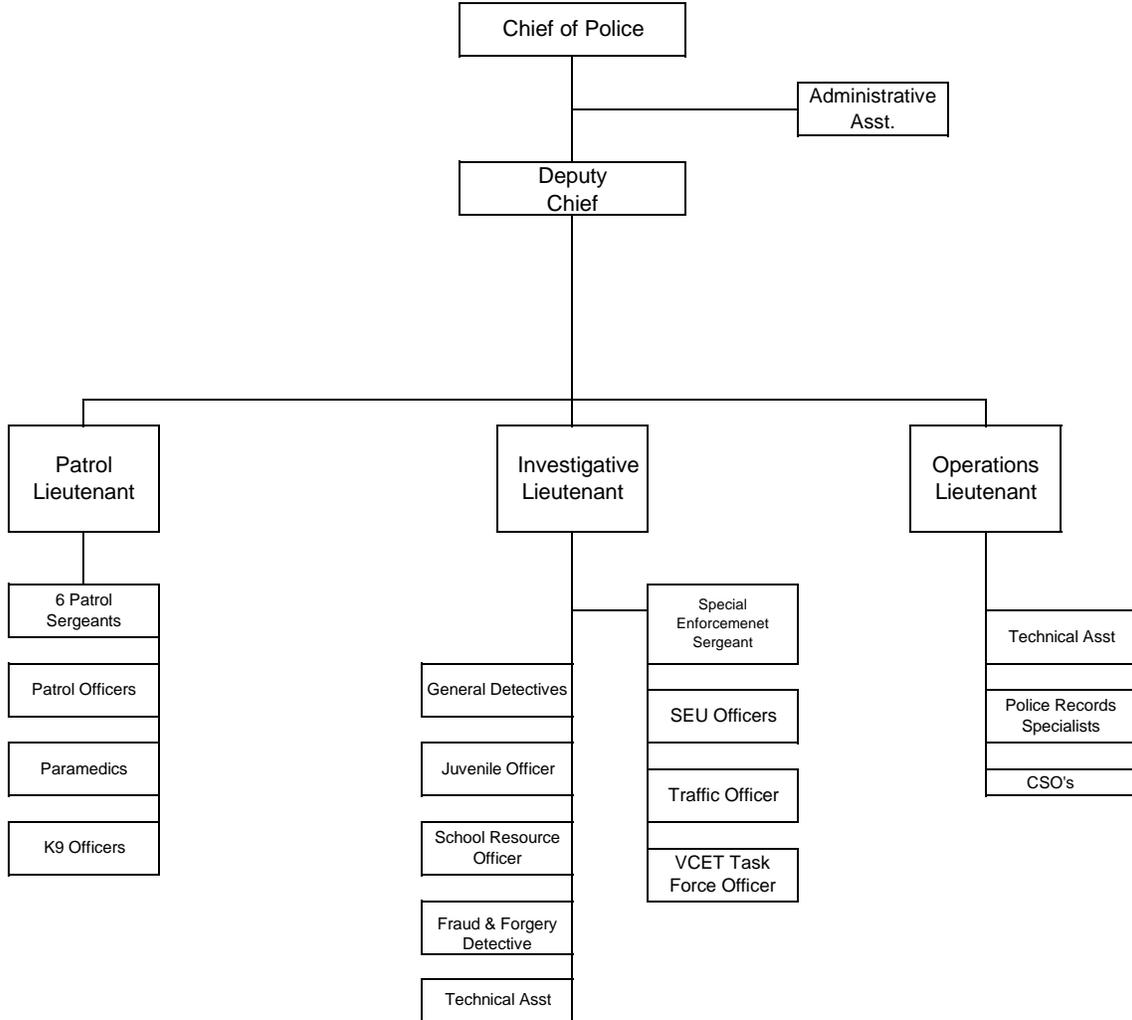
*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

CITY OF MAPLEWOOD

POLICE

ORGANIZATIONAL CHART

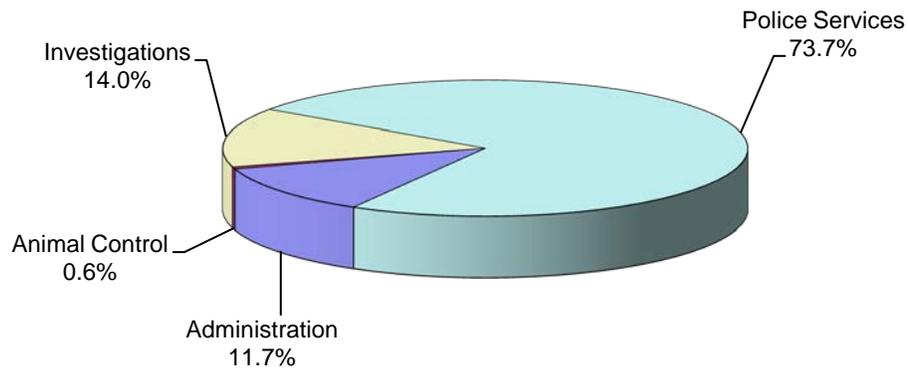


---

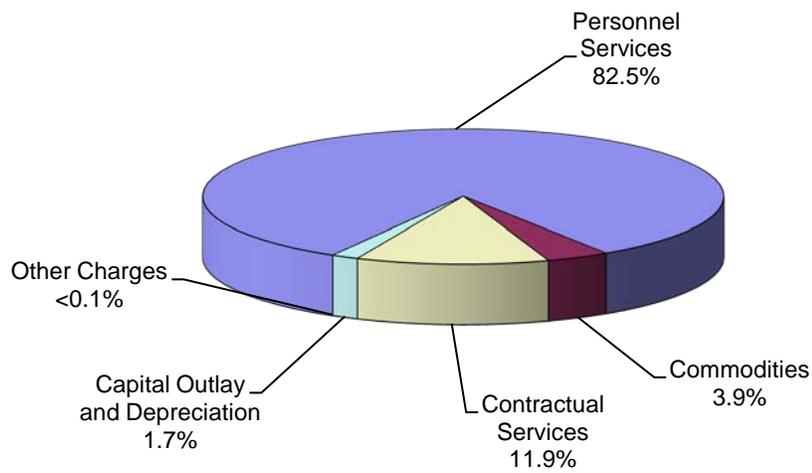
---

# POLICE BUDGET 2014

## Total By Program

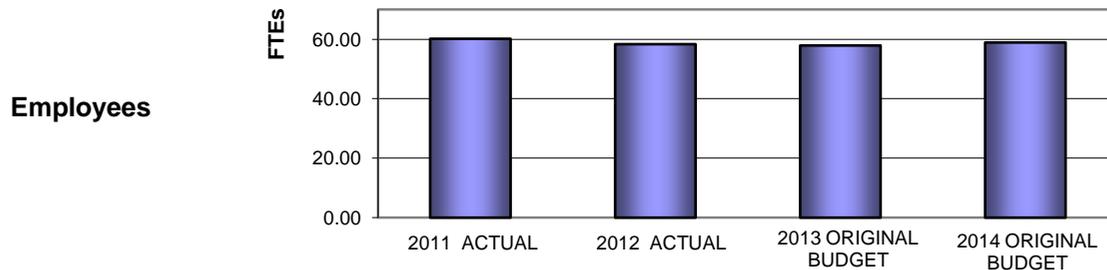
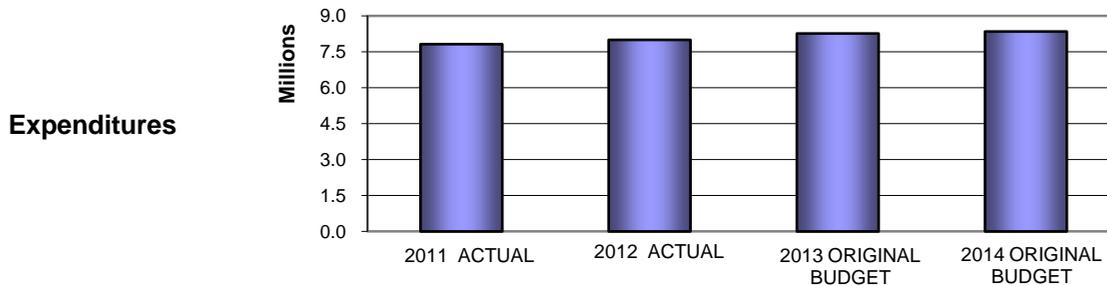


## Total By Classification



**POLICE  
EXPENDITURE SUMMARY**

Total By Program	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2014 BUDGET	PERCENT OVER(UNDER) 2013 BUDGET
Administration	\$923,372	\$913,086	\$927,890	\$973,350	4.9%
Animal Control	48,019	45,437	43,390	46,730	7.7%
Investigations	1,199,308	1,261,694	1,182,850	1,171,620	-0.9%
Police Services	5,643,445	5,773,712	6,105,210	6,149,940	0.7%
<b>Totals</b>	<b>7,814,144</b>	<b>7,993,929</b>	<b>8,259,340</b>	<b>8,341,640</b>	<b>1.0%</b>
<b>Total By Classification</b>					
Personnel Services	6,447,276	6,661,009	6,845,350	6,877,800	0.5%
Commodities	363,178	336,425	320,880	327,380	2.0%
Contractual Services	865,024	896,918	938,050	995,880	6.2%
Capital Outlay and Depreciation	138,551	99,448	155,000	140,440	-9.4%
Other Charges	115	129	60	140	133.3%
<b>Totals</b>	<b>7,814,144</b>	<b>7,993,929</b>	<b>8,259,340</b>	<b>8,341,640</b>	<b>1.0%</b>
<b>Total By Fund</b>					
General Fund	7,791,215	7,993,608	8,228,280	8,341,500	1.4%
Police Services Fund	22,929	321	31,060	140	-99.5%
<b>Totals</b>	<b>\$7,814,144</b>	<b>\$7,993,929</b>	<b>\$8,259,340</b>	<b>\$8,341,640</b>	<b>1.0%</b>
<b>Number of Employees (FTE)</b>	<b>60.16</b>	<b>58.34</b>	<b>57.91</b>	<b>58.91</b>	<b>1.7%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# **POLICE**

## **MISSION STATEMENT**

The Maplewood Police Department, in partnership with its citizens, will work to solve problems relating to crime and the fear of crime, with an emphasis on meeting community needs.

## **2014 OBJECTIVES**

1. Continue collaboration efforts with other Criminal Justice Partners.
2. Encourage community involvement through volunteer programs.
3. Increase non-enforcement public contact and interaction such as community meetings and presentations.
4. Continued interaction by officers in schools.
5. Proactively address community public safety problems.
6. Enhance the use of technology to improve the efficiency and quality of police services.
7. Maintain a felony arrest rate of at least 30% of Part One offenses (i.e. murder, rape, robbery, aggravated assault).
8. Deliver cost-effective police services below the national average per capita cost.

**Department: Police**  
**Program: Administration**

**Fund # : 101**  
**Program # : 401**

**Program Description**

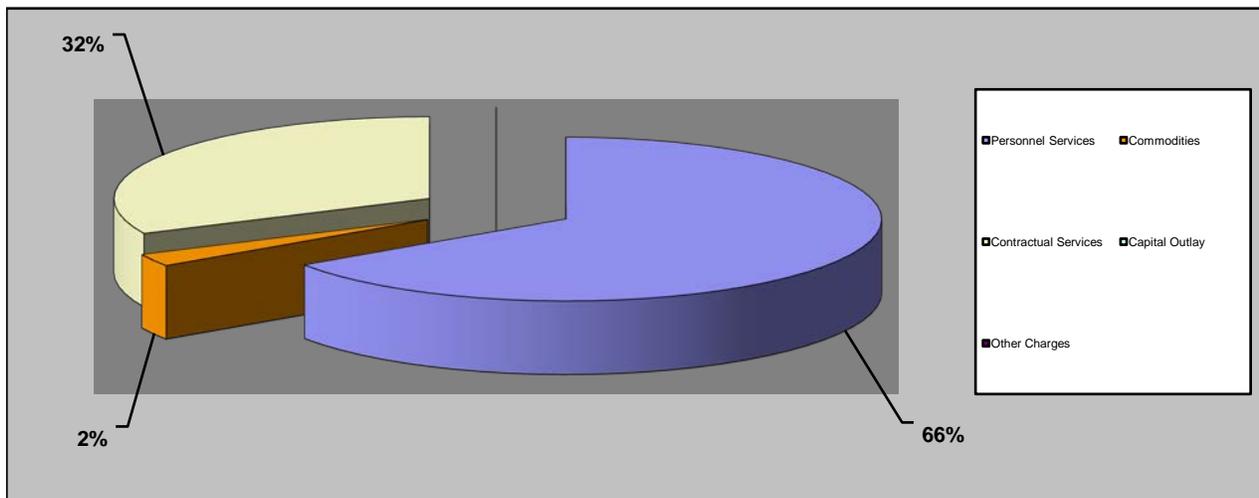
To provide vision, management and technical support for the Police Department, including fiscal and program management, record and information services, project development, and interdepartmental and interagency coordination.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Internal IT charges have increased by \$25,050.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 651,354	\$ 611,988	\$ 625,310	\$ 637,580
Commodities	20,893	31,907	21,740	23,980
Contractual Services	251,125	269,197	280,840	311,790
Capital Outlay	-	-	-	-
Other Charges	-	(6)	-	-
<b>Total</b>	<b>\$ 923,372</b>	<b>\$ 913,086</b>	<b>\$ 927,890</b>	<b>\$ 973,350</b>
Percent Change	3.1%	(-1.1%)	1.6%	4.9%
 Full-Time Equivalent positions	 6.16	 6.14	 6.21	 6.21

**Program Expenditures by Classification**



<b>Department:</b>	<b>Police</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>401</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Hours of professional development training	102	96	90	100
Department expenditures	\$7.81 mil	\$7.99 mil	\$8.26 mil	\$8.34 mil
Number of FTE	60	58	58	59
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Per capita cost for services	\$204	\$208	\$215	\$217
Percent of evaluations completed on time	100	100	100	100

**COMMENTS**

Continuing professional development by administrative staff assures our citizens that law enforcement services are delivered with the highest degree of professionalism and in line with industry standards.

Note: Estimated population according to the Community Development Department is as follows:

2011 – 38,374  
 2012 – 38,424  
 2013 – 38,474  
 2014 – 38,524

**Department: Police**  
**Program: Animal Control**

**Fund # : 101**  
**Program # : 407**

**Program Description**

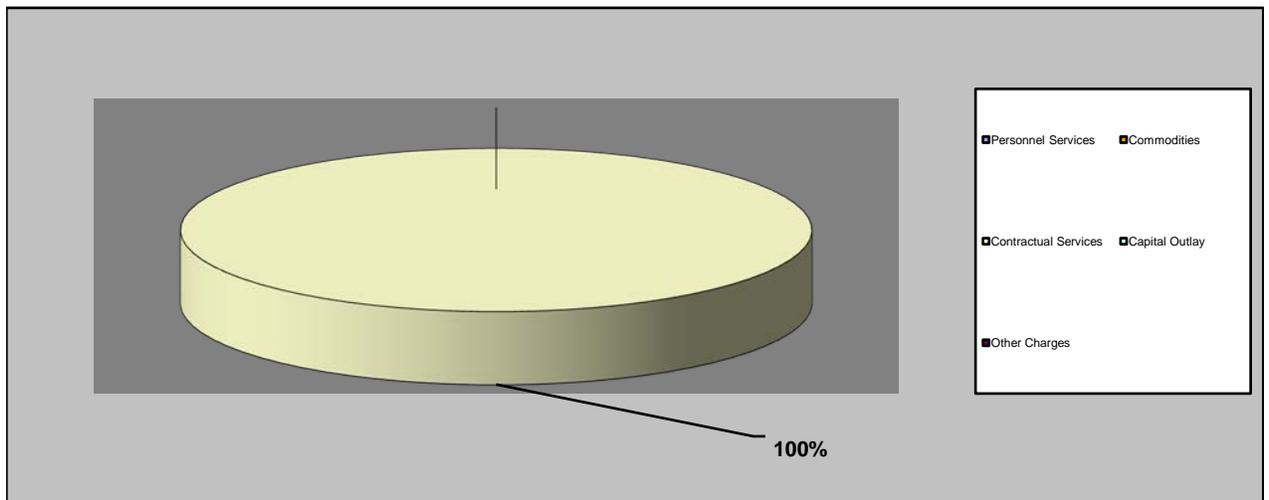
To provide animal control within the city and insure compliance with animal related ordinances.

**Program Expenditure Highlights**

An increase in the animal control contract is reflected in the budget.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	48,019	45,437	43,390	46,730
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 48,019</b>	<b>\$ 45,437</b>	<b>\$ 43,390</b>	<b>\$ 46,730</b>
Percent Change	43.4%	(-5.4%)	(-4.5%)	7.7%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Police</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Animal Control</b>	<b>Program #:</b>	<b>407</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
-----------------------------	------------------------	------------------------	--------------------------	--------------------------

**OUTPUTS/WORKLOAD**

Total licenses monitored	582	874	588	875
Total animal complaints	650	786	660	790

**EFFECTIVENESS INDICATORS**

Hours spent per 1,000 population on animal related calls for service	6.9 hrs	8.3 hrs	6.9 hrs	8.5 hrs
--	---------	---------	---------	---------

**COMMENTS**

The total number of licensed animals fluctuates significantly every other year because the city has gone to a two-year license cycle. The total number of animal complaints includes those handled by patrol officers when the animal control officer is not on duty.

The number of animal complaints grew in 2012. We've seen some increase associated with chickens, but they would not completely explain the increase. The hours spent per 1,000 population was determined through dispatch records. Not reflected in those hours would be much of the time required for follow-up, particularly with the more significant cases associated with animal hoarding and the disorder that generally goes along with it.

**Department: Police**  
**Program: Investigations**

**Fund # : 101**  
**Program # : 409**

**Program Description**

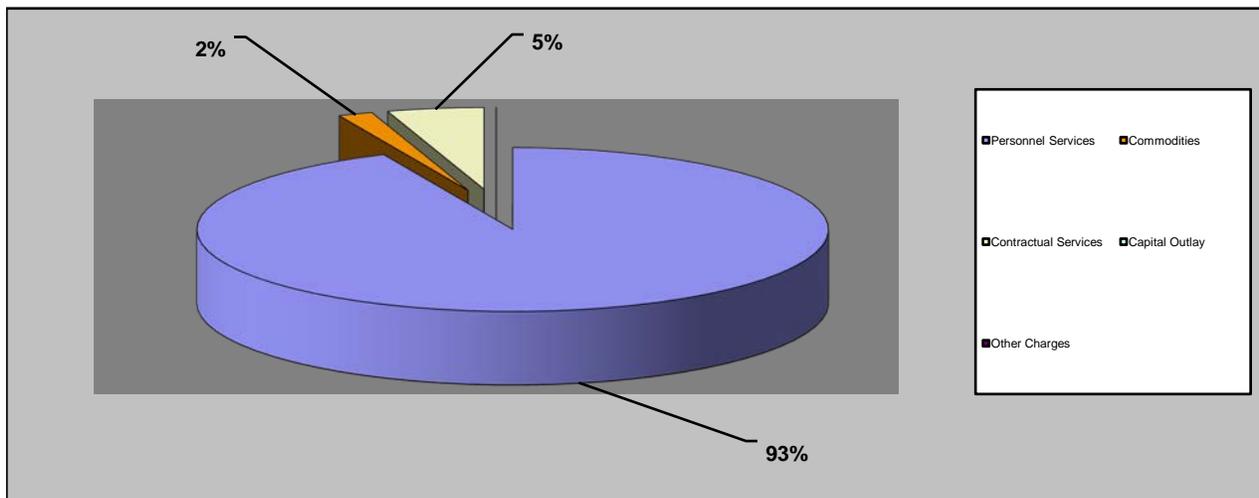
To provide investigative services to the Police Department and community and provide follow-up work to prepare cases for criminal charging.

**Program Expenditure Highlights**

The decrease in personnel services is due to the retirement of a long-term employee and filling the position with an entry level person.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 1,128,248	\$ 1,178,504	\$ 1,098,880	\$ 1,093,130
Commodities	27,576	22,725	23,570	20,600
Contractual Services	43,484	54,241	60,400	57,890
Capital Outlay	-	6,224	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 1,199,308</b>	<b>\$ 1,261,694</b>	<b>\$ 1,182,850</b>	<b>\$ 1,171,620</b>
Percent Change	12.1%	5.2%	(-6.2%)	(-0.9%)
Full-Time Equivalent positions	8.80	9.90	9.00	9.00

**Program Expenditures by Classification**



<b>Department:</b>	<b>Police</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Investigations</b>	<b>Program #:</b>	<b>409</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Felony cases charged	128	176	133	150
Gross misdemeanor cases charged	267	365	271	350
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Total cases assigned to investigators	3145	3407	3150	3300
Total cases cleared	3158	3167	3160	3170
Juveniles sent to Diversion Program	196	146	200	190

**COMMENTS**

The department's records management system allows case loads for individual investigators to be closely tracked. First time juvenile offenders can be sent to a contractual diversion program for certain first-time offenses. This keeps petty offenders out of the court system for minor offenses, thus reducing the caseload on the juvenile courts. The number of juvenile offenders listed as having been referred to a diversion program does not include those referred to court.

2012 resulted in a marked increase in both felony & gross misdemeanor cases charged. The actual statistics were taken from a database maintained by investigative staff, so it is not based on uniform crime reports or the department's records management system. 2012 saw an increase in a number of offenses, which probably explains some of the increase. Additionally, we've seen the Ramsey County Attorney's Office issue charges in cases that in the past would likely have been declined for prosecution.

**Department: Police**  
**Program: Police Services**

**Fund # : 101 & 208**  
**Program # : 402**

**Program Description**

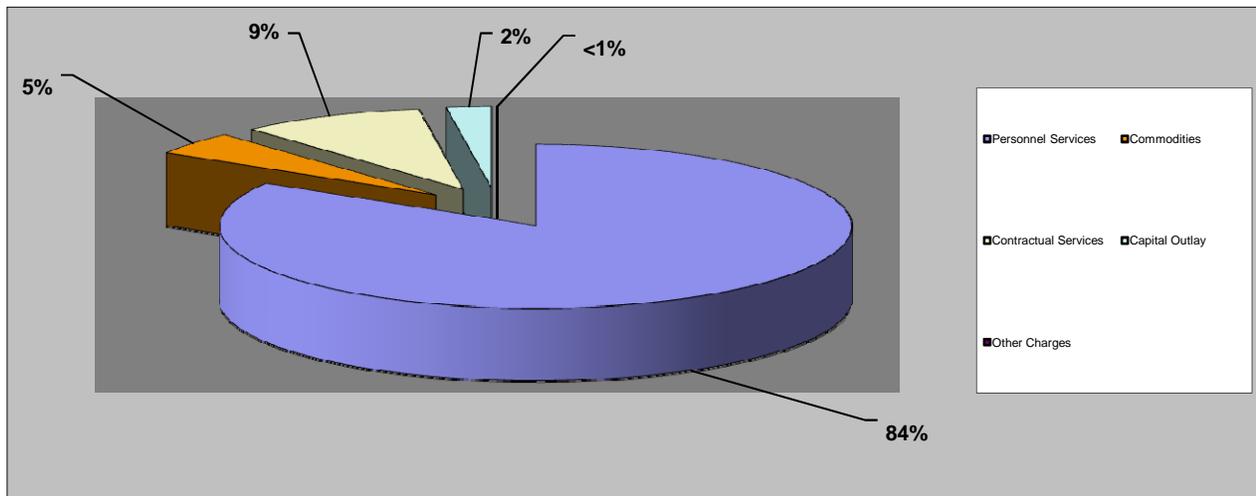
To provide public safety, investigative, and enforcement activities including neighborhood policing and public service programs.

**Program Expenditure Highlights**

Capital outlay consists of purchasing four new squad cars in 2014. The new style of vehicle supplied by Ford will require additional costs because equipment won't be compatible from the old style. The police department's share of dispatching costs will decrease 10.5% in 2014 per the contract with Ramsey County.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 4,667,674	\$ 4,870,517	\$ 5,121,160	\$ 5,147,090
Commodities	314,709	281,793	275,570	282,800
Contractual Services	522,396	528,043	553,420	579,470
Capital Outlay	138,551	93,224	155,000	140,440
Other Charges	115	135	60	140
<b>Total</b>	<b>\$ 5,643,445</b>	<b>\$ 5,773,712</b>	<b>\$ 6,105,210</b>	<b>\$ 6,149,940</b>
Percent Change	3.8%	2.3%	5.7%	0.7%
Full-Time Equivalent positions	45.20	42.30	42.70	43.70

**Program Expenditures by Classification**



<b>Department:</b>	<b>Police</b>	<b>Fund #:</b>	<b>101 &amp; 208</b>
<b>Program:</b>	<b>Police Services</b>	<b>Program #:</b>	<b>402</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Arrests for Part I & II crimes	1817	2005	1950	2000
DUI arrests per 1,000 population	4.4	6.5	5.3	5.3
Total arrests for Part I crimes per sworn FTE	15.8	14.6	16.5	16
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Part I offenses per 1,000 population	60.7	61.3	61.0	80
Arrests for Part I crimes per 1000 population	21.6	24.1	22.5	22
Response time to Priority 2 calls from dispatch to arrival	6.3 min	6.3 min	6.3 min	6.3 min
Satisfaction with police services from police department surveys (Above average and Excellent)	88.5%	75%	82%	80%

**COMMENTS**

Many crime categories saw an increase in 2012. Though all offenses tracked internally by the police department, with the exception of auto theft, were below their 5-year average, there was a marked increase from 2011. The FBI has been predicting an increase in overall crime rates and many criminologists have been predicting the same. Particularly considering that crime had been on a steady decrease, with sometimes historic lows, in Maplewood and around the country, experts have theorized that an uptick toward long-term norms is inevitable.

Priority 2 calls consists, generally, of most in-progress events with a threat to people or property. According to the Ramsey County Emergency Communications Center, police responded to 6,723 priority 2 events in 2012.

The satisfaction with police services data was taken from the police department's own surveys sent to random people who have had contact with a police officer, typically as the result of a reported crime or other incident. We spread the surveys out so that over time, we may receive feedback regarding each officer. Though the satisfaction rate dipped in 2012, it is notable that no survey respondent indicated they'd received poor service and only 1 indicated the service was below average.



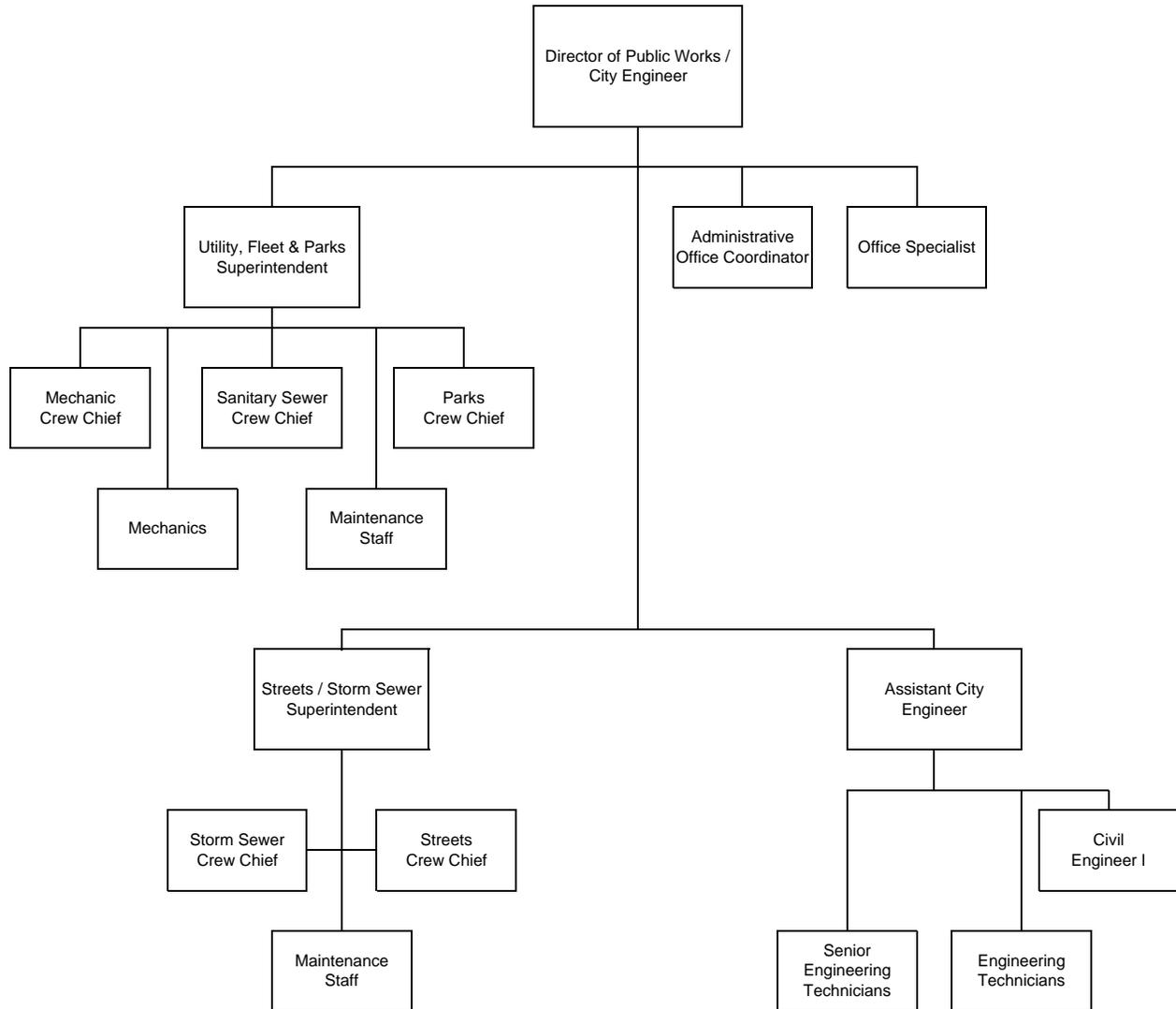
# MAPLEWOOD

*Together We Can*

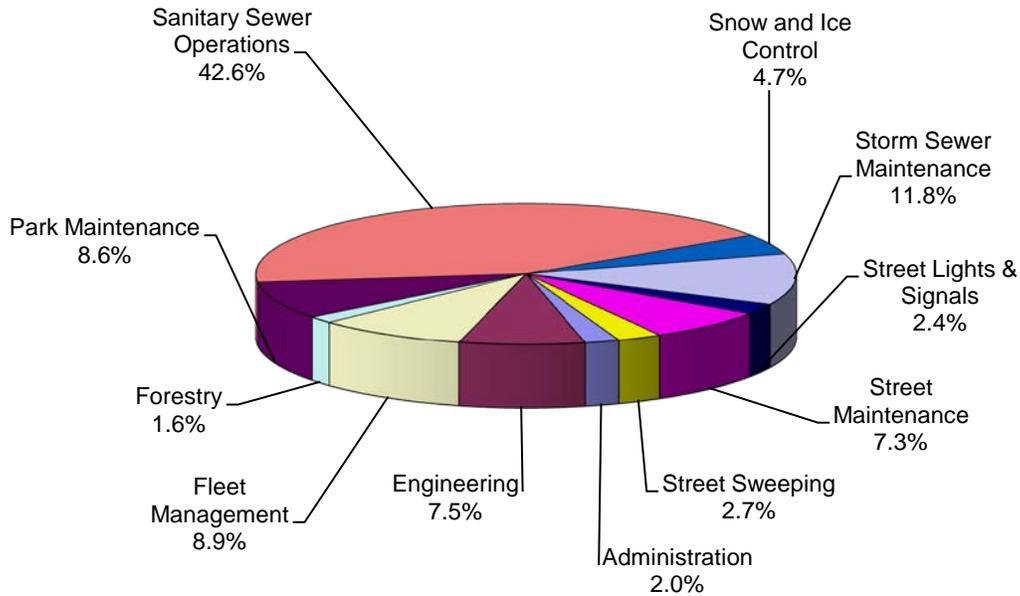
**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# PUBLIC WORKS

