

2008 BUDGET



CITY OF MAPLEWOOD, MINNESOTA

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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.

2008 BUDGET PROCESS

In August, department heads started the preparation of their budget requests for the 2008 calendar year. Maplewood's fiscal year is the calendar year. During September, department heads submitted their budget requests to the City Manager and Finance and Administration Manager. The Finance and Administration Manager reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in September, the Finance and Administration Manager prepared a preliminary budget based upon initial revenue estimates, department budget requests and recommended revisions in department budget requests.

The City Manager and Finance and Administration Manager together met with each department head to individually discuss revisions to their budget requests. During these meetings, the Finance and Administration Manager'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 and Administration Manager used this information to prepare the proposed budget document.

On September 10th, a proposed budget and proposed tax levy was certified to Ramsey County.

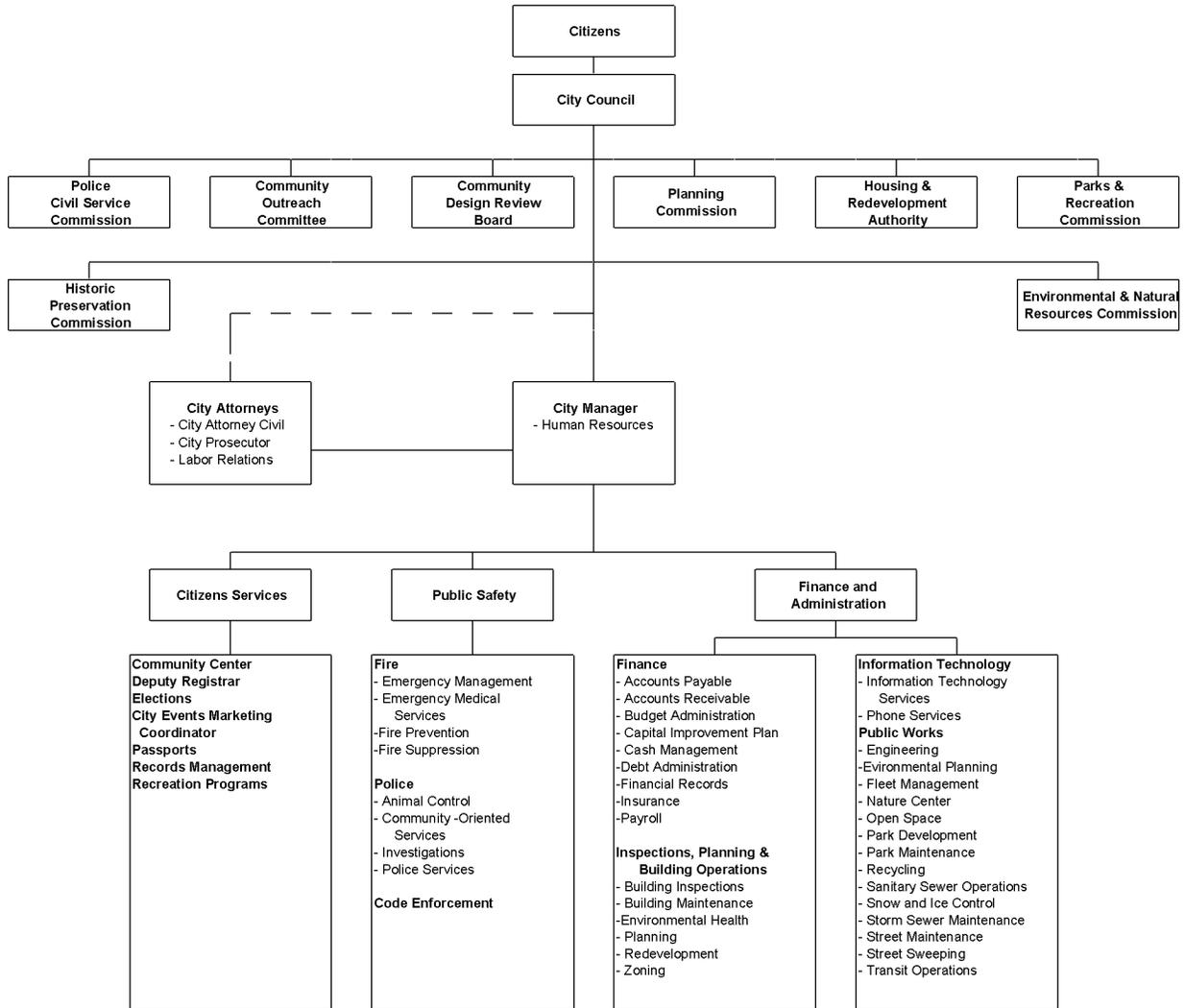
By November 24th, the County sent a notice to each taxpayer indicating the proposed property tax increase and the date of the City's Truth in Taxation and budget hearings. On December 3, 2007 the Council held a public hearing on the proposed budget. On December 10th the Council approved the proposed 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. The revenue and expenditure accounts for each fund are listed within each budget section.

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 organized by bond issue to insure that financial resources are adequate to pay principal and interest on long-term debt.

CITY OF MAPLEWOOD ORGANIZATION CHART*



CITY OF MAPLEWOOD, MINNESOTA

PRINCIPAL CITY OFFICIALS

OCTOBER 2007

CITY COUNCIL

DIANA LONGRIE, MAYOR
Term Expires 12-31-2009

KATHLEEN JUENEMANN, COUNCILMEMBER
Term Expires 12-31-2009

ERIK HJELLE, COUNCILMEMBER
Term Expires 12-31-2009

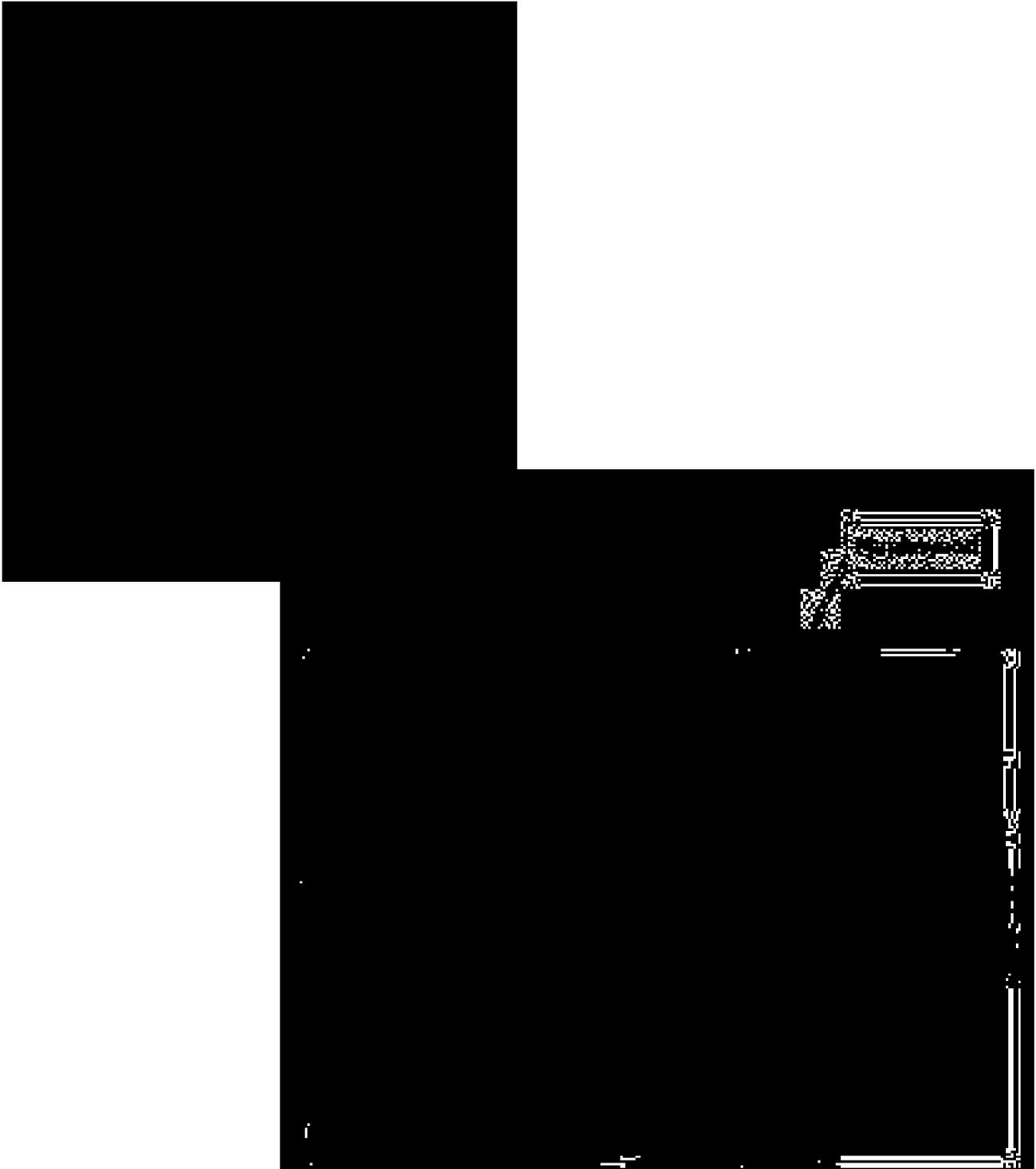
REBECCA CAVE, COUNCILMEMBER
Term Expires 12-31-2007

WILLIAM ROSSBACH, COUNCILMEMBER
Term Expires 12-31-2007

CITY MANAGERIAL STAFF

<u>Employee</u>	<u>Position</u>	<u>Date Appointed</u>
Greg Copeland	City Manager	April 11, 2006
R. Charles Ahl	Director of Public Works	March 5, 2001
Robert Dollerschell	Public Safety Manager	October 1, 2007
David Fisher	Building Official / Inspection, Planning and Building Operations	June 6, 2006
Mychal Fowlds	Information Technology Director	February 6, 2006
Karen Guilfoile	City Clerk / Citizen Services Manager	August 5, 1996
Steve Lukin	Fire Chief	March 17, 2000
Robert Mittet	Finance and Administration Manager	March 12, 2007
Dave Thomalla	Police Chief	November 16, 2002

**CITY OF MAPLEWOOD, MINNESOTA
GEOGRAPHICAL LOCATION**





Dear Honorable Mayor Longrie and City Council Members:

I am pleased to transmit to you the City of Maplewood's 2008 Budget. The 2008 Budget is funded at City Council's direction by levying no property tax increase together with a tax rate that is below both the 2006 and 2007 tax rates and limits new spending for operations, capital improvements and debt service to only a 6.3% increase.

The 2008 Budget includes a new Environmental Planner to meet the growing work load of existing environmental programs as well as Council priorities to expand the City's sustainability initiatives through an emphasis on grant writing.

The Code Enforcement Officer will move to the Public Safety Department along with one clerical position from Inspections, Planning and Building Operations to provide a more integrated effort between the police department and code enforcement.

The 2008 Budget reflects months of budget workshops and public meetings in which the City Council has taken time to review City expenditures, 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 understand your role as elected officials in setting spending priorities given limited public resources.

I want to thank all those who participated in the 2008 Budget Process to build a balanced service centered budget for the City of Maplewood.

Sincerely,

Greg Copeland
City Manager

Budget Overview

**OPERATING
BUDGET
EXPENDITURES
UP 4.8%**

Operating budget expenditures for 2008 are \$31.4 million, which is \$1,408,602 higher than 2007. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2008 BUDGET	AMOUNT OVER (UNDER) 2007 BUDGET	% CHANGE OVER (UNDER) 2007 BUDGET
Citizen Services	4,451,133	267,323	6.4%
Code Enforcement	146,987	146,987	100%
Executive	903,843	(193,597)	(17.6%)
Finance	686,810	(62,050)	(8.3%)
Fire	4,157,112	487,782	13.3%
Information Technology	751,303	71,203	10.5%
Inspections, Planning and Building Operations	1,978,807	(74,703)	(3.6%)
Legislative	191,178	(352)	(0.2%)
Police	7,859,405	414,535	5.6%
Public Works	10,265,914	350,844	3.5%
Total expenditures	<u>\$31,392,492</u>	<u>\$1,408,602</u>	4.7%

**FULL-TIME
EMPLOYEES
-3**

The number of full-time employees included in the 2008 Budget is 166 which is a decrease of eight positions. The changes in budgeted full-time positions include the addition of an Environmental Planner. The changes also include the elimination of dispatchers transferred to Ramsey County and elimination of vacant positions. The number of full-time equivalent positions in the 2008 Budget is 184 which is a decrease of twelve from 2007.

**57% OF
OPERATING
BUDGET IN
GENERAL
FUND**

Approximately 57% of the Operating Budget is accounted for in the City's General Fund.

The following shows sources and uses of funds for the 2008 Budget compared to the 2007 Budget:

	2007 BUDGET	2008 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2006 BUDGET
Sources of funds:				
Taxes-current	\$11,002,200	\$11,227,174	\$224,974	2.0%
Other revenues	6,795,340	6,926,100	\$130,760	1.9%
Fund balance	(472,600)	(125,815)	\$346,785	(73.4%)
Total	\$17,324,940	\$18,027,459	\$702,519	4.1%
Use of funds:				
Expenditures	\$17,324,940	\$18,027,459	\$702,519	4.1%

It has been common for the past several years to have a General Fund 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 is the fourth year in many years where budgeted revenues have exceeded expenditures. This is necessary to maintain a minimum fund balance at 35% of next year's budgeted revenues to cover cash flow needs and unexpected expenditures.

**GENERAL
FUND
REVENUES
UP 2.0%**

The 2.0% increase in General Fund revenues amounts to \$355,734. The revenue categories with the largest changes are charges for services and licenses and permits. Current taxes are \$43,034 higher and they will be 61.8% of total revenues for the General Fund compared to 61.7% of the revenues in 2007.

**GENERAL
FUND
EXPENDITURES
UP 4.1%**

The 2008 Budget includes recommended expenditures that are 3.7% higher than the 2007 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2008 BUDGET	AMOUNT OVER (UNDER) 2007 BUDGET	% CHANGE OVER 2007 BUDGET
Citizen Services	1,136,637	193,467	20.5%
Code Enforcement	146,987	27,057	22.6%
Executive	903,843	(193,957)	(17.6)%
Finance	595,502	(66,498)	(10.1)%
Fire	1,812,357	141,017	3.4%
Inspections, Planning and Building Operations	1,978,807	45,857	2.4%
Legislative	156,128	4,648	3.1%
Police	7,807,835	514,625	7.1%
Public Works	3,490,363	35,943	1.0%
Total expenditures	\$18,027,459	\$702,519	4.1%

The increases in most departments are due to increased personnel costs. A sufficient balance in the General Fund is required to provide cash for operations until June when the first property taxes are received.