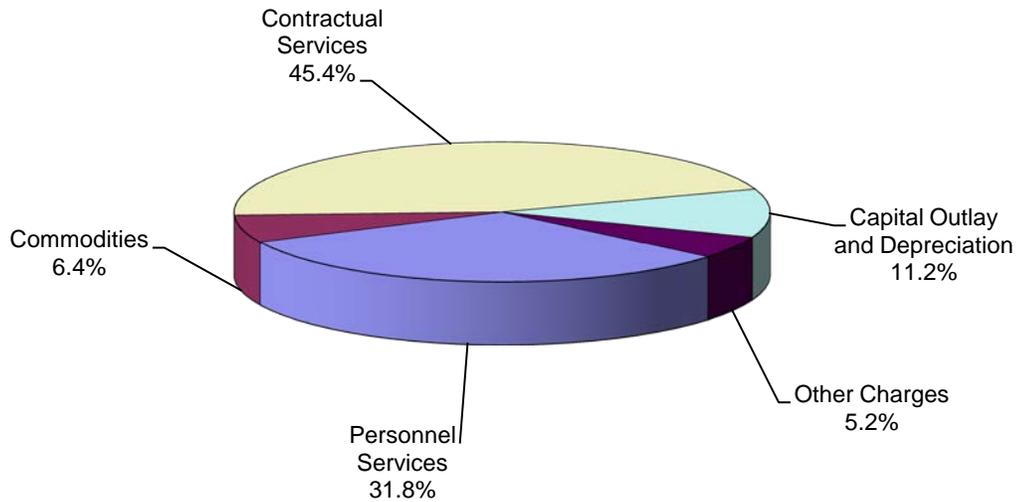
## ORGANIZATION CHART



# PUBLIC WORKS BUDGET 2014 Total By Program

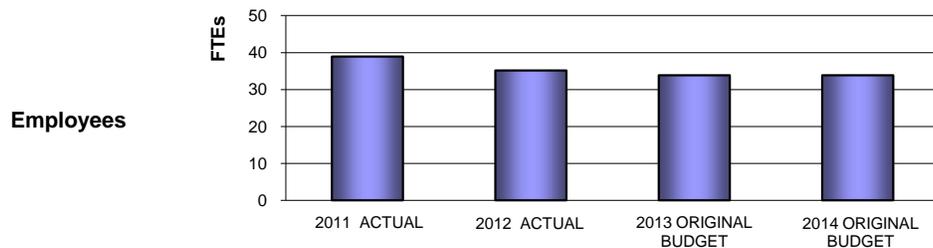
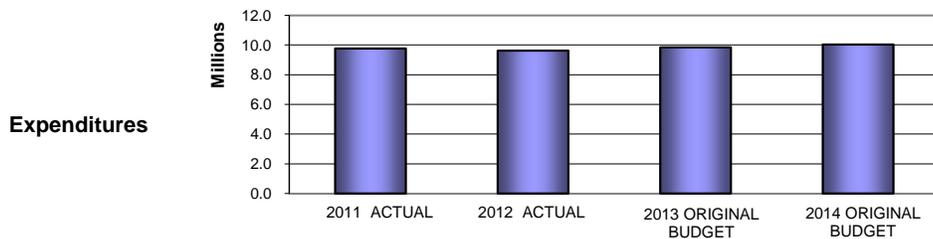


## Total By Classification



**PUBLIC WORKS  
EXPENDITURE SUMMARY**

	2011	2012	2013	2014	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
			BUDGET	BUDGET	2013 BUDGET
<b>Total By Program</b>					
Administration	\$258,136	\$193,560	\$202,100	\$204,850	1.4%
Engineering	887,526	748,927	766,620	753,510	-1.7%
Fleet Management	853,338	865,193	903,110	896,900	-0.7%
Forestry	0	0	146,180	158,600	8.5%
Park Maintenance	860,257	930,819	924,030	860,360	-6.9%
Sanitary Sewer Operations	4,053,130	3,916,117	4,170,790	4,273,270	2.5%
Snow and Ice Control	376,628	349,085	373,400	466,970	25.1%
Storm Sewer Maintenance	1,357,059	1,416,997	1,191,900	1,180,950	-0.9%
Street Lights & Signals	195,375	210,131	228,040	241,000	5.7%
Street Maintenance	739,458	800,494	752,820	728,840	-3.2%
Street Sweeping	183,193	190,122	182,620	266,990	46.2%
<b>Totals</b>	<b>9,764,100</b>	<b>9,621,445</b>	<b>9,841,610</b>	<b>10,032,240</b>	<b>1.9%</b>
<b>Total By Classification</b>					
Personnel Services	3,470,300	3,102,802	3,102,170	3,189,960	2.8%
Commodities	512,169	529,219	637,400	638,740	0.2%
Contractual Services	4,228,910	4,070,627	4,447,000	4,556,980	2.5%
Capital Outlay and Depreciation	1,110,081	1,198,906	1,159,650	1,122,150	-3.2%
Other Charges	442,640	719,891	495,390	524,410	5.9%
<b>Totals</b>	<b>9,764,100</b>	<b>9,621,445</b>	<b>9,841,610</b>	<b>10,032,240</b>	<b>1.9%</b>
<b>Total By Fund</b>					
General Fund	3,122,005	3,022,885	3,165,150	3,173,130	0.3%
Sewer Fund	4,053,130	3,916,117	4,170,790	4,273,270	2.5%
Environmental Utility Fund	1,540,252	1,607,119	1,374,520	1,447,940	5.3%
Street Light Utility Fund	195,375	210,131	228,040	241,000	5.7%
Fleet Management Fund	853,338	865,193	903,110	896,900	-0.7%
<b>Totals</b>	<b>\$9,764,100</b>	<b>\$9,621,445</b>	<b>\$9,841,610</b>	<b>\$10,032,240</b>	<b>1.9%</b>
<b>Number of Employees (FTE)</b>	<b>38.92</b>	<b>35.15</b>	<b>33.85</b>	<b>33.85</b>	<b>0.0%</b>





MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# **PUBLIC WORKS**

## **MISSION STATEMENT**

To maintain a strong infrastructure of parks, streets, storm sewer and sanitary sewer systems and provide engineering services for infrastructure replacement and development review that provide protection of our open space and natural environment.

## **2014 OBJECTIVES**

1. Finalize implementation of Phase I of the Gladstone Neighborhood Redevelopment project, including the Savanna Restoration, and beginning to coordinate a potential Phase II in coordination with the Community Development Department.
2. Successfully complete and finalize the construction of the Highway 36 and English Street tight-diamond interchange.
3. Maintain a steady Street Reconstruction program to revitalize older neighborhoods by replacing deteriorated streets and utilities, and meeting federal and state mandates by implementing stormwater best management practices.
4. Start the work plan to revise the appropriate design standards, city codes, and policies to realize full implementation of the Living Streets approach for infrastructure addition and/or replacement.
5. Successful implementation of the new MS4 permit; including continuing the upgrade in internal tracking and enforcement on construction sites. Continue reductions of runoff volume and pollutant loading to the MS4 system through adherence to the Stormwater Ordinance and Standards.
6. Begin a detailed inspection and prioritization of stormwater ponds in order to implement a Pond Dredging program.
7. Coordinate maintenance efforts of personnel in sewer, streets, storm sewer and parks at current levels with maximum efficiency.
8. Continue Infiltration/Inflow Reduction Program in coordination with Street Reconstruction projects.
9. Continue delivery of a "Local Drainage Improvement" program to assist homeowners and businesses with local flooding and nuisance drainage issues.
10. Implement a rain garden tracking system and on-going maintenance work plan in coordination with Engineering, Park Maintenance, and Nature Center.

**Department: Public Works**  
**Program: Administration**

**Fund # : 101**  
**Program # : 501**

**Program Description**

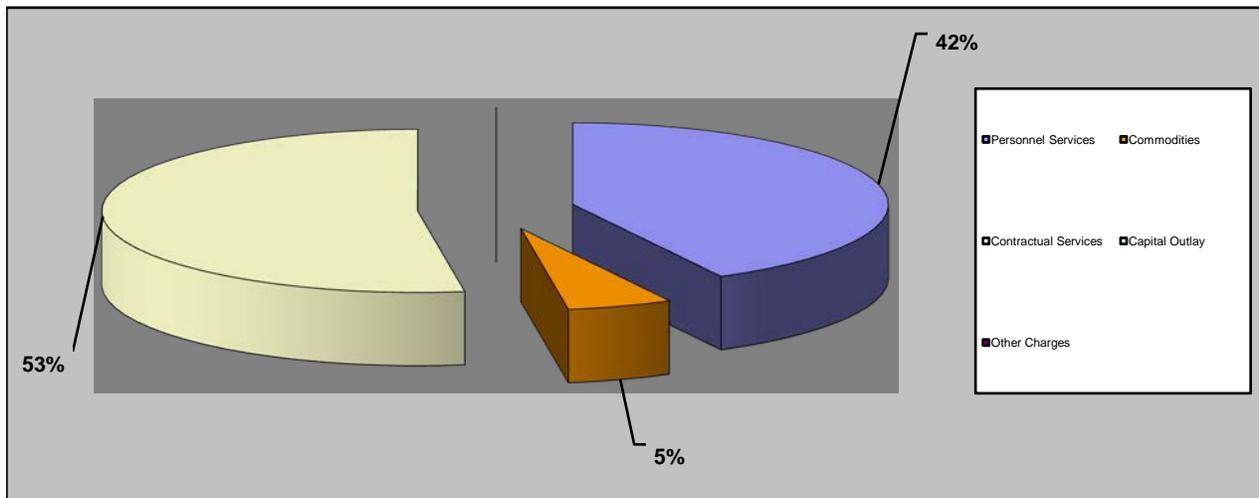
To provide accurate and timely administrative, clerical and financial support services for public works programs and to handle service requests, complaints and inquiries from the public in a courteous and helpful manner.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits.

<b><u>Program Expenditures</u></b>	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>
Personnel Services	\$ 112,597	\$ 85,868	\$ 79,440	\$ 86,520
Commodities	10,355	7,836	11,200	11,000
Contractual Services	135,109	99,856	111,460	107,330
Capital Outlay	-	-	-	-
Other Charges	75	-	-	-
<b>Total</b>	<b>\$ 258,136</b>	<b>\$ 193,560</b>	<b>\$ 202,100</b>	<b>\$ 204,850</b>
Percent Change	6.8%	(-25.0%)	4.4%	1.4%
 Full-Time Equivalent positions	 1.18	 0.95	 0.85	 0.85

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Administration</b>	<b>Program #:</b>	<b>501</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Council agenda reports	89	92	85	85
Informational mailings	84	88	85	85
Active projects	45	34	40	45
Neighborhood meetings	16	19	12	12
Permits issued	193	188	190	190
E-mails to web site requiring follow-up	76	73	75	75

**COMMENTS**

It is anticipated that the number of active projects will show a slight increase in future years. The number of permits issued is anticipated to remain at a consistent level.

Administrative staff continues to provide quality service in a timely and efficient manner with a focus on customer satisfaction.

**Department: Public Works**  
**Program: Engineering**

**Fund # : 101**  
**Program # : 503**

**Program Description**

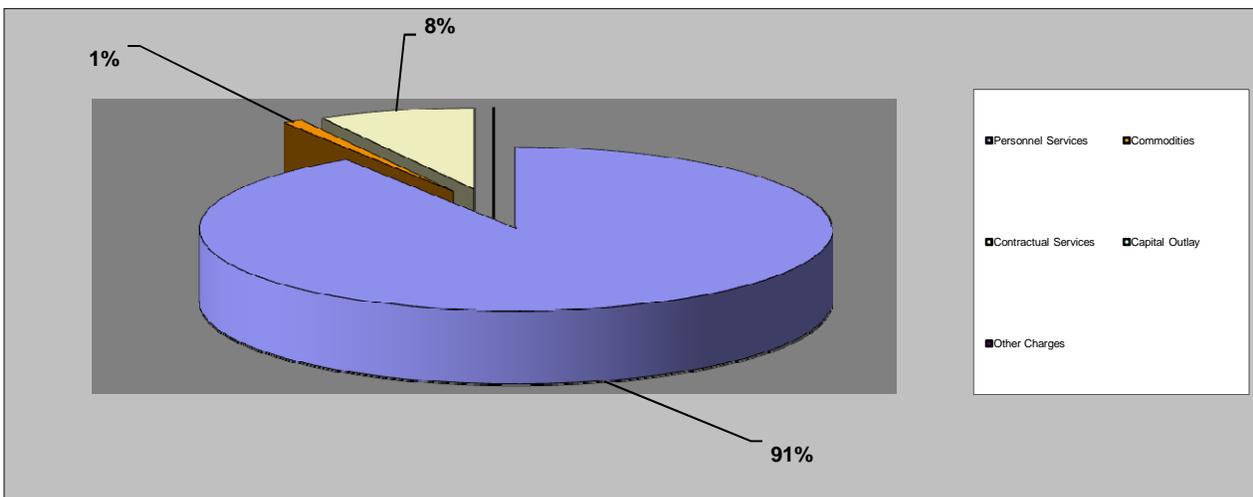
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The increase in contractual services is due to a change made in the calculation of the internal vehicle rental rates.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 842,621	\$ 707,228	\$ 667,250	\$ 685,720
Commodities	7,436	3,402	9,540	7,500
Contractual Services	37,469	38,297	52,330	60,290
Capital Outlay	-	-	37,500	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 887,526</b>	<b>\$ 748,927</b>	<b>\$ 766,620</b>	<b>\$ 753,510</b>
Percent Change	(-7.1%)	(-15.6%)	2.4%	(-1.7%)
 Full-Time Equivalent positions	 8.45	 7.15	 5.90	 5.90

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Engineering</b>	<b>Program #:</b>	<b>503</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Revenue generated	\$1,259,000	\$1,036,000	\$1,000,000	\$1,000,000
Improvements (engineered in-house only)	\$7.4 mil	\$3.2 mil	\$4.4 mil	\$5.0 mil
Improvements (in-house and consultants)	\$14.5 mil	\$12.5 mil	\$16.3 mil	\$5.2 mil
Billable hours	13,404	13,856	10,763	9,729
Total staff hours available	19,176	16,589	14,802	13,368
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Staff utilization rate	70%	84%	73%	73%
Percent of improvement costs engineered in-house	51%	26%	27%	97%

**COMMENTS**

The engineering program remains a revenue-producing program with revenues exceeding the program costs which allows for a contribution back into the general fund. The program continues to maintain a staff utilization rate well in excess of 50% which shows the program is continuing a high staff assignment rate to projects.

The reduction to the neighborhood street reconstruction is reflected in 2014. Engineering in 2014 is planning to perform in-house engineering on the neighborhood street reconstruction project, while focusing consultant efforts to public improvements such as storm cleanup, flooding issues, and the Highway 36 / English Street Interchange.

**Department: Public Works**  
**Program: Fleet Management**

**Fund # : 702**  
**Program # : 509**

**Program Description**

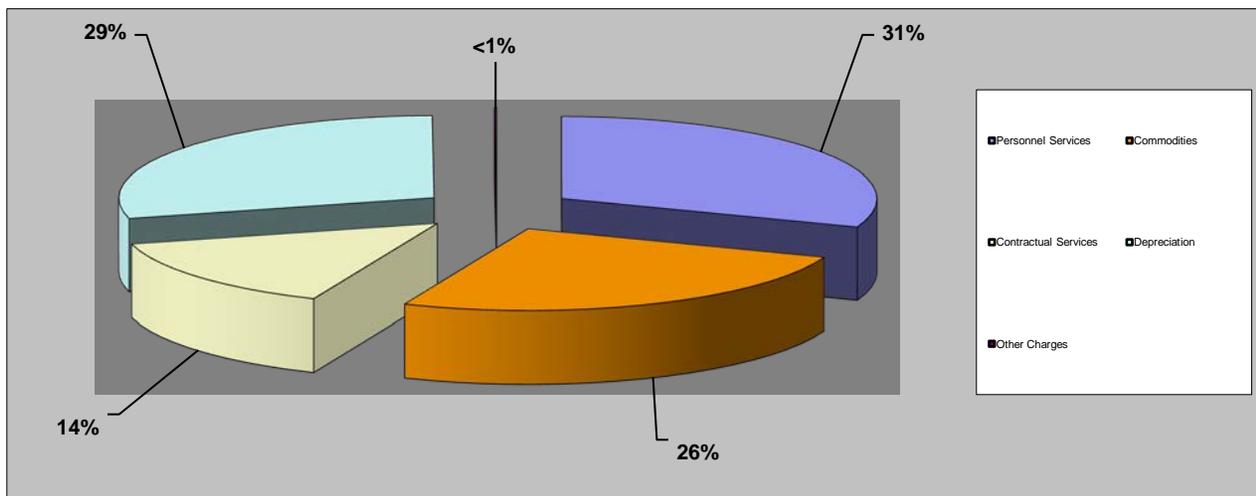
To maintain and repair the vehicles and equipment fleet so that other departments can perform their public services.

**Program Expenditure Highlights**

The decrease in personnel services is due to filling a vacant position with an entry level hire.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 290,973	\$ 294,921	\$ 291,190	\$ 275,290
Commodities	196,372	199,992	205,820	230,410
Contractual Services	104,381	115,092	145,320	130,200
Depreciation	261,068	254,436	260,040	260,040
Other Charges	544	752	740	960
<b>Total</b>	<b>\$ 853,338</b>	<b>\$ 865,193</b>	<b>\$ 903,110</b>	<b>\$ 896,900</b>
Percent Change	0.1%	1.4%	4.4%	(-0.7%)
Less charges to other depts.	(851,232)	(851,232)	(868,250)	(903,010)
<b>Net Total</b>	<b>2,106</b>	<b>13,961</b>	<b>34,860</b>	<b>(6,110)</b>
 Full-Time Equivalent positions	 3.50	 3.50	 3.35	 3.35

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>702</b>
<b>Program:</b>	<b>Fleet Management</b>	<b>Program #:</b>	<b>509</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total vehicles in fleet	262	264	264	264
Hours on work orders	3,732	3,151	3,300	3,300
Total staff hours	5,226	5,113	5,200	5,200
Number of work orders	1,852	1,653	1,700	1,700
Average age of equipment/vehicle	9.2	9.2	9.3	9.5
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of chargeable time	71%	62%	63%	63%
Work orders per vehicle	7.1	6.3	6.4	6.4

**COMMENTS**

This program is showing that the average age of the fleet is remaining fairly stable in addition to the average number of work order per vehicle.

**Department: Public Works**  
**Program: Forestry**

**Fund # : 101**  
**Program # : 516**

**Program Description**

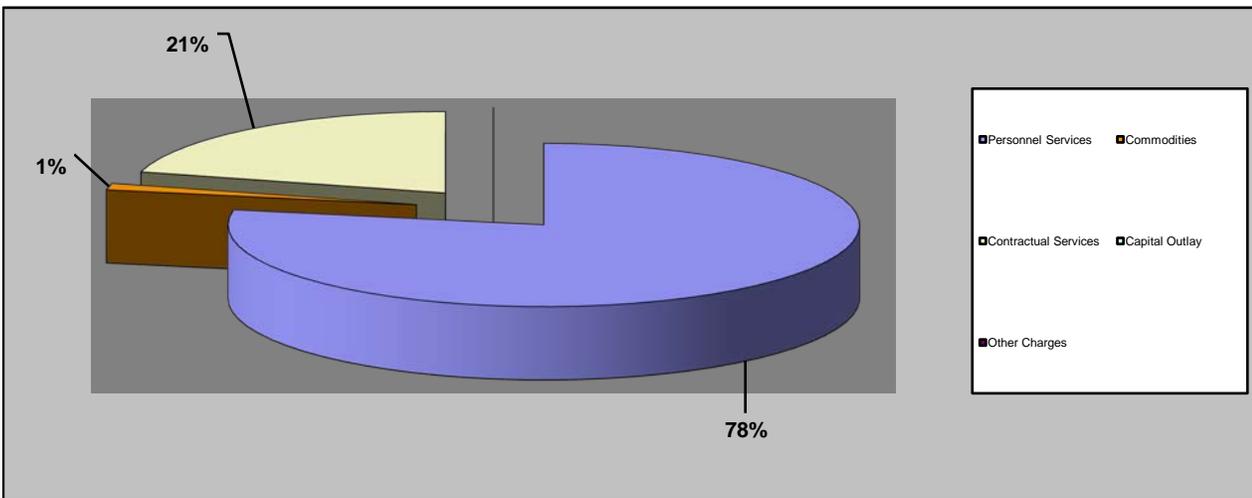
To maintain the City's urban forest which includes trimming, diseased tree removals and storm cleanup.

**Program Expenditure Highlights**

This new program is funded through shifts out of Park Maintenance and Street Maintenance.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ 116,180	\$ 123,600
Commodities	-	-	-	2,000
Contractual Services	-	-	30,000	33,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,180</b>	<b>\$ 158,600</b>
Percent Change	0.0%	0.0%	100.0%	8.5%
 Full-Time Equivalent positions	 -	 -	 1.70	 1.70

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Forestry</b>	<b>Program #:</b>	<b>516</b>

<b>Performance Measures</b>	<b>2011 Actual*</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of trees (city maintained parks and boulevards)	9,564	9,564	9,760	9,960
Number of calls for service	200	101	150	175
Number of trees removed from city project areas	238	135	150	150
Number of trees planted in city project areas	164	274	260	200
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of service calls resolved	100%	100%	100%	100%

**COMMENTS**

The forestry program was implemented in 2012. This program allows enhanced tracking of activities related to the urban forest where the city has maintenance responsibilities. The program encompasses customer service, tree inspections, tree removals, and regular maintenance activities such as trimming and cleanup.

This program is separate from the tree preservation program in the Parks and Recreation Department. That program will continue to fund tree plantings in coordination with the rebate program in addition to collecting inventory data and providing plan development for the emerald ash borer for example. This program will track the number of new trees planted.

\*All 2011 numbers are an estimate. This is a new program and actual tracking did not begin until 2012.

**Department: Public Works**  
**Program: Park Maintenance**

**Fund # : 101**  
**Program # : 602**

**Program Description**

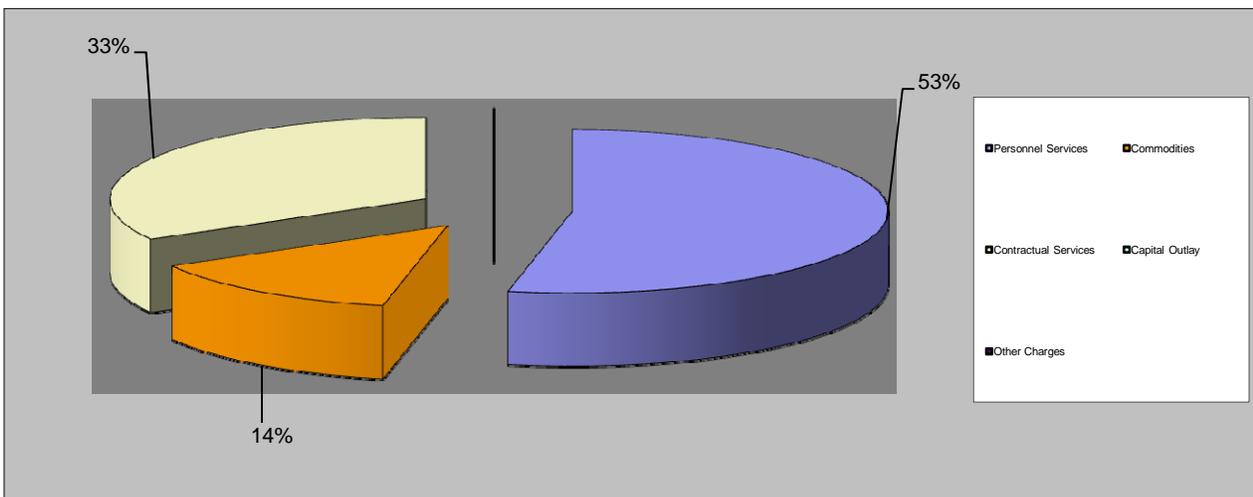
To preserve and maintain the parks, preserves, and campus grounds in a safe, clean and attractive condition for our city residents and visitors.

**Program Expenditure Highlights**

The decrease in contractual services is due a change made in the calculation of the internal vehicle rental rates.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 490,146	\$ 452,416	\$ 459,550	\$ 458,190
Commodities	53,444	129,281	123,730	116,220
Contractual Services	316,667	313,858	340,750	285,950
Capital Outlay	-	35,264	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 860,257</b>	<b>\$ 930,819</b>	<b>\$ 924,030</b>	<b>\$ 860,360</b>
Percent Change	(-6.5%)	8.2%	(-0.7%)	(-6.9%)
 Full-Time Equivalent positions	 6.00	 6.00	 5.65	 5.65

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Park Maintenance</b>	<b>Program #:</b>	<b>602</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of acres mowed per season	3,436	3,915	3,100	3,800
Number of work orders for removal of graffiti	48	30	35	35
Number of abatement actions for Code Enforcement	63	42	50	50
Number of times athletic fields are maintained	N/A	896	700	800
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of citizens rating the appearance of parks and recreation activities as good or excellent	N/A	81%*	81%	81%

**COMMENTS**

The major priority for park maintenance is to keep the parks well maintained and prepared for athletic activities. Park Maintenance also leads the effort in removal of graffiti in addition to working with Code Enforcement to abate nuisances as needed.

A conscious effort continues to reduce mowing acreage annually with the creation of more natural areas consistent with a sustainability approach. The increase in the amount of acres mowed in 2012 was due to an early spring.

\*Data from the 2012 Maplewood Resident Survey.

**Department:** Public Works **Fund # :** 601  
**Program:** Sanitary Sewer Operations **Program # :** 508

**Program Description**

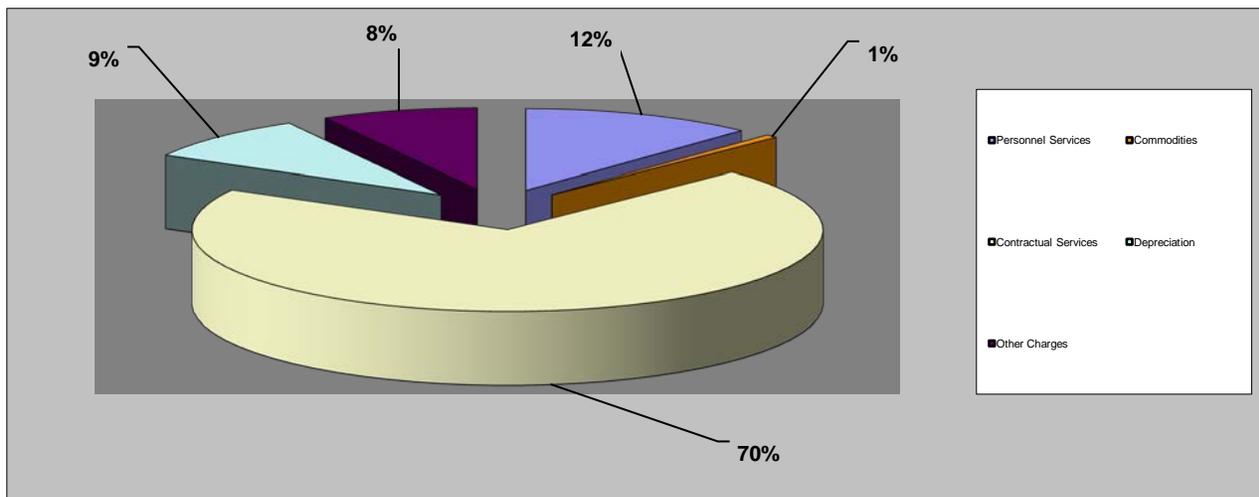
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.

**Program Expenditure Highlights**

Sewage treatment is a majority of the total annual budget for this program and can fluctuate due to wet weather, resulting in high flow years and low flow years.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 484,003	\$ 488,530	\$ 474,270	\$ 512,250
Commodities	21,798	13,011	38,610	26,560
Contractual Services	2,851,174	2,693,286	2,936,370	3,010,620
Depreciation	362,869	386,953	381,410	381,410
Other Charges	333,286	334,337	340,130	342,430
<b>Total</b>	<b>\$ 4,053,130</b>	<b>\$ 3,916,117</b>	<b>\$ 4,170,790</b>	<b>\$ 4,273,270</b>
Percent Change	1.6%	(-3.4%)	6.5%	2.5%
Full-Time Equivalent positions	5.84	5.70	5.55	5.55

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>601</b>
<b>Program:</b>	<b>Sanitary Sewer Operations</b>	<b>Program #:</b>	<b>508</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Feet of sewer cleaned	299,120	384,952	309,000	300,000
Hours of sewer cleaning	523	617	515	515
Feet of sewer televised	76,972	63,121	50,000	55,000
Total miles of sewer	155	155	155	155
Sewage volume (MG)	1,625	1,625	1,625	1,625
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of system cleaned	37%	47%	38%	37%
Percent of system televised	9.4%	7.8%	6.1%	6.7%
Number of backup calls	44	30	35	35
Number of obstructions in sewer main	5	3	5	5
<b><u>EFFICIENCY MEASURES</u></b>				
Feet cleaned per hour	572	624	600	583

**COMMENTS**

Feet of sewer cleaned in 2012 is up due to an early spring allowing for increased cleaning hours. The goal of cleaning the entire system on a 3 year schedule continues to be met.

**Department: Public Works**  
**Program: Snow and Ice Control**

**Fund # : 101**  
**Program # : 514**

**Program Description**

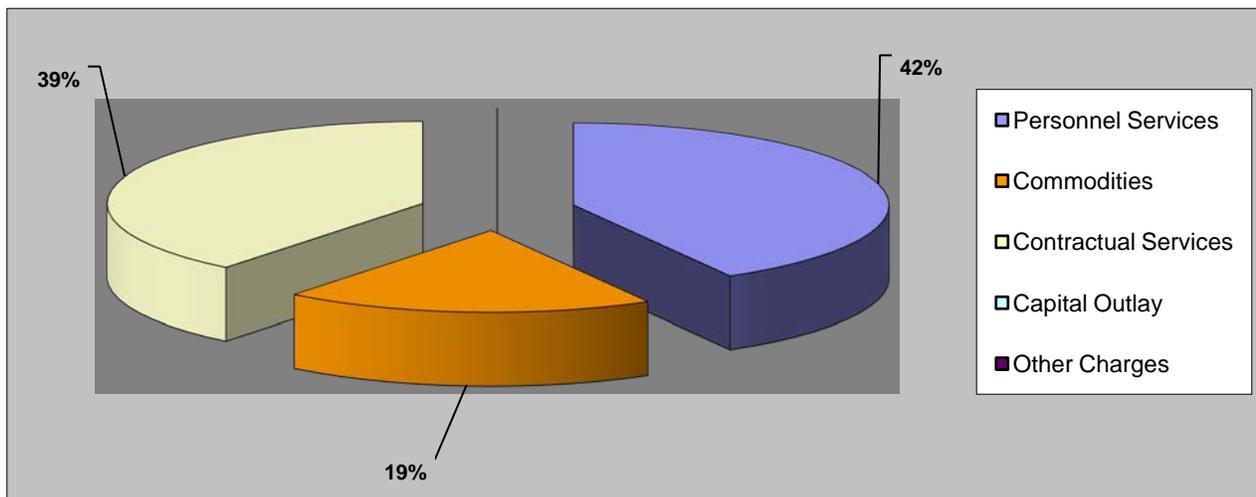
To provide safe winter driving conditions for the community through timely plowing and chemical applications completed within 8 hours after a 3+ inch snowfall; and plow all trails and sidewalks within 48 hours after the completion of all street operations.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The increase in contractual services is due a change made in the calculation of the internal vehicle rental rates.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 188,742	\$ 166,179	\$ 192,740	\$ 195,000
Commodities	95,198	65,084	84,400	88,400
Contractual Services	92,688	93,246	96,260	183,570
Capital Outlay	-	24,576	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 376,628</b>	<b>\$ 349,085</b>	<b>\$ 373,400</b>	<b>\$ 466,970</b>
Percent Change	5.0%	(-7.3%)	7.0%	25.1%
Full-Time Equivalent positions	2.20	2.20	2.00	2.00

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Snow &amp; Ice Control</b>	<b>Program #:</b>	<b>514</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Hours of plowing and deicing	1,088	954	1,700	1,100
Number of plowing events	12	13	22	14
Hours of deicing	312	301	550	300
Number of deicing events	14	13	24	13
Lane miles maintained	271	271	271	271
Inches of snowfall	52.5	36	70	55
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Dollars per lane-mile	\$1,390	\$1,288	\$1,378	\$1,723
<b><u>EFFICIENCY MEASURES</u></b>				
Average hours to plow event	7.2	7.3	7.7	7.8
Employee hours per deicing event	22.2	23	22.9	23

**COMMENTS**

This program remains very efficient. The department continues to cross-train employees within the department to assist in snow plow operations to meet the 8 hour goal.

**Department: Public Works**  
**Program: Storm Sewer Maintenance**

**Fund # : 604**  
**Program # : 512**

**Program Description**

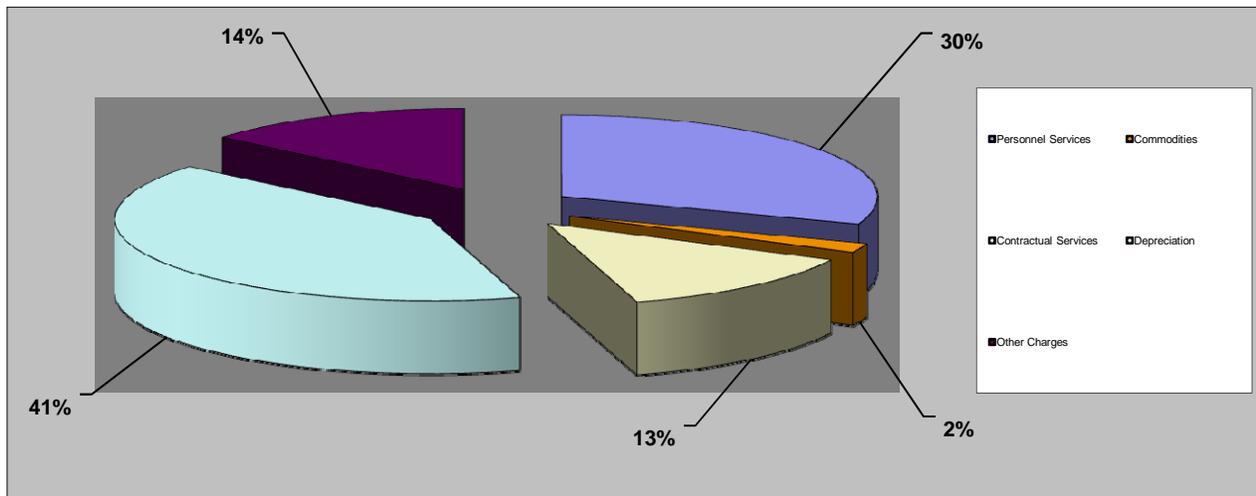
To protect the environment and public safety by providing an adequate storm water system and wetland management program that addresses and enhances the treatment of storm water runoff.

**Program Expenditure Highlights**

Beginning in 2012, costs from this program have been transferred to the newly created planning program within the Environmental Utility Fund. Other charges is the administrative charge paid to the General Fund each year. This fee is based on actual expenditures and is projected to increase by \$25,940 in 2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 567,329	\$ 362,576	\$ 342,240	\$ 360,600
Commodities	21,852	21,027	29,500	21,500
Contractual Services	192,480	185,141	202,240	154,640
Depreciation	480,700	480,700	480,700	480,700
Other Charges	94,698	367,553	137,220	163,510
<b>Total</b>	<b>\$ 1,357,059</b>	<b>\$ 1,416,997</b>	<b>\$ 1,191,900</b>	<b>\$ 1,180,950</b>
Percent Change	7.3%	4.4%	(-15.9%)	(-0.9%)
Full-Time Equivalent positions	5.90	3.80	3.40	3.40

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>604</b>
<b>Program:</b>	<b>Storm Sewer Maintenance</b>	<b>Program #:</b>	<b>512</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total water bodies	275	275	275	275
Water bodies inspected	186	108	67	67
Total outfalls	440	440	440	440
Outfalls inspected	313	196	122	122
Total sump structures	147	169	169	172
Sump structures inspected	147	169	169	172
Sump structures cleaned	97	41	50	50
Tons of sediment removed from sumps	92	45	50	50
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent of water bodies and outfalls inspected	70%	43%	26%	26%
Percent of sump structures cleaned	100%	100%	100%	100%

**COMMENTS**

This program was new in 2004 and shows the growth of information, inspection and the dedication of personnel to the storm sewer program responsibilities. This is a major growth program as the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit require additional inspections and maintenance activities to meet the storm water goals of the region. The sump structures are now part of the performance indicators, with a goal of 100% sediment removal of all sump structures in need of sediment removal. In addition, with the mandates required by the NPDES MS4 Permit, which is a 5 year duration, the goal is to inspect a minimum of 20% of the water bodies and outfalls per year.

**Department:** Public Works  
**Program:** Street Lights and Signals

**Fund # :** 607  
**Program # :** 506

**Program Description**

To maintain and operate street lights and traffic signals.

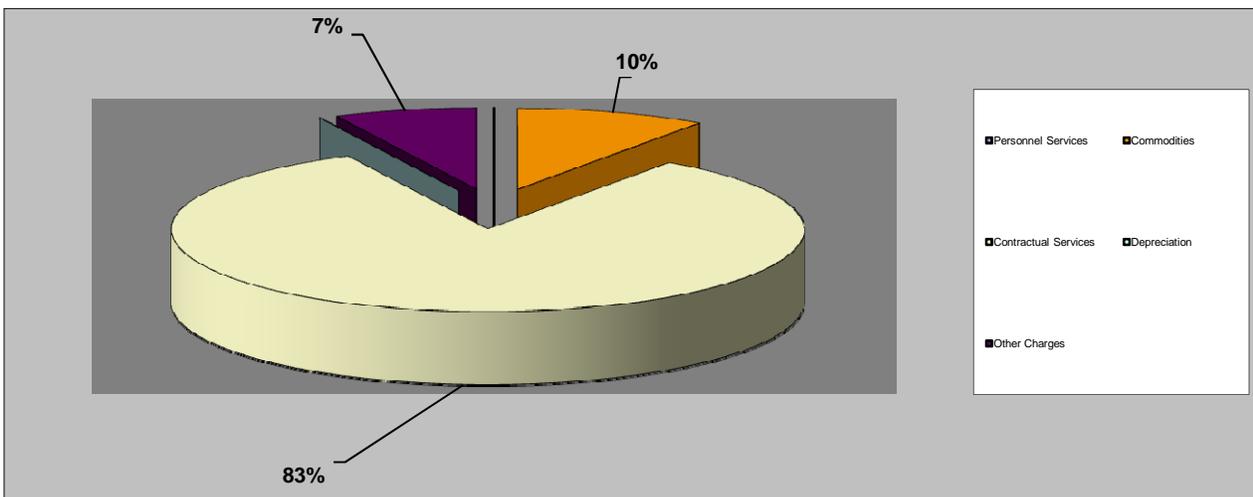
**Program Expenditure Highlights**

Program costs are expected to slightly increase in 2014.

The commodities line item consists of replacing 3 light fixtures in the City during 2014.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	2,594	13,500	23,500
Contractual Services	181,338	191,227	197,240	199,990
Depreciation	-	-	-	-
Other Charges	14,037	16,310	17,300	17,510
<b>Total</b>	<b>\$ 195,375</b>	<b>\$ 210,131</b>	<b>\$ 228,040</b>	<b>\$ 241,000</b>
Percent Change	10.7%	7.6%	8.5%	5.7%
Full-Time Equivalent positions	-	-	-	-

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>607</b>
<b>Program:</b>	<b>Street Lights &amp; Signals</b>	<b>Program #:</b>	<b>506</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Number of street lights	1,104	1,124	1,145	1,145
Number of traffic signals	51	51	51	51
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Average cost per street light	\$177	\$187	\$199	\$202

**COMMENTS**

The number of street lights increased in 2011 as a result of the decorative pedestrian lighting installed near the Maplewood Mall on White Bear Avenue and County Rd D. The number also increased in 2012 with the installation of twenty new decorative pedestrian lights in the Gladstone area. The City of Saint Paul maintains the specialty lighting while Xcel Energy maintains the standard fixtures.

**Department: Public Works**  
**Program: Street Maintenance**

**Fund # : 101**  
**Program # : 502**

**Program Description**

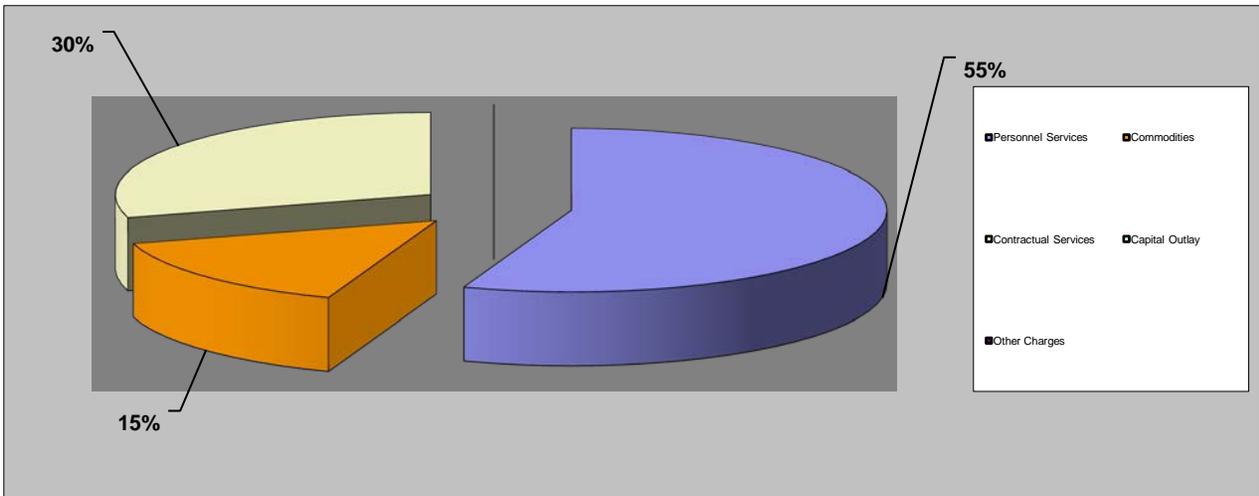
To keep the city streets in a safe and good condition through timely maintenance.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The decrease in contractual services is due a change made in the calculation of the internal vehicle rental rates.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 402,239	\$ 447,561	\$ 393,670	\$ 404,780
Commodities	103,884	84,579	117,100	108,650
Contractual Services	227,891	250,438	242,050	215,410
Capital Outlay	5,444	16,977	-	-
Other Charges	-	939	-	-
<b>Total</b>	<b>\$ 739,458</b>	<b>\$ 800,494</b>	<b>\$ 752,820</b>	<b>\$ 728,840</b>
Percent Change	7.6%	8.3%	(-6.0%)	(-3.2%)
 Full-Time Equivalent positions	 4.70	 4.70	 4.50	 4.50

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>101</b>
<b>Program:</b>	<b>Street Maintenance</b>	<b>Program #:</b>	<b>502</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total lane miles of streets	271	271	271	271
Lane miles rated	57	49	68	68
Lane miles above 70 PCI	175	178	182	187
Tonnage of repair material	730	642	600	550
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Percent in good condition	65%	66%	67%	69%
Percent of system rated	21%	18%	25%	25%

**COMMENTS**

The investment in the City's road reconstruction program is shown in the mileage of streets expected to be above the good rating of 70 PCI. The goal of the department is to get at least 75% of the streets into a category of good within the next 5 years. This program is a long term investment in the infrastructure of the City of Maplewood.

**Department: Public Works**  
**Program: Street Sweeping**

**Fund # : 604**  
**Program # : 513**

**Program Description**

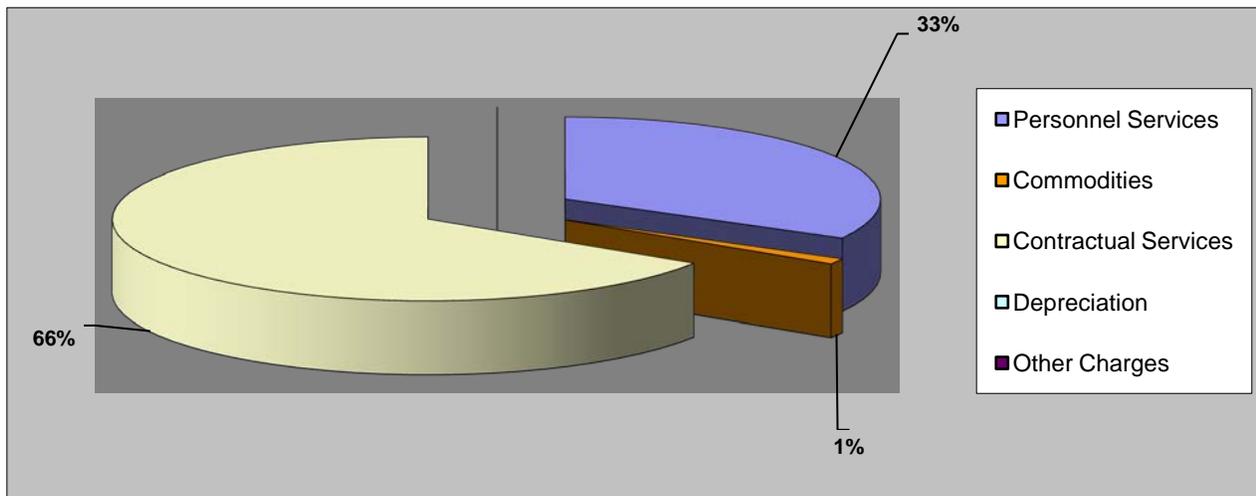
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street five times per year.

**Program Expenditure Highlights**

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The increase in contractual services is due a change made in the calculation of the internal vehicle rental rates.

<b><u>Program Expenditures</u></b>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Personnel Services	\$ 91,650	\$ 97,523	\$ 85,640	\$ 88,010
Commodities	1,830	2,413	4,000	3,000
Contractual Services	89,713	90,186	92,980	175,980
Depreciation	-	-	-	-
Other Charges	-	-	-	-
<b>Total</b>	<b>\$ 183,193</b>	<b>\$ 190,122</b>	<b>\$ 182,620</b>	<b>\$ 266,990</b>
Percent Change	2.1%	3.8%	(-3.9%)	46.2%
Full-Time Equivalent positions	1.15	1.15	0.95	0.95

**Program Expenditures by Classification**



<b>Department:</b>	<b>Public Works</b>	<b>Fund #:</b>	<b>604</b>
<b>Program:</b>	<b>Street Sweeping</b>	<b>Program #:</b>	<b>513</b>

<b>Performance Measures</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Estimate</b>
<b><u>OUTPUTS/WORKLOAD</u></b>				
Total lane miles	271	271	271	271
Lane miles swept	1,390	1,390	1,390	1,390
Employee hours sweeping	1,487	1,505	1,500	1,500
Tonnage collected	1,891	1,458	1,400	1,400
<b><u>EFFECTIVENESS INDICATORS</u></b>				
Times swept per year	5	5	5	5
1 <sup>st</sup> sweep completion date	4/21	4/6	4/15	4/15
<b><u>EFFICIENCY MEASURES</u></b>				
Cost per lane mile swept	\$132	\$137	\$131	\$192
Cost per capita	\$4.77	\$4.95	\$4.75	\$6.93

**COMMENTS**

This program is maintaining a steady pace of implementation. The indicators show that the average date of completion of the first sweep is within the first 15 days of April which typically allows much of the winter debris to be swept up prior to major rainstorm events.

The department is maintaining the employee hours dedicated to this program and has been able to provide every street with at least 3 sweepings per year, with goal of 5 times per year.

Note: Cost per capita is based on estimated population provided by Community Department as follows:

2011 – 38,374  
 2012 – 38,424  
 2013 – 38,474  
 2014 – 38,524



MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

## FINANCIAL RESOURCES FOR OPERATING BUDGET

The City's Operating Budget is financed by several funds. Each fund is a separate fiscal and accounting entity. The following is a description of the funds which finance the Operating Budget.

**General Fund** - accounts for all financial resources except those required to be accounted for in another fund. This fund accounts for the majority of the City's operating budget.

### Special Revenue Funds

**Charitable Gambling Tax Fund** - accounts for expenditures financed by the City gambling tax.

**Maplewood Area EDA Fund** – established to assist with development and redevelopment parcels and initiatives.

**Police Services Fund** - accounts for money that is legally restricted for police services. Most of the fund revenues are from confiscated money that is split between the city, county and state.

**Recreation Programs Fund** - accounts for the revenues and expenditures related to recreation programs.

**Taste of Maplewood Fund** - accounts for expenditures related to the annual Taste of Maplewood celebration.

**Tree Preservation Fund** – accounts for the revenues and expenditures related to development activity and the furtherance of city tree goals.

### Enterprise Funds

**Ambulance Service Fund** - accounts for customer service charges which are used to finance the operating expenses for ambulance services.

**Community Center Operations Fund** - accounts for revenues and expenses related to the operation of the community center building and related activities.

**Environmental Utility Fund** - accounts for revenues and expenses related to the administration, planning, implementation, and maintenance of the storm water management program.

**Recycling Program Fund** - accounts for the use of recycling charges that are levied to finance recycling costs and public education on solid waste reduction and recycling.

**Sanitary Sewer Fund** - accounts for customer sewer service charges which are used to finance the sewer system operating expenses.

**Street Light Utility Fund** - accounts for electric franchise fee revenues that are used to finance the street light expenses.

## Internal Service Funds

**Fleet Management Fund** - accounts for the operating expenses of all City vehicles and major pieces of equipment (except for public safety vehicles). These operating expenses are used as a basis to establish rental rates that are charged to the departments using the vehicles.

**Information Technology Fund** - accounts for the maintenance, repair and operation of the City's computer hardware and software.

The following pages consist of a revenue and expenditures summary for each fund.

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

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<b>Revenues:</b>					
Taxes - current property	\$12,509,345	\$12,146,790	\$12,153,860	\$12,355,180	\$12,187,080
Taxes - other	123,931	147,999	148,520	146,760	146,760
Special assessments	20,365	25,106	25,160	22,490	22,490
Licenses and permits	1,158,253	1,501,875	1,329,250	1,263,250	1,384,080
Fines and forfeits	257,301	272,808	229,520	251,960	251,960
Intergovernmental	996,468	872,791	878,850	924,930	827,160
Charges for services	3,654,689	3,515,821	3,206,300	3,442,780	3,421,020
Miscellaneous	69,170	160,018	111,540	109,580	101,930
<b>Total revenues</b>	<b>18,789,522</b>	<b>18,643,207</b>	<b>18,083,000</b>	<b>18,516,930</b>	<b>18,342,480</b>
<b>Expenditures:</b>					
Citizen Services	1,027,536	1,071,825	1,110,930	1,122,290	1,157,540
Community Development	1,067,328	1,127,625	1,202,880	1,202,880	1,222,970
Executive	882,976	827,270	904,190	904,190	901,630
Finance	689,274	701,996	772,230	782,230	781,510
Fire	1,748,546	1,739,930	1,817,360	1,847,330	1,846,020
Information Technology	490,860	531,791	569,840	629,670	571,520
Legislative	143,041	147,746	155,660	155,660	155,390
Parks	464,591	450,604	479,210	484,210	504,810
Police	7,791,214	7,993,608	8,228,280	8,389,700	8,341,500
Public Works	3,122,005	3,022,885	3,165,150	3,313,670	3,173,130
<b>Total expenditures</b>	<b>17,427,371</b>	<b>17,615,279</b>	<b>18,405,730</b>	<b>18,831,830</b>	<b>18,656,020</b>
Excess (deficit) of revenues over expenditures	1,362,151	1,027,928	(322,730)	(314,900)	(313,540)
<b>Other financing sources (uses):</b>					
Proceeds - Sale of Capital Assets	59,822	45,173	34,740	28,670	27,100
Transfers in (out):					
Capital Improvement Projects Fund	(50,000)	0	0	0	0
Community Center Operations Fund	(211,000)	(62,450)	(250,000)	(435,135)	0
Debt Service Fund	0	(159,876)	0	0	0
Information Technology Fund	(85,235)	(75,000)	0	0	0
Risk Management Fund	(60,000)	0	0	0	0
Park Development Fund (equipment)	(30,000)	(80,000)	0	0	0
Pubic Safety Expansion Fund	(270,000)	(180,000)	0	0	0
Open Space Fund	(5,000)	5,000	0	0	0
Housing Replacement Fund	(30,000)	(10,000)	0	0	0
Commercial Property Redevelopment	(30,000)	(10,000)	0	0	0
Taste of Maplewood	(6,407)	(14,686)	(19,500)	(19,500)	(19,500)
Recreation Programs Fund	(16,860)	0	0	0	0
<b>Total other financing sources (uses)</b>	<b>(734,679)</b>	<b>(541,839)</b>	<b>(234,760)</b>	<b>(425,965)</b>	<b>7,600</b>
Net change in fund balance	627,472	486,089	(557,490)	(740,865)	(305,940)
Fund balance - January 1	7,317,855	7,945,327	7,783,517	8,431,416	7,690,551
Fund balance - December 31	<b>\$7,945,327</b>	<b>\$8,431,416</b>	<b>\$7,226,027</b>	<b>\$7,690,551</b>	<b>\$7,384,611</b>
Fund balance/revenues	42.3%	45.2%	40.0%	41.5%	40.3%
Fund balance/expenditures	45.6%	47.9%	39.3%	40.8%	39.6%

CITY OF MAPLEWOOD  
**CHARITABLE GAMBLING FUND (205)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Taxes:</u>					
3021 Taxes - charitable gambling	21,728	27,185	20,000	30,000	30,000
Total revenues	<u>21,728</u>	<u>27,185</u>	<u>20,000</u>	<u>30,000</u>	<u>30,000</u>
<u>Expenditures:</u>					
4480 Fees for service	23,492	24,027	30,000	30,000	32,000
Total expenditures	<u>23,492</u>	<u>24,027</u>	<u>30,000</u>	<u>30,000</u>	<u>32,000</u>
Excess (deficit) of revenue over expenditures	(1,764)	3,158	(10,000)	-	(2,000)
Fund balance - January 1	27,521	25,758	18,078	28,915	28,915
Fund balance - December 31	<u><u>25,758</u></u>	<u><u>28,915</u></u>	<u><u>8,078</u></u>	<u><u>28,915</u></u>	<u><u>26,915</u></u>

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

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	-	87,140	87,140	88,230
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	3,232	6,710	5,260	6,940	6,190
3809 Miscellaneous	-	182,388	-	-	-
Total revenues	<u>3,232</u>	<u>189,098</u>	<u>92,400</u>	<u>94,080</u>	<u>94,420</u>
<u>Expenditures:</u>					
Commodities	-	-	1,000	-	1,000
Contractual services	-	14,789	12,000	-	12,010
Land	-	-	50,000	-	100,000
4930 Investment management fees	-	-	2,500	1,430	2,170
Total expenditures	<u>-</u>	<u>14,789</u>	<u>65,500</u>	<u>1,430</u>	<u>115,180</u>
Excess (deficit) of revenue over expenditures	3,232	174,309	26,900	92,650	(20,760)
Fund balance - January 1	1,000	4,232	7,742	178,542	271,192
Fund balance - December 31	<u>4,232</u>	<u>178,542</u>	<u>34,642</u>	<u>271,192</u>	<u>250,432</u>

CITY OF MAPLEWOOD  
**POLICE SERVICES FUND (208)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Fines and Forfeits:</u>					
3403 Confiscated property	19,126	8,631	5,660	5,710	9,770
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	74	131	80	80	180
3089 Other	-	10,000	-	-	-
Total revenues	19,200	18,762	5,740	5,790	9,950
<u>Expenditures:</u>					
4120 Program supplies	355	157	-	100	-
4165 Small equipment	-	29	-	-	-
4480 Fees for service	75	-	-	-	-
4610 Vehicles	22,384	-	31,000	31,000	-
4930 Investment management fees	116	135	60	60	140
Total expenditures	22,929	321	31,060	31,160	140
Excess (deficit) of revenue over expenditures	(3,729)	18,441	(25,320)	(25,370)	9,810
Fund balance - January 1	28,594	24,864	30,544	43,305	17,935
Fund balance - December 31	24,864	43,305	5,224	17,935	27,745

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

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Taxes:</u>					
3011 Taxes	218,691	175,245	170,830	170,830	148,260
<u>Intergovernmental Revenue:</u>					
Other government - JPA	23,015	27,323	22,000	10,270	-
<u>Charges for Services:</u>					
Recreation program fees	417,312	416,817	453,370	410,000	445,590
Gate receipts	249	-	-	-	-
Miscellaneous	-	-	300	-	-
<u>Miscellaneous Revenue:</u>					
Investment earnings	334	483	-	230	-
Miscellaneous	(188)	(33)	-	-	-
Advertising	6,100	6,000	6,000	6,000	-
Snack bar sales	2,555	2,926	3,100	4,100	3,800
Rentals - room	70,540	69,920	105,400	95,000	95,800
Total revenues	<u>738,608</u>	<u>698,681</u>	<u>761,000</u>	<u>696,430</u>	<u>693,450</u>
Total expenditures	<u>686,555</u>	<u>725,654</u>	<u>757,930</u>	<u>727,930</u>	<u>738,140</u>
Excess (deficit) of revenue over expenditures	52,053	(26,973)	3,070	(31,500)	(44,690)
Other financing sources (uses):					
Transfers in (out)					
General fund	16,860	-	-	-	-
Net increase (decrease) in fund balance	<u>68,913</u>	<u>(26,973)</u>	<u>3,070</u>	<u>(31,500)</u>	<u>(44,690)</u>
Fund balance - January 1	72,012	140,924	71,834	113,951	82,451
Fund balance - December 31	<u>140,924</u>	<u>113,951</u>	<u>74,904</u>	<u>82,451</u>	<u>37,761</u>

CITY OF MAPLEWOOD  
**TASTE OF MAPLEWOOD FUND (220)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Licenses and Permits:</u>					
Miscellaneous	4,225	1,350	1,500	1,900	1,500
<u>Miscellaneous Revenue:</u>					
Investment earnings	6	(1)	-	(8)	-
Other	-	-	-	1,734	-
Advertising	13,750	2,100	13,500	5,300	11,830
Total revenues	<u>17,981</u>	<u>3,449</u>	<u>15,000</u>	<u>8,926</u>	<u>13,330</u>
<u>Expenditures:</u>					
Personnel	3,256	-	2,920	1,655	-
Commodities	365	535	800	294	800
Contractual services	21,338	17,601	30,700	24,159	28,530
4930 Investment management fees	10	0	-	-	-
Total expenditures	<u>24,968</u>	<u>18,136</u>	<u>34,420</u>	<u>26,109</u>	<u>29,330</u>
Excess (deficit) of revenue over expenditures	(6,987)	(14,687)	(19,420)	(17,182)	(16,000)
Other financing sources (uses):					
Transfers in (out)					
General fund	6,407	14,686	19,500	19,500	19,500
Net increase (decrease) in fund balance	<u>(581)</u>	<u>(2)</u>	<u>80</u>	<u>2,318</u>	<u>3,500</u>
Fund balance - January 1	582	2	82	0	2,318
Fund balance - December 31	<u>2</u>	<u>0</u>	<u>162</u>	<u>2,318</u>	<u>5,818</u>

CITY OF MAPLEWOOD  
**TREE PRESERVATION FUND (219)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	46	100	120	10	30
3803 Donations and contributions	-	600	-	-	-
3854 Tree preservation revenue	29,720	-	-	-	3,000
Total revenues	<u>29,766</u>	<u>700</u>	<u>120</u>	<u>10</u>	<u>3,030</u>
<u>Expenditures:</u>					
Personnel	2,264	-	1,080	80	-
4290 Miscellaneous commodities	2,842	3,332	3,000	-	3,000
4370 Insurance	37	-	-	-	70
4400 Vehicle allowance	190	-	-	-	-
4490 Consulting	8,850	-	1,000	-	980
4930 Investment management fees	71	105	110	-	-
Total expenditures	<u>14,254</u>	<u>3,437</u>	<u>5,190</u>	<u>80</u>	<u>4,050</u>
Excess (deficit) of revenue over expenditures	15,512	(2,737)	(5,070)	(70)	(1,020)
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	-	(25,000)	-	-	-
Net increase (decrease) in fund balance	<u>15,512</u>	<u>(27,737)</u>	<u>(5,070)</u>	<u>(70)</u>	<u>(1,020)</u>
Fund balance - January 1	15,161	30,673	(7,147)	2,936	2,866
Fund balance - December 31	<u>30,673</u>	<u>2,936</u>	<u>(12,217)</u>	<u>2,866</u>	<u>1,846</u>



MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

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

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Operating revenues:</u>					
3621 Ambulance fees	1,719,454	2,159,435	1,936,020	2,200,000	2,233,000
Miscellaneous	7,903	10,207	-	1,510	-
Total revenues	<u>1,727,356</u>	<u>2,169,642</u>	<u>1,936,020</u>	<u>2,201,510</u>	<u>2,233,000</u>
<u>Operating expenses:</u>					
Personnel services	1,559,158	1,485,920	1,496,230	1,496,230	1,600,230
Commodities	115,680	95,239	119,350	119,350	147,200
Contractual services	390,887	376,406	431,500	431,500	413,830
4950 Administration	320,320	220,320	212,030	212,030	212,030
4795 Depreciation	54,593	66,647	66,650	66,650	66,650
Total expenses	<u>2,440,639</u>	<u>2,244,532</u>	<u>2,325,760</u>	<u>2,325,760</u>	<u>2,439,940</u>
Operating income (loss)	(713,282)	(74,890)	(389,740)	(124,250)	(206,940)
<u>Nonoperating revenues (expenses):</u>					
Property taxes	221	349,060	439,280	439,280	444,770
Special assessments	54	895	-	-	-
Federal grants	134,809	-	-	-	-
State fire aid	80,466	71,674	94,170	94,170	94,170
Investment earnings	(6,852)	(9,595)	(11,000)	(6,000)	(17,020)
Total nonoperating revenues (expenses)	<u>208,698</u>	<u>412,033</u>	<u>522,450</u>	<u>527,450</u>	<u>521,920</u>
Change in net assets	<u>(504,585)</u>	<u>337,143</u>	<u>132,710</u>	<u>403,200</u>	<u>314,980</u>
Net assets - January 1	(944,917)	(1,449,502)	(1,466,472)	(1,112,359)	(709,159)
Net assets - December 31	<u>(1,449,502)</u>	<u>(1,112,359)</u>	<u>(1,333,762)</u>	<u>(709,159)</u>	<u>(394,179)</u>

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Net income (loss) before contributions and transfers	(504,585)	337,143	132,710	403,200	314,980
Add depreciation	54,593	66,647	66,650	66,650	66,650
Change in current assets	276,896	(54,686)	-	-	-
Change in current liabilities	77,855	(103,093)	-	-	-
Purchase of fixed assets	(120,533)	-	-	-	(180,000)
Net increase (decrease) in cash	<u>(215,772)</u>	<u>246,011</u>	<u>199,360</u>	<u>469,850</u>	<u>201,630</u>
Cash balance - January 1	(2,202,313)	(2,418,085)	(2,380,465)	(2,172,074)	(1,702,224)
Cash balance - December 31	<u>(2,418,085)</u>	<u>(2,172,074)</u>	<u>(2,181,105)</u>	<u>(1,702,224)</u>	<u>(1,500,594)</u>

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

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
<u>Operating revenues:</u>					
Memberships and daily fees	1,635,019	1,714,303	1,811,650	1,811,650	1,864,090
Commodity sales	60,196	29,785	32,650	32,650	37,700
Room and equipment rental	158,899	181,929	163,950	163,950	164,350
Advertising	4,498	4,000	1,750	1,750	750
Total revenues	<u>1,858,612</u>	<u>1,930,017</u>	<u>2,010,000</u>	<u>2,010,000</u>	<u>2,066,890</u>
<u>Operating expenses:</u>					
Personnel services	1,453,276	1,339,744	1,351,240	1,351,240	1,351,180
Materials and supplies	222,271	169,220	242,650	242,650	163,770
Contractual services	753,483	770,524	691,720	691,720	764,780
Total expenses	<u>2,429,031</u>	<u>2,279,488</u>	<u>2,285,610</u>	<u>2,285,610</u>	<u>2,279,730</u>
Operating income (loss)	(570,419)	(349,471)	(275,610)	(275,610)	(212,840)
Nonoperating revenues (expenses):					
Property taxes	329,349	449,885	449,040	449,040	518,890
Miscellaneous revenues (expenses)	1,115	2,604	-	-	-
Depreciation	(293,865)	(275,067)	(275,070)	(275,070)	(275,070)
Extraordinary items	(170,468)	-	(80,000)	(80,000)	-
Investment earnings	(2,109)	(3,019)	(7,130)	(7,130)	(5,310)
Total nonoperating revenues (expenses)	<u>(135,979)</u>	<u>174,404</u>	<u>86,840</u>	<u>86,840</u>	<u>238,510</u>
Net income (loss) before contributions and transfers	(706,397)	(175,068)	(188,770)	(188,770)	25,670
Transfers in (out):					
General Fund	211,000	62,450	250,000	450,000	-
Capital contributions	-	39,809	-	-	-
Change in net assets	<u>(495,397)</u>	<u>(72,808)</u>	<u>61,230</u>	<u>261,230</u>	<u>25,670</u>
Net assets - January 1	7,547,439	7,052,042	6,863,592	6,979,233	7,240,463
Net assets - December 31	<u>7,052,042</u>	<u>6,979,233</u>	<u>6,924,822</u>	<u>7,240,463</u>	<u>7,266,133</u>

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
Net income (loss) before contributions and transfers	(706,397)	(175,068)	(188,770)	(188,770)	25,670
Add depreciation	293,865	275,067	275,070	275,070	275,070
Change in deferred revenue	(27,102)	36,345	-	-	-
Change in current assets	(7,485)	(4,414)	-	-	-
Change in current liabilities	(11,174)	25,576	-	-	-
Purchase of fixed assets	(48,572)	(18,629)	(250,000)	(450,000)	(150,000)
Transfers in (out)	211,000	62,450	250,000	450,000	-
Net increase (decrease) in cash	<u>(295,866)</u>	<u>201,327</u>	<u>86,300</u>	<u>86,300</u>	<u>150,740</u>
Cash balance - January 1	(522,686)	(818,552)	(713,132)	(617,224)	(530,924)
Cash balance - December 31	<u>(818,552)</u>	<u>(617,224)</u>	<u>(626,832)</u>	<u>(530,924)</u>	<u>(380,184)</u>