**GENERAL
FUND
BALANCE
WILL BE
36.6%
OF BUDGET**

The fund balance also needs to be large enough to finance unexpected expenditures. Therefore, the budgeted 01-01-08 fund balance has been set at 36.6% of the 2008 budgeted revenues. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures. Also, it is near the level that it was at in October 1989 when the city's bond rating by Moody's Investors Services was increased to its current level.

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 2008 Budget implements the first year of the 2008-2012 Capital Improvement Plan adopted by the City Council. This five-year plan is usually updated annually through a comprehensive capital needs planning process.

**CAPITAL
IMPROVEMENTS
REVENUES UP
26%**

Revenues for 2008 in the Capital Improvements Budget are \$1,664,360 and 26% more than 2007. Major revenue sources for the 2008 Capital Improvement Budget are taxes including tax increment revenues (\$510,220), charges for services (\$83,500) and miscellaneous revenues (\$1,070,640) which includes investment earnings, sale of property and park availability charges.

**CAPITAL
IMPROVEMENTS
EXPENDITURES
UP 89.3%**

The Capital Improvement Budget expenditures are \$1,558,020 and 89.3% more than 2007. Parks and Trail Development accounts for the increase.

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 9.4%**

Revenues for 2008 are 9.4% more than 2007. Major revenue sources, as in past years, are property taxes (\$3,421,925), special assessments (\$1,400,000), state street aid (\$461,010) and investment earnings (\$151,920).

**DEBT SERVICE
EXPENDITURES
UP 3%**

Expenditures for 2008 (\$6,755,338) are 3% more than 2007. The increase is due to higher scheduled principal and interest payments, due in part to issuance of the series 2007 A Bonds.

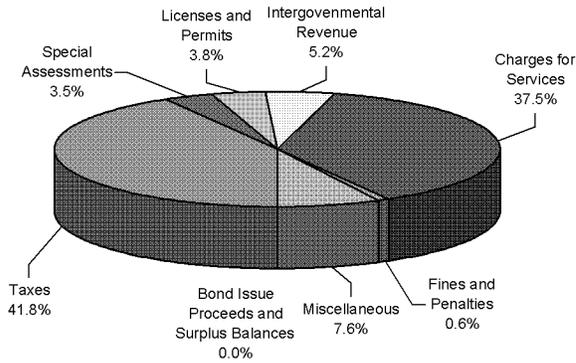
The anticipated new debt issues for 2008 total \$14,000,000 to finance public works improvements.

**CAPITAL
IMPROVEMENT
EXPENDITURES
IN 2008-2012**

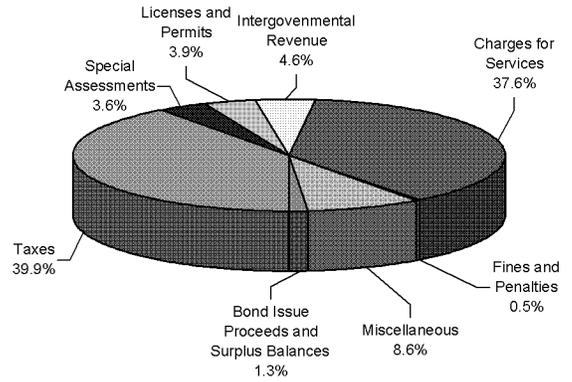
Based on projections in the 2008-2012 Capital Improvement Plan, the Capital Budget will range from \$9 million in 2012 to \$29.4 million in 2008. Major factors affecting the capital budgets will be (a) residential and commercial growth and (b) the number of public improvement projects that are approved for construction.

2007 AND 2008 BUDGET - ALL BUDGETARY FUNDS

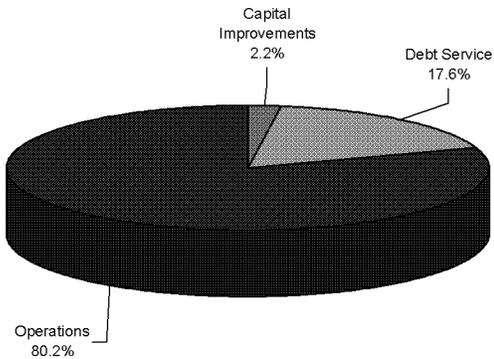
Financing Sources and Expenditures



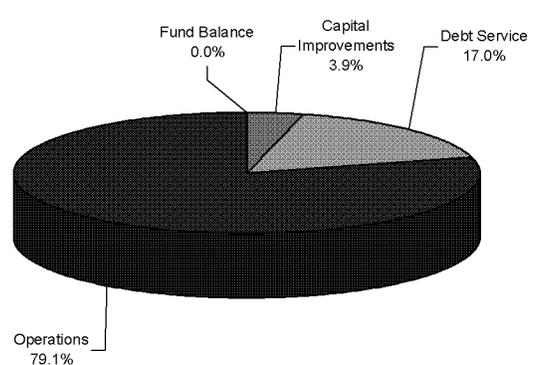
Financing Sources
2007 Budget - \$37.4 Million



Financing Sources
2008 Budget - \$39.7 Million



Expenditures By Category
2007 Budget - \$37.4 Million



Expenditures By Category
2008 Budget - \$39.7 Million

CITY OF MAPLEWOOD, MINNESOTA

2008 BUDGET

REVENUE ASSUMPTIONS

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

	2006 Actual	2007 Budget	2008 Budget	2008 Percent Change
Operating Budget	\$10,703,851	\$12,070,160	11,925,434	-1.2%
Capital Improvement Budget	551,052	541,550	510,220	5.8%
Debt Service Budget	<u>2,871,346</u>	<u>3,069,600</u>	<u>3,421,925</u>	11.5%
Totals	\$14,126,249	\$15,681,310	\$15,857,579	1.1%

Property tax collections for 2008 are anticipated to be 97.7% 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 utility bills. Special assessment revenues consist of the following amounts:

	2006 Actual	2007 Budget	2008 Budget	2008 Percent Change
Operating Budget	\$49,088	\$35,290	\$34,430	-2.4%
Capital Improvement Budget	1,680	0	0	0.0%
Debt Service Budget	<u>2,444,888</u>	<u>1,287,070</u>	<u>1,400,000</u>	8.8%
Totals	\$2,495,656	\$1,322,360	\$1,434,430	8.5%

Special assessment collections for 2008 will be 8.5% greater than the 2007 Budget based on an analysis of new rolls, scheduled installments and historical collection rates.

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 2007 they total \$1,432,630 and in 2008 they will total \$1,542,400. (In 2006 they were \$1,565,650.) Building permit

fees generate most (49.7%) of the revenue in this category. Revenue estimates assume that rates for business licenses and permits will be increased by an average of 1.6% to keep pace with the projected inflation rate for 2008.

Intergovernmental revenues are monies from other governments in the form of grants, entitlements and shared revenues. In 2008 they will be \$1,370,490 compared to \$1,547,180 in 2007 and \$1,203,626 in 2006. Items that account for most of these revenues in 2008 are state police aid (\$347,590), state market value homestead credit (\$416,500), state fire aid (\$203,240) and state street construction and maintenance aid (\$194,660). Police state aid is distributed to cities based upon the number of full-time police officers they have. Fire state aid is distributed based on population and market values of the area served.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2007 they total \$13,954,360 and in 2008 they will total \$14,880,626. (In 2006 they were \$12,418,335.) Revenues from service charges will be 6.6% more than the 2007 Budget due to an increase in billing rates and additional revenue projected for Public Works engineering fees.

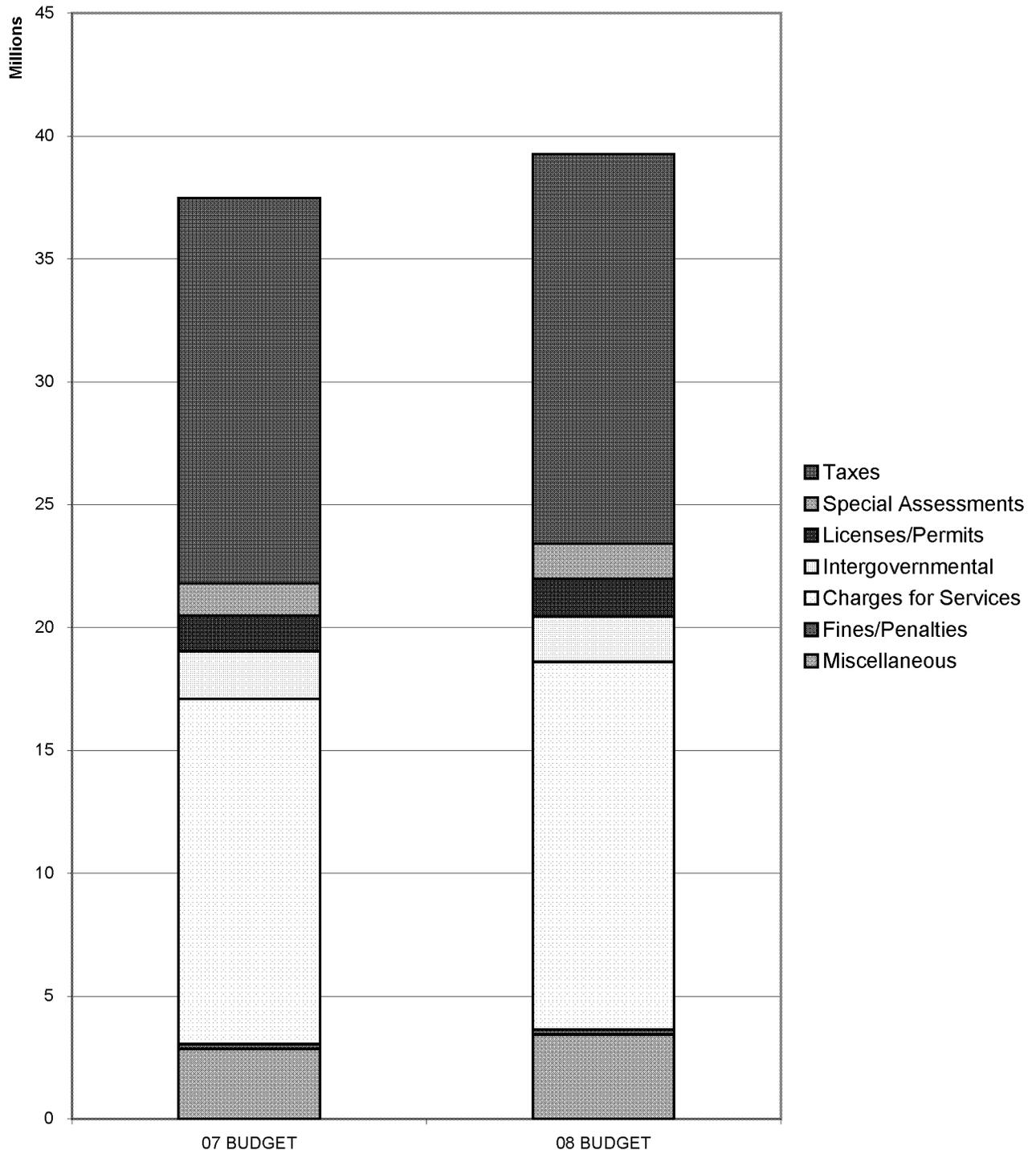
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2007 they total \$206,210 and in 2008 they will total \$197,340. Revenues from fines and penalties will be 4.3% less than budgeted for 2006 based upon average actual collections for 2004-2006.

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

	2006 Actual	2007 Budget	2008 Budget	2008 Percent Change
Operating Budget	\$1,891,852	\$1,997,630	2,216,368	10.9%
Capital Improvement Budget	1,037,757	695,530	1,070,640	53.9%
Debt Service Budget	<u>343,683</u>	<u>151,920</u>	<u>151,920</u>	0.0%
Totals	\$3,273,292	\$2,845,080	\$3,438,928	20.9%

Internal information technology charges account for 22.1% of the miscellaneous revenues budget for 2008 compared to 20.8% for 2007 or a increase of \$166,743.

ALL BUDGETARY FUNDS REVENUE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
REVENUE SUMMARY - ALL BUDGETARY FUNDS**

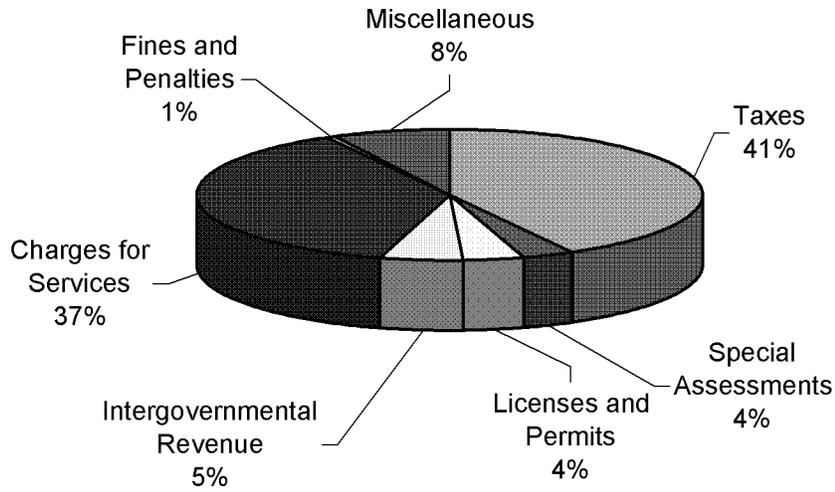
	2007 BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2006 BUDGET
<u>Total By Source</u>			
Taxes	\$15,681,310	\$15,857,579	1.1%
Special Assessments	1,322,360	1,434,430	8.5%
Licenses and Permits	1,432,630	1,542,400	7.7%
Intergovernmental Revenue	1,948,380	1,831,500	-6.0%
Charges for Services	14,037,860	14,964,126	6.6%
Fines and Penalties	206,210	202,340	-1.9%
Miscellaneous	2,845,080	3,438,928	20.9%
Totals	37,473,830	39,271,303	4.8%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	2,118,420	2,414,700	14.0%
Charitable Gambling Tax	50,880	35,810	-29.6%
Community Center	2,649,090	2,501,240	-5.6%
Enhanced 911 Service	23,070	0	-100.0%
Environmental Utility	1,373,670	1,547,621	12.7%
Fleet Management	820,370	778,178	-5.1%
General	17,797,540	18,153,274	2.0%
Information Technology	594,420	761,163	28.1%
Law Enforcement Block Grant		157	0.0%
Police Services Fund	1,220	8,000	555.7%
Recreation Programs	828,590	815,650	-1.6%
Recycling Program	405,730	422,428	4.1%
Sanitary Sewer	4,336,540	4,549,757	4.9%
Street Light Utility	184,110	184,110	0.0%
Total Operating Budget	31,183,650	32,172,088	3.2%
Capital Improvements Budget:			
Capital Improvement Projects	111,200	0	-100.0%
Fire Truck Replacement	310	0	-100.0%
Legacy Village Tax Abatement District	1,880	1,880	0.0%
Open Space	3,590	0	-100.0%
Park Development	468,790	1,004,000	114.2%
Redevelopment	45,000	0	-100.0%
Tax Increment Economic Development District #1-5	28,910	33,460	15.7%
Tax Increment Housing District #1-1	85,010	83,500	-1.8%
Tax Increment Housing District #1-2	161,520	133,640	-17.3%
Tax Increment Housing District #1-3	51,580	49,620	-3.8%
Tax Increment Housing District #1-4	30,160	31,250	3.6%
Tax Increment Housing District #1-5	24,970	24,050	-3.7%
Tax Increment Housing District #1-6	68,950	67,720	-1.8%
Tax Increment Housing District #1-7	20,720	19,950	-3.7%
Tax Increment Housing District #1-8	73,030	70,330	-3.7%
Water Availability Charge - No. St. Paul	10,090	10,090	0.0%
Water Availability Charge - St. Paul	134,870	134,870	0.0%
Total Capital Budget	1,320,580	1,664,360	26.0%
Debt Service Budget:			
Debt Service Fund	4,969,600	5,434,855	9.4%
Grand Total	\$37,473,830	\$39,271,303	4.8%

**CITY OF MAPLEWOOD, MINNESOTA
2008 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

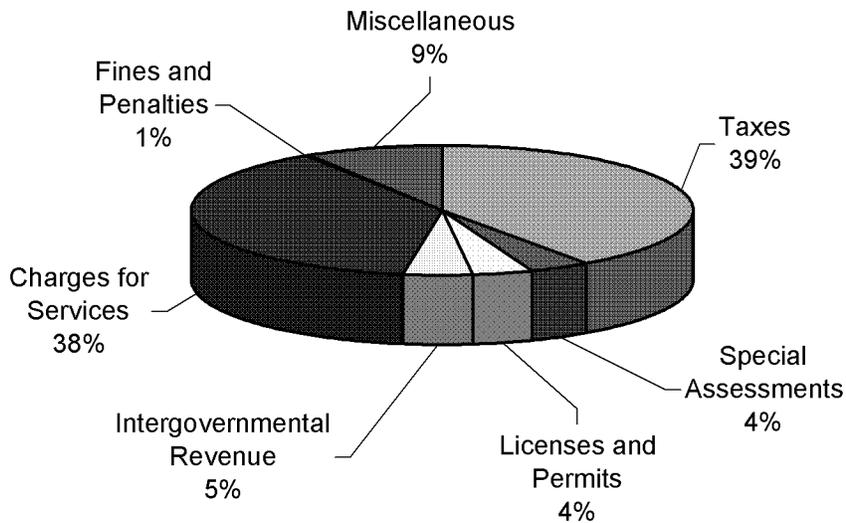
<u>SOURCE</u>	2007 BUDGET	PERCENT OF TOTAL	2008 BUDGET	PERCENT OF TOTAL
Property Taxes	\$12,070,160	38.63%	\$11,925,434	37.07%
Special Assessments	35,290	0.11%	34,430	0.11%
Licenses and Permits	1,432,630	4.58%	1,542,400	4.79%
Intergovernmental Revenue	1,547,180	4.95%	1,370,490	4.26%
Charges for Services	13,954,360	44.66%	14,880,626	46.25%
Fines and Penalties	206,210	0.66%	202,340	0.63%
Miscellaneous	2,001,430	6.41%	2,216,368	6.89%
Totals	<u>\$31,247,260</u>	<u>100.0%</u>	<u>\$32,172,088</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2007 BUDGET



2008 BUDGET



CITY OF MAPLEWOOD, MINNESOTA

2008 BUDGET

EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 2.8% over the 2007 Budget due to cost-of-living salary adjustments, step increases within pay ranges, benefit cost increases and changes in the number of employees.

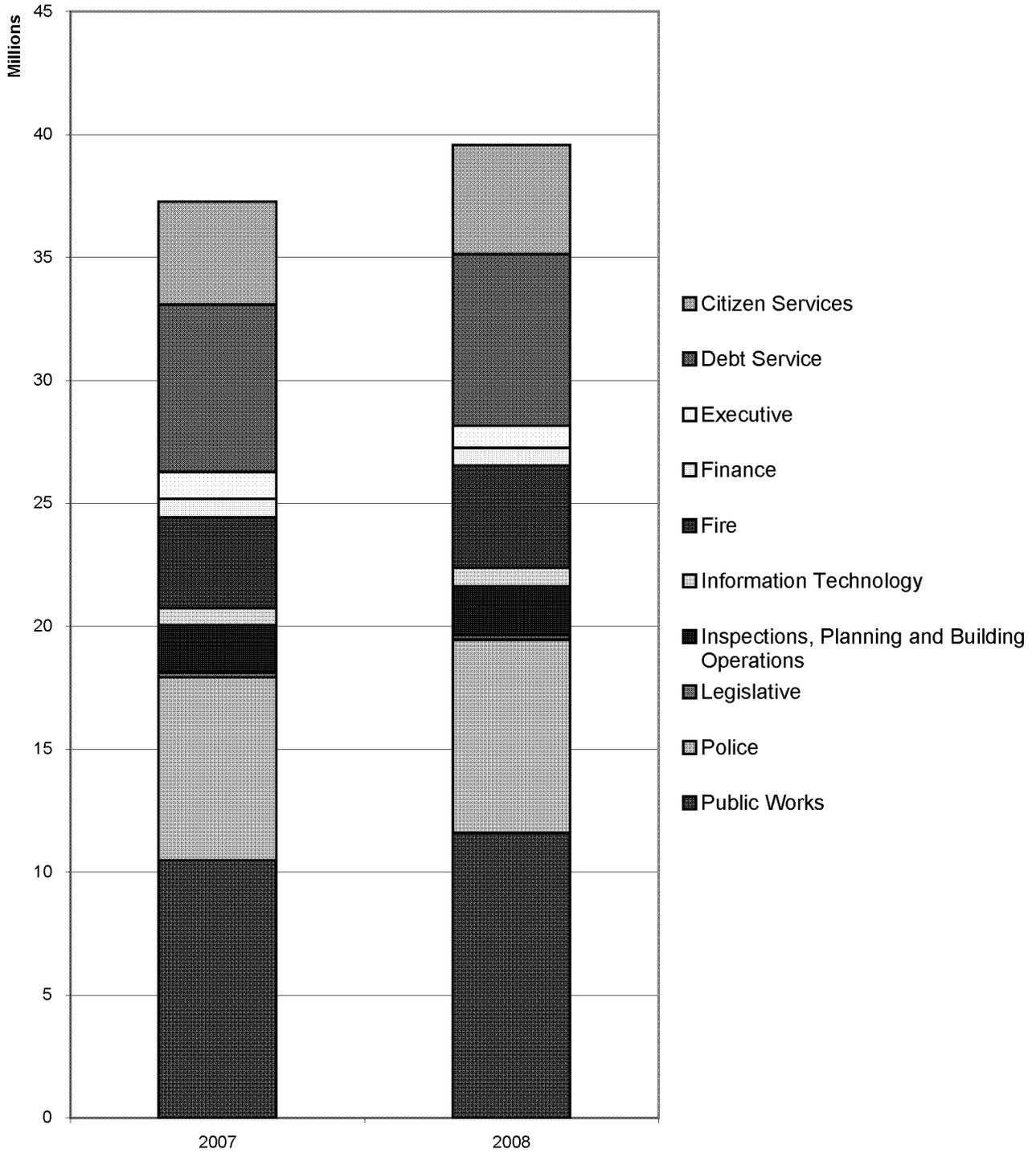
Expenditures for commodities will be 4.2% higher in 2008.

Contractual services costs for 2008 will be 8.4% more than 2007 due to higher sewage treatment, utility and building repair costs.

Capital outlay and depreciation expenditures are anticipated to be 59% more than 2007 primarily due to expenditures in the Capital Improvements Budget for Parks and Trails.

Expenditures for debt service will be 2.9% more in 2008 due to higher principal and interest payments on bond issues.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS**

	2007 BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2006 BUDGET
<u>Total By Department</u>			
Citizen Services	4,183,810	4,451,133	6.4%
Code Enforcement	119,930	146,987	22.6%
Debt Service	6,801,970	6,975,654	2.6%
Executive	1,097,440	903,843	-17.6%
Finance	752,980	716,254	-4.9%
Fire	3,699,350	4,157,112	12.4%
Information Technology	680,100	751,303	10.5%
Inspections, Planning and Building Operations	\$1,933,870	\$1,979,727	2.4%
Legislative	191,530	191,178	-0.2%
Police	7,444,870	7,859,405	5.6%
Public Works	10,477,170	11,593,254	10.7%
Totals	37,383,020	39,725,850	6.3%
<u>Total By Type</u>			
Personal Services	17,444,870	17,927,216	2.8%
Commodities	1,457,590	1,518,902	4.2%
Contractual Services	8,622,920	9,343,965	8.4%
Capital Outlay and Depreciation	1,961,400	3,119,478	59.0%
Debt Service	6,777,520	6,975,654	2.9%
Other Charges	1,118,720	840,635	-24.9%
Totals	37,383,020	39,725,850	6.3%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	2,115,790	2,437,063	15.2%
Charitable Gambling Tax	40,050	35,050	-12.5%
Community Center	2,441,300	2,499,828	2.4%
Enhanced 911 Service (Transferred to county 2007)	70,150	0	-100.0%
Environmental Utility	1,257,830	1,371,918	9.1%
Fleet Management	720,370	771,401	7.1%
General	17,324,940	18,027,459	4.1%
Information Technology	680,100	751,303	10.5%
Police Services Fund	51,570	51,570	0.0%
Recreation Programs	799,340	814,668	1.9%
Recycling Program	405,920	429,540	5.8%
Sanitary Sewer	3,893,990	4,015,606	3.1%
Street Light Utility	182,540	187,086	2.5%
Total Operating Budget	29,983,890	31,392,492	4.7%
Capital Improvements Budget:			
Capital Improvement Projects	90,040	0	-100.0%
Legacy Village Tax Abatement District	120	120	0.0%
Park Development	500,890	1,326,110	164.8%
Redevelopment	920	920	0.0%
Tax Increment Economic Development District #1-5	26,430	26,430	0.0%
Tax Increment Housing District #1-1	430	430	0.0%
Tax Increment Housing District #1-2	430	430	0.0%
Tax Increment Housing District #1-3	440	440	0.0%
Tax Increment Housing District #1-4	30,490	30,490	0.0%
Tax Increment Housing District #1-5	25,290	25,290	0.0%
Tax Increment Housing District #1-6	60,310	60,310	0.0%
Tax Increment Housing District #1-7	19,920	19,920	0.0%
Tax Increment Housing District #1-8	66,020	66,020	0.0%
Water Availability Charge - No. St. Paul	140	140	0.0%
Water Availability Charge - St. Paul	970	970	0.0%
Total Capital Budget	822,840	1,558,020	89.3%
Debt Service Budget:			
Debt Service Fund	6,576,290	6,775,338	3.0%
Grand Total	\$37,383,020	\$39,725,850	6.3%

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

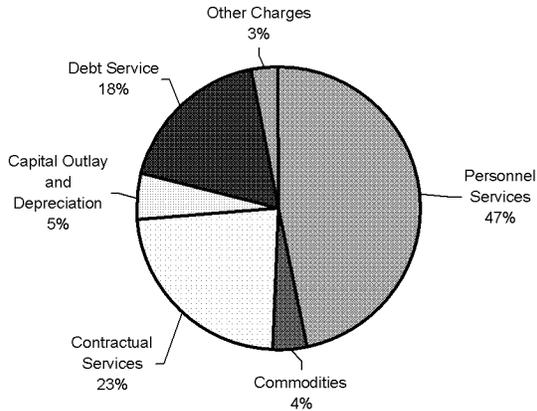
<u>TYPE</u>	2007 BUDGET	PERCENT OF TOTAL	2008 BUDGET	PERCENT OF TOTAL
Personnel Services	\$17,444,870	46.7%	\$17,927,216	45.1%
Commodities	1,457,590	3.9%	1,518,902	3.8%
Contractual Services	8,622,920	23.1%	9,343,965	23.5%
Capital Outlay and Depreciation	1,961,400	5.2%	3,119,478	7.9%
Debt Service	6,777,520	18.1%	6,975,654	17.6%
Other Charges	1,118,720	3.0%	840,635	2.1%
Totals	\$37,383,020	100.0%	\$39,725,850	100.0%

<u>DEPARTMENT</u>				
Citizen Services	\$ 4,183,180	11.2%	\$ 4,451,133	11.2%
Code Enforcement	\$ 119,130	0.3%	\$ 146,987	0.4%
Debt Service	6,801,970	18.2%	6,975,654	17.6%
Executive	1,097,440	2.9%	903,843	2.3%
Finance	752,980	2.0%	716,254	1.8%
Fire	3,699,350	9.9%	4,157,112	10.5%
Information Technology	680,100	1.8%	751,303	1.9%
Inspections, Planning and Building Operations	1,934,670	5.2%	1,979,727	5.0%
Legislative	191,530	0.5%	191,178	0.5%
Police	7,444,870	19.9%	7,859,405	19.8%
Public Works	10,477,170	28.0%	11,593,254	29.2%
Totals	\$37,382,390	100.0%	\$39,725,850	100.0%

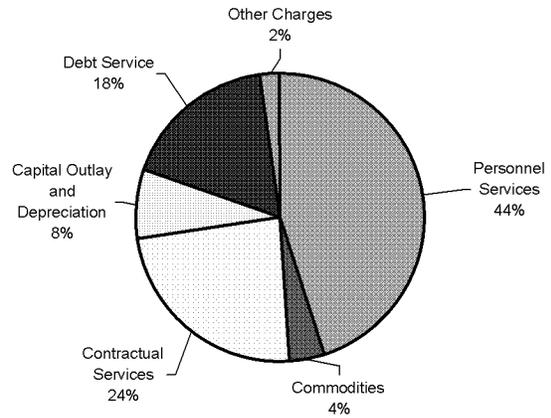
ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

Type

2007

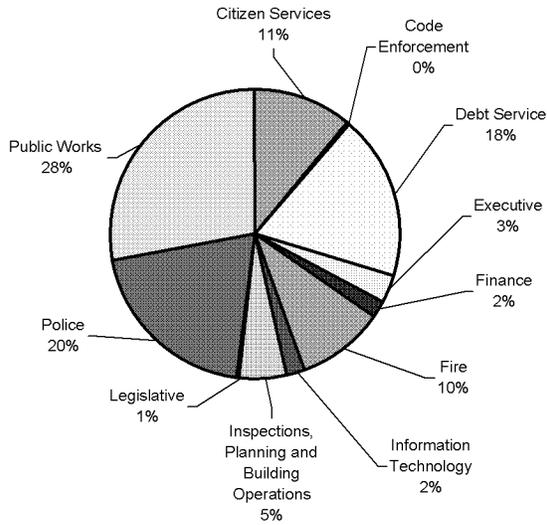


2008

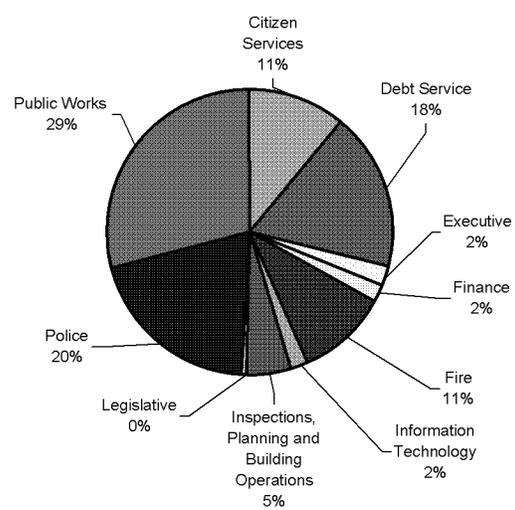


Department

2007



2008



CITY OF MAPLEWOOD, MINNESOTA

2008 BUDGET

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 12-31-07 fund balance is equal to 36.6% of the budgeted 2008 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. The fund balance was at 36.1% of the budgeted revenues in October, 1989 when the city's bond rating was increased to Aa by Moody's Investors Services.