CITY OF MAPLEWOOD  
**ENVIRONMENTAL UTILITY FUND (604)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2013				
	2011 ACTUAL	2012 ACTUAL	ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Operating revenues:</u>					
3651 Environmental utility charges	1,899,240	2,102,720	2,212,670	2,300,000	2,415,000
Total revenues	1,899,240	2,102,720	2,212,670	2,300,000	2,415,000
<u>Operating expenses:</u>					
Nature center	67,233	68,977	78,290	78,290	79,760
Planning	-	250,067	288,600	288,600	298,090
Storm sewer maintenance	741,272	769,967	527,780	527,780	490,540
Street sweeping	183,193	190,122	182,620	182,620	266,990
4485 Billing	40,389	40,647	46,200	46,200	46,200
4950 Administration	92,300	122,760	136,370	136,370	162,310
4795 Depreciation	480,700	480,700	480,700	480,700	480,700
Total expenses	1,605,087	1,923,241	1,740,560	1,740,560	1,824,590
Operating income (loss)	294,153	179,479	472,110	559,440	590,410
<u>Nonoperating revenues (expenses):</u>					
Special assessments	-	-	-	-	-
Investment earnings	1,545	2,819	1,150	1,500	1,500
Miscellaneous income	542	333	-	-	-
Gain/(loss) on disposal of property	(30,884)	-	-	-	-
Investment management fees	(2,397)	(2,922)	(850)	(1,200)	(1,200)
Total nonoperating revenues (expenses)	(31,195)	229	300	300	300
Net income (loss) before contributions and transfers	262,958	179,709	472,410	559,740	590,710
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	(1,936,980)	(100,000)	(100,000)	(602,000)	(460,000)
Amount to be bonded for	1,910,200	-	-	-	-
Debt Service	(193,050)	(301,460)	(399,690)	(399,690)	(394,770)
Storm Cleanup	(100,000)	(59,564)	(70,000)	(270,000)	-
Pond clean up/dredging projects	-	-	-	-	(100,000)
City Dump Remediation	(29,000)	(136,000)	-	-	-
Fire Training Facility	(235,000)	-	-	-	-
Park Development	(25,000)	-	-	-	-
Capital contributions	2,607,468	-	-	-	-
Change in net assets	2,261,596	(417,315)	(97,280)	(711,950)	(364,060)
Net assets - January 1	18,881,528	21,143,124	20,151,784	20,725,809	20,013,859
Net assets - December 31	21,143,124	20,725,809	20,054,504	20,013,859	19,649,799

STATEMENT OF CASH FLOWS

	2013				
	2011 ACTUAL	2012 ACTUAL	ORIGINAL BUDGET	2013 RE-EST.	2014
Net income (loss) before contributions and transfers	262,958	179,709	472,410	559,740	590,710
Add depreciation	480,700	480,700	480,700	480,700	480,700
Change in current assets	(20,247)	(11,114)	-	-	-
Change in current liabilities	5,027	(6,495)	-	-	-
Sale of fixed assets/non-cash activity	30,884	-	-	-	-
Transfers in (out)	(608,830)	(597,024)	(569,690)	(1,271,690)	(954,770)
Net increase (decrease) in cash	150,493	45,776	383,420	(231,250)	116,640
Cash balance - January 1	202,149	352,641	(200,409)	398,417	167,167
Cash balance - December 31	352,641	398,417	183,011	167,167	283,807

CITY OF MAPLEWOOD  
**RECYCLING PROGRAM FUND (605)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
<u>Operating revenues:</u>					
3781 Recycling charges	411,610	413,032	476,270	476,270	547,710
3782 Trash fees	-	19,715	85,000	77,500	77,500
Total revenues	411,610	432,746	561,270	553,770	625,210
<u>Operating expenses:</u>					
Personnel services	77,093	84,142	82,830	82,830	86,940
Commodities	11,960	9,514	4,500	4,500	9,500
Contractual services	459,952	412,423	402,690	402,690	472,450
4950 Administration	49,290	49,290	49,580	49,580	49,580
Total expenses	598,294	555,368	539,600	539,600	618,470
Operating income (loss)	(186,685)	(122,622)	21,670	14,170	6,740
<u>Nonoperating revenues (expenses):</u>					
3534 County - other grants	77,683	78,753	77,680	77,680	77,680
3801 Investment earnings	1,223	1,733	1,300	800	1,000
3809 Miscellaneous	2,588	7,114	-	525	-
4930 Investment management fees	(1,897)	(1,800)	(970)	(640)	(800)
Total nonoperating revenues (expenses)	79,596	85,801	78,010	78,365	77,880
Net income (loss) before contributions and transfers	(107,089)	(36,821)	99,680	92,535	84,620
Transfers in (out):					
Debt Service (2012A Bonds)	-	-	(77,960)	(77,960)	(76,440)
Change in net assets	(107,089)	(36,821)	21,720	14,575	8,180
Net assets - January 1	498,559	391,471	223,171	354,649	369,224
Net assets - December 31	391,471	354,649	244,891	369,224	377,404

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
Net income (loss) before contributions and transfers	(107,089)	(36,821)	99,680	92,535	84,620
Change in current assets	(3,250)	(98,334)	-	-	-
Change in current liabilities	30,019	(895)	-	-	-
Transfers in (out)	-	-	(77,960)	(77,960)	(76,440)
Net increase (decrease) in cash	(80,320)	(136,050)	21,720	14,575	8,180
Cash balance - January 1	447,734	367,414	199,114	231,364	245,939
Cash balance - December 31	367,414	231,364	220,834	245,939	254,119

CITY OF MAPLEWOOD  
**SANITARY SEWER FUND (601)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
<u>Operating revenues:</u>					
3305 Sewer permits	3,724	5,129	4,300	4,300	4,300
3651 Sewer billings	4,787,123	5,055,491	4,831,580	4,900,000	4,900,000
31xx Bills assessed to taxes	39	81	-	-	-
3808 Connection charges	-	12,521	-	2,860	-
Total revenues	4,790,886	5,073,221	4,835,880	4,907,160	4,904,300
<u>Operating expenses:</u>					
Personnel services	484,003	488,530	474,270	474,270	512,250
Commodities	21,798	13,011	38,610	38,610	26,560
Contractual services	210,527	216,998	258,530	258,530	201,860
4485 Billing	40,389	41,163	45,500	45,500	45,500
4510 Sewage treatment	2,600,258	2,435,125	2,632,340	2,632,340	2,763,260
4950 Administration	323,960	323,960	335,630	335,630	335,630
4795 Depreciation	362,869	386,953	381,410	381,410	381,410
Total expenses	4,043,805	3,905,739	4,166,290	4,166,290	4,266,470
Operating income (loss)	747,081	1,167,482	669,590	740,870	637,830
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	3,188	6,266	6,000	6,000	6,000
Miscellaneous revenues	18,651	6,561	-	1,190	-
Miscellaneous expenses	(4,381)	(3,919)	-	-	(2,000)
Gain/(loss) on disposal of property	(224,098)	160,661	-	-	-
Investment management fees	(4,945)	(6,458)	(4,500)	(4,800)	(4,800)
Total nonoperating revenues (expenses)	(211,586)	163,111	1,500	2,390	(800)
Net income (loss) before contributions and transfers	535,495	1,330,593	671,090	743,260	637,030
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	(321,555)	(100,000)	(100,000)	(365,000)	(279,000)
Debt Service	(269,150)	(266,930)	(264,710)	(264,710)	(267,570)
Sewer Lift Station projects	(169,541)	(195,784)	(250,000)	(250,000)	-
Fish Creek open space	-	-	-	-	(60,000)
Capital contributions	1,094,166	-	-	-	-
Change in net assets	869,415	767,879	56,380	(136,450)	30,460
Net assets - January 1	12,881,695	13,751,110	13,474,025	14,518,989	14,382,539
Net assets - December 31	13,751,110	14,518,989	13,530,405	14,382,539	14,412,999

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
Net income (loss) before contributions and transfers	535,495	1,330,593	671,090	743,260	637,030
Add depreciation	362,869	386,953	381,410	381,410	381,410
Change in current assets	(33,184)	(239,279)	-	-	-
Change in current liabilities	(10,492)	9,114	-	-	-
Purchase of fixed assets	-	(35,316)	-	-	(50,000)
Sale of fixed assets/non-cash activity	225,390	(157,858)	-	-	-
Transfers in (out)	(760,246)	(562,714)	(614,710)	(879,710)	(606,570)
Net increase (decrease) in cash	319,833	731,492	437,790	244,960	361,870
Cash balance - January 1	974,797	1,294,630	1,385,515	2,026,122	2,271,082
Cash balance - December 31	1,294,630	2,026,122	1,823,305	2,271,082	2,632,952

CITY OF MAPLEWOOD  
**STREET LIGHT UTILITY FUND (607)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Operating revenues:</u>					
3032 Electric franchise tax	286,356	287,636	477,260	290,000	477,260
Total revenues	286,356	287,636	477,260	290,000	477,260
<u>Operating expenses:</u>					
Commodities	-	2,594	13,500	3,500	23,500
Contractual services	6,171	21,048	14,240	14,240	16,990
4320 Utilities	175,167	170,179	183,000	183,000	183,000
4950 Administration	13,170	15,540	16,400	16,400	17,510
Total expenses	194,508	209,361	227,140	217,140	241,000
Operating income (loss)	91,848	78,275	250,120	72,860	236,260
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	559	730	1,200	(500)	(1,900)
Investment management fees	(867)	(771)	(900)	-	-
Total nonoperating revenues (expenses)	(308)	(41)	300	(500)	(1,900)
Net income (loss) before contributions and transfers	91,540	78,234	250,420	72,360	234,360
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	-	(542,974)	(715,000)	-	-
Change in net assets	91,540	(464,740)	(464,580)	72,360	234,360
Net assets - January 1	176,135	267,675	339,895	(197,065)	(124,705)
Net assets - December 31	267,675	(197,065)	(124,685)	(124,705)	109,655

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Net income (loss) before contributions and transfers	91,540	78,234	250,420	72,360	234,360
Change in current assets	142	(654)	-	-	-
Change in current liabilities	(480)	925	-	-	-
Transfers in (out)	-	(542,974)	(715,000)	-	-
Net increase (decrease) in cash	91,202	(464,469)	(464,580)	72,360	234,360
Cash balance - January 1	120,760	211,962	284,182	(252,508)	(180,148)
Cash balance - December 31	211,962	(252,508)	(180,398)	(180,148)	54,212

CITY OF MAPLEWOOD  
**FLEET MANAGEMENT FUND (702)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
<u>Operating revenues:</u>					
3802 Billings to departments	851,232	851,232	868,250	851,230	903,010
3671 Miscellaneous	65,358	57,787	56,570	56,570	56,570
Total revenues	916,590	909,019	924,820	907,800	959,580
<u>Operating expenses:</u>					
Personnel services	290,973	294,921	291,190	291,190	275,290
Commodities	196,372	199,992	205,820	205,820	230,410
Contractual services	104,381	115,092	145,320	145,320	130,200
Depreciation	261,068	254,436	260,040	260,040	260,040
Total expenses	852,794	864,441	902,370	902,370	895,940
Operating income (loss)	63,796	44,578	22,450	5,430	63,640
Nonoperating revenues (expenses):					
Investment earnings	351	723	1,360	500	1,200
Miscellaneous	-	300	-	320	-
Gain/(loss) on disposal of property	(9,142)	66,235	-	68,550	-
Investment management fees	(544)	(752)	(740)	(400)	(960)
Total nonoperating revenues (expenses)	(9,336)	66,505	620	68,970	240
Net income (loss) before contributions and transfers	54,460	111,083	23,070	74,400	63,880
Transfers in (out):					
Capital Contributions	-	63,243	-	-	-
Change in net assets	54,460	174,326	23,070	74,400	63,880
Net assets - January 1	2,003,107	2,057,567	2,069,707	2,231,894	2,306,294
Net assets - December 31	2,057,567	2,231,894	2,092,777	2,306,294	2,370,174

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
Net income (loss) before contributions and transfers	54,460	111,083	23,070	74,400	63,880
Add depreciation	261,068	254,436	260,040	260,040	260,040
Change in current assets	(426)	(14,472)	-	-	-
Change in current liabilities	(35,164)	152,716	-	-	-
Purchase of fixed assets	(388,724)	(548,953)	(270,500)	(270,500)	(320,000)
Sale of fixed assets/non-cash activity	67,887	56,000	-	-	-
Net increase (decrease) in cash	(40,897)	10,810	12,610	63,940	3,920
Cash balance - January 1	178,687	137,789	136,029	148,600	212,540
Cash balance - December 31	137,789	148,600	148,639	212,540	216,460

CITY OF MAPLEWOOD  
**INFORMATION TECHNOLOGY FUND (703)**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Operating revenues:</u>					
Billings to departments:					
I.T. services	593,678	643,680	693,680	693,680	743,680
Intergovernmental revenue	-	-	45,000	-	-
<b>Total revenues</b>	<b>593,678</b>	<b>643,680</b>	<b>738,680</b>	<b>693,680</b>	<b>743,680</b>
<u>Operating expenses:</u>					
<u>I.T. services</u>					
Personnel services	323,189	386,961	408,050	408,050	357,070
Commodities	74,591	80,268	94,500	94,500	95,600
Contractual services	238,061	239,599	258,910	258,910	305,230
Depreciation	28,492	17,685	17,690	17,690	17,690
<b>Total expenses</b>	<b>664,333</b>	<b>724,513</b>	<b>779,150</b>	<b>779,150</b>	<b>775,590</b>
Operating income (loss)	(70,655)	(80,833)	(40,470)	(85,470)	(31,910)
Nonoperating revenues (expenses):					
Investment earnings	371	256	-	100	100
Gain/(loss) on disposal of property	(44,144)	7,390	-	340	-
Investment management fees	(576)	(260)	-	(80)	(80)
<b>Total nonoperating revenues (expenses)</b>	<b>(44,348)</b>	<b>7,386</b>	<b>-</b>	<b>360</b>	<b>20</b>
Net income (loss) before contributions and transfers	(115,003)	(73,447)	(40,470)	(85,110)	(31,890)
Transfers in (out):					
General Fund	85,235	75,000	-	-	-
<b>Change in net assets</b>	<b>(29,768)</b>	<b>1,553</b>	<b>(40,470)</b>	<b>(85,110)</b>	<b>(31,890)</b>
Net assets - January 1	277,565	247,797	112,577	249,350	164,240
<b>Net assets - December 31</b>	<b>247,797</b>	<b>249,350</b>	<b>72,107</b>	<b>164,240</b>	<b>132,350</b>

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Net income (loss) before contributions and transfers	(115,003)	(73,447)	(40,470)	(85,110)	(31,890)
Add depreciation	28,492	17,685	17,690	17,690	17,690
Change in current assets	(28)	71	-	-	-
Change in current liabilities	(9,074)	(1,229)	-	-	-
Purchase of fixed assets	(84,009)	(36,537)	-	-	-
Sale of fixed assets/non-cash activity	44,144	-	-	-	-
Transfers in (out)	85,235	75,000	-	-	-
<b>Net increase (decrease) in cash</b>	<b>(50,243)</b>	<b>(18,457)</b>	<b>(22,780)</b>	<b>(67,420)</b>	<b>(14,200)</b>
Cash balance - January 1	211,724	161,481	61,061	143,025	75,605
<b>Cash balance - December 31</b>	<b>161,481</b>	<b>143,025</b>	<b>38,281</b>	<b>75,605</b>	<b>61,405</b>

## CAPITAL IMPROVEMENTS BUDGET

The Capital Improvement Plan (C.I.P.) is a planning tool used to identify needed capital projects and to coordinate the timing and financing of projects. Capital projects for the Maplewood C.I.P. are defined as major equipment purchases and construction projects costing in excess of \$50,000. The 2014-2018 C.I.P. was adopted by the Council on July 22, 2013. The following tables are an excerpt from the 2014-2018 C.I.P. and provide a summary of the project categories and funding sources over the next five years.

<b>FIVE-YEAR CAPITAL IMPROVEMENT PLAN PROJECTS BY PROJECT CATEGORY</b>						
PROJECT CATEGORY	TOTAL	ALLOCATION OF COSTS BY YEAR				
		2014	2015	2016	2017	2018
BUILDINGS	\$11,500,000	\$5,400,000	\$1,150,000	\$1,150,000	\$3,650,000	\$150,000
REDEVELOPMENT	8,050,000	850,000	200,000	850,000	4,200,000	1,950,000
EQUIPMENT	2,671,500	510,000	464,100	810,120	475,280	412,000
PARKS	4,217,000	1,417,000	600,000	950,000	450,000	800,000
PUBLIC WORKS	20,246,000	5,041,000	2,630,000	4,045,000	4,210,000	4,320,000
<b>TOTALS</b>	<b>\$46,684,500</b>	<b>\$13,218,000</b>	<b>\$5,044,100</b>	<b>\$7,805,120</b>	<b>\$12,985,280</b>	<b>\$7,632,000</b>

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN PROJECTS  
BY FUNDING SOURCE**

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
AMBULANCE SERVICE FUND	\$477,280	\$180,000	\$0	\$0	\$187,280	\$110,000
BONDS-G.O. IMPROVEMENT	8,367,180	2,229,000	200,000	2,393,750	1,931,930	1,612,500
BONDS-M.S.A.	565,000	100,000	115,000	0	350,000	0
BONDS-SP. ASSESSMENT	4,792,820	697,000	400,000	477,250	2,106,070	1,112,500
BONDS-TAX INCREMENT	4,350,000	2,250,000	0	0	1,500,000	600,000
C.I.P. FUND	720,000	140,000	190,000	140,000	100,000	150,000
CAPITAL NOTES	152,000	0	152,000	0	0	0
COMMUNITY CENTER OPERATIONS	750,000	150,000	150,000	150,000	150,000	150,000
ENVIRONMENTAL UTILITY FUND	2,911,000	560,000	0	616,000	879,000	856,000
FIRE TRUCK REPLACEMENT	479,120	0	0	479,120	0	0
FLEET MANAGEMENT FUND	1,443,100	290,000	272,100	291,000	288,000	302,000
GRANTS	4,864,000	1,039,000	125,000	1,150,000	2,250,000	300,000
LITTLE CANADA	243,000	243,000	0	0	0	0
MnDOT	1,100,000	0	1,100,000	0	0	0
PARK DEVELOPMENT FUND	2,432,000	357,000	425,000	700,000	300,000	650,000
RAMSEY COUNTY	176,000	176,000	0	0	0	0
REDEVELOPMENT FUND	300,000	100,000	0	100,000	0	100,000
SANITARY SEWER FUND	1,610,000	389,000	88,000	310,000	552,000	271,000
ST. PAUL WAC FUND	739,000	205,000	51,000	124,000	179,000	180,000
ST. PAUL WATER	1,598,000	423,000	51,000	124,000	512,000	488,000
STATE AID	725,000	100,000	625,000	0	0	0
STREET LIGHT UTILITY FUND	600,000	0	0	0	600,000	0
ECONOMIC DEVELOPMENT AUTH.	2,450,000	750,000	100,000	750,000	100,000	750,000
SALE OF PROPERTY	4,840,000	2,840,000	1,000,000	0	1,000,000	0
<b>TOTALS</b>	<b>\$46,684,500</b>	<b>\$13,218,000</b>	<b>\$5,044,100</b>	<b>\$7,805,120</b>	<b>\$12,985,280</b>	<b>\$7,632,000</b>

Additional information is in the C.I.P. document that is available online at [www.ci.maplewood.mn.us](http://www.ci.maplewood.mn.us).

Revenues for the 2014 Capital Improvements Budget total \$6,850,710 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$1,123,440 and is derived from tax increment districts and a \$296,510 tax levy.

The property tax levy revenues by fund for 2014 are as follows:

Capital Improvements Projects	\$177,910
Fire Truck Replacement	49,420
Park Development	29,650
Redevelopment	<u>39,530</u>
Total	\$296,510

Charges for services total \$313,660 and consist of \$302,310 from a 7.5% surcharge on St. Paul water bills for Maplewood property owners and \$11,350 from a \$1.20 per month surcharge on North St. Paul water bills for Maplewood property owners. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$19,230 from water availability charges, \$250,000 from park availability charges, \$2,000,000 from sale of property and \$34,380 from investment earnings.

The projects included in the 2014 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$50,000	Community Field Upgrades
50,000	Park Equipment, Fence and Court Replacement
40,000	Election Equipment
	<u>Public Safety Training Facility Fund</u>
2,318,790	Construction costs
	<u>Park Development Fund</u>
150,000	Goodrich Park
50,000	Open Space Improvements
115,000	Park System Plan
	<u>Public Safety Expansion Fund</u>
2,166,150	Police Department Expansion
4,090,770	Fire Station Construction
	<u>Redevelopment Fund</u>
100,000	Housing Replacement Program
	<u>Wicklanders Pond Dredging Fund</u>
100,000	Pond dredging project
<u>\$9,230,710</u>	Total

**IMPACT OF CAPITAL IMPROVEMENTS ON THE OPERATING BUDGET**

Most of the City's capital improvements will be for street reconstruction. While not easily quantifiable, new street surface and subsurface cuts back on maintenance costs. Since 2007, the tons of repair material has reduced from 909 in 2007 to 550 in 2014.

Vehicles are held until maintenance costs for them reach a level that points to replacement. These decisions are made by respective departments as well as Fleet Management.

As the City develops new parks, the on-going costs associated with the improvements may actually increase as, for instance, new trails require on-going snow removal or new park equipment will require maintenance.

The Public Safety Training Facility is a new regional training center. The operating costs associated with it are proposed to be paid through a joint powers agreement with many neighboring communities.

The Police Department expansion will add more usable square footage to our city facilities which will relate to increased operating expenses. If mechanical equipment is required to be added or replaced, the new equipment is much more energy efficient.

With the addition of the new fire station, the plan is to close three old stations and update/rehab the remaining two stations. This plan will take a number of years to complete, but in the end operating costs for all fire stations should decrease.

The City Council and City Manager remain committed to maintenance of city infrastructure, equipment and improvements.



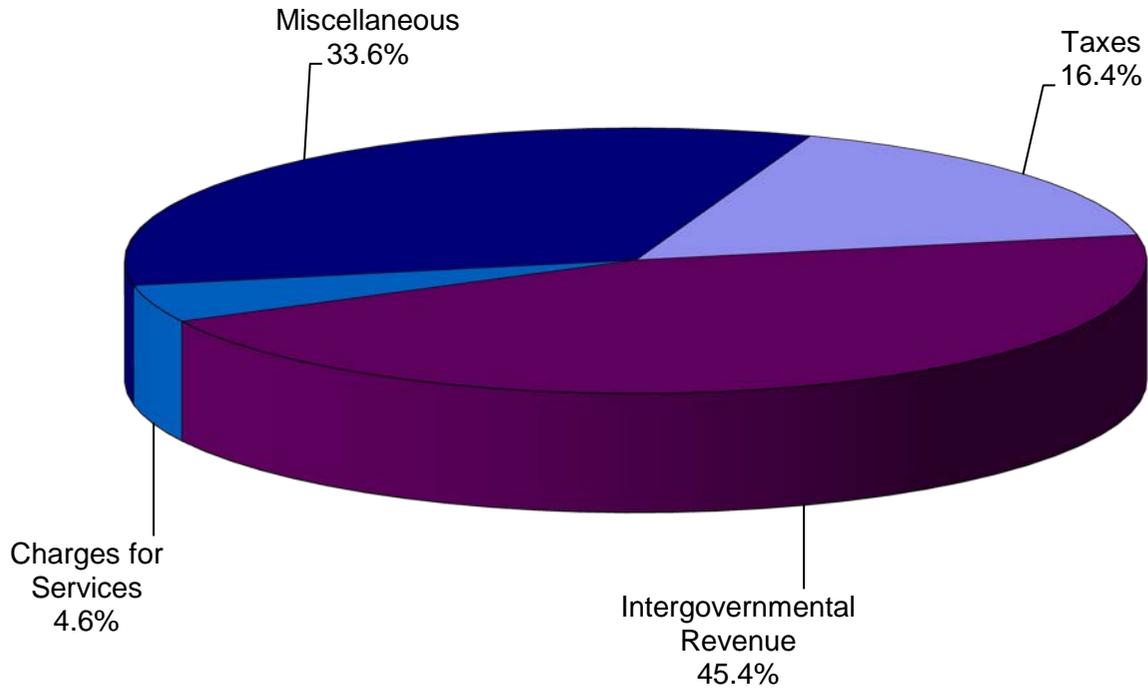
MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# 2014 CAPITAL IMPROVEMENTS BUDGET

## Summary of Revenues

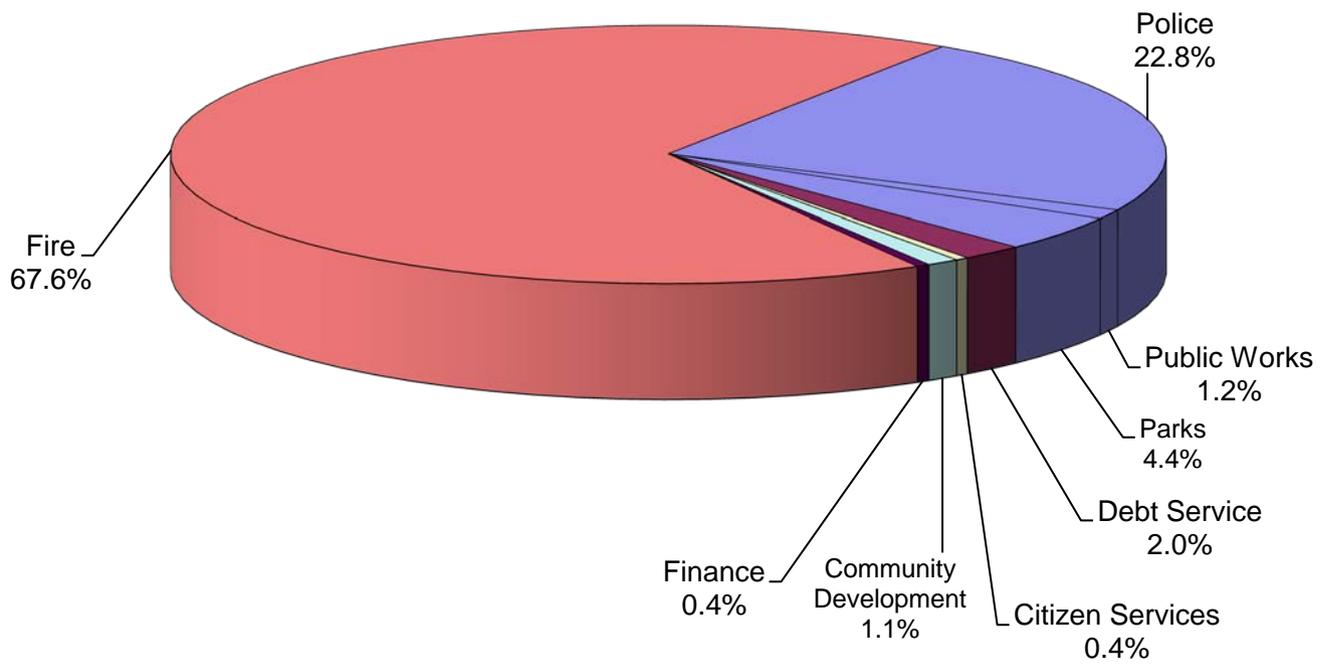


**Revenues by Source**  
**\$6.8 Million**

**CAPITAL IMPROVEMENT BUDGET  
REVENUE SUMMARY**

<u>Total By Fund</u>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Capital Improvement Projects	\$183	\$153,850	\$236,580	\$177,230
Bruentrup Farm Restoration	(31)	0	0	0
City Dump	15	7	0	0
Fire Truck Replacement	1,229	56,126	53,080	54,300
Legacy Village Park Development District	33	44	50	50
Legacy Village Tax Abatement District	3,709	4,987	12,810	4,990
Open Space	135	88	0	0
Park Development	261,498	369,468	230,140	283,650
Pond Clean Out/Dredging	0	0	0	0
Public Improvement Projects	3,286,387	4,212,080	0	0
Public Safety Expansion	101	199,147	257,120	2,020,000
Public Safety Training Facility	22	449,591	285,000	3,110,000
Redevelopment	12	253	20,310	40,520
Right-of-Way	17,899	16,392	710	90
Sewer Lift Station #8	(518)	0	0	0
Sewer Lift Station #18	7	0	0	0
Storm Cleanup	96	103	0	0
Tax Increment Economic Development District #1-5	6,812	33,314	0	0
Tax Increment Economic Development District #1-11	(8)	(210)	(130)	75,630
Tax Increment Economic Development District #1-12	0	(1)	0	0
Tax Increment Housing District #1-1	111,356	132,387	132,340	132,340
Tax Increment Housing District #1-2	149,759	173,634	173,580	173,580
Tax Increment Housing District #1-3	44,206	51,335	51,370	51,370
Tax Increment Housing District #1-4	41,021	44,018	43,990	43,990
Tax Increment Housing District #1-5	31,789	34,219	34,200	34,200
Tax Increment Housing District #1-6	86,927	101,309	102,490	100,640
Tax Increment Housing District #1-7	21,866	23,057	23,040	23,040
Tax Increment Housing District #1-8	79,477	64,881	65,070	65,110
Tax Increment Housing District #1-9	(17)	5,377	0	0
Tax Increment Housing District #1-10	(17)	(84)	(150)	124,930
Water Availability Charge - No. St. Paul	9,343	11,052	10,890	10,990
Water Availability Charge - St. Paul	189,675	264,449	305,420	324,060
<b>Totals</b>	<b>4,342,966</b>	<b>6,400,873</b>	<b>2,037,910</b>	<b>6,850,710</b>
<u>Total By Source</u>				
Taxes	572,204	1,051,265	1,150,750	1,123,440
Special Assessments	2	372,136	0	0
Intergovernmental Revenue	3,163,241	3,606,167	345,000	3,110,000
Charges for Services	197,331	246,048	279,480	313,660
Miscellaneous	410,188	1,125,257	262,680	2,303,610
<b>Totals</b>	<b>\$4,342,966</b>	<b>\$6,400,873</b>	<b>\$2,037,910</b>	<b>\$6,850,710</b>
Percent Change Over Prior Year	-1.4%	47.4%	-68.2%	236.2%

**2014 CAPITAL IMPROVEMENTS BUDGET**  
**Summary of Expenditures**



**Expenditures by Department**  
**\$9.5 Million**

**CAPITAL IMPROVEMENT BUDGET  
EXPENDITURE SUMMARY**

<u>Total By Fund</u>	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
Capital Improvement Projects	\$36,971	\$512,118	\$225,050	\$140,000
City Dump	16,403	140,240	0	0
Fire Truck Replacement	1,906	40,829	260	3,900
Legacy Village Park Development District	50	197	0	40
Legacy Village Tax Abatement District	5,754	5,174	770	3,990
Open Space	160,256	75	0	0
Park Development	589,300	46,520	205,050	318,200
Pond Clean Out/Dredging	0	0	0	100,000
Public Improvement Projects	14,374,477	12,487,336	0	0
Public Safety Expansion	23,848	84,915	1,042,290	6,272,920
Public Safety Training Facility	91,218	1,289,602	604,330	2,318,790
Redevelopment	19	262	50	100,790
Right-of-Way	258	292	40	70
Sewer Lift Station #8	14,656	0	0	0
Sewer Lift Station #14	0	0	250,000	0
Sewer Lift Station #18	11	0	0	0
Storm Cleanup	26,402	204,328	40,000	0
Tax Increment Economic Development District #1-5	36,456	7,437	0	0
Tax Increment Economic Development District #1-11	12,826	183,547	0	2,340
Tax Increment Economic Development District #1-12	0	1,000	0	0
Tax Increment Housing District #1-1	426	23,009	4,470	4,510
Tax Increment Housing District #1-2	468	33,114	5,710	5,770
Tax Increment Housing District #1-3	384	14,761	2,040	2,060
Tax Increment Housing District #1-4	355	342	600	620
Tax Increment Housing District #1-5	345	330	600	620
Tax Increment Housing District #1-6	78,920	91,570	710	650
Tax Increment Housing District #1-7	20,864	26,216	22,850	22,850
Tax Increment Housing District #1-8	71,906	70,851	60,700	61,000
Tax Increment Housing District #1-9	381	301	0	0
Tax Increment Housing District #1-10	12,605	22,507	0	116,540
Water Availability Charge - No. St. Paul	5,802	1,541	1,550	1,550
Water Availability Charge - St. Paul	18,455	2,299	5,300	7,300
<b>Totals</b>	<b>15,601,722</b>	<b>15,290,713</b>	<b>2,472,370</b>	<b>9,484,510</b>
<u>Total By Department</u>				
Parks	786,363	107,771	305,050	418,240
Debt Service	205,738	170,422	79,900	192,680
Citizen Services	0	0	125,000	40,000
Community Development	19	451,113	50	100,790
Finance	30,570	123,418	17,830	40,280
Fire	93,582	1,358,566	604,590	6,413,460
Police	23,232	55,622	1,042,290	2,166,150
Public Works	14,462,218	13,023,801	297,660	112,910
<b>Totals</b>	<b>15,601,722</b>	<b>15,290,713</b>	<b>2,472,370</b>	<b>9,484,510</b>
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	4,357	446,582	0	0
Contractual Services	279,663	166,654	11,130	126,130
Capital Outlay and Depreciation	13,549,656	13,115,626	2,326,420	9,115,710
Debt Service	205,738	170,422	79,900	192,680
Other Charges	1,562,308	1,391,429	54,920	49,990
<b>Totals</b>	<b>\$15,601,722</b>	<b>\$15,290,713</b>	<b>\$2,472,370</b>	<b>\$9,484,510</b>
Percent Change Over Prior Year	-5.1%	-2.0%	-83.8%	283.6%



MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

---

## **FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET**

The City's Capital Improvements Budget includes 22 Capital Project Funds that have anticipated financial activity in 2014. These funds account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. The City of Maplewood has the following Capital Project Funds:

**Capital Improvement Projects Fund** – established to finance major capital outlay expenditures that individually cost in excess of \$50,000 and that cannot be easily financed by alternative sources. Property taxes are levied periodically for this fund.