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.

Enhanced 911 Service Fund - this fund accounts for state aid for the 911 emergency phone dispatching costs. This fund will be closed in 2007 after dispatching consolidation with Ramey County.

Law Enforcement Block Grant Fund - this fund accounts for grant money received from the U.S. Department of Justice. The fund was closed in 2006.

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 12-31-08 fund balance is \$2,601. Temporary deficits in this fund will be financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)

Enterprise Funds

Ambulance Service Fund – the projected 12-31-08 cash deficit is \$194,307. The deficit will be reduced gradually over the next several years.

Community Center Operations Fund – the projected 12-31-08 cash balance is \$112,343. An aggressive marketing program was introduced in 2007 and will continue in 2008 to help make the fund self supporting.

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.

Recycling Program Fund - the projected 12-31-08 cash balance is \$232,990. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-08 cash balance is \$1,322,734. Utility rates are set to provide working capital equal to approximately 10% of the annual budgeted expenses and to provide a reserve for future capital outlay.

Street Light Utility Fund - the projected 12-31-08 cash balance is \$13,220 and this approximates the working capital balance. It is current policy to maintain the working capital at 10% of the budgeted operating expenses.

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 12-31-08 cash balance is \$281,171 and this approximates the working capital balance. Internal service charges are set to provide working capital equal to approximately 10% of the annual budgeted expenses.

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 can not 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.



MAPLEWOOD

Together We Can

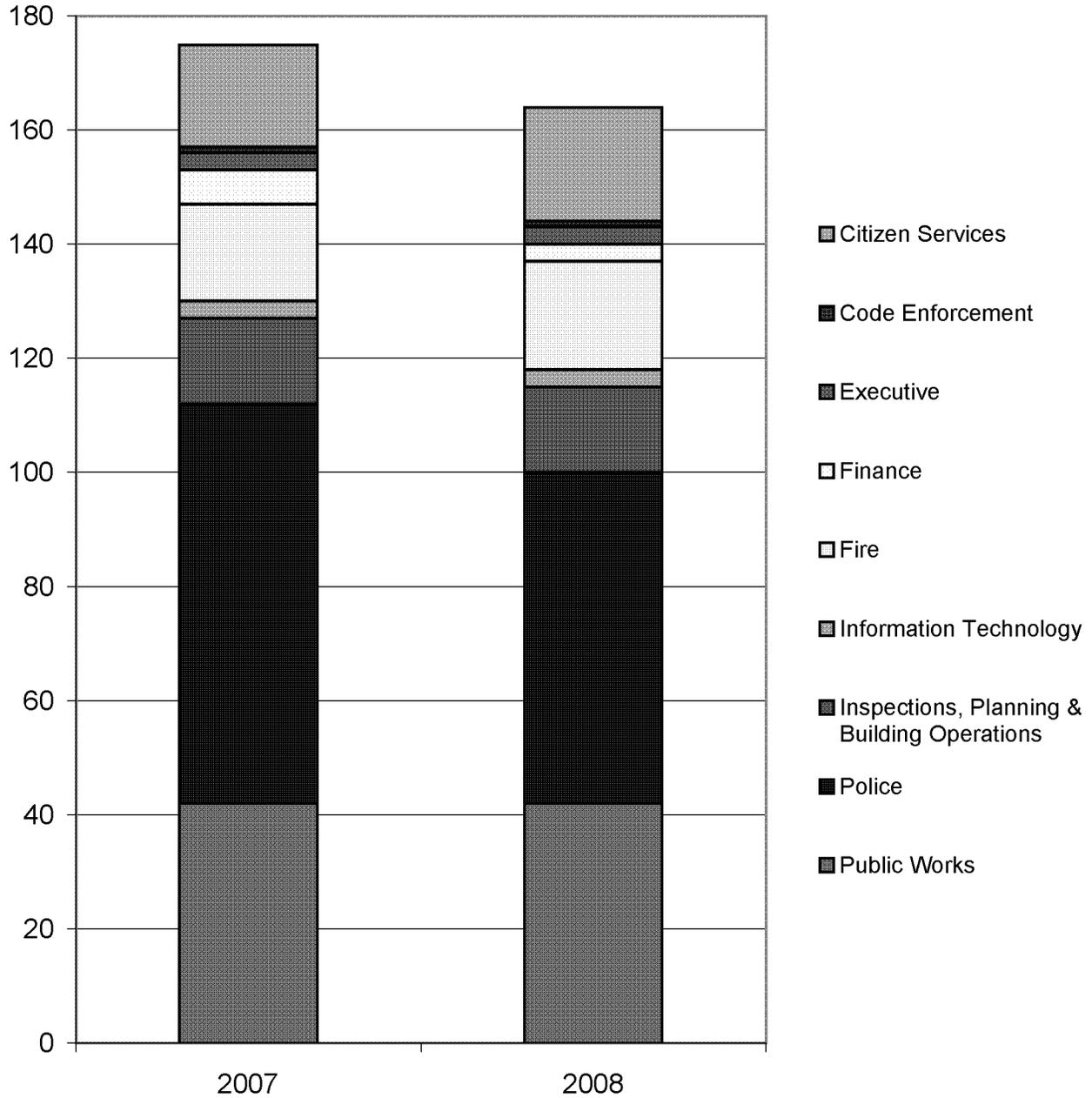
**CITY OF MAPLEWOOD, MINNESOTA
ALL BUDGETARY FUNDS
BUDGETED CHANGES IN FUND BALANCES/RETAINED EARNINGS**

<u>Total By Fund</u>	<u>BALANCE 01-01-08</u>	<u>REVENUES</u>	<u>NET OTHER INCREASES (DECREASES)</u>	<u>EXPENDITURES</u>	<u>BALANCE 12-31-08</u>
Operating Budget:					
Ambulance Service	(\$155,891)	\$2,325,000	\$73,647	\$2,437,063	(\$194,307)
Charitable Gambling Tax	56,141	35,810	0	35,050	56,901
Community Center	8,697,953	2,271,240	229,459	2,499,828	8,698,824
Enhanced 911 Service	0	0	0	0	0
Environmental Utility	13,089,405	1,547,621	(17,647)	1,371,918	13,247,461
Fleet Management	1,648,661	773,358	4,820	771,401	1,655,438
General	6,638,260	18,153,274	0	18,027,459	6,764,075
Information Technology	385,235	758,363	2,800	751,303	395,095
Police Services Fund	33,716	8,000	0	51,570	(9,854)
Recreation Programs	(3,343)	816,650	(1,240)	814,668	(2,601)
Recycling Program	317,386	418,098	2,330	429,540	308,274
Sanitary Sewer	11,725,955	4,512,337	101,556	4,015,606	12,324,242
Street Light Utility	61,952	183,260	850	187,086	58,976
Total Operating Budget	42,495,430	31,803,011	396,575	31,392,492	43,302,524
Capital Improvements Budget:					
Capital Improvement Projects	36,174	0	0	0	36,174
Fire Truck Replacement	302,858	0	0	0	302,858
Legacy Village Tax Abatement District	152,309	1,880	0	120	154,069
Open Space	186,869	0	0	0	186,869
Park Development	494,950	1,013,790	0	1,326,110	182,630
Public Improvement Projects	(5,035,830)	1,225,000	200,000	0	(3,610,830)
Redevelopment	537	0	0	920	(383)
Tax Increment Economic Development District #1-5	3,956	33,460	0	26,430	10,986
Tax Increment Housing District #1-1	4,388	83,500	(84,580)	430	2,878
Tax Increment Housing District #1-2	8,281	133,640	(161,090)	430	(19,599)
Tax Increment Housing District #1-3	2,672	49,620	(51,140)	440	712
Tax Increment Housing District #1-4	5,529	31,250	0	30,490	6,289
Tax Increment Housing District #1-5	6,030	24,050	0	25,290	4,790
Tax Increment Housing District #1-6	142,713	67,720	0	60,310	150,123
Tax Increment Housing District #1-7	286	19,950	0	19,920	316
Tax Increment Housing District #1-8	14,910	70,330	0	66,020	19,220
Water Availability Charge - No. St. Paul	39,915	10,090	0	140	49,865
Water Availability Charge - St. Paul	65,885	134,870	(113,460)	970	86,325
Total Capital Budget	(3,567,568)	2,899,150	(210,270)	1,558,020	(2,436,708)
Debt Service Budget:					
Debt Service Fund	9,344,669	5,434,855	226,594	6,775,338	8,230,780
Grand Total	\$48,272,531	\$40,137,016	\$412,899	\$39,725,850	\$49,096,596

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.

SUMMARY OF PERSONNEL BY DEPARTMENT

BUDGET FULL-TIME REGULAR EMPLOYEES



City of Maplewood, Minnesota

SUMMARY OF PERSONNEL BY DEPARTMENT

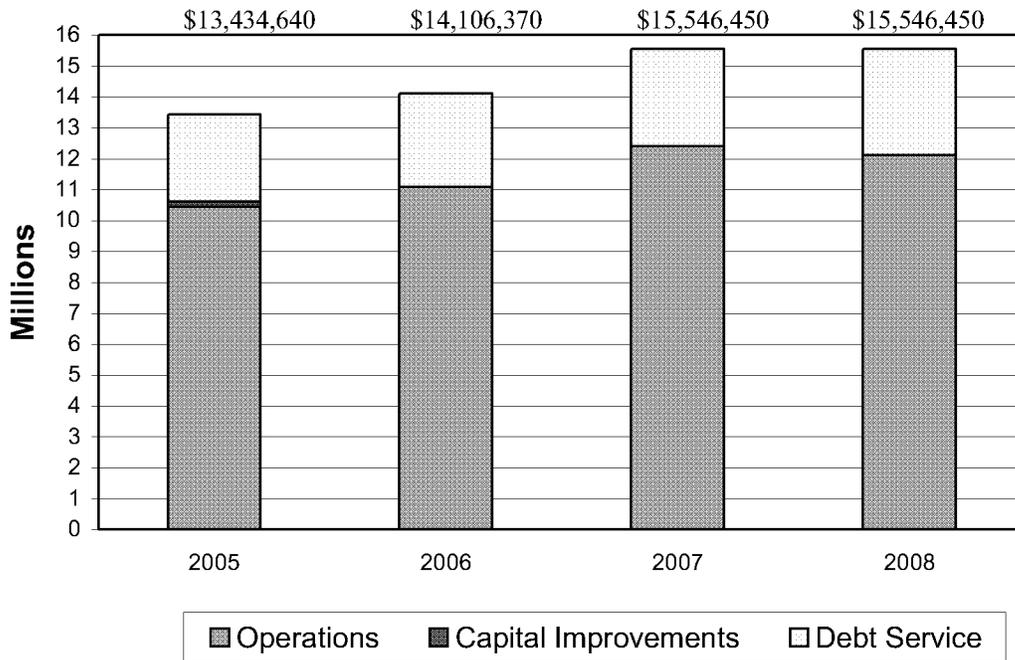
NUMBER OF BUDGETED REGULAR EMPLOYEES

PROGRAM	2007		2008	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	18	14	20	12
Code Enforcement	1	0	1	0
Executive	3	0	3	0
Finance	6	1	5	1
Fire	17	0	19	0
Information Technology	3	0	3	0
Inspections, Planning & Building Operations	15	3	15	4
Police	70	1	58	1
Public Works	42	3	42	3
TOTALS*	175	22	166	21

* 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. A listing of full-time budgeted positions by job title in each department is located on pages 6-2 through 6-8.

CITY OF MAPLEWOOD, MINNESOTA 2008 BUDGET TAX LEVY 2005 - 2008

The city's tax levy has increased from \$13,434,640 in 2005 to \$15,546,450 in 2008. The average annual increase has been 5.1% for these years.



The 2008 tax levy is the same amount as the 2007 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2008:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$12,124,525	-\$281,125	-2.3%
Capital Improvements	0	0	0%
Debt Service	3,421,925	281,125	9.0%
Total	\$15,546,450	\$0	0.0%

City taxes on a home in Maplewood at the median value of \$222,600 will be \$684.00. This is a decrease of \$25.00 from the 2007 median value home.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
TAX LEVY BY FUND**

	<u>2007 Levy</u>	<u>2008 Levy</u>	<u>Change Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$11,727,050	\$11,644,525	-\$82,525	-0.7%
Community Center Operations Fund	392,600	230,000	-162,600	-41.4%
Recreation Programs Fund	286,000	250,000	-36,000	-12.6%
<u>Debt Service:</u>				
Debt Service Fund	3,140,800	3,421,925	281,125	9.0%
<u>Totals – All Funds</u>	\$15,546,450	\$15,546,450	\$0	0.0%

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
CHANGES IN TAX BASE 2005 – 2008**

The assessor’s estimated market values for 2005-2008 have been as follows:

2005	\$3,117,413,900	+11.2%
2006	\$3,489,726,700	+11.9%
2007	\$3,892,522,500	+11.5%
2008	\$4,034,213,400	+3.6%

In Minnesota the assessor’s estimated market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2008 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 2005 through 2008.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2005 Taxes</u>	<u>Rate for 2006 Taxes</u>	<u>Rates for 2007 Taxes</u>	<u>Rates for 2008 Taxes</u>
Homestead				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
Non-Homestead (Single Family)				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
Apartments				
Regular	1.25%	1.25%	1.25%	1.25%
Commercial/Industrial				
0 to \$150,000	1.50%	1.50%	1.50%	1.50%
Over \$150,000	2.00%	2.00%	2.00%	2.00%

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
CHANGES IN TAX BASE 2005 – 2008**

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 2005-2008 has been as follows:

2005	\$37,035,215	+ 8.6%
2006	\$41,526,134	+12.1%
2007	\$46,519,901	+12.0%
2008	\$51,051,651	+9.7%

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.

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	2005	2006	2007	2008
Real Estate	\$38,947,265	\$43,322,776	\$48,753,765	\$50,593,487
Personal Property	429,727	436,597	463,173	458,164
Tax Increment Districts	<u>(472,931)</u>	<u>(507,838)</u>	<u>(496,216)</u>	<u>(512,867)</u>
Sub-Total	38,904,061	43,251,535	48,720,722	50,538,784
Fiscal Disparities:				
Contribution	(5,239,396)	(5,247,843)	(6,002,384)	(7,013,611)
Distribution	<u>3,370,550</u>	<u>3,522,442</u>	<u>3,801,563</u>	<u>4,535,739</u>
Total Tax Capacity	37,035,215	41,526,134	46,519,901	48,060,912

CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET
CHANGES IN TAX RATES 2005 – 2008

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 2005-2008 tax capacity rates for the city property tax levy has been as follows:

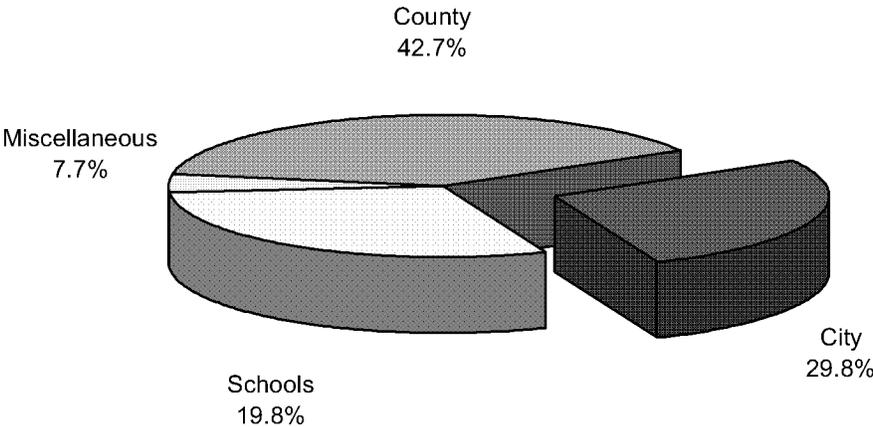
2005 – 34.229%
2006 – 32.101%
2007 – 31.950%
2008 – 30.735%

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 2005-2008 market value tax rates for the city property tax levy have been as follows:

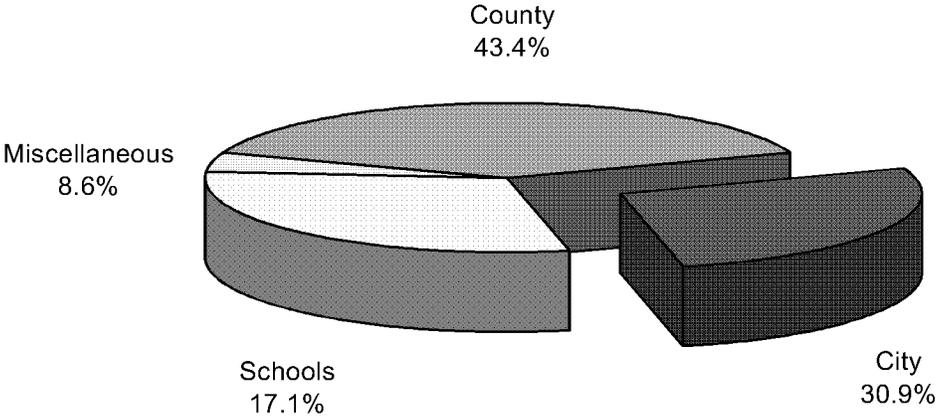
2005 – .02270%
2006 – .02017%
2007 – .01813%
2008 – .01792%

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 2007 and 2008.

CITY PORTION OF PROPERTY TAXES



2008

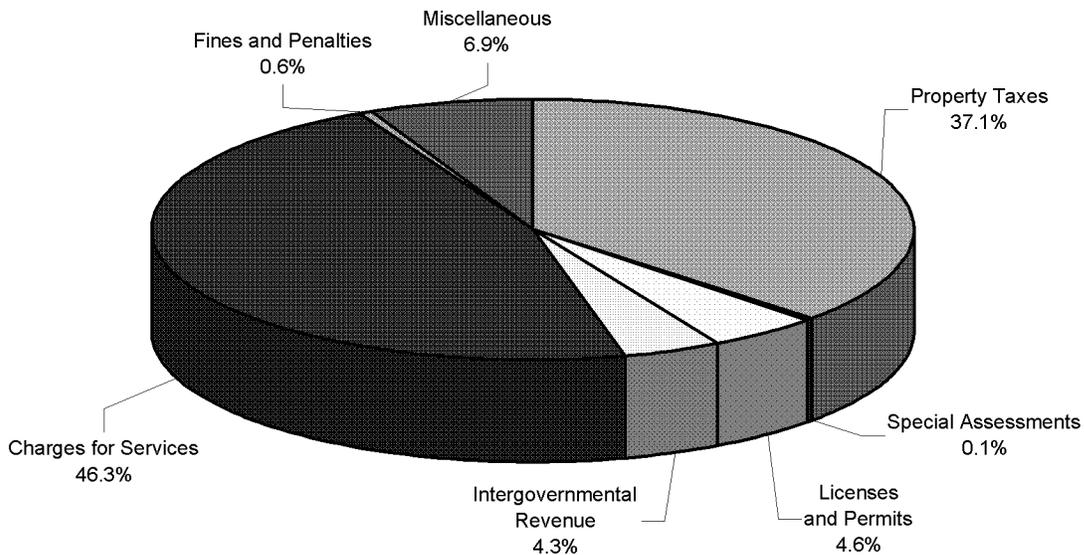


2007

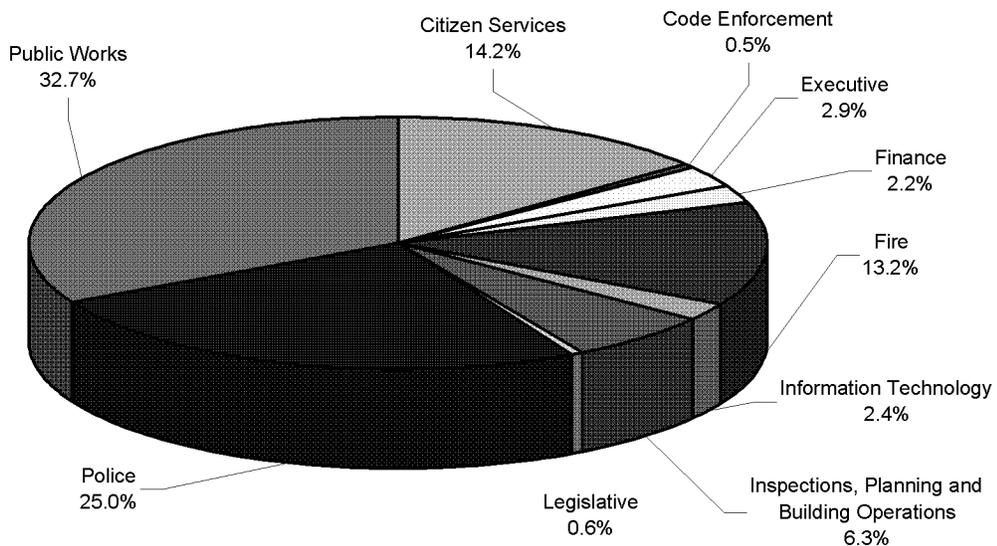
Note: Data for 2008 uses proposed rates.

2008 OPERATING BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$32.2 Million



Expenditures by Department
\$31.4 Million

**CITY OF MAPLEWOOD, MINNESOTA
2008 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2007 BUDGET	PERCENT OF TOTAL	2008 BUDGET	PERCENT OF TOTAL
Property Taxes	\$12,070,160	38.71%	\$11,925,434	37.07%
Special Assessments	35,290	0.11%	34,430	0.11%
Licenses and Permits	1,432,630	4.59%	1,542,400	4.79%
Intergovernmental Revenue	1,487,370	4.77%	1,370,490	4.26%
Charges for Services	13,954,360	44.75%	14,880,626	46.25%
Fines and Penalties	206,210	0.66%	202,340	0.63%
Miscellaneous	1,997,630	6.41%	2,216,368	6.89%
Totals	<u>\$31,183,650</u>	<u>100.0%</u>	<u>\$32,172,088</u>	<u>100.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2008 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2007 BUDGET	PERCENT OF TOTAL	2008 BUDGET	PERCENT OF TOTAL
Personnel Services	\$17,444,870	58.2%	\$17,927,216	57.1%
Commodities	1,457,590	4.9%	1,518,902	4.8%
Contractual Services	8,613,320	28.7%	9,334,365	29.7%
Capital Outlay and Depreciation	1,371,400	4.6%	1,793,368	5.7%
Other Charges	1,096,710	3.7%	818,645	2.6%
Totals	\$29,983,890	100.0%	\$31,392,496	100.0%

DEPARTMENT

Citizen Services	\$4,183,810	14.0%	\$4,451,134	14.2%
Code Enforcement	\$119,930	0.4%	\$146,987	0.5%
Executive	1,097,440	3.7%	903,843	2.9%
Finance	748,860	2.5%	686,810	2.2%
Fire	3,669,330	12.2%	4,157,113	13.2%
Information Technology	680,100	2.3%	751,303	2.4%
Inspections, Planning and Building Operations	1,932,950	6.4%	1,978,808	6.3%
Legislative	191,530	0.6%	191,178	0.6%
Police	7,444,870	24.8%	7,859,405	25.0%
Public Works	9,915,070	33.1%	10,265,915	32.7%
Totals	\$29,983,890	100.0%	\$31,392,496	100.0%

CITY OF MAPLEWOOD, MINNESOTA

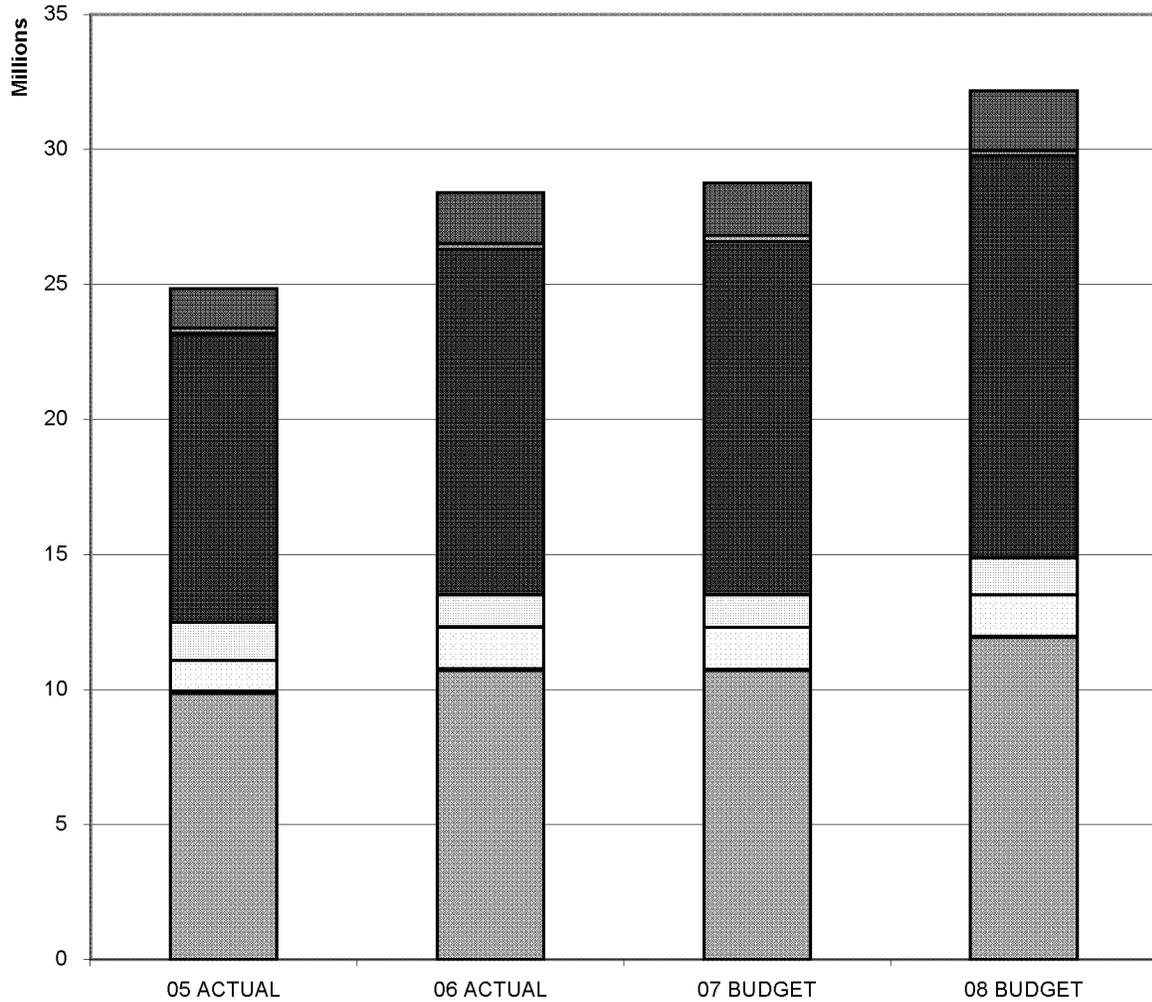
OPERATING BUDGET

REVENUE SUMMARY

<u>Total By Source</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Taxes	\$9,855,963	\$10,703,851	\$10,694,480	\$11,925,434	11.5%
Special Assessments	70,745	49,088	37,040	34,430	-7.0%
Licenses and Permits	1,150,251	1,554,992	1,565,650	1,542,400	-1.5%
Intergovernmental Revenue	1,413,868	1,202,899	1,213,330	1,370,490	13.0%
Charges for Services	10,683,398	12,783,850	13,072,010	14,880,626	13.8%
Fines and Penalties	195,426	207,164	226,030	202,340	-10.5%
Miscellaneous	1,472,079	1,891,852	1,933,000	2,216,368	14.7%
Totals	24,841,730	28,393,696	28,741,540	32,172,088	11.9%
<u>Total By Fund</u>					
Ambulance Service	0	1,717,715	1,724,490	2,414,700	40.0%
Buffer Zone Protection Plan Grant	0	0	0	0	N/A
Charitable Gambling Tax	68,092	52,235	69,020	35,810	-48.1%
Community Center	2,019,321	2,000,558	2,067,120	2,501,240	21.0%
COPS More Grant	1	3	0	0	N/A
Enhanced 911 Service	25,969	54,393	26,760	0	-100.0%
Environmental Utility	520,264	1,153,129	1,294,090	1,547,621	19.6%
Fleet Management	723,335	691,974	681,880	778,178	14.1%
General	16,325,234	16,780,804	16,739,750	18,153,274	8.4%
Hazardous Materials	47	0	0	0	N/A
Information Technology	289,785	689,843	680,740	761,163	11.8%
Justice Assistance Grant	0	2,589	0	0	N/A
Law Enforcement Block Grant	46	24	0	157	N/A
Police Services	7,616	15,332	2,240	8,000	257.1%
Recreation Programs	716,585	745,310	827,370	815,650	-1.4%
Recycling Program	369,608	430,999	416,980	422,428	1.3%
Sanitary Sewer	3,775,827	3,877,066	4,043,180	4,549,757	12.5%
Street Light Utility	0	181,722	167,920	184,110	9.6%
Totals	\$24,841,730	\$28,393,696	\$28,741,540	\$32,172,088	11.9%