**Bruentrup Farm Restoration Fund** – accounts for expenditures relating to the Bruentrup Farm Preservation Project.

**City Dump Fund** – established to evaluate current remediation efforts and future plans for a former City dump site.

**Fire Truck Replacement Fund** – established in 1999 to account for all future purchases of fire trucks.

**Legacy Village Park Development Fund** – established in 2004 to account for the expenditure of the proceeds from the Tax Abatement Bonds of 2004 for park construction in the Legacy Village.

**Legacy Village Tax Abatement District Fund** – established in 2004 to account for the expenditure of the proceeds from the Tax Abatement Bonds of 2004.

**Open Space Land Acquisition Fund** – established in 1994 with the proceeds from a \$5,000,000 bond issue, this fund accounts for the financial resources used for the acquisition of land to be preserved in its natural state as open space.

**Park Development Fund** – accounts for the use of park availability charges, grants and tax revenues that are dedicated for the acquisition and improvement of City parks. Park availability charges are levied against all new buildings constructed.

**Pond Clean Out / Dredging Fund** – established to maintain the City's stormwater ponds. Due to the buildup of sediment over time, maintenance is required to ensure stormwater ponds are providing the designed rate control and are maintaining their ability to improve quality of stormwater runoff.

**Public Improvement Projects Fund** – established in 1987 to account for public works construction projects that are often partially or wholly financed by special assessments levied against properties that benefit from the public improvements.

**Public Safety Expansion Fund** – accounts for revenues and expenditures related to maintaining and/or constructing buildings related to public safety.

**Public Safety Training Facility Fund** – established in 2010 to account for the addition of an East Metro Public Safety Training Facility.

**Redevelopment Fund** – originally established in 1999 as a special revenue fund. This fund was renamed and reclassified in 2004 to account for acquisition and redevelopment of residential and commercial property.

Right-of-Way Fund – accounts for the accumulation of funds received for degradation of City streets and right-of-ways. The funds are used for repairs.

Sewer Lift Station #8 Rehab – established in 2010 to finance the rehabilitation of lift station number 8. Funding will come from a transfer of money from the Sanitary Sewer Fund.

Sewer Lift Station #14 Fund – established in 2013 with a transfer of money from the Sanitary Sewer Fund. The fund will be used to finance the repair/replacement of lift station number 14.

Sewer Lift Station #18 Fund – established in 2005 with a transfer of money from the Sanitary Sewer Fund. The fund was used to finance the repair/replacement of lift station number 18.

Storm Cleanup Fund – established in 2011 for the purpose of analyzing locations and identifying improvements for areas that experienced localized flooding.

Tax Increment Economic Development District 1-5 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2001 for the expansion of the Schroeder Milk Company.

Tax Increment Economic Development District 1-11 – this fund is used to account for all revenue and expenditures for the tax increment district established in 2011 for the Maplewood Mall area improvements.

Tax Increment Economic Development District 1-12 – this fund is used to account for all revenue and expenditures for the tax increment district established in 2013 for the 3M Research and Development Facility.

Tax Increment Housing District 1-1 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on County Road D.

Tax Increment Housing District 1-2 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on Stillwater Road.

Tax Increment Housing District 1-3 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1987 for the Cottages of Maplewood on Woodlyn Avenue.

Tax Increment Housing District 1-4 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood-Phase I on Gervais Avenue.

Tax Increment Housing District 1-5 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood-Phase II on Gervais Avenue.

Tax Increment Housing District 1-6 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1995 for the Carefree Cottages of Maplewood-Phase III on Gervais Avenue.

Tax Increment Housing District 1-7 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Van Dyke Village project on Van Dyke Street.

Tax Increment Housing District 1-8 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Sibley Cove Apartments on County Road D.

Tax Increment Housing District 1-9 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2009 for the Gethsemane Senior Housing development to be located south of Gethsemane Lutheran Church.

Tax Increment Housing District 1-10 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Shores Senior Living development.

Water Availability Charge Fund – North St. Paul Water Service District - accounts for the receipt of water availability charge revenues collected in the North St. Paul Water Service District. Disbursements are made from this fund to finance unassessed water system improvements.

Water Availability Charge Fund – St. Paul Water Service District - accounts for the receipt of water availability charge and water surcharge revenues collected in the St. Paul Water Service District. Disbursements are made from this fund to finance unassessed water system improvements.

The following pages consist of a revenue and expenditures summary for each fund.

**FUND: CAPITAL IMPROVEMENT PROJECTS (405)****Fund Description**

This fund is used to finance major capital outlay expenditures that cannot be easily financed by alternative methods and that individually cost in excess of \$50,000.

**Projects in 2014 Budget**

Community Field Upgrades - \$50,000.

General upgrades of various community fields. This proposal will provide the City with resources to begin updating and/or replacing basketball and tennis courts, fields and fences. Additional upgrades of parks determined by the Park Commission are also included in this fund.

Park Equipment, Fence and Court Replacement - \$50,000.

This project will provide for the periodic replacement of equipment in the City's park system. It will be used for park equipment, fences, basketball and tennis courts requiring replacement over time.

Election Equipment - \$40,000.

Existing equipment will be replaced to upgrade computer capabilities and to meet state statute requirements. The costs will be spread out over a few years.

CITY OF MAPLEWOOD  
**CAPITAL IMPROVEMENT PROJECTS FUND (405)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	143,598	175,710	175,710	177,910
3012 Delinquent	(26)	-	-	-	-
3017 Interest	70	-	-	-	-
<u>Special Assessments:</u>					
3130 Delinquent	2	-	-	-	-
3160 Penalties and interest	0	-	-	-	-
<u>Intergovernmental:</u>					
3530 Miscellaneous state grant	-	-	60,000	-	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	138	280	870	350	(680)
3803 Donations	-	10,000	-	5,000	-
3809 Miscellaneous	-	(27)	-	-	-
Total revenues	<u>183</u>	<u>153,850</u>	<u>236,580</u>	<u>181,060</u>	<u>177,230</u>
<u>Expenditures:</u>					
4160 Supplies	4,357	443,553	-	-	-
4480 Fees for service	-	7,788	-	-	-
4490 Consulting	10,000	-	-	-	-
4640 Equipment	-	-	125,000	-	40,000
4720 Land improvement	-	45,414	100,000	128,740	100,000
4730 Building improvement	22,400	-	-	-	-
4759 Other construction costs	-	15,075	-	5,000	-
4930 Investment management fees	214	288	50	280	-
Total expenditures	<u>36,971</u>	<u>512,118</u>	<u>225,050</u>	<u>134,020</u>	<u>140,000</u>
Excess (deficit) of revenue over expenditures	(36,788)	(358,268)	11,530	47,040	37,230
Other financing sources (uses):					
Bond sale proceeds	-	450,851	-	-	-
Transfers in (out)					
Bruentrup Farm Restoration Fund	(14,573)	-	-	-	-
Fire Training Facility	-	-	(235,000)	(235,000)	-
General Fund	50,000	-	-	-	-
State Grants Fund	(12,245)	-	-	-	-
Public Improvement Projects	-	-	-	(20,000)	-
Net increase (decrease) in fund balance	<u>(13,606)</u>	<u>92,583</u>	<u>(223,470)</u>	<u>(207,960)</u>	<u>37,230</u>
Fund balance - January 1	61,188	47,582	86,882	140,165	(67,795)
Fund balance - December 31	<u>47,582</u>	<u>140,165</u>	<u>(136,588)</u>	<u>(67,795)</u>	<u>(30,565)</u>

**FUND: BRUENTRUP FARM RESTORATION FUND (437)****Fund Description**

This fund is used to account for expenditures relating to the Bruentrup Farm Preservation Project.

**Projects in 2014 Budget**

None.

**Budget Comments**

The restoration was completed in 2009. This fund was closed in 2011.

CITY OF MAPLEWOOD  
**BRUENTRUP FARM RESTORATION GRANT FUND (437)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	(31)	-	-	-	-
Total revenues	<u>(31)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
4290 Restoration costs	-	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(31)	-	-	-	-
Other financing sources (uses):					
Transfers in (out)					
Capital Improvement Plan Fund	14,573	-	-	-	-
Net increase (decrease) in fund balance	<u>14,542</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	(14,542)	-	-	-	-
Fund balance - December 31	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**FUND: CITY DUMP REMEDIATION FUND (446)****Fund Description**

This fund was established in 2011 with a transfer of money from the Environmental Utility Fund. The placing of street sweepings to maintain cover over the materials in the dump, as the garbage under the cover deteriorates, is running in conflict with the placement of fill material being placed into the creek buffer area, which is possibly a wetland area. These conflicts and the future plan for the dump site need to be evaluated.

**Projects in 2014 Budget**

None.

CITY OF MAPLEWOOD  
**CITY DUMP REMEDIATION FUND (446)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	15	7	-	40	-
Total revenues	<u>15</u>	<u>7</u>	<u>-</u>	<u>40</u>	<u>-</u>
<u>Expenditures:</u>					
4480 Fees for service	-	144	-	-	-
4490 Consulting	16,379	31,939	-	-	-
4751 Awarded construction contracts	-	94,101	-	970	-
4759 Other construction costs	-	10,732	-	-	-
4960 Engineering fees - in house	-	3,317	-	150	-
4930 Investment management fees	24	8	-	60	-
Total expenditures	<u>16,403</u>	<u>140,240</u>	<u>-</u>	<u>1,180</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(16,388)	(140,234)	-	(1,140)	-
Other financing sources (uses):					
Transfers in (out)					
Environmental Utility Fund	29,000	136,000	-	-	-
Net increase (decrease) in fund balance	<u>12,612</u>	<u>(4,234)</u>	<u>-</u>	<u>(1,140)</u>	<u>-</u>
Fund balance - January 1	-	12,612	12	8,379	7,239
Fund balance - December 31	<u>12,612</u>	<u>8,379</u>	<u>12</u>	<u>7,239</u>	<u>7,239</u>

**FUND: FIRE TRUCK REPLACEMENT FUND (424)****Fund Description**

This fund was established in 1999 with a transfer of surplus money from the General Fund. The fund will use property tax revenues to finance all future purchases of fire trucks.

**Projects in 2014 Budget**

None.

**Budget Comments**

The next fire truck replacement is scheduled for 2016.

CITY OF MAPLEWOOD  
**FIRE TRUCK REPLACEMENT FUND (424)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	49,516	48,810	48,810	49,420
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	1,229	1,619	4,270	1,050	4,880
3804 Sale of property	-	5,000	-	-	-
3809 Other	-	(9)	-	-	-
Total revenues	<u>1,229</u>	<u>56,126</u>	<u>53,080</u>	<u>49,860</u>	<u>54,300</u>
<u>Expenditures:</u>					
4610 Fire trucks	-	39,150	-	25,000	-
4930 Investment management fees	1,906	1,679	260	840	3,900
Total expenditures	<u>1,906</u>	<u>40,829</u>	<u>260</u>	<u>25,840</u>	<u>3,900</u>
Excess (deficit) of revenue over expenditures	(678)	15,296	52,820	24,020	50,400
Fund balance - January 1	424,506	423,828	427,378	439,125	463,145
Fund balance - December 31	<u>423,828</u>	<u>439,125</u>	<u>480,198</u>	<u>463,145</u>	<u>513,545</u>

**FUND: LEGACY VILLAGE PARK DEVELOPMENT FUND (433)****Fund Description**

This fund was established in 2004 with the issuance of tax abatement bonds. The fund has been used to account for park development costs in the Legacy Village development.

**Projects in 2014 Budget**

None.

CITY OF MAPLEWOOD  
**LEGACY VILLAGE PARK DEVELOPMENT FUND (433)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	33	44	50	50	50
Total revenues	<u>33</u>	<u>44</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Expenditures:</u>					
4480 Fees for service	-	152	-	-	-
4930 Investment management fees	50	45	-	40	40
Total expenditures	<u>50</u>	<u>197</u>	<u>-</u>	<u>40</u>	<u>40</u>
Excess (deficit) of revenue over expenditures	(18)	(153)	50	10	10
Fund balance - January 1	5,092	5,074	5,074	4,921	4,931
Fund balance - December 31	<u>5,074</u>	<u>4,921</u>	<u>5,124</u>	<u>4,931</u>	<u>4,941</u>

**FUND: LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)****Fund Description**

This fund was established in 2004 with the issuance of tax abatement bonds. The fund will be used to account for costs in the Legacy Village development.

**Projects in 2014 Budget**

None.

**Budget Comments**

In 2004 the City became indebted in the amount of \$2,888,000 to Legacy Holdings LLC for the purchase of real estate to be used in a tax abatement development district. The City's obligations under the Note were terminated in 2009. The City will make principal payments to the developer from tax abatement bond proceeds on the remaining parcels upon submission to the city of evidence of financing for each such phase and the issuance of a building permit for the improvement on such phase. The amount due will equal the amount currently due to pay off the special assessments on such phase as of October 15 of the year in which a building permit for the improvement on such phase is issued and will not include any portion of unpaid real estate taxes, installment of special assessments penalties or interest and any interest or penalties that accrue as a result of a late payment. The payments will be made as each phase of the development occurs in the form of credits on special assessments. It was anticipated that the final payments on this note would be made in 2006.

CITY OF MAPLEWOOD  
**LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	3,709	4,987	12,810	4,990	4,990
Total revenues	<u>3,709</u>	<u>4,987</u>	<u>12,810</u>	<u>4,990</u>	<u>4,990</u>
<u>Expenditures:</u>					
4930 Investment management fees	5,754	5,174	770	5,180	3,990
Total expenditures	<u>5,754</u>	<u>5,174</u>	<u>770</u>	<u>5,180</u>	<u>3,990</u>
Excess (deficit) of revenue over expenditures	(2,045)	(187)	12,040	(190)	1,000
Fund balance - January 1	1,281,373	1,279,328	1,280,578	1,279,141	1,278,951
Fund balance - December 31	<u>1,279,328</u>	<u>1,279,141</u>	<u>1,292,618</u>	<u>1,278,951</u>	<u>1,279,951</u>

**FUND: OPEN SPACE LAND ACQUISITION (410)****Fund Description**

This fund was established in 1994 with the proceeds from a \$5,000,000 bond issue. The fund accounts for the financial resources used for the acquisition of land to be preserved in its natural state as open space. This fund was closed in 2012.

**Projects in 2014 Budget**

None.

**Budget Comments**

This fund was closed in 2012.

CITY OF MAPLEWOOD  
**OPEN SPACE LAND ACQUISITION FUND (410)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	135	88	-	-	-
Total revenues	<u>135</u>	<u>88</u>	-	-	-
<u>Expenditures:</u>					
4710 Land purchase	160,046	-	-	-	-
4930 Investment management fees	210	75	-	-	-
Total expenditures	<u>160,256</u>	<u>75</u>	-	-	-
Excess (deficit) of revenue over expenditures	(160,121)	13	-	-	-
Other financing sources (uses):					
Transfers in (out)					
Park Development Fund	-	(37,334)	-	-	-
General Fund	5,000	(5,000)	-	-	-
Net increase (decrease) in fund balance	<u>(155,121)</u>	<u>(42,321)</u>	-	-	-
Fund balance - January 1	<u>197,442</u>	<u>42,321</u>	-	-	-
Fund balance - December 31	<u><u>42,321</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**FUND: PARK DEVELOPMENT (403)****Fund Description**

This fund accounts for the use of park availability charges, grants and tax revenues that are dedicated for the acquisition and improvement of City parks. Park availability charges are levied against all new buildings constructed.

**Projects in 2014 Budget****Goodrich Park Improvements - \$150,000**

Goodrich Park is a 25 acre park located at 1980 No. St. Paul Road. It is the host site for our adult softball program. There is significant erosion, standing water and major water drainage problems throughout the park. Parking has also become an increasing issue and the playground equipment is in extremely poor condition.

**Open Space Improvements - \$50,000**

This project covers ongoing improvements at open space sites. Future project include trails and natural resources management. Rustic trails are planned to be constructed at: Joy Park preserve, Prairie Farm, Kohlman Creek and Spoon Lake. Natural areas are planned to be restored and enhanced at: Jim's Prairie, Joy Park, Priory, Prairie Farm, Kohlman Creek, Carver preserve and Spoon Lake preserve.

**Park Systems Plan - \$115,000**

One of the City Council's goals is to develop a comprehensive park system plan and explore funding options for a sustainable park system. The City of Maplewood has a large park, open space and trail system that requires extensive management, maintenance and planning.

CITY OF MAPLEWOOD  
**PARK DEVELOPMENT FUND (403)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	-	29,290	29,290	29,650
<u>Intergovernmental:</u>					
3544 Other government grants/aid	48,750	19,989	-	-	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,671	2,602	850	1,400	4,000
3802 Rent	-	1,700	-	1,100	-
3803 Donations and contributions	-	-	-	1,200	-
3809 Other	2,025	-	-	-	-
3811 Advertising	-	2,177	-	3,200	-
3851 Park availability charges - residential	46,536	54,769	200,000	50,000	100,000
3852 Park availability charges - non-residential	161,517	288,231	-	296,000	150,000
Total revenues	<u>261,498</u>	<u>369,468</u>	<u>230,140</u>	<u>382,190</u>	<u>283,650</u>
<u>Expenditures:</u>					
4480 Fees for service	-	605	-	-	-
4490 Consulting	3,676	-	-	-	115,000
4720 Park development projects	149,696	43,205	205,000	260,000	200,000
4751 Awarded construction contracts	431,218	16	-	-	-
4759 Other construction costs	567	-	-	-	-
4930 Investment management fees	4,144	2,695	50	1,120	3,200
Total expenditures	<u>589,300</u>	<u>46,520</u>	<u>205,050</u>	<u>261,120</u>	<u>318,200</u>
Excess (deficit) of revenue over expenditures	(327,802)	322,948	25,090	121,070	(34,550)
Other financing sources (uses):					
Transfers in (out)					
Environmental Utility Fund	25,000	-	-	-	-
General Fund	30,000	80,000	-	-	-
Open Space	-	37,334	-	-	-
Public Improvement Project Fund	(175,000)	(405,000)	(150,000)	(125,000)	(42,000)
Net increase (decrease) in fund balance	<u>(447,802)</u>	<u>35,282</u>	<u>(124,910)</u>	<u>(3,930)</u>	<u>(76,550)</u>
Fund balance - January 1	970,525	522,723	85,287	558,005	554,075
Fund balance - December 31	<u>522,723</u>	<u>558,005</u>	<u>(39,623)</u>	<u>554,075</u>	<u>477,525</u>

**FUND: POND CLEAN OUT / DREDGING (450)****Fund Description**

This fund was established to maintain the City's stormwater ponds. Due to the buildup of sediment over time, maintenance is required to ensure stormwater ponds are providing the designed rate control and are maintaining their ability to improve quality of stormwater runoff. Funding for projects within this fund will come from the Environmental Utility Fund.

**Projects in 2014 Budget**

Wicklanders Pond Dredging - \$100,000

CITY OF MAPLEWOOD  
**POND CLEAN OUT / DREDGING FUND (450)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	-	-	-	-	-
Total revenues	-	-	-	-	-
<u>Expenditures:</u>					
Construction costs	-	-	-	-	100,000
4930 Investment management fees	-	-	-	-	-
Total expenditures	-	-	-	-	100,000
Excess (deficit) of revenue over expenditures	-	-	-	-	(100,000)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Environmental Utility Fund	-	-	-	-	100,000
Net increase (decrease) in fund balance	-	-	-	-	-
Fund balance - January 1	-	-	-	-	-
Fund balance - December 31	-	-	-	-	-

**FUND: PUBLIC IMPROVEMENT PROJECTS (500)****Fund Description**

This fund is used to finance public works construction projects that are often financed wholly or partially by special assessments.

**Projects in 2014 Budget**

The City Council must hold a public hearing before a project can be constructed. Budgets are established after a public hearing if the City Council adopts a resolution ordering the improvement project.

**Budget Comments**

The 2014 transfers in from other funds listed on the Statement of Revenues, Expenditures and Changes in Fund Balance will be necessary if the projects in the Capital Improvement Plan for 2014-2018 are ordered by the City Council.

CITY OF MAPLEWOOD  
**PUBLIC IMPROVEMENT PROJECTS FUND**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Special Assessments:</u>					
3140 Deferred	-	371,165	-	-	-
<u>Intergovernmental Revenue:</u>					
3517 Federal aid	316,987	(28,254)	-	7,669,640	-
3522 State bridge bond aid	-	2,055,475	-	-	-
3525 State street construction aid	1,626,184	-	-	-	-
3530 Miscellaneous state grants	10,000	-	-	7,901,860	-
3544 Miscellaneous grants	1,161,320	1,108,957	-	1,976,510	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	6,653	(8,637)	-	(9,000)	-
3804 Sale of property	-	607,000	-	-	-
3805 Developer charges	39,124	1,001	-	-	-
3809 Miscellaneous	126,119	105,373	-	7,250	-
Total revenues	<u>3,286,387</u>	<u>4,212,080</u>	<u>-</u>	<u>17,546,260</u>	<u>-</u>
<u>Expenditures:</u>					
Capital projects	14,349,998	12,473,672	-	19,000,000	-
4930 Investment management fees	24,479	13,664	-	10,000	-
Total expenditures	<u>14,374,477</u>	<u>12,487,335</u>	<u>-</u>	<u>19,010,000</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(11,088,090)	(8,275,256)	-	(1,463,740)	-
<u>Other financing sources (uses):</u>					
Bond sale proceeds	10,073,913	5,329,149	-	2,462,178	-
Transfers in (out)					
CIP Fund	-	-	-	20,000	-
Environmental Utility Fund	26,780	100,000	100,000	-	460,000
Sewer Fund	489,787	100,000	50,000	315,000	339,000
Park Development Fund	175,000	405,000	150,000	125,000	42,000
St. Paul WAC Fund	40,463	100,000	30,000	200,000	205,000
Street Light Utility Fund	-	542,974	715,000	-	-
Tree Preservation Fund	-	25,000	-	-	-
Net increase (decrease) in fund balance	<u>(282,147)</u>	<u>(1,673,133)</u>	<u>1,045,000</u>	<u>1,658,438</u>	<u>1,046,000</u>
Fund balance - January 1	(804,558)	(1,086,705)	(1,216,545)	(2,759,838)	(1,101,400)
Fund balance - December 31	<u>(1,086,705)</u>	<u>(2,759,838)</u>	<u>(171,545)</u>	<u>(1,101,400)</u>	<u>(55,400)</u>

**FUND: PUBLIC SAFETY EXPANSION FUND (442)****Fund Description**

This fund was established in 2011 to account for revenues and expenditures related to maintaining and/or constructing buildings related to public safety. This should help alleviate the need for future borrowing when items need to be repaired, replaced or constructed.

**Projects in 2014 Budget**

Estimated cost for the Police Department Expansion project is \$4,370,000.

Estimated cost for the new Fire Station on the 3M campus is \$4,250,000.

The city is investigating the need to replace and/or renovate existing fire stations. The Police Department is in need of additional space and amenity upgrades.

CITY OF MAPLEWOOD  
**PUBLIC SAFETY EXPANSION FUND (442)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	198,065	253,800	253,800	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	101	1,120	3,320	5,000	20,000
3804 Sale of property	-	-	-	-	2,000,000
3809 Other	-	(38)	-	-	-
Total revenues	<u>101</u>	<u>199,147</u>	<u>257,120</u>	<u>258,800</u>	<u>2,020,000</u>
<u>Expenditures:</u>					
4930 Investment management fees	157	1,158	200	4,000	16,000
FIRE					
4480 Fees for service	-	-	-	10,630	-
4660 Building	-	-	-	-	4,090,770
4752 Engineering	458	17,096	-	200,000	-
4960 Engineering - in house	-	11,039	-	20,000	-
POLICE					
4165 Small equipment	-	3,029	-	-	-
4480 Fees for service	21,409	293	-	152,240	-
4660 Building	-	-	1,042,090	1,500,000	2,166,150
4752 Engineering	1,824	52,300	-	500,000	-
Total expenditures	<u>23,848</u>	<u>84,915</u>	<u>1,042,290</u>	<u>2,386,870</u>	<u>6,272,920</u>
Excess (deficit) of revenue over expenditures	(23,746)	114,232	(785,170)	(2,128,070)	(4,252,920)
Other financing sources (uses):					
Transfers in (out)					
General Fund	270,000	180,000	-	100,000	-
Bond Proceeds	-	-	3,534,200	3,487,240	1,000,000
Net increase (decrease) in fund balance	<u>246,254</u>	<u>294,232</u>	<u>2,749,030</u>	<u>1,459,170</u>	<u>(3,252,920)</u>
Fund balance - January 1	-	246,254	331,564	540,486	1,999,656
Fund balance - December 31	<u>246,254</u>	<u>540,486</u>	<u>3,080,594</u>	<u>1,999,656</u>	<u>(1,253,264)</u>

**FUND: PUBLIC SAFETY TRAINING FACILITY FUND (440)****Fund Description**

This fund was established in 2010 to account for the addition of an East Metro Public Safety Training Facility which will be operated under a joint powers agreement with surrounding departments.

**Projects in 2014 Budget**

Budget of \$4,335,000 was established in 2012.

This facility will allow firefighters to enhance their skills in a safe environment. It will allow for better training with the additions of a burn building, confined space area, tower burn building, a training room and other training props as needed. The facility will be built on five acres and will be environmentally friendly utilizing wind, solar and geothermal.

**Budget Comments**

The financing plan calls for County support in addition to grant monies.

CITY OF MAPLEWOOD  
**PUBLIC SAFETY TRAINING FACILITY FUND (440)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Intergovernmental:</u>					
3525 MNDOT/MSA	-	-	55,000	-	55,000
3530 State grant	-	-	-	-	3,000,000
3534 County grant	-	450,000	-	-	-
3542 Other Govt JPA	-	-	175,000	-	-
3544 Other grants/aid	-	-	55,000	-	55,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	22	(409)	-	-	-
<b>Total revenues</b>	<b>22</b>	<b>449,591</b>	<b>285,000</b>	<b>-</b>	<b>3,110,000</b>
<u>Expenditures:</u>					
4480 Fees for service	-	4,924	-	-	-
4751 Construction - building	-	1,000,686	604,330	604,330	2,318,790
4752 Engineering	91,184	262,888	-	-	-
4930 Investment management fees	34	17	-	-	-
4960 Engineering - in house	-	21,088	-	-	-
<b>Total expenditures</b>	<b>91,218</b>	<b>1,289,602</b>	<b>604,330</b>	<b>604,330</b>	<b>2,318,790</b>
Excess (deficit) of revenue over expenditures	(91,196)	(840,011)	(319,330)	(604,330)	791,210
Other financing sources (uses):					
Transfers in (out)					
Capital Improvement Projects Fund	-	-	235,000	235,000	-
Environmental Utility Fund	235,000	-	-	-	-
Sewer Fund	-	-	50,000	50,000	-
WAC Fund - St. Paul	-	-	50,000	50,000	-
<b>Net increase (decrease) in fund balance</b>	<b>143,804</b>	<b>(840,011)</b>	<b>15,670</b>	<b>(269,330)</b>	<b>791,210</b>
Fund balance - January 1	(677)	143,127	(15,653)	(696,883)	(966,213)
<b>Fund balance - December 31</b>	<b>143,127</b>	<b>(696,883)</b>	<b>17</b>	<b>(966,213)</b>	<b>(175,003)</b>

**FUND: REDEVELOPMENT FUND (430)****Fund Description**

In 1999, the special revenue fund titled Housing Replacement Fund was created to account for costs associated with revitalizing and reinvesting in housing. In 2004, the fund name was changed to Redevelopment Fund and it was reclassified as a capital projects fund. This was done to broaden the purpose of the fund to include commercial redevelopment and because most of the expenditures planned for the fund are for capital acquisition rather than operating activities. The mission of the fund is to revitalize and reinvest in housing stock and commercial properties to create economical, viable and diversified neighborhoods for the changing population.

**Projects in 2014 Budget****Housing Replacement Program - \$100,000**

The primary purpose of this program is to prevent neighborhoods from deteriorating. The council has adopted policy guidelines that set standards for the purchase and resale of properties. The cost estimate is based on the premise of purchasing a minimum of one property every other year.

CITY OF MAPLEWOOD  
**REDEVELOPMENT FUND (430)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3011 Current	-	-	19,520	19,520	39,530
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	12	253	790	200	990
Total revenues	<u>12</u>	<u>253</u>	<u>20,310</u>	<u>19,720</u>	<u>40,520</u>
<u>Expenditures:</u>					
4720 Land improvement	-	-	-	-	100,000
4930 Investment management fees	19	262	50	160	790
Total expenditures	<u>19</u>	<u>262</u>	<u>50</u>	<u>160</u>	<u>100,790</u>
Excess (deficit) of revenue over expenditures	(7)	(9)	20,260	19,560	(60,270)
Other financing sources (uses):					
Transfers in (out)					
General Fund	60,000	20,000	-	-	-
Net increase (decrease) in fund balance	<u>59,993</u>	<u>19,991</u>	<u>20,260</u>	<u>19,560</u>	<u>(60,270)</u>
Fund balance - January 1	(533)	59,460	79,460	79,451	99,011
Fund balance - December 31	<u><u>59,460</u></u>	<u><u>79,451</u></u>	<u><u>99,720</u></u>	<u><u>99,011</u></u>	<u><u>38,741</u></u>

**FUND: RIGHT OF WAY FUND (409)****Fund Description**

This fund was established in 2007 to account for the accumulation of funds received for degradation of City streets and right-of-ways. The funds are used for repairs.

**Projects in 2014 Budget**

None.

CITY OF MAPLEWOOD  
**RIGHT OF WAY FUND (409)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3320 Right of way permits	17,733	16,110	-	7,820	-
3801 Investment earnings	166	282	710	-	90
Total revenues	<u>17,899</u>	<u>16,392</u>	<u>710</u>	<u>7,820</u>	<u>90</u>
<u>Expenditures:</u>					
4930 Investment management fees	258	292	40	-	70
Total expenditures	<u>258</u>	<u>292</u>	<u>40</u>	<u>-</u>	<u>70</u>
Excess (deficit) of revenue over expenditures	17,641	16,100	670	7,820	20
Fund balance - January 1	49,265	66,906	71,446	83,006	90,826
Fund balance - December 31	<u>66,906</u>	<u>83,006</u>	<u>72,116</u>	<u>90,826</u>	<u>90,846</u>

**FUND: SEWER LIFT STATION NO. 8 REHAB (439)****Fund Description**

This fund was established in 2010 to finance the rehabilitation of lift station number 8. Funding will come from a transfer of money from the Sanitary Sewer Fund.

**Projects in 2014 Budget**

None.

**Budget Comments**

This fund was closed in 2011.

CITY OF MAPLEWOOD  
**SEWER LIFT STATION #8 REHAB FUND (439)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	(519)	-	-	-	-
Total revenues	<u>(519)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
Construction costs	14,656	-	-	-	-
Total expenditures	<u>14,656</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(15,175)	-	-	-	-
Other financing sources (uses):					
Transfers in (out)					
Sewer Fund	-	195,784	-	-	-
Net increase (decrease) in fund balance	<u>(15,175)</u>	<u>195,784</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	(180,610)	(195,784)	-	-	-
Fund balance - December 31	<u><u>(195,784)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**FUND: SEWER LIFT STATION NO. 14 FUND (447)****Fund Description**

This fund was established in 2013 with a transfer of money from the Sewer Fund. The fund will be used to finance the repair/replacement of lift station number 14.

**Projects in 2014 Budget**

Estimated project costs - \$250,000

This fund will most likely be closed in 2014.

CITY OF MAPLEWOOD  
**SEWER LIFT STATION #14 REHAB FUND (447)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	-	-	-	-	-
Total revenues	-	-	-	-	-
<u>Expenditures:</u>					
Construction costs	-	-	250,000	250,000	-
Total expenditures	-	-	250,000	250,000	-
Excess (deficit) of revenue over expenditures	-	-	(250,000)	(250,000)	-
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Sewer Fund	-	-	250,000	250,000	-
Net increase (decrease) in fund balance	-	-	-	-	-
Fund balance - January 1	-	-	-	-	-
Fund balance - December 31	-	-	-	-	-

**FUND: SEWER LIFT STATION NO. 18 FUND (435)****Fund Description**

This fund was established in 2005 with a transfer of surplus money from the Sewer Fund. The fund was used to finance the repair/replacement of lift station number 18.