OPERATING BUDGET

Revenues for 2005-2008



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

CITY OF MAPLEWOOD, MINNESOTA

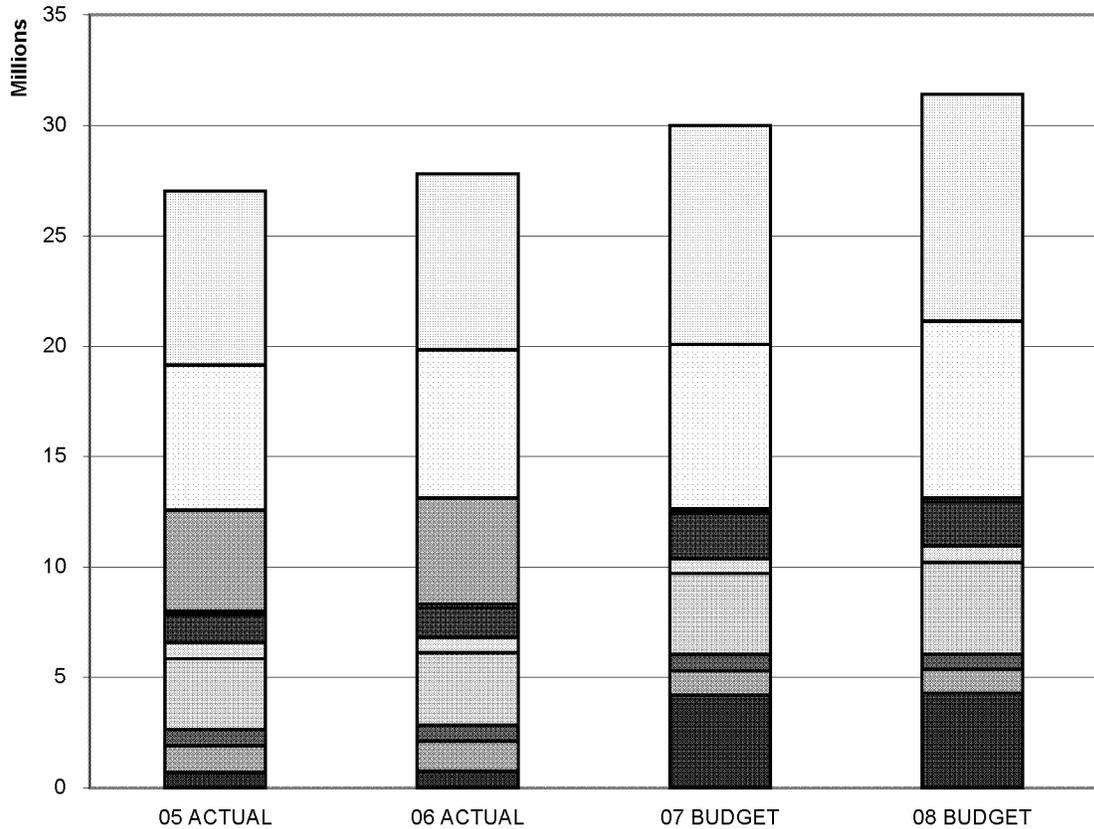
OPERATING BUDGET

EXPENDITURE SUMMARY

	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Total By Department					
Citizen Services	692,833	748,598	4,183,810	4,285,323	2.4%
Executive	1,213,138	1,350,893	1,097,440	1,069,653	-2.5%
Finance	724,902	725,440	748,860	686,810	-8.3%
Fire	3,199,388	3,279,496	3,669,330	4,157,112	13.3%
Human Resources	359,553	355,981	0	0	N/A
Information Technology	737,614	689,031	680,100	751,303	10.5%
Inspections, Planning & Building Operations	\$1,238,777	\$1,345,793	\$2,052,880	\$1,978,807	-3.6%
Legislative	170,216	179,412	191,530	191,178	-0.2%
Parks and Recreation	4,593,133	4,787,296	0	0	N/A
Police	6,564,825	6,722,762	7,444,870	8,006,392	7.5%
Public Works	7,884,386	7,968,328	9,915,070	10,265,914	3.5%
Totals	27,378,765	28,153,030	29,983,890	31,392,492	4.7%
Total By Classification					
Personnel Services	15,840,726	16,448,970	17,445,510	17,927,216	2.8%
Commodities	1,344,763	1,456,765	1,456,700	1,518,902	4.3%
Contractual Services	7,571,224	7,819,936	8,665,070	9,123,405	5.3%
Capital Outlay and Depreciation	1,711,226	1,376,448	1,319,900	1,645,601	24.7%
Other Charges	910,826	1,050,911	1,096,710	1,177,368	7.4%
Totals	27,378,765	28,153,030	29,983,890	31,392,492	4.7%
Total By Fund					
Ambulance Service	1,717,488	1,821,409	2,115,790	2,437,063	15.2%
Charitable Gambling Tax	52,330	50,118	40,050	35,050	-12.5%
Community Center	2,249,641	2,443,594	2,441,300	2,499,828	2.4%
Enhanced 911 Service	24,746	24,586	70,150	0	-100.0%
Environmental Utility	1,098,318	1,115,334	1,257,830	1,371,918	9.1%
Fleet Management	601,816	610,635	720,370	771,401	7.1%
General	16,004,166	16,368,190	17,324,940	18,027,459	4.1%
Hazardous Materials	0	0	0	0	N/A
Information Technology	737,614	689,031	680,100	751,303	10.5%
Law Enforcement Block Grant	4,445	0	0	0	N/A
Police Services	2,981	41,192	51,570	51,570	0.0%
Recreation Programs	750,548	780,346	799,340	814,668	1.9%
Recycling Program	348,029	353,538	405,920	429,540	5.8%
Sanitary Sewer	3,652,559	3,686,032	3,893,990	4,015,606	3.1%
Street Light Utility	134,084	169,025	182,540	187,086	2.5%
Totals	\$27,378,765	\$28,153,030	\$29,983,890	\$31,392,492	4.7%

OPERATING BUDGET

Expenditures for 2005-2008



- Citizen Services
- Finance
- Information Technology
- Legislative
- Police
- Executive
- Fire
- Inspections, Planning & Building Operations
- Parks and Recreation
- Public Works

CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER BY 2008 BUDGET AMOUNT

DEPARTMENT	CODE	PROGRAM	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 DEPT. REQUEST	2008 BUDGET	2008 PERCENT CHANGE
POLICE	101-402	Police Services	4,926,819	4,391,320	5,216,330	5,554,912	5,417,582	3.9%
PUBLIC WORKS	601-508	Sanitary Sewer Operations	3,652,559	3,686,032	3,893,990	4,012,440	4,015,606	3.1%
CITIZEN SERVICES	602-61X	Community Center Operations	2,249,642	2,443,526	2,441,300	2,432,485	2,499,828	2.4%
FIRE	606-403	Emer. Medical Services	1,223,843	1,302,788	1,604,960	1,949,772	1,951,073	21.6%
FIRE	101-404	Fire Suppression	1,093,008	1,100,942	1,226,990	1,275,157	1,351,751	10.2%
PUBLIC WORKS	604-512	Storm Sewer Maintenance	927,081	890,575	1,039,250	1,132,188	1,149,999	10.7%
POLICE	101-401	Administration	906,573	915,450	912,570	1,055,250	1,124,772	23.3%
POLICE	101-409	Investigations	0	654,600	777,980	1,036,401	1,007,262	29.5%
PUBLIC WORKS	101-602	Park Maintenance	948,605	952,233	941,490	974,243	897,322	-4.7%
PUBLIC WORKS	101-503	Engineering	703,454	785,520	838,070	898,095	871,877	4.0%
CITIZEN SERVICES	206-603	Recreation Programs	750,548	780,345	799,340	820,491	814,668	1.9%
PUBLIC WORKS	702-509	Fleet Management	601,816	610,634	720,370	790,419	771,401	7.1%
INFORMATION TECHNOLOGY	703-118	InformationTechnology Services	717,500	666,684	671,040	749,825	741,360	10.5%
PUBLIC WORKS	101-502	Street Maintenance	683,053	656,345	699,380	779,953	698,189	-0.2%
INSPECTION, PLANNING &	101-115	Building Operations	488,012	571,234	606,900	637,737	633,288	4.3%
INSPECTION, PLANNING &	101-703	Building Inspections	539,982	633,093	563,720	588,141	566,504	0.5%
CITIZEN SERVICES	101-301	Administration	353,862	364,593	520,300	587,535	522,655	0.5%
EXECUTIVE	101-103	Legal Services	339,280	322,479	456,120	446,235	446,695	-2.1%
PUBLIC WORKS	605-706	Recycling	348,029	353,537	405,920	428,490	429,540	5.8%
INSPECTION, PLANNING &	101-701	Administration	437,192	435,073	493,750	487,505	423,293	-14.3%
PUBLIC WORKS	101-501	Administration	398,888	355,052	363,960	392,385	403,567	10.9%
FIRE	606-411	Administration	334,601	379,568	393,030	393,030	393,682	0.2%
CITIZEN SERVICES	101-303	Deputy Registrar	305,581	318,306	350,720	359,716	358,202	2.1%
FIRE	101-411	Administration	423,003	401,003	356,560	347,196	356,638	0.0%
PUBLIC WORKS	101-514	Snow and Ice Control	232,123	239,528	320,580	386,036	310,331	-3.2%
INSPECTION, PLANNING &	101-702	Planning	184,277	191,575	224,910	182,695	306,907	36.5%
FINANCE	101-201	Administration	293,596	284,795	275,720	272,051	305,981	11.0%
FINANCE	101-202	Finance Services	351,062	361,651	385,280	354,643	288,521	-25.1%
EXECUTIVE	101-116	H.R. Administration	349,995	353,402	303,780	304,863	263,143	-13.4%
POLICE	101-406	Dispatching Services	676,278	603,330	378,500	217,775	217,775	-42.5%
PUBLIC WORKS	101-604	Nature Center	245,547	226,108	200,910	247,668	207,752	3.4%
EXECUTIVE	101-102	Administration	274,918	314,908	200,670	239,017	187,155	-6.7%
PUBLIC WORKS	607-506	Street Lights and Signals	134,084	169,026	182,540	187,058	187,086	2.5%
PUBLIC WORKS	604-513	Street Sweeping	171,237	168,448	181,190	203,840	179,782	-0.8%
EXECUTIVE	101-111	Marketing	110,928	142,272	128,020	157,352	165,810	29.5%
LEGISLATIVE	101-101	City Council	115,512	124,484	143,990	147,429	148,733	3.3%
INSPECTION, PLANNING &	101-707	Code Enforcement	30,732	31,099	119,930	116,325	146,987	22.6%
FINANCE	606-203	Ambulance Billing	80,244	78,994	87,860	90,239	92,308	5.1%
FIRE	101-405	Fire Prevention	79,144	77,889	67,900	86,313	83,598	23.1%
PUBLIC WORKS	101-605	Open Space Mgmt.	71,083	58,192	57,110	62,089	66,325	16.1%
CITIZEN SERVICES	101-304	Elections	33,390	65,700	42,950	63,710	60,718	41.4%
POLICE	208-402	Police Services	2,981	41,192	51,570	51,570	51,570	0.0%
INSPECTION, PLANNING &	101-704	Public Health Inspections	29,155	37,148	43,670	49,019	48,815	11.8%
PUBLIC WORKS	604-604	Nature Center	0	23,311	37,390	3,160	42,137	12.7%
POLICE	101-407	Animal Control	27,431	32,224	37,770	40,413	40,444	7.1%
LEGISLATIVE	205-000	Charitable Gambling	52,330	50,118	40,050	35,050	35,050	-12.5%
PUBLIC WORKS	101-515	Transit Operations	32,062	30,318	32,920	32,920	35,000	6.3%
CITIZEN SERVICES	101-606	Ice Arena Operations	10,890	7,583	29,200	29,200	29,252	0.2%
FIRE	101-413	Emergency Management	16,451	17,308	19,890	20,129	20,370	2.4%
INFORMATION TECHNOLOGY	703-121	Phone Support	20,114	22,347	9,060	10,184	9,943	9.7%
EXECUTIVE	101-114	Safety	9,558	2,579	8,850	8,850	6,850	-22.6%
LEGISLATIVE	101-105	Police Civil Service Commission	1,295	3,840	4,390	4,390	4,398	0.2%
LEGISLATIVE	101-104	Human Relations Commission	188	6	1,700	1,700	1,700	0.0%
LEGISLATIVE	101-107	Planning Commission	813	882	1,170	1,170	1,084	-7.4%
LEGISLATIVE	101-106	Parks and Rec. Commission	78	81	230	230	213	-7.4%
CITIZEN SERVICES	101-601	Administration	316,819	296,102	0	54,566	0	0.0%
FIRE	606-412	Ambulance Maintenance	29,338	0	0	0	0	0.0%
INSPECTION, PLANNING &	101-705	Redevelopment	17,439	17,805	0	0	0	0.0%
POLICE	207-406	Dispatching Services	24,746	24,586	70,150	0	0	-100.0%
			27,378,769	28,069,763	29,983,890	31,791,255	31,392,492	4.8%