**Projects in 2014 Budget**

None.

**Budget Comments**

This fund was closed in 2011.

CITY OF MAPLEWOOD  
**SEWER LIFT STATION #18 PROJECT FUND (435)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	7	-	-	-	-
Total revenues	<u>7</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
4930 Investment management fees	11	-	-	-	-
Total expenditures	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(4)	-	-	-	-
Other financing sources (uses):					
Transfers in (out)					
Sewer Fund	1,309	-	-	-	-
Net increase (decrease) in fund balance	<u>1,304</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	(1,304)	-	-	-	-
Fund balance - December 31	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**FUND: STORM CLEAN UP 7/16/11 FUND (444)****Fund Description**

This fund was established in 2011 with a transfer of money from the Environmental Utility Fund. The fund will be used to finance the investigation and remediation efforts of localized flooding issues.

**Projects in 2014 Budget**

None.

**Budget Comments**

Over the past few years the City has made improvements to the local drainage system on private property by acquiring easements and improving overflow elevations and installing new overflow piping outlets. Identifying minor improvements such as these in addition to more substantial improvements are expected.

CITY OF MAPLEWOOD  
**STORM CLEAN UP 7/16/11 FUND (444)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	96	103	-	-	-
Total revenues	96	103	-	-	-
<u>Expenditures:</u>					
4480 Fees for service	-	93	-	-	-
4751 Awarded construction contracts	-	88,200	-	10,450	-
4752 Engineering fees	9,707	25,169	-	35,000	-
4759 Other construction costs	-	30,318	-	138,580	-
4960 Engineering fees - in house	16,545	60,437	40,000	15,000	-
4930 Investment management fees	149	111	-	-	-
Total expenditures	26,402	204,328	40,000	199,030	-
Excess (deficit) of revenue over expenditures	(26,305)	(204,225)	(40,000)	(199,030)	-
Other financing sources (uses):					
Transfers in (out)					
Environmental Utility Fund	100,000	59,564	70,000	270,000	-
Net increase (decrease) in fund balance	73,695	(144,661)	30,000	70,970	-
Fund balance - January 1	-	73,695	(26,305)	(70,966)	4
Fund balance - December 31	73,695	(70,966)	3,695	4	4

**FUND: TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT 1-5 (426)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2001 for the expansion of the Schroeder Milk Company.

**Projects in 2014 Budget**

None.

**Budget Comments**

The tax increment district has a nine-year life. The agreement with Schroeder Milk Company provides that 90% of the annual tax increment revenues on the project be paid to the company for nine years. This district was decertified in 2012.

CITY OF MAPLEWOOD  
**TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-5 FUND (426)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	6,761	33,316	-	-	-
3801 Investment earnings	50	(2)	-	-	-
Total revenues	<u>6,812</u>	<u>33,314</u>	-	-	-
<u>Expenditures:</u>					
4480 Fees for service	308	413	-	-	-
4820 Interest payments	36,070	-	-	-	-
4930 Investment management fees	78	-	-	-	-
4950 Administrative charges	-	7,025	-	-	-
Total expenditures	<u>36,456</u>	<u>7,437</u>	-	-	-
Excess (deficit) of revenue over expenditures	(29,644)	25,876	-	-	-
Other financing sources (uses):					
Transfers in (out)					
TIF Housing District #1-2	-	-	-	(10,449)	-
TIF Housing District #1-9	-	-	-	(1,008)	-
Net increase (decrease) in fund balance	<u>(29,644)</u>	<u>25,876</u>	-	<u>(11,457)</u>	-
Fund balance - January 1	15,225	(14,419)	11,881	11,457	-
Fund balance - December 31	<u>(14,419)</u>	<u>11,457</u>	<u>11,881</u>	-	-

**FUND: TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT 1-11 (443)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Maplewood Mall area improvements.

**Projects in 2014 Budget**

None.

**Budget Comments**

The tax increment district has a nine-year life. The agreement calls for the utilization of tax increment to finance the city's public improvements which include construction of additional sidewalks along the ring-road around the Mall and roadways adjacent to the site and other public improvements and infrastructure needs in the district.

CITY OF MAPLEWOOD  
**TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-11 FUND (443)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	-	-	-	-	78,000
3801 Investment earnings	(8)	(209)	(130)	-	(2,370)
Total revenues	<u>(8)</u>	<u>(209)</u>	<u>(130)</u>	<u>-</u>	<u>75,630</u>
<u>Expenditures:</u>					
4480 Fees for service	12,826	956	-	-	-
Capital projects	-	182,592	-	39,170	-
4950 Administrative charges	-	-	-	840	2,340
Total expenditures	<u>12,826</u>	<u>183,547</u>	<u>-</u>	<u>40,010</u>	<u>2,340</u>
Excess (deficit) of revenue over expenditures	(12,834)	(183,757)	(130)	(40,010)	73,290
Fund balance - January 1	-	(12,834)	(12,834)	(196,591)	(236,601)
Fund balance - December 31	<u>(12,834)</u>	<u>(196,591)</u>	<u>(12,964)</u>	<u>(236,601)</u>	<u>(163,311)</u>

**FUND: TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT 1-12 (448)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2013 for the 3M Research and Development Facility.

**Projects in 2014 Budget**

None.

**Budget Comments**

The tax increment district has a twenty six-year life. The agreement with 3M provides that 80% of the annual tax increment revenues on the project be paid to the company. The remaining increment is required to be spent within the boundaries of the Project Area which includes the current 3M campus and adjoining right of way.

CITY OF MAPLEWOOD  
**TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-12 FUND (448)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	-	(1)	-	-	-
Total revenues	-	(1)	-	-	-
<u>Expenditures:</u>					
4480 Fees for service	-	1,000	-	40,000	-
Total expenditures	-	1,000	-	40,000	-
Excess (deficit) of revenue over expenditures	-	(1,001)	-	(40,000)	-
Fund balance - January 1	-	-	-	(1,001)	(41,001)
Fund balance - December 31	-	(1,001)	-	(41,001)	(41,001)

**FUND: TAX INCREMENT HOUSING DISTRICT 1-1 (413)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on County Road D.

**Projects in 2014 Budget**

A \$127,870 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2014 Budget.

**Budget Comments**

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-1 FUND (413)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	111,273	132,289	132,290	132,290	132,290
3801 Investment earnings	83	98	50	50	50
Total revenues	<u>111,356</u>	<u>132,387</u>	<u>132,340</u>	<u>132,340</u>	<u>132,340</u>
<u>Expenditures:</u>					
4480 Fees for service	297	282	500	500	500
4930 Investment management fees	128	100	-	-	40
4950 Administrative charges	-	22,627	3,970	3,970	3,970
Total expenditures	<u>426</u>	<u>23,009</u>	<u>4,470</u>	<u>4,470</u>	<u>4,510</u>
Excess (deficit) of revenue over expenditures	110,930	109,378	127,870	127,870	127,830
Other financing sources (uses):					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(110,930)	(109,380)	(127,870)	(127,870)	(127,870)
Net increase (decrease) in fund balance	<u>(0)</u>	<u>(2)</u>	<u>-</u>	<u>-</u>	<u>(40)</u>
Fund balance - January 1	5,403	5,403	5,403	5,401	5,401
Fund balance - December 31	<u>5,403</u>	<u>5,401</u>	<u>5,403</u>	<u>5,401</u>	<u>5,361</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-2 (414)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on Stillwater Road.

**Projects in 2014 Budget**

A \$167,870 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2014 Budget.

**Budget Comments**

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-2 FUND (414)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	149,649	173,515	173,510	173,510	173,510
3801 Investment earnings	110	120	70	70	70
Total revenues	<u>149,759</u>	<u>173,635</u>	<u>173,580</u>	<u>173,580</u>	<u>173,580</u>
<u>Expenditures:</u>					
4480 Fees for service	297	282	500	500	500
4930 Investment management fees	170	121	-	-	60
4950 Administrative charges	-	32,710	5,210	5,210	5,210
Total expenditures	<u>468</u>	<u>33,114</u>	<u>5,710</u>	<u>5,710</u>	<u>5,770</u>
Excess (deficit) of revenue over expenditures	149,291	140,521	167,870	167,870	167,810
Other financing sources (uses):					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(149,290)	(140,520)	(167,870)	(167,870)	(167,870)
TIF Economic Development District #1-5	-	-	-	10,449	-
Net increase (decrease) in fund balance	<u>1</u>	<u>1</u>	<u>-</u>	<u>10,449</u>	<u>(60)</u>
Fund balance - January 1	6,844	6,845	6,845	6,846	17,295
Fund balance - December 31	<u><u>6,845</u></u>	<u><u>6,846</u></u>	<u><u>6,845</u></u>	<u><u>17,295</u></u>	<u><u>17,235</u></u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-3 (415)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1987 for Cottages of Maplewood on Woodlyn Avenue.

**Projects in 2014 Budget**

A \$49,330 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2014 Budget.

**Budget Comments**

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-3 FUND (415)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	44,171	51,305	51,340	51,340	51,340
3801 Investment earnings	35	31	30	30	30
Total revenues	<u>44,206</u>	<u>51,336</u>	<u>51,370</u>	<u>51,370</u>	<u>51,370</u>
<u>Expenditures:</u>					
4480 Fees for service	330	313	500	500	500
4930 Investment management fees	54	32	-	-	20
4950 Administrative charges	-	14,416	1,540	1,540	1,540
Total expenditures	<u>384</u>	<u>14,761</u>	<u>2,040</u>	<u>2,040</u>	<u>2,060</u>
Excess (deficit) of revenue over expenditures	43,822	36,574	49,330	49,330	49,310
Other financing sources (uses):					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(43,820)	(36,570)	(49,330)	(49,330)	(49,330)
Net increase (decrease) in fund balance	<u>2</u>	<u>4</u>	<u>-</u>	<u>-</u>	<u>(20)</u>
Fund balance - January 1	2,830	2,832	2,832	2,836	2,836
Fund balance - December 31	<u>2,832</u>	<u>2,836</u>	<u>2,832</u>	<u>2,836</u>	<u>2,816</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-4 (416)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood - Phase I on Gervais Avenue.

**Projects in 2014 Budget**

A transfer of \$43,390 to the debt service fund is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase I provides that 100% of the annual tax increment revenues on the project be paid to the developer for the first 14.5 years. Then the City will receive the tax increments as reimbursement for sanitary sewer improvements related to the project that cost \$429,586.45 with interest at 6.0%. The final half-year of tax increment will be paid to the developer.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds when not being paid to the developer.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-4 FUND (416)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	40,991	43,970	43,970	43,970	43,970
3801 Investment earnings	30	48	20	20	20
Total revenues	<u>41,021</u>	<u>44,018</u>	<u>43,990</u>	<u>43,990</u>	<u>43,990</u>
<u>Expenditures:</u>					
4480 Fees for service	308	293	600	600	600
4930 Investment management fees	47	49	-	-	20
Total expenditures	<u>355</u>	<u>342</u>	<u>600</u>	<u>600</u>	<u>620</u>
Excess (deficit) of revenue over expenditures	40,666	43,676	43,390	43,390	43,370
Other financing sources (uses):					
Transfers in (out)					
1999 TIF Bonds	(40,560)	(43,680)	(43,390)	(43,390)	(43,390)
Net increase (decrease) in fund balance	<u>106</u>	<u>(4)</u>	<u>-</u>	<u>-</u>	<u>(20)</u>
Fund balance - January 1	1,954	2,060	2,060	2,056	2,056
Fund balance - December 31	<u>2,060</u>	<u>2,056</u>	<u>2,060</u>	<u>2,056</u>	<u>2,036</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-5 (417)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood - Phase II on Gervais Avenue.

**Projects in 2014 Budget**

A transfer of \$33,600 to the debt service fund is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase II provides that 100% of the annual tax increment revenues on the project be paid to the developer for the first 14.5 years. Then the City will receive the tax increments as reimbursement for sanitary sewer improvements related to the project that cost \$429,586.45 with interest at 6.0%. The final half-year of tax increment will be paid to the developer.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds when not being paid to the developer.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-5 FUND (417)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	31,766	34,182	34,180	34,180	34,180
3801 Investment earnings	23	37	20	20	20
Total revenues	<u>31,789</u>	<u>34,219</u>	<u>34,200</u>	<u>34,200</u>	<u>34,200</u>
<u>Expenditures:</u>					
4480 Fees for service	308	293	600	600	600
4930 Investment management fees	36	38	-	-	20
Total expenditures	<u>345</u>	<u>331</u>	<u>600</u>	<u>600</u>	<u>620</u>
Excess (deficit) of revenue over expenditures	31,445	33,889	33,600	33,600	33,580
Other financing sources (uses):					
Transfers in (out)					
1999 TIF Bonds	(31,440)	(33,890)	(33,600)	(33,600)	(33,600)
Net increase (decrease) in fund balance	<u>5</u>	<u>(1)</u>	<u>-</u>	<u>-</u>	<u>(20)</u>
Fund balance - January 1	1,529	1,533	1,533	1,532	1,532
Fund balance - December 31	<u>1,533</u>	<u>1,532</u>	<u>1,533</u>	<u>1,532</u>	<u>1,512</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-6 (418)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1995 for the Carefree Cottages of Maplewood - Phase III on Gervais Avenue.

**Projects in 2014 Budget**

A transfer of \$77,060 to the debt service fund is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase III provides that 90% of the annual tax increment revenues on the project be paid to the developer for the first 15 years.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds beginning in 2013 when the principal and interest payments begin.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-6 FUND (418)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	86,347	100,580	100,580	100,580	100,580
3801 Investment earnings	579	729	1,910	1,910	60
Total revenues	<u>86,927</u>	<u>101,309</u>	<u>102,490</u>	<u>102,490</u>	<u>100,640</u>
<u>Expenditures:</u>					
4480 Fees for service	308	293	600	600	600
4820 Interest payments	77,713	90,522	-	-	-
4930 Investment management fees	898	756	110	110	50
Total expenditures	<u>78,920</u>	<u>91,570</u>	<u>710</u>	<u>710</u>	<u>650</u>
Excess (deficit) of revenue over expenditures	8,007	9,738	101,780	101,780	99,990
Other financing sources (uses):					
Transfers in (out)					
1999 TIF Bonds	-	-	(287,000)	(287,000)	(77,060)
Net increase (decrease) in fund balance	<u>8,007</u>	<u>9,738</u>	<u>(185,220)</u>	<u>(185,220)</u>	<u>22,930</u>
Fund balance - January 1	173,442	181,449	191,209	191,188	5,968
Fund balance - December 31	<u>181,449</u>	<u>191,188</u>	<u>5,989</u>	<u>5,968</u>	<u>28,898</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-7 (428)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Van Dyke Village project on Van Dyke Street.

**Projects in 2014 Budget**

An interest payment to the developer in the amount of \$21,660 is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Van Dyke Village project provides that 94% of the annual tax increment revenues on the project be paid to the developer.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-7 FUND (428)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	21,846	23,039	23,040	23,040	23,040
3801 Investment earnings	20	17	-	-	-
Total revenues	<u>21,866</u>	<u>23,056</u>	<u>23,040</u>	<u>23,040</u>	<u>23,040</u>
<u>Expenditures:</u>					
4480 Fees for service	297	293	500	500	500
4820 Interest payments	20,535	21,657	21,660	21,660	21,660
4930 Investment management fees	31	18	-	-	-
4950 Administrative charges	-	4,248	690	690	690
Total expenditures	<u>20,864</u>	<u>26,216</u>	<u>22,850</u>	<u>22,850</u>	<u>22,850</u>
Excess (deficit) of revenue over expenditures	1,002	(3,159)	190	190	190
Fund balance - January 1	2,450	3,452	82	293	483
Fund balance - December 31	<u>3,452</u>	<u>293</u>	<u>272</u>	<u>483</u>	<u>673</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-8 (429)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Sibley Cove Apartments on County Road D.

**Projects in 2014 Budget**

An interest payment to the developer in the amount of \$58,240 is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Sibley Cove Apartments provides that 90% of the annual tax increment revenues on the project be paid to the developer.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-8 FUND (429)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	79,355	64,714	64,710	64,710	64,710
3801 Investment earnings	122	167	360	110	400
Total revenues	<u>79,477</u>	<u>64,881</u>	<u>65,070</u>	<u>64,820</u>	<u>65,110</u>
<u>Expenditures:</u>					
4480 Fees for service	297	293	500	500	500
4820 Interest payments	71,420	58,243	58,240	58,240	58,240
4930 Investment management fees	189	174	20	90	320
4950 Administrative charges	-	12,142	1,940	1,940	1,940
Total expenditures	<u>71,906</u>	<u>70,851</u>	<u>60,700</u>	<u>60,770</u>	<u>61,000</u>
Excess (deficit) of revenue over expenditures	7,571	(5,970)	4,370	4,050	4,110
Fund balance - January 1	34,199	41,770	35,550	35,800	39,850
Fund balance - December 31	<u>41,770</u>	<u>35,800</u>	<u>39,920</u>	<u>39,850</u>	<u>43,960</u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-9 (438)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2009 for the Gethsemane Senior Housing development to be located south of Gethsemane Lutheran Church. The project never moved forward and the district was decertified in 2012.

**Projects in 2014 Budget**

None.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-9 FUND (438)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3801 Investment earnings	(17)	(23)	-	-	-
3809 Other	-	5,400	-	-	-
Total revenues	<u>(17)</u>	<u>5,377</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
4480 Fees for service	381	301	-	-	-
Total expenditures	<u>381</u>	<u>301</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(397)	5,076	-	-	-
Other financing sources (uses):					
Transfers in (out)					
TIF Economic Development District #1-5	-	-	-	1,008	-
Net increase (decrease) in fund balance	<u>(397)</u>	<u>5,076</u>	<u>-</u>	<u>1,008</u>	<u>-</u>
Fund balance - January 1	(5,687)	(6,084)	(6,084)	(1,008)	-
Fund balance - December 31	<u><u>(6,084)</u></u>	<u><u>(1,008)</u></u>	<u><u>(6,084)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**FUND: TAX INCREMENT HOUSING DISTRICT 1-10 (441)****Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Shores Senior Living development.

**Projects in 2014 Budget**

An interest payment to the developer in the amount of \$112,780 is included in the 2014 Budget.

**Budget Comments**

This tax increment district has a 25-year life. The agreement with the developer for the Shores Senior Living provides that 90% of the annual tax increment revenues on the project be paid to the developer.

CITY OF MAPLEWOOD  
**TAX INCREMENT HOUSING DISTRICT #1-10 FUND (441)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Revenues:</u>					
3015 Tax increments	-	-	-	-	125,310
3801 Investment earnings	(17)	(84)	(150)	(150)	(380)
Total revenues	<u>(17)</u>	<u>(84)</u>	<u>(150)</u>	<u>(150)</u>	<u>124,930</u>
<u>Expenditures:</u>					
4480 Fees for service	12,605	22,507	-	-	-
4820 Interest payments	-	-	-	-	112,780
4950 Administrative charges	-	-	-	-	3,760
Total expenditures	<u>12,605</u>	<u>22,507</u>	<u>-</u>	<u>-</u>	<u>116,540</u>
Excess (deficit) of revenue over expenditures	(12,622)	(22,591)	(150)	(150)	8,390
Fund balance - January 1	(2,750)	(15,372)	(15,372)	(37,963)	(38,113)
Fund balance - December 31	<u>(15,372)</u>	<u>(37,963)</u>	<u>(15,522)</u>	<u>(38,113)</u>	<u>(29,723)</u>

**FUND: WATER AVAILABILITY CHARGE - NORTH ST. PAUL WATER SERVICE DISTRICT (408)****Fund Description**

This fund accounts for the receipt of water availability charge and water surcharge revenues collected in the North St. Paul Water Service District and disbursements to finance unassessed water system improvements.

**Projects in 2014 Budget**

None.

**Budget Comments**

This fund has been used to finance unassessed water system improvements in the North St. Paul Water Service District. Most of the expenditures in prior years have been for the new well that the City of North St. Paul constructed to serve residents in the northeast section of Maplewood. The final payment on this well was made in 1992.

CITY OF MAPLEWOOD  
**WATER AVAILABILITY CHARGE FUND - NORTH ST. PAUL WATER DISTRICT (408)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	9,511	11,253	11,350	11,350	11,350
3801 Investment earnings	(168)	(201)	(460)	(110)	(360)
Total revenues	<u>9,343</u>	<u>11,052</u>	<u>10,890</u>	<u>11,240</u>	<u>10,990</u>
<u>Expenditures:</u>					
Capital projects	4,256	122	-	-	-
4485 Fees for utility billing	1,546	1,419	1,550	1,550	1,550
Total expenditures	<u>5,802</u>	<u>1,541</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>
Excess (deficit) of revenue over expenditures	3,542	9,510	9,340	9,690	9,440
Fund balance - January 1	(58,776)	(55,235)	(45,685)	(45,724)	(36,034)
Fund balance - December 31	<u>(55,235)</u>	<u>(45,724)</u>	<u>(36,345)</u>	<u>(36,034)</u>	<u>(26,594)</u>

**FUND: WATER AVAILABILITY CHARGE - ST. PAUL WATER SERVICE DISTRICT (407)****Fund Description**

This fund accounts for the receipt of water availability charge and water surcharge revenues collected in the St. Paul Water Service District and disbursements to finance unassessed water system improvements.

**Projects in 2014 Budget**

None.

**Budget Comments**

This fund will be used to finance unassessed water system improvements in the St. Paul Water Service District.

CITY OF MAPLEWOOD  
**WATER AVAILABILITY CHARGE FUND - ST. PAUL WATER DISTRICT (407)**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3012 Delinquent	-	3,176	-	-	-
<u>Special Assessments:</u>					
3110 Current	-	687	-	-	-
3130 Delinquent	-	197	-	-	-
3160 Penalties and interest	-	87	-	-	-
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	170,087	218,686	268,130	262,000	302,310
3801 Investment earnings	358	897	330	670	2,520
3808 Water availability charges	19,230	40,720	36,960	11,740	19,230
 Total revenues	 <u>189,675</u>	 <u>264,449</u>	 <u>305,420</u>	 <u>274,410</u>	 <u>324,060</u>
<u>Expenditures:</u>					
Capital projects	17,024	502	-	-	-
4485 Fees for utility billing	876	871	5,280	3,680	5,280
4930 Investment management fees	556	927	20	540	2,020
 Total expenditures	 <u>18,456</u>	 <u>2,299</u>	 <u>5,300</u>	 <u>4,220</u>	 <u>7,300</u>
 Excess (deficit) of revenue over expenditures	 171,220	 262,150	 300,120	 270,190	 316,760
 Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	(40,463)	(100,000)	(80,000)	(250,000)	(205,000)
Debt service funds	(49,320)	(41,047)	(45,760)	(45,760)	(45,310)
 Net increase (decrease) in fund balance	 <u>81,437</u>	 <u>121,103</u>	 <u>174,360</u>	 <u>(25,570)</u>	 <u>66,450</u>
 Fund balance - January 1	 75,278	 156,715	 33,325	 277,818	 252,248
 Fund balance - December 31	 <u>156,715</u>	 <u>277,818</u>	 <u>207,685</u>	 <u>252,248</u>	 <u>318,698</u>



MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

## DEBT SERVICE BUDGET

The fact that Maplewood has debt is not unusual; most cities have debt just like most homeowners have a mortgage. Maplewood's debt consists of public works improvement bonds, tax increment bonds, equipment certificates, capital improvement plan bonds, state street aid bonds and bond issues approved by voters in referendums. Minnesota cities are prohibited by state law from issuing bonds to finance their operating budget.

The City's Debt Service Budget is financed by the Debt Service Fund which accounts for the accumulation and use of financial resources to pay principal and interest on long-term debt. A separate Debt Service Sub-Fund is required for each bond issue.

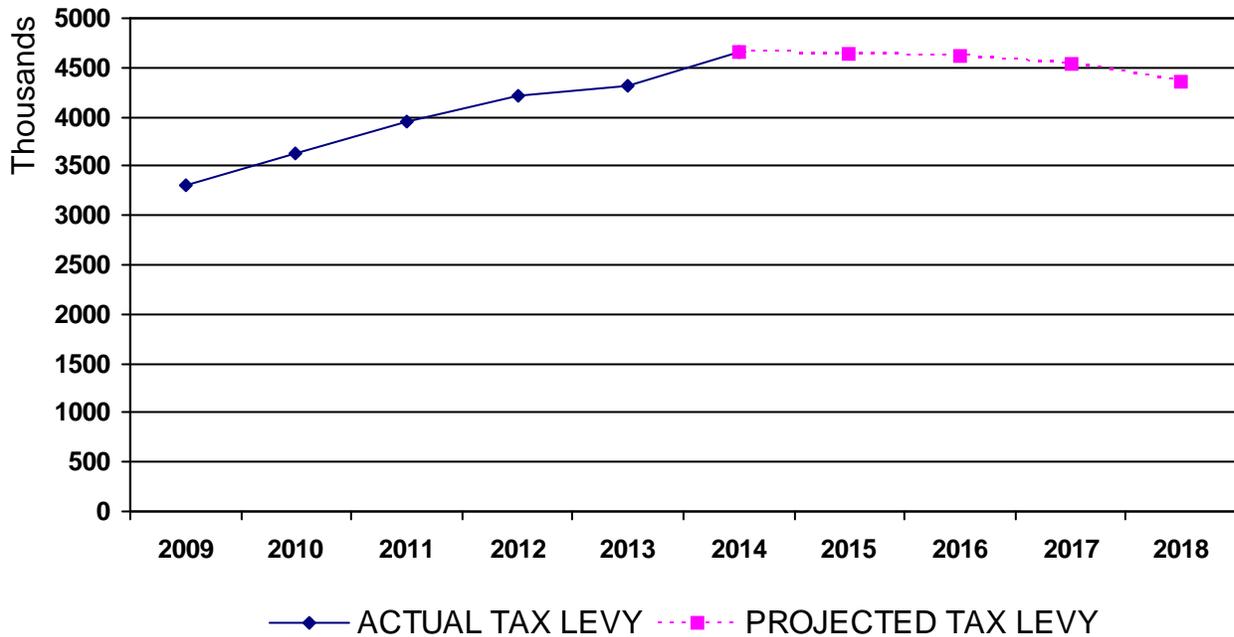
The 2014 Budget for the Debt Service Fund includes a tax levy of \$4,658,600 which is an 8.0% increase over 2013. The following table lists a breakdown by bond issue type along with a comparison for 2013:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2013	2014	
\$3,065,670	\$3,226,680	Public Works Improvement Bonds
377,500	344,700	Open Space Bonds
555,100	465,000	Tax Abatement Bonds
0	351,160	Capital Improvement Plan Bonds
315,260	271,060	Fire Safety Bonds
\$4,313,530	\$4,658,600	TOTAL

Annually the tax levies scheduled for each bond issue are adjusted. The adjustment of levies originally scheduled is based upon an amortization of the projected surplus or deficit for each bond issue. Also, there is an adjustment to "even out" the annual increase over the next five years.

The graph below shows how debt service tax levies have changed annually over the past five years and how they will change annually through 2018. The amounts listed are for existing bond issues.

### DEBT SERVICE TAX LEVIES 2009 TO 2018 - ACTUAL AND PROJECTED



Revenues for the 2014 Debt Service Budget total \$8,366,560 and consist of property taxes, special assessments, intergovernmental aid and investment interest. Property tax revenue totals \$4,604,400 and is based upon the assumption that 98.84% of the tax levy will be collected. Anticipated 2014 revenues from special assessments are \$1,875,740, state street aid is \$1,125,070, state local government aid is \$530,710, federal interest credit aid is \$147,710 and investment interest will be approximately \$82,930.

Expenditures for the 2014 Debt Service Budget total \$12,516,800 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2014 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2013, the City's net debt outstanding will be \$77,386,134. This is an increase of 0.5% from the balance on December 31, 2012. On December 31, 2014, the City's net debt outstanding will be \$73,255,235, which is a decrease of 5.3% from the balance on December 31, 2013.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2013	2014
Tax Increment Bonds	\$1,767,297	\$1,244,839
Open Space Bonds	725,000	365,000
Public Works Improvement Bonds	56,080,000	55,350,000
Sewer Revenue Bonds	1,625,000	1,470,000
Environmental Utility Revenue Bonds	3,715,000	3,520,000
St. Paul Water Utility Revenue Bonds	480,000	450,000
Equipment Certificates	450,000	450,000
Fire Safety Bonds	2,145,000	3,630,000
Tax Abatement Bonds	3,080,000	2,695,000
MSA Bonds	8,925,000	8,385,000
Capital Improvement Plan Bonds	485,000	4,245,000
Total debt payable – January 1	79,477,297	81,804,839
New debt issues	9,880,000	5,476,000
Debt retired/refunded	7,552,458	9,674,672
Total debt payable - December 31	81,804,839	77,606,167
Escrow balance for bonds to be called	(4,418,705)	(4,350,932)
Net debt outstanding – December 31	\$77,386,134	\$73,255,235
Percent increase (decrease)	0.5%	-5.3%

The anticipated new debt for 2014 of \$5,476,000 is for public improvements and public safety buildings.

---

## DEBT CAPACITY

During the preparation of the Capital Improvement Plan, the City's present and future debt capacity was evaluated. This was done to determine the amount of additional bonds that could be issued to finance the projects that were requested by departments for the Capital Improvement Plan. The primary emphasis of the debt capacity analysis was to determine the amount of debt that could be issued without causing a downgrading of the City's bond rating. Also, the analysis included a projection of the City's legal debt margin which is the difference between the maximum debt allowed under state law and the amount of debt outstanding. It is the City's policy to minimize the issuance of debt when possible especially if it would cause a downgrading of the City's bond rating.

Bond ratings are based on economic, debt, administrative, and fiscal factors. Consequently, ratings are subjective and there is not a formula that can be followed to calculate a bond rating. However, there are two measures for comparing relative debt burdens: debt per capita and the ratio of debt to tax base. Unfortunately there are not any absolute benchmarks as to what these ratios should be.

The analysis of Maplewood's debt capacity included a review of data for the past five years on debt ratios and bond ratings. Also, the analysis included a projection of future debt transactions, population changes, tax base growth, and debt ratios. The projected debt ratios indicate that Maplewood will probably be able to maintain its present bond rating through 2018.

## LEGAL DEBT LIMIT

The State legal debt limit is 3.0% of the assessor's market value of the City's tax base. Bond issues covered by this limit are those that are financed by property taxes unless at least 20% of the annual debt service costs are financed by special assessments or tax increments. Maplewood will have five bond issues that will be subject to the debt limit: the Open Space Bonds, Series 2002D (which will be paid off in 2014); Capital Improvement Plan Bonds, Series 2004D; Equipment Certificates, Series 2012A; Capital Improvement Plan Bonds, Series 2013A; and Fire Safety Refunding Bonds, Series 2013B.

The difference between the statutory debt limit and the bonds outstanding that are covered by the debt limit is referred to as the legal debt margin. The table on the next page shows Maplewood's legal debt margin for the years 2014-2018. It indicates that the City is and will be significantly under the legal debt limit for the entire period.

**Projection of Legal Debt Margin  
December 31**

	2014	2015	2016	2017	2018
Market value of taxable property	\$3,120,009,000	\$3,213,609,000	\$3,310,017,000	\$3,409,318,000	\$3,511,598,000
Statutory debt limit: 3.0% of market value	93,600,270	96,408,270	99,300,510	102,279,540	105,347,940
<u>Amount of debt applicable to debt limit:</u>					
Capital Improvement Plan Bonds 2004D	420,000	385,000	350,000	315,000	275,000
Equipment Certificates 2012A	390,000	325,000	260,000	195,000	130,000
Police Dept Expansion 2013A	3,385,000	3,220,000	3,050,000	2,880,000	2,705,000
Fire Safety Refunding Bonds 2013B	1,695,000	1,465,000	1,235,000	995,000	750,000
Total debt applicable to debt limit	5,890,000	5,395,000	4,895,000	4,385,000	3,860,000
Legal debt margin	87,710,270	91,013,270	94,405,510	97,894,540	101,487,940

## BOND RATINGS

The City has utilized two different rating agencies over the years - Moody's Investor Services and Standard and Poor's. In 1989, Moody's improved the City's rating from 'A-1' to 'Aa'. The improved rating was due to "continued growth and diversification of the City's economy, strength and long-term stability of its dominant taxpayer and well maintained finances" according to the Moody's Credit Report.