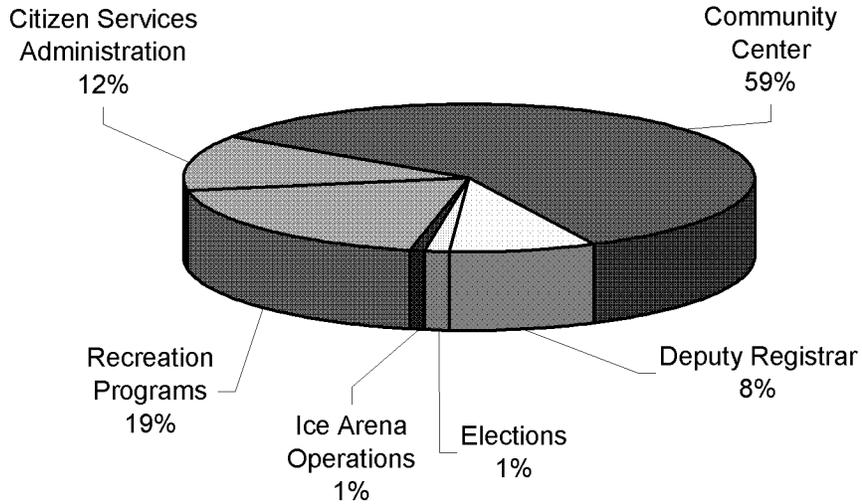


MAPLEWOOD

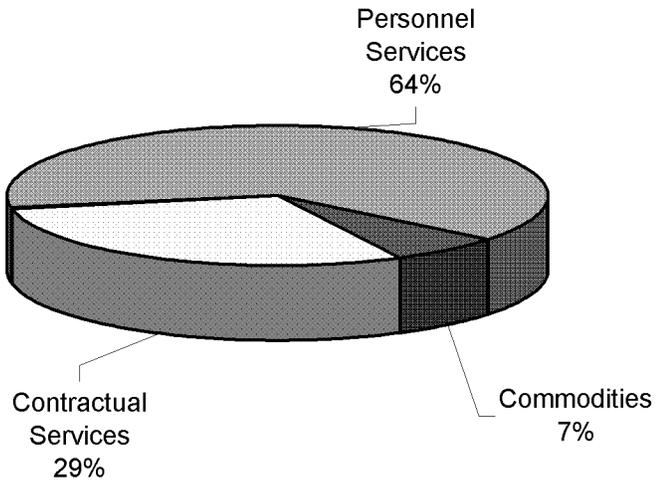
Together We Can

CITIZEN SERVICES BUDGET 2008

Total By Program



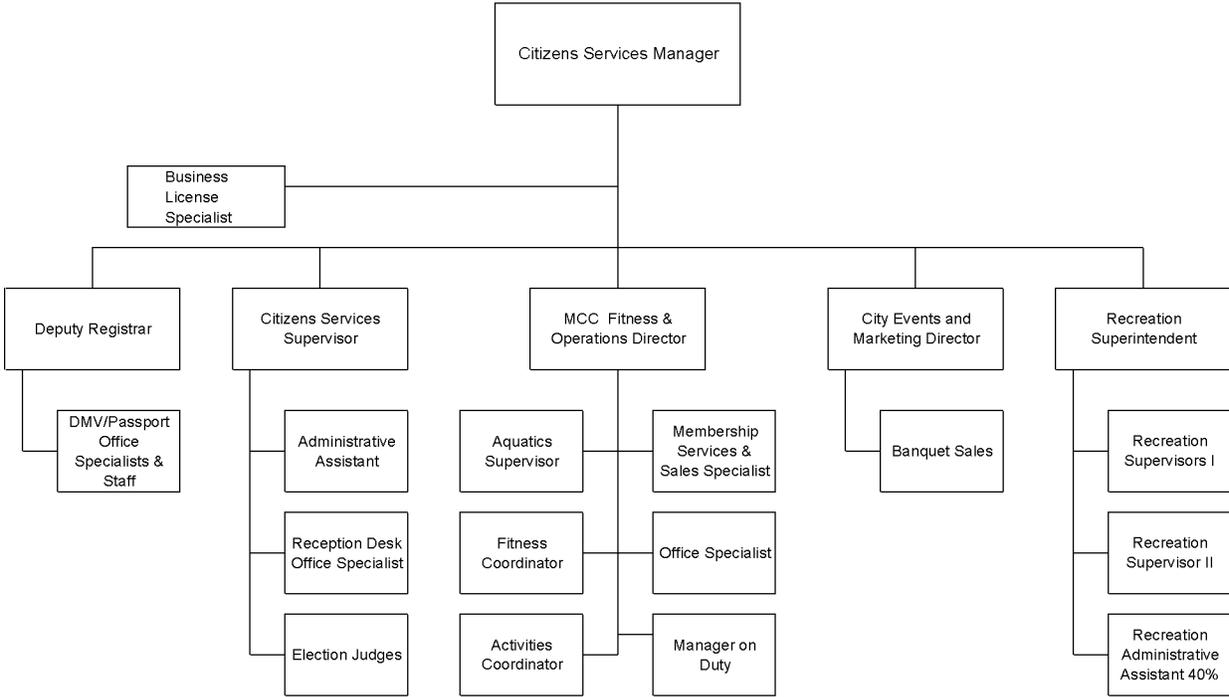
Total By Classification



CITY OF MAPLEWOOD

CITIZEN SERVICES

ORGANIZATION CHART



CITY OF MAPLEWOOD, MINNESOTA

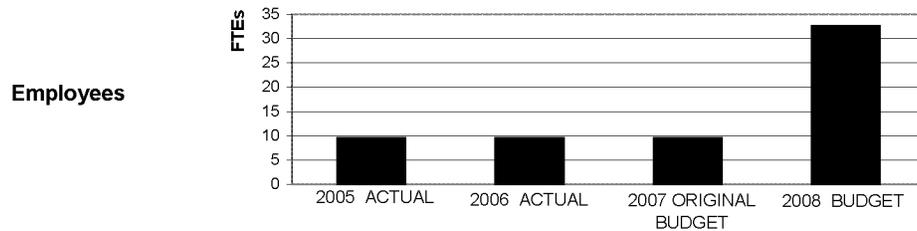
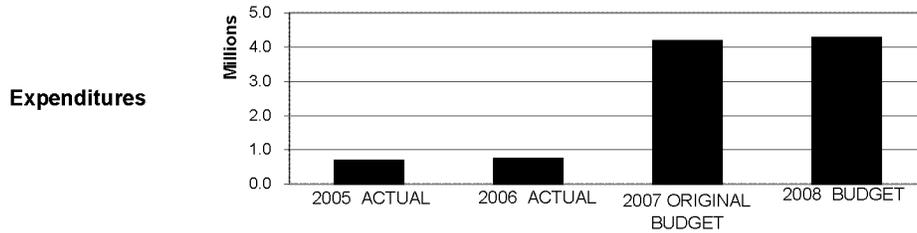
CITIZEN SERVICES
EXPENDITURE SUMMARY

Total By Program	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Citizen Services Administration	353,862	364,592	520,300	522,655	0.5%
Community Center	0	0	2,441,300	2,499,828	2.4%
Deputy Registrar	305,581	318,306	350,720	358,202	2.1%
Elections	33,390	65,700	42,950	60,718	41.4%
Ice Arena Operations	0	0	29,200	29,252	0.2%
Recreation Programs	0	0	799,340	814,668	1.9%
Totals	692,833	748,598	4,183,810	4,285,323	2.4%

Total By Classification	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Personnel Services	607,260	633,896	2,549,060	2,558,977	0.4%
Commodities	18,837	22,507	273,490	271,367	-0.8%
Contractual Services	65,751	70,659	1,087,330	1,181,049	8.6%
Capital Outlay and Depreciation	0	18,618	261,510	261,510	0.0%
Other Charges	985	2,918	12,420	12,420	0.0%
Totals	692,833	748,598	4,183,810	4,285,323	2.4%

Total By Fund	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
General Fund	692,833	748,598	943,170	970,827	2.9%
Community Center	0	0	2,441,300	2,499,828	2.4%
Recreation Programs	0	0	799,340	814,668	1.9%
Totals	692,833	748,598	4,183,810	4,285,323	2.4%

Number of Employees (FTE)	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
	9.58	9.58	9.58	32.65	241.0%



CITY OF MAPLEWOOD

CITIZEN SERVICES

MISSION STATEMENT

To maintain records, administer elections and issue licenses in a timely and efficient manner. To provide Maplewood residents with the indoor and outdoor recreation, entertainment and hospitality needs of families, businesses and community organizations and others in the northeast metropolitan area.

2008 OBJECTIVES

1. Work with IT and Finance Departments to provide the capability for people to apply and pay for business licenses via the Internet.
2. Work with Fire and Police Departments to implement the new business registration program.
3. Conduct the Presidential and State elections meeting all deadlines and requirements mandated by State election laws.
4. Review polling sites adding one in the south end of the city and redistricting others to even out the number of voter's in certain precincts.
5. Update the City record retention schedule to reflect current state law and conduct a training session on data practice laws to staff responsible for implementation.
6. 100% of completed council agendas and agenda packets provided 5 days in advance of meetings and 100% of legal notices prepared, posted and/or published within legal deadlines.
7. Expand marketing efforts to increase services to individuals and commercial customers.
8. Ensure that the Maplewood Community Center revenues exceed 2008 operating expenses.
9. Complete MCC fitness improvements and upgrades started in 2007.
10. Increase the number of MCC banquet bookings by 25%.
11. Facilitate a successful partnership with the Ashland Theatre of Performing Arts.
12. Continue the implementation of online recreation program registration.
13. Develop a Scholarship Fund for Disadvantaged Children to pay for recreation program registration fees.
14. Develop volunteer recruitment.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION 101-301	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION				
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 and to manage department operations.				
INPUTS	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Budget</u>	2008 <u>Budget</u>
Direct Expenditures				
Personnel Services	\$272,399	\$266,778	\$378,900	\$368,143
Commodities	18,234	14,712	18,630	18,630
Contractual Services	62,244	61,566	122,770	135,882
Capital Outlay	0	18,618	0	0
Other Charges	985	2,918	0	0
Total	<u>\$353,862</u>	<u>\$364,592</u>	<u>\$520,300</u>	<u>\$522,655</u>
Percent Change	8.0%	3.0%	42.7%	0.5%
Staff Hours				
No. of Employees (FTE)	3.75	3.75	4.00	3.70
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Agenda reports	575	496	580	550
Pages of minutes	640	510	650	600
Number of ordinances	9	8	10	15
Number of resolutions	186	205	185	175
Business licenses/permits	1,544	1,150	1,500	1,600
EFFECTIVENESS INDICATORS				
Percentage of licenses, permits issued by deadline	95%	97%	99%	99%
COMMENTS				
<p>Administrative workload remains steady in the area of output and workload as shown above. Increase in the number of ordinances is due to a partial recodification of the city code of ordinances. Increase in the amount of business licenses in 2008 is due to the business registration program that will be implemented using Eden Systems business license software that was purchased in 2007.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

<p>PROGRAM: COMMUNITY CENTER OPERATIONS</p> <p>602-611, 602-612, 602-613, 602-614</p>	<p>DEPARTMENT: CITIZEN SERVICES</p>																																																							
<p>PROGRAM MISSION</p> <p>To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area and to ensure Maplewood residents</p>																																																								
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No. of Employees (FTE)	0	0	16.98	18.31																																																				
<p>BUDGET COMMENTS</p> <p>The increase in personnel services is due to pay rate changes, increased benefit costs along with increased programs. The Events Marketing Coordinator will be allocated 50% of time at the MCC as Sales Director. The community center marketing/public relations specialist allocation went from 31% in 2006 to 70% in 2007. Contractual services have increased significantly due to building maintenance/repairs (+\$82,140).</p>																																																								

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: COMMUNITY CENTER OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of community center memberships	7,750	7,200	7,700	8,000
Number of aquatic lessons	2,656	2,850	2,800	2,800
Number of room reservations	1,037	1,200	1,320	1,300
Number of group fitness participants	36,416	40,000	45,000	45,000
Number of childcare participants	8,472	9,000	10,000	
EFFECTIVENESS INDICATORS				
Rank in Business Journal's "Top 25 Fitness Centers"	7 th	7 th	7 th	7 th
Voted Best Fitness Center by Lillie News	yes	yes	yes	Yes
Percentage of swim participants rating services satisfactory or better	97%	97%	97%	98%
Percentage of members with fitness discount	14%	20%	25%	25%
Average revenue per wedding	\$1,490	\$1,540	\$1,700	\$1,650
Number of events covered by charitable gambling	13	20	25	18
COMMENTS				
<p>The Fitness Discount program is the reimbursement program in which insurance companies will pay adult members up to \$20 per month if they work out at least eight times per month. The reimbursements are sent to the community center and then their membership account is credited. This benefit was started in January 2005 with Blue Cross Blue Shield. In March 2006, UCare was added and in 2007 Health Partners.</p> <p>Regarding the Business Journal's "Top 25 Fitness Centers", fitness centers ranked 1-6 have more than one location.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: DEPUTY REGISTRAR 101-303	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION				
To present a courteous, service-oriented team providing a high level of accuracy and efficiency.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$302,973	\$315,854	\$347,710	\$354,684
Commodities	0	0	0	0
Contractual Services	2,608	2,452	3,010	3,518
Capital Outlay	0	0	0	0
Total	\$305,581	\$318,306	\$350,720	\$358,202
Percent Change	9.3%	4.2%	10.2%	2.1%
Staff Hours				
No. of Employees (FTE)	5.83	5.83	6.25	6.025
BUDGET COMMENTS				
The increase in personnel services is due to pay increases, increase in the cost of benefits and a part-time employee.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: DEPUTY REGISTRAR	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of motor vehicle transactions	49,610	45,000	49,800	50,000
Number of driver's license transactions	18,035	18,000	18,500	18,700
Number of passports processed	2,644	2,800	3,000	3,500
EFFECTIVENESS INDICATORS				
Initial accuracy rate on motor vehicle reports reconciled	99%	98%	99%	98%
Initial accuracy rate on driver's license reports reconciled	98%	98%	98%	98%
COMMENTS				
Additional hours of operation continue to increase our number of transactions. We will also be expanding operations to include additional dealer work. Also, anticipate increase in passport processing due to federal requirements.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ELECTIONS 101-304	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION				
To manage all municipal, federal and state elections focusing on legal compliance and integrity.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$31,888	\$51,264	\$35,240	\$56,000
Commodities	603	7,795	3,770	770
Contractual Services	899	6,641	3,940	3,948
Capital Outlay	0	0	0	0
Total	\$33,390	\$65,700	\$42,950	\$60,718
Percent Change	-29.3%	93.6%	-34.6%	41.4%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The increase in this budget is due to higher voter turnout associated with state and national elections				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ELECTIONS	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of registered voters	22,823	24,000	24,700	23,500
Election judges trained	138	160	150	200
Number of ballots cast	5,457	18,000	7,000	19,000
Number of absentee ballots processed	178	200	200	500
EFFECTIVENESS INDICATORS				
Percentage of eligible voters registered to vote	63%	65%	65%	70%
COMMENTS				
Presidential election will require extra election judges recruited, trained and assigned to the polls.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ICE ARENA OPERATIONS 101-606	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION To provide a nine-month, indoor skating venue for Maplewood and School District 622 residents at the Tartan Ice Arena located in Oakdale, Minnesota.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Contractual Services	\$ 0	\$ 0	\$29,200	\$29,252
Total	\$ 0	\$ 0	\$29,200	\$29,252
Percent Change	0%	0%	100%	0.2%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS 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.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ICE ARENA OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of actual ice hours sold	2,194	2,200	2,300	2,300
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks and Recreation Director	6	10	8	8
EFFECTIVENESS INDICATORS				
Facility utilization rate	42%	58%	66%	70%
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.				
The facility utilization rate continues to increase annually.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: RECREATION PROGRAMS 206-603	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION				
To provide a variety of leisure time and recreational programs year-round for all ages.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$ 0	\$ 0	\$440,950	\$432,762
Commodities	0	0	64,800	65,677
Contractual Services	0	0	293,010	315,649
Other Charges	0	0	580	580
Total	\$ 0	\$ 0	\$799,340	\$814,668
Percent Change	N/A	N/A	N/A	1.9%
Staff Hours				
No. of Employees (FTE)	0	0	3.97	3.38
BUDGET COMMENTS				
The 2008 budget for recreation programs has little change outside of an increase in internal I.T. charges. Recreation staff will continue the implementation of on-line program registration and work with Community Center staff to coordinate use of the new space that will be created in the gym for youth programs.				