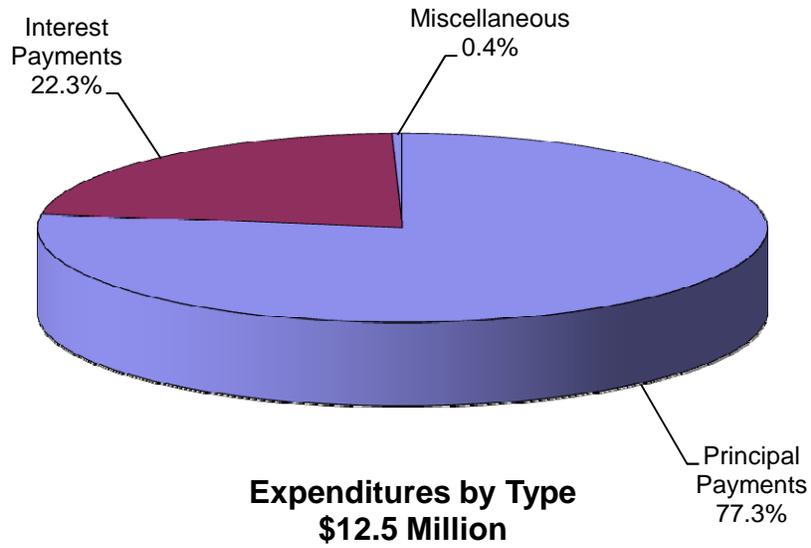
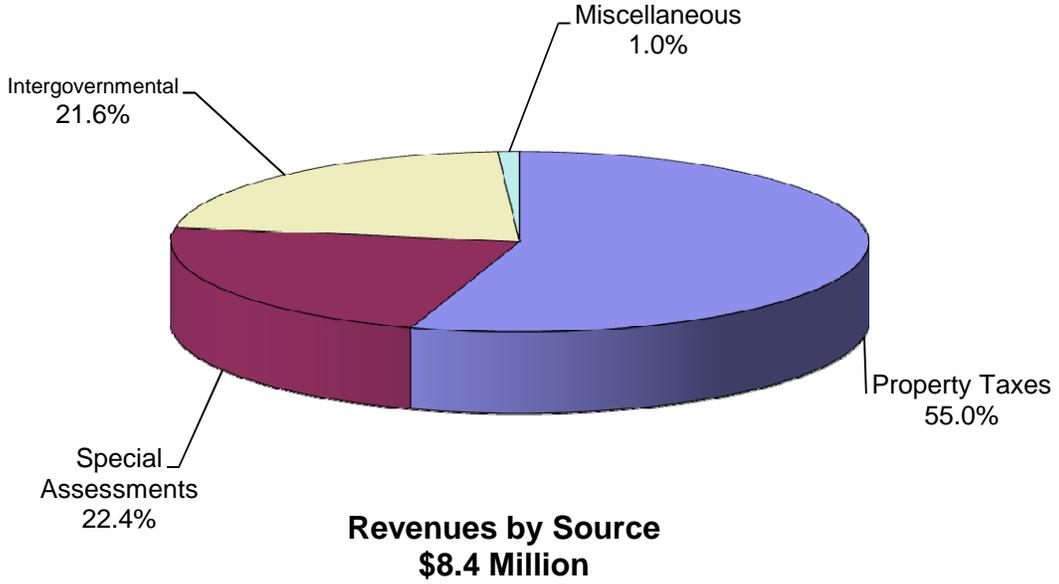
In 1997 Moody's revised their rating scale and the 'Aa' rating was replaced with 'Aa2' and 'Aa3' ratings. Maplewood had the 'Aa2' rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were 'Aa2' or better in November 2005.

For the 2010 bond issues, the City used Standard & Poor's Ratings Services. Maplewood was assigned an 'AA+' rating with a stable outlook. The secure range scale ratings from highest to lowest are 'AAA', 'AA', 'A', and 'BBB'.

For the 2011 bond issue, the City returned to Moody's Investor Services and was assigned a rating of Aa1, which is equivalent to the AA+ assigned by Standard and Poor's. This is the second highest investment grade in the scale. Part of Moody's rationale for their decision was "stable financial operations, supported by satisfactory General Fund reserves and sound fiscal policies". The Aa1 rating was reaffirmed for the 2012 and 2013 bond issues.

# 2014 DEBT SERVICE BUDGET

## Summary of Revenues and Expenditures



CITY OF MAPLEWOOD  
**DEBT SERVICE BUDGET**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Revenues:					
<u>Property Taxes:</u>					
3011 Current	3,822,310	4,163,022	4,210,720	4,210,720	4,604,400
3012 Delinquent	24,268	20,228	-	-	-
<u>Special Assessments:</u>					
3110 Current	1,861,546	1,997,518	1,617,670	2,212,850	1,875,740
3130 Delinquent	77,794	23,062	-	-	-
3140 Deferred	1,059,591	814,165	-	-	-
3160 Penalties	24,334	10,527	-	-	-
3190 Deferred - County	23,285	-	-	-	-
<u>Intergovernmental Revenue:</u>					
3517 Federal grant	265,841	158,950	155,120	155,120	147,710
3521 State local government aid	-	-	-	-	530,710
3525 State street construction aid	590,015	540,000	578,590	578,590	890,140
3526 State street maintenance aid	293,144	274,413	255,010	264,120	234,930
<u>Miscellaneous Revenue:</u>					
3809 Miscellaneous	(2,715)	2,439	-	-	-
3801 Investment earnings	26,483	33,217	119,730	81,210	82,930
Total revenues	8,065,896	8,037,540	6,936,840	7,502,610	8,366,560

CITY OF MAPLEWOOD  
**DEBT SERVICE BUDGET**  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Expenditures:					
<u>Debt Service:</u>					
4810 Principal:					
Regular	6,955,000	6,825,000	7,552,460	7,552,460	7,919,670
Called bonds	4,000,000	-	-	-	1,755,000
4820 Interest	2,926,357	2,898,433	2,997,070	2,997,070	2,789,310
4840 Paying agent fees	8,015	7,259	8,170	9,670	9,030
<u>Other Charges:</u>					
4480 Fees for service	7,500	71,791	12,850	97,770	14,350
4930 Investment management fees	35,414	28,274	29,430	16,990	29,440
 Total expenditures	 13,932,285	 9,830,756	 10,599,980	 10,673,960	 12,516,800
 Excess (deficit) of revenue over expenditures	 (5,866,390)	 (1,793,216)	 (3,663,140)	 (3,171,350)	 (4,150,240)
Other financing sources (uses):					
Bond sale proceeds (net)	227,442	2,751,761	-	4,213,907	-
Transfers in (out)					
Debt Service Sub-Fund (in)	3,645,320	-	-	-	1,970,780
Debt Service Sub-Fund (out)	(3,645,320)	-	-	-	(1,970,780)
Environmental Utilitiy Fund	193,050	301,460	399,690	399,690	394,770
Recycling/Trash Fund	-	-	77,960	77,960	76,440
General Fund	-	159,876	-	-	-
Sewer Fund	269,150	266,930	264,710	264,710	267,570
Tax Increment Funds	376,040	364,040	709,060	709,060	499,120
St. Paul WAC Fund	49,320	41,047	45,760	45,760	45,310
 Net increase (decrease) in fund balance	 (4,751,388)	 2,091,898	 (2,165,960)	 2,539,737	 (2,867,030)
 Fund balance - January 1	 15,049,610	 10,298,222	 11,128,372	 12,390,120	 14,929,857
 Fund balance - December 31	 10,298,222	 12,390,120	 8,962,412	 14,929,857	 12,062,827

**DEBT SERVICE BUDGET  
BUDGETED CHANGES IN FUND BALANCES**

SUB- FUND NO.	BALANCE 01-01-14	REVENUES	EXPENDITURES	OTHER SOURCES & USES	BALANCE 12-31-14	
336	G.O. Tax Increment Bonds - 1999B	269,798	670	151,080	154,050	273,438
344	G.O. Open Space Refunding Bonds - 2002D	39,066	340,700	379,720	0	46
347	G.O. Refunding Bonds - 2004A	57,553	0	2,028,340	1,970,780	(7)
348	G.O. Improvement Bonds - 2004B	185,384	1,101,640	1,019,520	0	267,504
349	G.O. Tax Abatement Bonds - 2004C	73,120	459,300	498,920	0	33,500
350	G.O. Capital Improvement Bonds - 2004D	9,708	56,710	55,810	0	10,608
351	G.O. State Aid Street Bonds - 2004E	234,323	396,530	396,600	0	234,253
353	G.O. Improvement Bonds - 2005A	847,878	60,760	195,000	0	713,638
354	G.O. Improvement Bonds 2006A	107,562	477,120	506,980	0	77,702
356	G.O. Improvement Bonds - 2007A	1,074,233	485,640	937,620	48,550	670,803
357	G.O. Improvement Bonds - 2007B	255,734	349,180	469,180	90,240	225,974
358	G.O. Bonds - 2008A	648,293	641,780	988,620	157,710	459,163
359	G.O. Improvement & Refunding Bonds - 2008B	291,894	45,830	143,250	0	194,474
360	G.O. Improvement Bonds - 2009A	139,322	494,130	512,040	0	121,412
361	G.O. Improvement Bonds - 2009B	148,713	351,090	378,540	0	121,263
362	G.O. Improvement Bonds - 2010A	1,787,207	732,480	1,331,130	136,430	1,324,987
363	G.O. Refunding Bonds - 2010B	479,159	127,990	751,630	475,210	330,729
364	G.O. Improvement Bonds - 2011A	697,368	529,510	819,500	144,580	551,958
365	G.O. Improvement Bonds - 2012A	944,017	827,690	687,540	76,440	1,160,607
366	G.O. State Aid Street Refunding Bonds - 2012B	2,510,125	51,810	52,260	0	2,509,675
367	G.O. Improvement Bonds - 2013A	403,293	543,170	163,850		782,613
368	G.O. Refunding Bonds - 2013B	3,726,107	292,830	49,670	(1,970,780)	1,998,487
Grand Total						
	14,929,857	8,366,560	12,516,800	1,283,210	12,062,827	

Principal and interest payments due over the life of the City's bonds are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>TOTAL</u>
2014	9,674,672	2,789,308	12,463,980
2015	10,330,536	2,469,477	12,800,013
2016	7,611,101	2,165,935	9,777,036
2017	7,307,818	1,920,308	9,228,126
2018	8,899,227	1,681,857	10,581,084
2019	6,471,288	1,372,317	7,843,605
2020	5,463,033	1,173,876	6,636,909
2021	5,064,354	978,077	6,042,431
2022	4,319,724	795,408	5,115,132
2023	4,158,086	638,305	4,796,391
2024	3,330,000	421,541	3,751,541
2025	2,235,000	311,716	2,546,716
2026	2,055,000	226,289	2,281,289
2027	1,240,000	155,713	1,395,713
2028	940,000	118,350	1,058,350
2029	800,000	88,463	888,463
2030	700,000	60,375	760,375
2031	720,000	33,188	753,188
2032	485,000	9,700	494,700
TOTAL	<u>81,804,839</u>	<u>17,410,203</u>	<u>99,215,042</u>

53.6% of the principal is due within 5 years and 84.7% of the principal is due within 10 years.

---

## **BUDGET PROCESS**

### **BUDGET PREPARATION**

The budget is a financial plan to provide city services and accomplish city goals. The budget is for the calendar year which is the city's fiscal year. Preparation of the budget begins in March of each year in the Finance Department. Financial projections for the debt service portion of the budget are prepared for existing bond issues. As a result of this process the property tax levy for debt service is determined.

In April, the Finance Department prepares wage and benefit estimates for the next year assuming that no new positions will be added. Also, operating budget worksheets and budget preparation instructions are prepared for department heads. The operating budget worksheets include guideline budget request amounts for each expenditure account that are calculated using the original budget for the current year with an inflation adjustment for the next year.

In May, the City Manager and Finance Director together meet with department heads individually to discuss department objectives and performance indicators that will be included in the operating portion of the budget. The relationship of department objectives to the city's strategic plan is closely scrutinized. Also during May, the Finance Department starts to prepare revenue estimates for the current and upcoming year.

The capital improvement portion of the budget is prepared in June based on the five-year capital improvement plan. Also during June, department heads submit their operating budget requests to the City Manager and Finance Director. The Finance Director prepares a listing of recommended tentative revisions to department requests based upon an in-depth review of the requests.

In July, the Finance Director prepares a preliminary report on next year's budget for review and discussion with the City Manager and department heads. Then the City Manager and Finance Director together meet with department heads individually to discuss the final revisions to their budget requests. The Finance Department prepares the proposed budget booklet and it is distributed to the City Council in August.

### **BUDGET REVIEW BY CITY COUNCIL**

During August special Council meetings are held to review the budget. In September, the City Council approves a proposed property tax levy for the budget and schedules public hearing dates. This information is sent to Ramsey County for notices that are prepared. The tax levy approved can be reduced when the budget is adopted but it cannot be increased.

Ramsey County mails a notice to each property owner in November. The notice indicates the proposed property tax bill for the next year with a breakdown between the portions for the county, city, school district and miscellaneous taxing districts. The notice also indicates the dates and locations for budget and tax hearings that will be held by each taxing district.

---

## **BUDGET PROCESS**

### **BUDGET ADOPTION**

In December the City Council holds a public hearing on the budget and tax levy. At the public hearing the budget and tax levy can be reduced and must be adopted. Information on the adopted levy is sent to Ramsey County for preparation of property tax bills.

### **BUDGET CALENDAR**

March – Financial projections for the debt service portion of the budget are prepared for existing bond issues.

April – Finance Department prepares wage and benefit estimates, operating budget worksheets and budget preparation instructions

May – Meetings held with department heads to discuss department objectives and performance indicators that will be included in the operating portion of the budget.

June – Capital improvement portion of the budget is prepared and department heads submit their operating budget requests.

July – Major budget items are prioritized, final revisions to budget requests are made and the Finance Department prepares the proposed budget booklet.

August – Proposed budget booklet is distributed to the City Council. Press release on the budget is issued and special Council meetings to review are scheduled.

September – City Council approves a proposed property tax levy for the budget and schedules public hearing dates.

November – Ramsey County mails a notice to each property owner that indicates the proposed property tax bill for the next year with dates and locations for budget and tax hearings that will be held by each taxing district.

December – City Council holds a public hearing on the budget and tax levy. At the public hearing the budget and tax levy can be modified and must be adopted.

---

## **FINANCIAL POLICIES AND PROCEDURES**

### **BASIS OF ACCOUNTING/BUDGETING**

The modified accrual basis was used for the budgets for most of the funds in the budget. Under this basis, revenues are recognized in the accounting period that they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The accrual basis was used for the budgets of the enterprise and internal service funds in the Operating Budget. Under this basis, revenues are recognized in the accounting period that they are earned and measurable; expenses are recognized in the accounting period that they are incurred, if measurable. The basis of budgeting is the same as the basis of accounting.

### **BALANCED BUDGET**

The annual operating budget shall be prepared such that current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures. One-time revenues or drawdown of excess reserves will not be used to fund on-going expenditures. These one-time funding sources shall only be used to fund capital improvements, capital equipment, or other one-time expenditures.

### **BUDGETARY CONTROL**

The legal level of budgetary control is at the department level in the General Fund and at the fund level in all other funds.

The City legally adopts annual budgets for the General Fund and the Recreation Programs Special Revenue Fund. The City also adopts annual budgets for the Special Revenue, Debt Service and Capital Project Funds which are prepared on the modified accrual basis of accounting, except for the Federal Grant and State Grant Funds. Budgets were not adopted for these funds in 2014 and therefore, individual budget schedules are not presented. The budgets adopted for the Special Revenue and Capital Project Funds indicate the amount that can be expended by fund based upon detailed budget estimates for individual expenditure accounts. The General Fund budget is by department and the budget for the Debt Service fund is adopted as totals for all bond issues. Budgets are also adopted as needed to calculate user charges for the Enterprise and Internal Service Funds and to determine debt service tax levies.

---

# FINANCIAL POLICIES AND PROCEDURES

## BUDGET AMENDMENT PROCESS

Budget appropriations are by department total within the General Fund rather than by line item (i.e., account). Budget changes that involve the transfer of appropriations among accounts only require the approval of the City Manager or his/her designee. Council approval is required for budget changes that involve a transfer of appropriations between funds or from contingency accounts. The budget changes can be made at any Council meeting.

For budget changes that can be approved by the City Manager or designee, the procedure involves the appropriate department head completing a budget transfer request form on which the following is indicated: budget transfer amount, accounts involved, purpose, justification, date approved by department head, and department head initials. This form is submitted to the Finance Director for review. Upon approval by the Finance Director, a copy of the form is given to the department head.

## FINANCIAL POLICIES

### **Objectives**

The objectives of this Financial Policy are:

- To provide both short term and long term future financial stability by ensuring adequate funding for providing services needed by the community;
- To protect the City council's policy-making ability by ensuring that important policy decisions are not dictated by financial problems or emergencies to prevent financial difficulties in the future;
- To provide sound principles to guide the decisions of the City Council and management;
- To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, distribute the cost of municipal services fairly, and provide adequate funding to operate desired programs;
- To provide essential public facilities and prevent deterioration of the City's public facilities and infrastructure;
- To protect and enhance the City's credit rating and prevent default on any municipal debt;
- To create a document that staff and Council members can refer to during financial planning, budget preparation and other financial management issues.

---

## FINANCIAL POLICIES AND PROCEDURES

### Accounting, Budgeting and Financial Planning

1. The Annual Operating Budget shall be prepared such that current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures.
2. One-time revenues or drawdown of excess reserves will not be used to fund on-going expenditures. These one-time funding sources shall only be used to fund capital improvements, capital equipment or other one-time expenditures.
3. Charges for services and other revenues will be examined annually during the budget process and adjusted as deemed necessary to respond to cost increases or any other changing circumstances.
4. The City shall annually submit the Budget to the Government Finance Officers Association (GFOA) for the purpose of earning the Distinguished Budget Presentation Award.
5. The City shall annually submit the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for the purpose of earning the Certificate of Achievement for Excellence in Financial Reporting.
6. The City's CAFR and annual Budget shall be made available to citizens and the general public upon request and available on the City's website. The City shall strive to maintain full transparency and accountability of all of its financial resources and assets.
7. The City will establish and maintain accounting practices that conform to generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.
8. An independent certified public accounting firm will perform an annual audit and a CAFR shall be issued no later than six months following year-end.

### Revenue Management

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of city revenue: property taxes and fees/charges.

---

## FINANCIAL POLICIES AND PROCEDURES

### A. Property Taxes

- When possible, property tax increases should accommodate incremental adjustments. Further, when discussing property taxes, the City should simultaneously explore other revenue and expenditure alternatives that will maximize the City's future financial flexibility and ability to provide services. This may include considering options such as debt management, fees and charges, cost allocation, use of reserves, and expenditure cuts.

Possible factors for considering an increase in property tax include:

- Maintenance of City services.
- Long-term protection of the City's infrastructure
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain or improve the City's bond rating.
- Funding City development and redevelopment projects that will clearly result in future tax base increases. The expenditures of development and redevelopment funds must be in accordance with a defined strategy as shown in the City's Comprehensive Plan, Capital Improvement Program and other Council documents.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.

### B. Service Fees and Charges

The City will consider service fees and charges wherever appropriate for the twin purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. Service fees and charges broaden the base to include tax exempt properties, which still have municipal costs associated with the property. Specifically, the City may:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.
- As part of the City's enterprise effort, evaluate City services and pursue actions to accomplish the following:
  - Find community based partners to share in service delivery.
  - Make services financially self supporting or, when possible, profitable.

---

## FINANCIAL POLICIES AND PROCEDURES

- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services and a policy for establishing fees will be set for each. Included as part of this process may be a market analysis that compares our fees to comparable market cities.
- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.
- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

### C. Non-recurring Revenues

Several revenue sources, such as intergovernmental transfers, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The City Manager and Finance Director shall insure that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for on-going operating costs.

### Fund Reserves

The City's fund reserves are primarily based on the timing of property tax payments. The first significant payment of property taxes in each year is received in June.

1. **General Fund** - The City's unreserved fund balance in the General Fund shall be maintained at a minimum level of 36.1% of annual general fund revenues with a goal of achieving 40.0%.
2. **Special Revenue Funds** – Temporary deficits in these funds will be financed by loans from other funds with an interest rate equal to the average rate earned on city investments.
3. **Debt Service Funds** - The City's fund balance in the Debt Service fund shall be at a minimum level of 50% of annual debt service expenditures. Because the majority of annual debt service is paid on February 1 and August 1 of each year, funds must be on hand for payment of February 1 debt service.
4. **Capital Improvement and Project Improvement Funds** – The fund balances in these funds within the Capital Improvement Budget vary annually based upon the timing of construction projects. Normally the year-end fund

---

## FINANCIAL POLICIES AND PROCEDURES

balance is positive except for the Public Improvement Projects Funds which may have a temporary deficit pending the issuance of public improvement bonds.

5. **Enterprise Funds** – These funds are operated as in a for-profit business. The focus of enterprise funds, with the exception of the Community Center Operations Fund is on maintaining positive cash balances. Rates and fees in these funds will be analyzed annually for a five year period so as to provide for level rate changes with a target of achieving/maintaining positive cash balances equal to 30 days (8.3%) of budgeted expenditures.
6. **Internal Service Funds** – These funds are used to allocate common costs among the various funds and programs of the city. Deficits and surpluses are allowed however the goal is to maintain reserves at 10% of budgeted expenditures.

### Property Tax Supported Debt

1. The ratio of debt service fund levies combined with capital expenditure levies to total levies shall be targeted to maintain a level in the range of 15 - 25%. This policy will help to ensure that the city is always maintaining its infrastructure, either through use of debt or current funding.

### Environmental Utility Fund

1. The City will operate the Environmental Utility Fund as an enterprise fund with rates and charges supporting the full costs of all expenses and operations.
2. The City shall conduct a rate review of Environmental Utility charges every year. The rates will be set, subject to final City Council approval, to cover the required costs of the City's stormwater management program and necessary drainage improvements.
3. The City's goal is to maintain working capital equal to a minimum of 30 days (8.3%) of the annual expenses. Revenues collected that would bring the reserve in excess of a 60-day level (16.7%) will be used for one-time expenditures.

---

## FINANCIAL POLICIES AND PROCEDURES

### Debt Management

1. Debt financing which includes general obligation bonds, permanent improvement bonds, revenue bonds, certificates of obligation, lease/purchase agreements and other obligations allowed under Minnesota law shall be used to acquire or construct land and improvements that cannot be funded by current revenues. The term of debt shall not exceed the expected useful life of the capital asset being financed.
2. Each year the City will adopt a capital improvement plan. The plan will recommend specific funding of projects for the following five fiscal years.
3. The City is committed to providing continuing disclosure to certain financial and operating data and material event notices as required by Securities and Exchange Commission (SEC) Rule 15c2-12. The Finance Department shall be responsible for the preparation of all disclosure documents and releases required under Rule 15c2-12.
4. The City shall use a competitive bidding process for the sale of debt unless the use of a negotiated process is warranted due to adverse market conditions, such as a high degree of volatility in the bond market, market timing requirements (refunding), or a unique pledge or debt structure. The City will award competitively issued debt on the true interest cost (TIC) basis.
5. The city welcomes ideas and proposals from investment bankers and will seek to give first consideration to those firms that submit unique and innovative ideas that benefit the City. Unsolicited proposals should be submitted to the City's Finance Department and the City's Financial Advisor.
6. An advance or current refunding of outstanding debt shall only be considered when present value savings of at least 3.50% of the principal amount of the refunded bonds are produced, unless a debt restructuring or bond covenant revisions are necessary. Savings from refundings will be distributed evenly over the life of the refunded bonds unless special circumstances warrant another savings structure.

---

## FINANCIAL POLICIES AND PROCEDURES

### Investments

1. Investments shall be made in conformance with the City's Investment Policy, with the primary objectives of :
  - a) Safety – preservation of capital in the investment portfolio;
  - b) Liquidity – portfolio remain sufficiently liquid to meet operating requirements; and
  - c) Yield – attain a market rate of return taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above.

### Grants

1. The City will aggressively pursue all available grant opportunities. Each grant shall be evaluated on the long-term financial impact to the City. The City will only accept grants for one-time or capital items or when the continued funding of the program can be incorporated into the City's future budgets.
2. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended according to the wishes and instructions of the donor.

### Retirement Funds

1. All retirement funds will be examined annually to ensure that adequate balances and funding progress are maintained.

### Risk Management

1. The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
  - a) Loss prevention – prevent losses where possible
  - b) Loss control – reduce or mitigate losses
  - c) Loss financing – provide a means to finance losses
  - d) Loss information management – collect and analyze data to make prudent prevention, control and financing decisions

---

## FINANCIAL POLICIES AND PROCEDURES

2. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the result of the City's risk management program for the preceding year.

### **Economic Development Authority**

The Economic Development Authority (EDA) was created by the City Council. The City Council acted to appoint the members of the City council to serve as the Board of Commissioners. Under Minnesota Statutes Chapter 469-Economic Development, cities are permitted to establish an EDA.

Among the EDA powers in Minnesota law is the authority to levy a tax up to 0.01813 percent of taxable market value in the City. Approval of the City Council is required before the EDA may levy the tax. The Revenue Management Policy of the City, as included in this Financial Management Plan, sets policy for when a tax levy may be considered. The EDA is subject to the statutory levy limits, except for a debt levy.

This policy section sets policy for the "amount" of tax levy that will be considered for the EDA.

### **Funding**

The EDA, with approval by the City Council, shall annually appropriate money to the EDA from a tax levy or other available source. The appropriation can be equivalent to the "maximum" that could be provided by a tax levy for economic development purposes. The annual tax levy shall be set based on the amount needed when combined with other available sources achieves the funding level set by this policy.

---

## FINANCIAL POLICIES AND PROCEDURES

To provide other sources (non-tax) of funding to the EDA, the City Council shall annually review the fund balance in the General Fund to determine whether sufficient unreserved fund balance is available for transfer from the General Fund to the EDA. The decision on transfer of funds shall be made at the time the annual EDA tax levy is established. If other sources of revenue are not available, the EDA may set the tax levy at the maximum allowed.

### **Procedure for Using Funds**

Expenditures may be made from the EDA based on the following criteria:

1. The EDA appropriates the funds as part of the annual budget, or
2. The EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.



# MAPLEWOOD

*Together We Can*

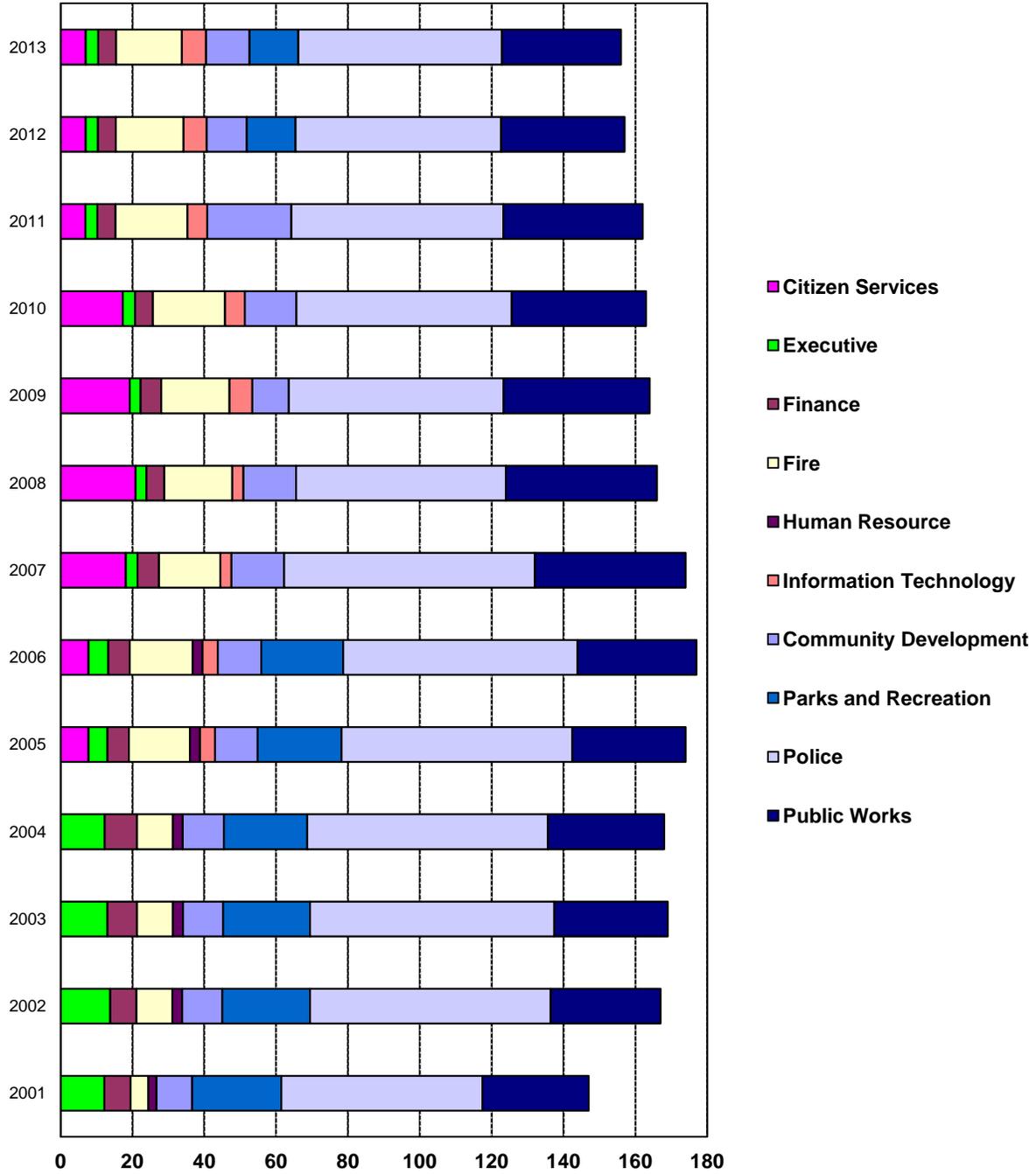
**THIS PAGE WAS LEFT BLANK INTENTIONALLY**

# SUMMARY OF PERSONNEL

## BUDGETED FULL-TIME REGULAR EMPLOYEES

### By Department

#### 2005-2014



## SUMMARY OF PERSONNEL BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department and Fund  
2005-2014

By Department:	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Citizen Services	7.75	7.75	18.20	20.90	19.30	17.30	6.90	7.00	7.00	7.00
Executive	5.27	5.54	3.20	3.00	3.00	3.40	3.40	3.40	3.50	3.50
Finance	6.00	6.00	6.00	5.00	5.75	5.00	5.00	5.00	5.00	4.50
Fire	17.00	17.50	17.09	18.89	19.00	20.10	20.00	18.80	18.30	18.55
Human Resource	2.75	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	4.25	4.25	3.10	3.10	6.30	5.50	5.50	6.50	6.70	5.70
Community Development	11.85	12.10	14.66	14.66	10.20	14.35	23.43	11.10	12.10	12.10
Parks and Recreation	23.33	22.76	0.00	0.00	0.00	0.00	0.00	13.60	13.60	12.60
Police	64.20	65.20	69.80	58.40	59.80	59.90	59.00	57.20	56.70	57.70
Public Works	31.60	33.15	41.95	42.05	40.65	37.45	38.77	34.40	33.10	33.10
Totals	<b>174.00</b>	<b>177.00</b>	<b>174.00</b>	<b>166.00</b>	<b>164.00</b>	<b>163.00</b>	<b>162.00</b>	<b>157.00</b>	<b>156.00</b>	<b>154.75</b>

By Fund:	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General Fund	131.72	135.84	132.29	124.27	125.32	122.80	118.00	114.00	114.00	114.70
Information Technology Fund	4.25	4.25	3.10	3.10	3.00	3.00	3.00	4.00	4.00	3.00
Rec. Programs Fund	4.10	4.10	3.60	3.38	2.88	2.00	3.50	3.30	2.95	2.95
Community Center Fund	7.08	6.81	7.60	8.00	7.50	8.40	8.40	7.80	8.05	6.95
Environmental Utility Fund	5.75	5.55	6.50	6.50	5.60	6.00	7.75	7.55	7.20	7.20
Ambulance Service Fund	11.60	10.70	11.71	11.25	10.40	11.35	11.50	11.05	10.30	10.45
Recycling Fund	0.25	0.25	0.35	0.40	0.40	0.60	0.80	0.60	1.00	1.00
Sewer Fund	6.00	6.25	5.60	5.90	5.80	5.60	5.80	5.45	5.30	5.30
Fleet Management Fund	3.25	3.25	3.25	3.20	3.10	3.25	3.25	3.25	3.20	3.20
Totals	<b>174.00</b>	<b>177.00</b>	<b>174.00</b>	<b>166.00</b>	<b>164.00</b>	<b>163.00</b>	<b>162.00</b>	<b>157.00</b>	<b>156.00</b>	<b>154.75</b>

**LISTING OF PERSONNEL POSITIONS**  
**BUDGETED FULL-TIME REGULAR EMPLOYEES**  
**2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b><u>CITIZEN SERVICES DEPARTMENT</u></b>					
101-111	Public Relations:				
	Marketing/Public Relations	-	-	-	-
	Events & Marketing Coordinator	-	-	-	-
101-301	Administration:				
	Citizen Services Director	0.90	1.00	1.00	1.00
	Citizen Services Supervisor	1.00	1.00	1.00	1.00
	Administrative Assistant	-	-	-	-
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Licensing Specialist	-	0.20	0.20	1.20
	Marketing/Public Relations	1.00	-	-	-
101-303	Deputy Registrar:				
	Licensing Specialist	2.00	2.80	2.80	1.80
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
Citizen Services Department Total		<u>6.90</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b><u>EXECUTIVE DEPARTMENT</u></b>					
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	0.40	0.40	0.50	0.50
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				
	Human Resource Coordinator	1.00	1.00	1.00	1.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
Executive Department Total		<u>3.40</u>	<u>3.40</u>	<u>3.50</u>	<u>3.50</u>
<b><u>FINANCE DEPARTMENT</u></b>					
101-202	Accounting:				
	Assistant Finance Manager	1.00	1.00	1.00	1.00
	Accounting Technician	1.00	1.00	1.50	1.00
	Payroll Coordinator	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Manager	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	0.50	0.50
606-203	Ambulance Service Billing:				
	Accounting Technician	-	-	-	-
Finance Department Total		<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.50</u>

**LISTING OF PERSONNEL POSITIONS  
BUDGETED FULL-TIME REGULAR EMPLOYEES  
2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b><u>FIRE DEPARTMENT</u></b>					
101-411	Administration:				
	Fire Chief	0.75	0.75	0.75	0.75
	Assistant Fire Chief/Fire Marshal	0.50	0.50	0.50	0.50
	Asst Fire Chief/EMS Coordinator	-	-	0.25	0.25
	Administrative Assistant	0.75	-	-	-
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.50	0.50	0.50	0.50
101-404	Fire Suppression:				
	Captain	1.20	1.20	1.20	1.20
	Paramedic Coordinator	-	-	-	-
	Firefighter	4.80	4.80	4.80	4.90
606-403	Emergency Medical Services:				
	Fire Chief	0.25	0.25	0.25	0.25
	Administrative Assistant	0.25	-	-	-
	Captain	1.80	1.80	1.80	1.80
	Sergeant	0.30	0.30	0.10	0.10
	Asst Fire Chief/EMS Coordinator	1.00	1.00	0.75	0.75
	Police Officer/Paramedic	0.70	0.50	0.20	0.20
	Firefighter/Paramedic	7.20	7.20	7.20	7.35
	Fire Department Total	20.00	18.80	18.30	18.55
<b><u>INFORMATION TECHNOLOGY DEPARTMENT</u></b>					
101-115	Building Operations:				
	Chief Building Engineer	0.60	0.60	0.70	0.70
	Facility Technician	1.00	1.00	1.00	1.00
	Building Maintenance Worker	0.90	0.90	1.00	1.00
703-118	Information Technology Services:				
	IT Director	1.00	1.00	1.00	1.00
	IT/Network Analyst	1.00	1.00	1.00	1.00
	IT Technician	-	1.00	1.00	-
	GIS Analyst	1.00	1.00	1.00	1.00
	Information Technology Department Total	5.50	6.50	6.70	5.70

**LISTING OF PERSONNEL POSITIONS**  
**BUDGETED FULL-TIME REGULAR EMPLOYEES**  
**2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b><u>COMMUNITY DEVELOPMENT DEPARTMENT</u></b>					
101-701	Administration:				
	Community Development Director	0.30	0.20	0.25	0.25
	Building Official	-	-	-	-
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	-	1.00	1.00	1.00
101-703	Building Inspections:				
	Building Official	0.25	0.75	0.60	0.60
	Assistant Building Official	1.00	0.80	0.90	0.90
	Building Inspector	2.00	1.50	1.50	1.50
	Senior Engineering Technician	0.45	0.45	0.45	0.45
101-707	Code Enforcement				
	Building Official	0.75	0.25	0.40	0.40
	Building Inspector	-	0.50	0.50	0.50
	Recycling Coordinator	-	-	0.20	0.20
101-702	Planning:				
	Senior Planner	1.00	1.00	1.00	1.00
	Planner	1.00	1.00	1.00	1.00
	Environmental Planner	-	-	-	-
604-702	EU Planning:				
	Community Development Director	-	0.10	0.25	0.25
	Assistant Building Official	-	0.20	0.10	0.10
	Senior Engineering Technician	-	0.45	0.45	0.45
	Environmental Planner	-	0.60	0.60	0.60
	Natural Resources Coordinator	-	0.70	0.70	0.70
	Recycling Coordinator	-	-	0.20	0.20
605-706	Recycling				
	Community Development Director	0.20	-	-	-
	Operations Analyst	0.20	-	-	-
	Chief Building Engineer	0.10	0.10	-	-
	Building Maintenance Worker	0.10	0.10	-	-
	Environmental Planner	0.20	0.40	0.40	0.40
	Recycling Coordinator	-	-	0.60	0.60
Community Development Department Total		<b>8.55</b>	<b>11.10</b>	<b>12.10</b>	<b>12.10</b>

**PARKS & RECREATION DEPARTMENT**

101-601	Administration:				
	Parks & Recreation Director	0.30	0.40	0.40	0.50
	Parks and Recreation Manager	1.00	0.30	0.40	0.40
	Office Specialist	0.50	0.50	0.50	0.50
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.55	0.55	0.55	0.55
101-604	Nature Center:				
	Lead Naturalist	0.45	0.45	0.45	0.45
101-605	Open Space				
	Natural Resources Coordinator	0.30	0.30	0.30	0.30

**LISTING OF PERSONNEL POSITIONS**  
**BUDGETED FULL-TIME REGULAR EMPLOYEES**  
**2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
206-603	Recreation Programs:				
	Parks & Recreation Director	-	0.10	0.10	0.10
	Events/Marketing Coordinator	-	-	-	-
	Recreation Manager	2.00	1.00	1.00	1.00
	Parks Manager	-	0.70	0.60	0.60
	Recreation Coordinator	1.00	1.00	0.75	0.75
	Office Specialist	0.50	0.50	0.50	0.50
602-611	Community Center Administration:				
	Parks & Recreation Director	0.10	0.50	0.50	0.40
	Fitness/Operations Director	1.00	-	-	-
	Member Services Supervisor	1.00	1.00	1.00	1.00
	Banquet Events Manager	1.00	1.00	1.00	-
	Customer Service Supervisor	-	-	-	-
	Recreation Coordinator	1.00	-	0.25	0.25
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.30	0.30	0.30	0.30
	Lead Building Custodian	1.00	1.00	1.00	1.00
	Facility Technician	2.00	1.00	1.00	1.00
	Building Custodian	-	1.00	1.00	1.00
602-612	Community Center Recreation Activities:				
	Fitness Supervisor	-	1.00	1.00	1.00
	Aquatics Program Supervisor	1.00	1.00	1.00	1.00
	Parks & Recreation Department Total	<u>15.00</u>	<u>13.60</u>	<u>13.60</u>	<u>12.60</u>

**POLICE DEPARTMENT**

101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Deputy Police Chief	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Police Records Specialist	3.00	3.00	3.00	3.00
101-409	Investigations				
	Lieutenant	1.00	1.00	1.00	1.00
	Police Officer	6.80	7.90	7.00	7.00
	Technical Assistant	1.00	1.00	1.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	6.70	6.70	6.90	6.90
	Police Officer	35.50	32.60	32.80	32.80
	IT Technician	-	-	-	1.00
	Police Department Total	<u>59.00</u>	<u>57.20</u>	<u>56.70</u>	<u>57.70</u>

**LISTING OF PERSONNEL POSITIONS**  
**BUDGETED FULL-TIME REGULAR EMPLOYEES**  
**2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<b><u>PUBLIC WORKS DEPARTMENT</u></b>					
101-501	Administration:				
	Public Works Director	0.35	0.20	0.20	0.20
	Operations Analyst	0.20	-	-	-
	Administrative Assistant	0.50	0.50	0.50	0.50
101-503	Engineering:				
	Public Works Director	-	-	0.20	0.20
	Deputy Public Works Dir./City Engineer	0.60	0.30	-	-
	Assistant City Engineer	1.00	1.00	0.80	0.80
	Civil Engineer I	0.75	-	-	-
	Civil Engineer II	1.00	0.75	0.80	0.80
	Senior Engineering Technician	3.10	3.10	2.10	2.10
	Engineering Technician	2.00	2.00	2.00	2.00
702-509	Fleet Management				
	Superintendent	0.25	0.25	0.20	0.20
	Crew Chief	1.00	1.00	1.00	1.00
	Heavy Equipment Mechanic	2.00	2.00	2.00	2.00
101-516	Forestry				
	Crew Chief	-	-	0.35	0.35
	Maintenance Worker	-	-	0.25	0.25
	Maintenance Trainee	-	-	0.90	0.90
101-602	Park Maintenance:				
	Superintendent	1.00	-	0.15	0.15
	Crew Chief	-	1.00	0.90	0.90
	Foreman	-	-	-	-
	Maintenance Worker	5.00	5.00	3.00	3.00
	Maintenance Trainee	-	-	1.60	1.60
601-508	Sanitary Sewer Operations:				
	Public Works Director	0.25	0.10	0.30	0.30
	Deputy Public Works Dir./City Engineer	0.20	0.35	-	-
	Assistant City Engineer	-	-	0.10	0.10
	Operations Analyst	0.35	-	-	-
	Superintendent	0.75	0.75	0.65	0.65
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	3.00	3.00	1.00	1.00
	Maintenance Trainee	-	-	2.00	2.00
	Administrative Assistant	0.25	0.25	0.25	0.25
101-514	Snow and Ice Control:				
	Superintendent	0.20	0.20	0.20	0.20
	Crew Chief	0.20	0.40	0.40	0.40
	Maintenance Worker	1.80	1.60	1.40	1.40

**LISTING OF PERSONNEL POSITIONS**  
**BUDGETED FULL-TIME REGULAR EMPLOYEES**  
**2011-2014**

<u>CODE</u>		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
604-512	Storm Sewer Maintenance:				
	Public Works Director	-	-	0.30	0.30
	Deputy Public Works Dir./City Engineer	0.20	0.35	-	-
	Assistant City Engineer	-	-	0.10	0.10
	Community Development Director	0.20	-	-	-
	Administrative Assistant	0.25	0.25	0.25	0.25
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.70	0.80	0.80	0.80
	Maintenance Worker	2.10	2.00	1.60	1.60
	Natural Resources Coordinator	0.70	-	-	-
	Operations Analyst	0.25	-	-	-
	Senior Engineering Technician	0.45	-	-	-
	Civil Engineer	0.25	0.25	0.20	0.20
	Environmental Planner	0.80	-	-	-
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.60	0.60	0.40	0.40
	Maintenance Worker	3.60	3.60	3.10	3.10
	Maintenance Trainee	-	-	0.50	0.50
604-513	Street Sweeping:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.20	0.20	0.15	0.15
	Maintenance Worker	0.80	0.80	0.65	0.65
Public Works Department Total		<u>38.65</u>	<u>34.40</u>	<u>33.10</u>	<u>33.10</u>
<b>TOTALS - ALL DEPARTMENTS</b>		<b>162.00</b>	<b>157.00</b>	<b>156.00</b>	<b>154.75</b>

CITY OF MAPLEWOOD  
EMPLOYEE BENEFITS FUND (701)

This fund accounts for employee fringe benefit expenses and provides a reserve to finance accumulated leave benefits and severance pay. These operating expenses are used as a basis to determine amounts to be charged to departments for leave, retirement, and insurance benefits. The charges are levied as a percentage of the employees' gross pay with average rates used for all employees.

The 2014 estimate for leave benefits is based upon actual leave hours used in 2012 and projected 2014 pay rates. The estimate for retirement benefits is based on projected 2014 pay rates and employer required contribution rates. Insurance benefits expense for 2014 is based upon an estimated 10% increase in health insurance premium rates and projected 2014 pay rates.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		
			ORIGINAL BUDGET	2013 RE-EST.	2014 ESTIMATE
<u>Operating revenues:</u>					
3833	1,719,288	1,750,656	1,773,400	1,773,400	1,987,810
3834	2,428,572	2,250,468	2,176,330	2,176,330	2,250,170
3835	2,405,892	2,704,056	2,735,970	2,735,970	2,640,730
Total revenues	6,553,752	6,705,180	6,685,700	6,685,700	6,878,710
<u>Operating expenses:</u>					
Early retirement pay	25,615	-	-	-	-
Leave benefits	1,741,058	1,842,212	1,825,000	1,968,220	2,035,000
Retirement benefits	2,214,754	2,234,257	2,275,000	2,255,000	2,300,000
Insurance benefits	2,264,008	2,436,332	2,600,000	2,554,000	2,706,000
Opeb	158,419	(428,247)	-	-	-
Miscellaneous service charges	1,574	-	1,500	1,500	1,500
Total expenses	6,405,426	6,084,554	6,701,500	6,778,720	7,042,500
Operating income (loss)	148,326	620,626	(15,800)	(93,020)	(163,790)
<u>Nonoperating revenues (expenses):</u>					
3530	32,410	32,410	32,410	32,410	32,410
3517	-	-	-	-	-
3801	4,546	7,470	10,000	8,000	5,200
4930	(6,853)	(7,735)	(7,500)	(7,500)	(4,200)
3809	30	-	-	-	-
Total nonoperating revenues (expenses)	30,133	32,145	34,910	32,910	33,410
Change in net assets	178,458	652,771	19,110	(60,110)	(130,380)
Net assets - January 1	(447,554)	(269,096)	347,341	383,676	323,566
Net assets - December 31	(269,096)	383,676	366,451	323,566	193,186

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		
			ORIGINAL BUDGET	2013 RE-EST.	2014 ESTIMATE
Net income (loss) before contributions and transfers	178,458	652,771	19,110	(60,110)	(130,380)
Change in current assets	14,117	378	-	-	-
Change in current liabilities	192,775	(295,029)	-	-	-
Net increase (decrease) in cash	385,350	358,120	19,110	(60,110)	(130,380)
Cash balance - January 1	1,487,592	1,872,942	2,061,132	2,231,062	2,170,952
Cash balance - December 31	1,872,942	2,231,062	2,080,242	2,170,952	2,040,572

CITY OF MAPLEWOOD  
RISK MANAGEMENT FUND (705)

This fund accounts for general insurance and risk management expenses and provides a reserve to finance premiums, claims and deductibles. These operating expenses are used as a basis to determine amounts to be charged to departments for general insurance and risk management. The charges are levied as a percentage of the departments' cost for annual insurance premiums.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

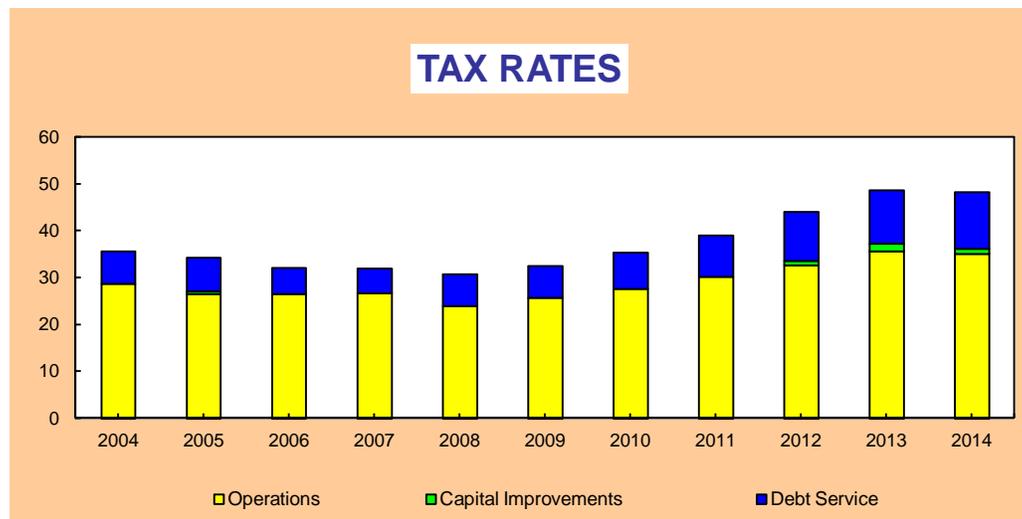
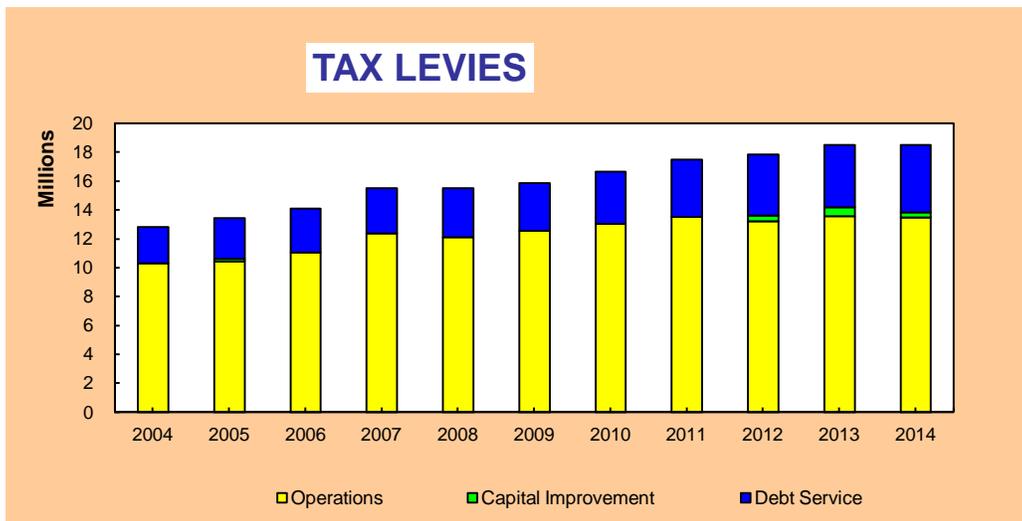
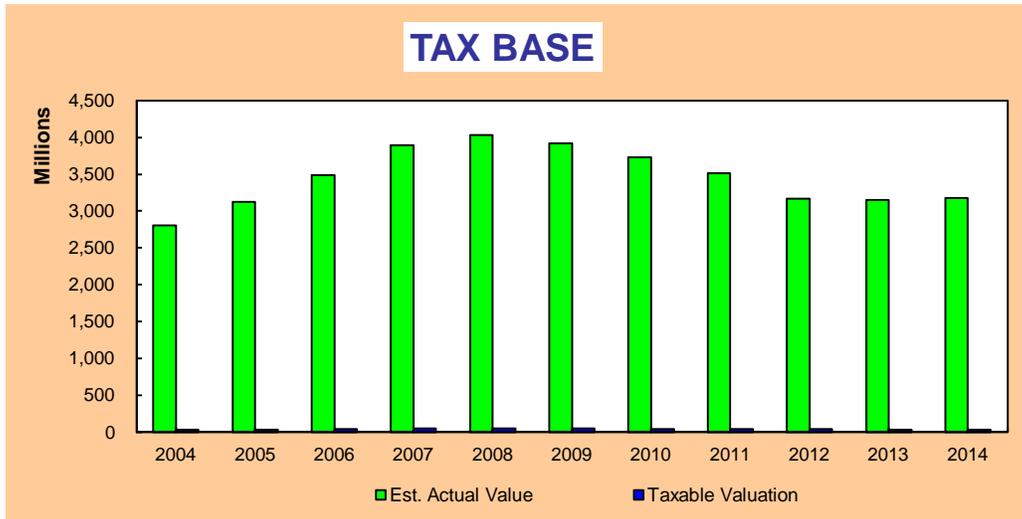
ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		
			ORIGINAL BUDGET	2013 RE-EST.	2014 ESTIMATE
<u>Operating revenues:</u>					
3838	-	323,770	387,430	387,430	387,430
	-	323,770	387,430	387,430	387,430
<u>Operating expenses:</u>					
	-	182,115	200,360	183,510	192,700
	-	12,000	12,000	12,000	13,200
	-	83,010	75,000	75,000	75,000
	-	277,125	287,360	270,510	280,900
	-	46,645	100,070	116,920	106,530
<u>Nonoperating revenues (expenses):</u>					
3801	273	734	-	1,200	-
4930	(423)	(758)	-	(1,200)	-
3809	65,330	81,183	-	-	-
	65,180	81,159	-	-	-
	65,180	127,804	100,070	116,920	106,530
	60,000	-	-	-	-
	125,180	127,804	100,070	116,920	106,530
	75,000	200,180	196,290	327,983	444,903
	200,180	327,983	296,360	444,903	551,433

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		
			ORIGINAL BUDGET	2013 RE-EST.	2014 ESTIMATE
Net income (loss) before contributions and transfers	65,180	127,804	100,070	116,920	106,530
Change in current assets	(89)	89	-	-	-
Change in current liabilities	-	1,000	-	-	-
Transfers in (out)	60,000	-	-	-	-
Net increase (decrease) in cash	125,091	128,893	100,070	116,920	106,530
Cash balance - January 1	75,000	200,091	196,201	328,983	445,903
Cash balance - December 31	200,091	328,983	296,271	445,903	552,433

# TAX BASE, TAX LEVIES AND TAX RATES

## Years 2004 through 2014



# TAX BASE, TAX LEVIES AND TAX RATES

## Years 2004 through 2014

### TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
2004	2,804,910,000	34,112,261	10.5%
2005	3,124,354,800	37,175,321	9.0%
2006	3,489,726,700	41,526,134	11.7%
2007	3,889,393,700	46,441,033	11.8%
2008	4,028,586,700	47,968,833	3.3%
2009	3,918,194,300	47,789,000	-0.4%
2010	3,730,663,300	45,561,700	-4.7%
2011	3,517,546,900	43,513,736	-4.5%
2012	3,168,106,800	39,582,567	-9.0%
2013	3,149,493,400	37,147,172	-6.2%
2014	3,176,958,300	37,062,536	-0.2%

### TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
2004	10,332,320	-	2,499,200	12,831,520	7.6%
2005	10,440,930	175,710	2,818,000	13,434,640	4.7%
2006	11,089,570	-	3,016,800	14,106,370	5.0%
2007	12,405,650	-	3,140,800	15,546,450	10.2%
2008	12,124,525	-	3,421,925	15,546,450	0.0%
2009	12,564,580	-	3,311,655	15,876,235	2.1%
2010	13,045,344	-	3,624,702	16,670,046	5.0%
2011	13,545,351	-	3,958,103	17,503,454	5.0%
2012	13,250,420	395,000	4,208,103	17,853,523	2.0%
2013	13,585,600	629,270	4,313,530	18,528,400	3.8%
2014	13,480,530	389,270	4,658,600	18,528,400	0.0%

### TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
2004	28.735	-	6.951	35.685	0.02283
2005	26.596	0.453	7.180	34.229	0.02276
2006	26.556	-	5.545	32.101	0.02017
2007	26.703	-	5.247	31.950	0.01814
2008	24.021	-	6.779	30.800	0.01795
2009	25.778	-	6.794	32.572	0.01034
2010	27.667	-	7.687	35.354	0.01932
2011	30.220	-	8.830	39.050	0.02051
2012	32.697	0.975	10.384	44.056	0.02045
2013	35.678	1.653	11.328	48.659	0.02227
2014	35.124	1.014	12.138	48.276	0.01963



## Community Profile

The City of Maplewood is located in the eastern portion of Ramsey County and is approximately 6 miles north of downtown Saint Paul. The distinctive shape of the city covers 19.13 square miles.

The land which is now Maplewood was originally part of the Sioux Indian nation. The first recorded settler came in 1844 and over the next hundred years the land was settled and businesses developed. Maplewood's unique shape developed as boundaries were created by other townships incorporating into various cities leaving a mile wide strip of land. This land was incorporated into New Canada Township. Ultimately, the township was incorporated in 1957 and became the City of Maplewood, and then in 1974 it became a statutory city.

Maplewood is bordered by 9 different cities and has several major roads within its borders. Interstate 694, 94, and 494 all run east-west through the city, as does Minnesota Highway 36. Interstate 35E and Highway 61 provide north-south routes in Maplewood. Also, White Bear Avenue and McKnight Road are significant transportation corridors in Maplewood.

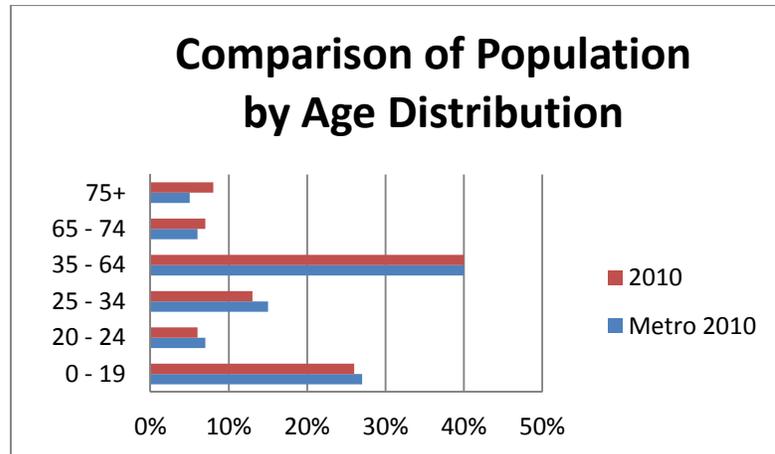


A few of the main corporate occupants of Maplewood include the world-wide headquarters of the 3M Company, the Maplewood Mall and St. John's Hospital.



Also, many auto dealerships, health-related businesses, senior-living developments, variety of retail shops and restaurants as well as several private schools are contained within Maplewood's boundaries. Other facilities within city limits include a branch of the Ramsey County Library, three public elementary schools and two middle schools.

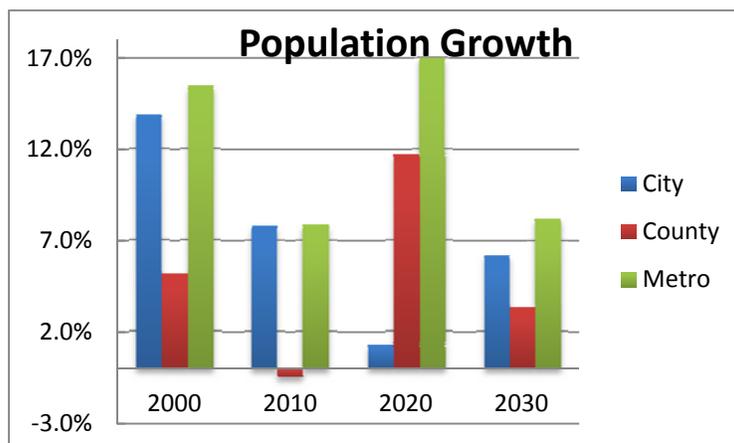
As of 2010, the city had a population of 38,018 according to the 2010 U.S. Census Bureau. The Metropolitan Council estimates this number will show steady increase through 2030. The past trends in population have been comparable to the county and metro. The Metropolitan Council is expecting similar trends to continue through 2030.



One of the areas showing a noticeable discrepancy between Maplewood and the metro area is age distribution of the population. The population composition shows Maplewood to have a slightly more aged populace than the metro area.

### Demographic Statistics

Characteristics	Maplewood			Metro Area		
	1990	2000	2010	1990	2000	2010
<b>Population</b>	30,954	35,258	38,018	2,288,729	2,642,062	2,849,567
<b>Persons by Gender</b>						
Female	51%	48%	52%	51%	51%	51%
Male	49%	52%	48%	49%	49%	49%
<b>Number of Families</b>	6,977	8,446	9,191	438,402	583,900	744,303
<b>Number of Households (occupied)</b>	11,496	13,758	14,882	875,504	1,021,456	1,117,749
<b>Persons per Household</b>	2.69	2.56	2.55	2.61	2.59	2.55
<b>Number of Housing Units</b>	12,120	14,004	15,564	922,224	1,169,775	1,186,986
<b>Households by Type</b>						
Family Households						
Married	60%	53%	54%	54%	51%	54%
Unmarried	14%	14%	11%	13%	13%	9%
Non-family Households	26%	33%	35%	33%	36%	37%
<b>Median Household Income</b>	\$37,856	\$51,596	\$51,557		\$54,304	\$63,927
<b>Employment</b>	25,068	29,259	27,570	1,273,773	1,563,245	1,542,088



The City's governing body is the City Council, comprised of the Mayor and four Council members. The City of Maplewood uses a Council-Manager form of government in which the mayor and four Council members decide all legislative issues and delegate administrative duties to the City Manager. The Mayor and Council members are elected at large to serve overlapping four-year terms.

Services provided by the City of Maplewood are police, fire fighting, street maintenance, recreation programs, park maintenance, planning, and building inspection. In 2014 the City will have 155 full-time employees serving in various departments, including fire and police protection, and approximately 325 part-time, casual and temporary employees. Police protection is provided to all parts of the City through a 52-employee police force. Fire protection services are provided by 15 full-time firefighters and numerous casual part-time firefighters at three fire stations.



As part of the parks and recreation programs, the Maplewood Community Center provides the community with an aquatic center, fitness opportunities, a performing arts theatre, and rental spaces for events.

The Maplewood Nature Center offers one and a half miles of trails, a 620-foot floating boardwalk and observation deck on Green Heron Pond along with many educational programs.

There are also miles of trails throughout the city and more than 300 acres of neighborhood preserves. In addition, the city oversees 35 parks with a variety of amenities such as: picnic shelters, playground equipment, ball fields, football and soccer fields, basketball and tennis courts and outdoor skating rinks.



## GLOSSARY OF TERMS

**ACCOUNTING SYSTEM:** The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**ACCRUAL BASIS OF ACCOUNTING:** The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**APPROPRIATION:** An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**ASSETS:** Property owned by a government which has a monetary value.

**BOND:** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date{s}) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

**BUDGET DOCUMENT:** The official written statement prepared by the budget office and supporting staff which presents the proposed budget to the legislative body.

**BUDGET MESSAGE:** A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the chief executive and budget officer (if not the chief executive).

**CAPITAL ASSETS:** Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPITAL IMPROVEMENTS BUDGET:** A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget normally is based on a capital improvement program.

**CAPITAL IMPROVEMENT PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAYS:** Expenditures for the acquisition of capital assets.

**CAPITAL PROJECTS:** Projects which purchaser construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**CASH BASIS:** The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CONTINGENCY ACCOUNT:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**DEBT SERVICE:** Payment of interest and repayment of principal to holders of a government's debt instruments.

**DEFICIT:** (1) The excess of an entity's liabilities over its assets (See Fund Balance); (2) the excess of expenditures or expenses over revenues during a single accounting period.

**DEPRECIATION:** (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

**EXPENDITURES:** Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purchases are made.

**FULL FAITH AND CREDIT:** A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE:** The excess of funds assets over its liabilities. A negative fund balance is sometimes called a deficit.

**GENERAL OBLIGATION BONDS:** When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

**GRANT:** A contribution of assets (usually cash ) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**MODIFIED ACCRUAL BASIS:** The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

**MATURITIES:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**OBJECT OF EXPENDITURE:** Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include:

- personal services (salaries and wages);
- contracted services (utilities, maintenance contracts, travel);
- supplies and materials; and,
- capital outlays.

**OPERATING BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

**OPERATING TRANSFER:** Routine and/or recurring transfers of assets between funds.

**RESIDUAL EQUITY TRANSFER:** Nonrecurring or non-routine transfers of assets between funds.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of the City's Sewer Fund and Vehicle/Equipment Maintenance Fund.

**REVENUE:** The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan);
- does not represent a repayment of an expenditure already made;
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

**REVENUE ESTIMATE:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**SPECIAL ASSESSMENT:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**TAX CAPACITY:** A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes. The assessor determines the estimated market (resale) value of property. This value is converted to tax capacity by a formula specified in state law.

**TAX CAPACITY RATE:** The property tax rate which is based on the taxes levied as a proportion of the property value. A tax rate of 18.751% produces \$18.75 of taxes on each \$100 of tax capacity that a property is valued at.

**TAX LEVY:** The total amount to be raised by general property taxes for the purposes stated in the resolution certified to the County Auditor.

---

---

## ACRONYMS

AFSCME	American Federation of State, County, and Municipal Employees
CIP	Capital Improvement Plan
CSO	Community Service Officer
EMS	Emergency Medical Services
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GO	General Obligation
HRA	Housing and Redevelopment Authority
HRC	Human Relations Commission
HVAC	Heating, Ventilating, Air Conditioning
ISD 622	Independent School District No. 622
LEBG	Law Enforcement Block Grant
LELS	Law Enforcement Labor Services
MAA	Maplewood Athletic Association
MCC	Maplewood Community Center
MIS	Management Information Systems
PAC	Park Availability Charge
PERA	Public Employees Retirement Association
PC	Personal Computer
PIP	Public Improvement Projects
SAC	Sewer Availability Charge
SCBA	Self-Contained Breathing Apparatus
TH	Trunk Highway
TIF	Tax Increment Financing
VEM	Vehicle and Equipment Maintenance
WAC	Water Availability Charge



MAPLEWOOD

*Together We Can*

**THIS PAGE WAS LEFT BLANK INTENTIONALLY**