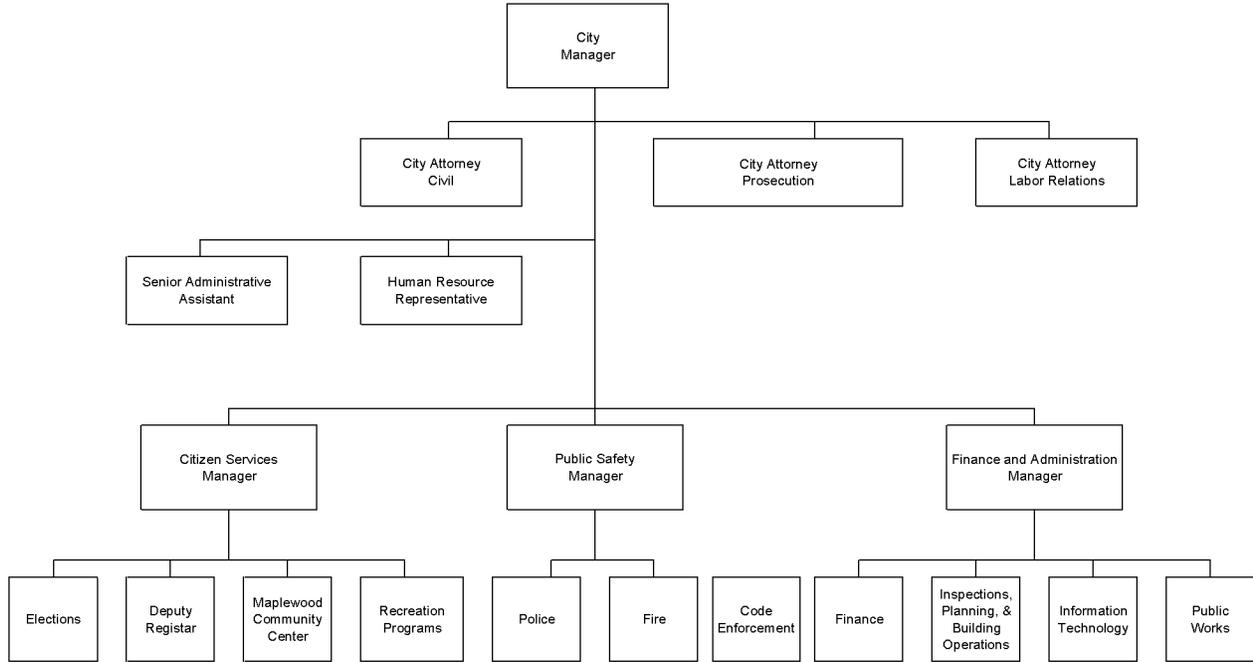
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: RECREATION PROGRAMS	DEPARTMENT: CITIZEN SERVICES			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORK LOAD				
Total number of teens enrolled	280	330	420	380
Adult softball, # of teams	99	90	95	143
Fall soccer teams	67	75	67	71
Basketball teams	134	130	130	120
T-ball teams	29	24	30	33
Youth volleyball teams	41	30	40	42
Spring soccer teams	12	10	10	15
Senior High Basketball teams	32	49	60	60
# of day camp participants	1,850	2,100	2,180	2180
EFFECTIVENESS INDICATORS				
Percent of non-Caucasian employees & volunteers	5%	7%	9%	10%
Percent of program evaluations rated satisfactory or better	95%	95%	95%	99%
Percent of programs formally evaluated	80%	90%	100%	90%
COMMENTS				
<p>The introduction of several new pre-school programs in 2007 proved to be very popular and successful. We will continue those programs in 2008 anticipating further growth. The addition of the children's gym at the Maplewood Community Center will provide additional programming opportunities for this age group.</p> <p>The pre-school spring and summer soccer programs continued to see a decline in registration. In 2008 we will be restructuring these programs to offer a more viable learning experience.</p> <p>Youth volleyball continues to grow each year and although we did not quite reach 40 teams in 2007 we anticipate reaching that number in 2008.</p> <p>The school release day programs will be expanded to Carver and Edgerton gyms in 2008.</p> <p>Demand for soccer fields by adult teams continues to grow creating scheduling challenges relating to field use and maintenance. This demand is being studied and the resulting policies for field use will be developed in 2008.</p>				

CITY OF MAPLEWOOD

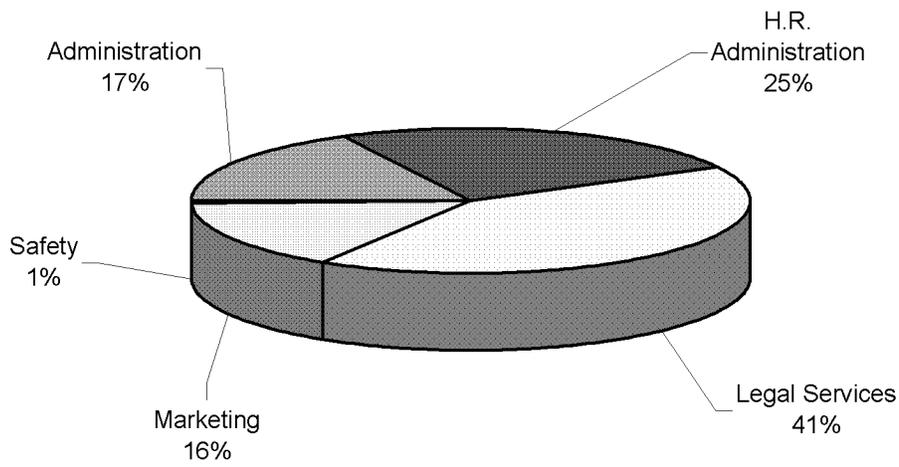
EXECUTIVE DEPARTMENT

ORGANIZATION CHART

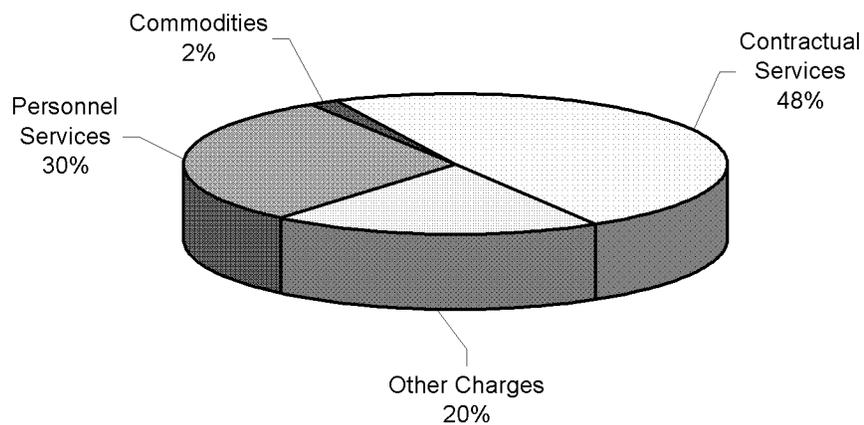


EXECUTIVE DEPARTMENT BUDGET 2008

Total By Program

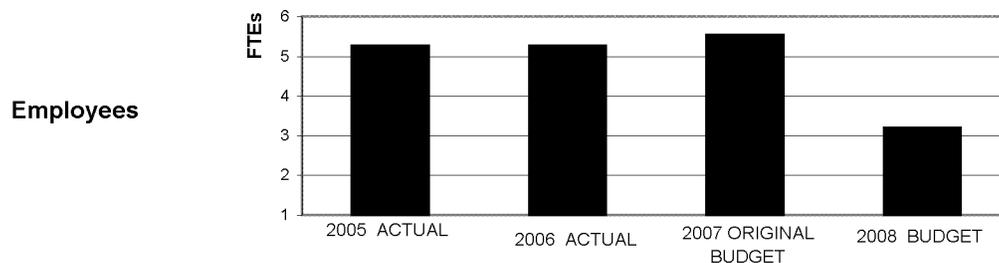
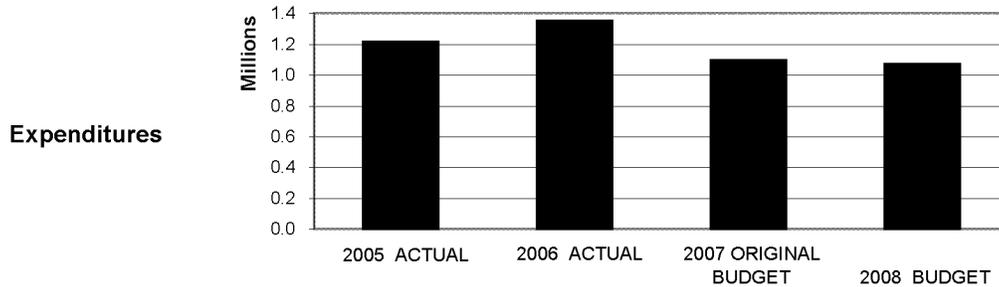


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
EXECUTIVE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005	2006	2007	2008	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2007 BUDGET
Administration	\$274,918	\$314,908	\$200,670	\$187,155	-6.7%
Building Operations	488,012	571,234	0	0	N/A
H.R. Administration	0	0	303,780	263,143	-13.4%
Legal Services	339,280	322,479	456,120	446,695	-2.1%
Marketing	110,928	142,272	128,020	165,810	29.5%
Safety	0	0	8,850	6,850	-22.6%
Totals	1,213,138	1,350,893	1,097,440	1,069,653	-2.5%
Total By Classification					
Personnel Services	442,735	501,308	317,730	319,566	0.6%
Commodities	42,674	53,586	9,540	19,540	104.8%
Contractual Services	561,084	727,929	549,470	519,732	-5.4%
Capital Outlay and Depreciation	44,700	0	0	0	N/A
Other Charges	121,945	68,070	220,700	210,815	-4.5%
Totals	1,213,138	1,350,893	1,097,440	1,069,653	-2.5%
Total By Fund					
General Fund	1,213,138	1,350,893	1,097,440	1,069,653	-2.5%
Environmental Utility Fund	0	0	0	0	N/A
Totals	\$1,213,138	\$1,350,893	\$1,097,440	\$1,069,653	-2.5%
Number of Employees (FTE)	5.27	5.27	5.54	3.20	-42.2%



CITY OF MAPLEWOOD

EXECUTIVE

MISSION STATEMENT

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

2008 OBJECTIVES

1. Reduce the impact of Property Taxes on Maplewood home owners in the 2008 City Budget by limiting the property tax rate to the 2007 tax rate.
2. Reduce overall spending on administrative costs of operating Maplewood city government
3. Develop a plan to finance deferred Capital Maintenance and non Capital Maintenance improvements needed at City Hall, the Maplewood Community Center and the Public Works Building.
4. Finance and implement a Code Enforcement Office to enforce city codes which protect public health and safety, ensure maintenance of the City's housing stock, enhance city property values and improve the quality of life in the City of Maplewood.
5. Initiate action to promote redevelopment of the Gladstone Neighborhood by attracting investment of private developers and building partnerships with the community, business owners and public agencies to leverage new capital investment for improvements to this historic neighborhood.
6. 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.
7. Make protection of the natural resources of the City of Maplewood a public policy priority.
8. Improve the delivery of public information to Maplewood Citizens.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION 101-102	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION				
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$234,394	\$262,781	\$166,150	\$142,841
Commodities	2,078	3,023	3,340	3,340
Contractual Services	38,446	49,104	31,180	40,974
Total	\$274,918	\$314,908	\$200,670	\$187,155
Percent Change	6.1%	14.5%	-36.3%	-7.0%
Staff Hours				
No. of Employees (FTE)	1.90	1.90	1.50	1.5
BUDGET COMMENTS				
10% of marketing/public relations was allocated to this division in 2007. It is moved to Citizen Services for 2008.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	<u>2005 Actual</u>	<u>2006 Estimate</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Management Meetings	*	54	54	54
City Manager reports	*	28	28	28
News articles	*	10	10	10
Cable shows	*	7	7	7
EFFECTIVENESS INDICATORS				
Performance review	Good	Good	Good	Good

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING OPERATIONS		DEPARTMENT: EXECUTIVE		
PROGRAM MISSION				
To provide a clean, well-maintained and comfortable environment for building users of the city hall, public works building and park maintenance building.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$170,780	\$183,440	\$0	
Commodities	40,596	49,608	0	
Contractual Services	231,936	338,186	0	
Capital Outlay	44,700	0	0	
Total	\$488,012	\$571,234	\$ 0	
Percent Change	0.4%	17.1%	-100.0%	
Staff Hours				
No. of Employees (FTE)	3.00	3.00	0	
BUDGET COMMENTS				
This program was moved to the Inspections, Planning and Building Operations Department in 2007.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: EXECUTIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	608	800	850	850
Number of vendor calls	1,348	1,350	1,350	1,350
Service calls	55	25	25	25
Number of janitorial tasks complete	58,926	60,000	70,000	70,000
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	82%	85%	85%	85%
Cost per sq. ft. vendor calls	\$36.72	\$71.94	\$71.94	\$71.94
Cost per sq. ft. staff tasks	\$7.47	\$6.82	\$8.20	\$8.20
COMMENTS				
Number of work orders relates to help desk requests from city staff. Vendor and service calls relate to outside contractors or assistance. Janitorial tasks include daily upkeep but also carpet cleaning and other seasonal building cleaning activities.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: HUMAN RESOURCE ADMINISTRATION 101-116	DEPARTMENT: EXECUTIVE																																													
PROGRAM MISSION 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.																																														
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2005 Actual</th> <th style="width: 15%; text-align: center;">2006 Actual</th> <th style="width: 15%; text-align: center;">2007 Budget</th> <th style="width: 15%; text-align: center;">2008 Budget</th> </tr> </thead> <tbody> <tr> <td>Direct Expenditures</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Personnel Services</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$123,620</td> <td style="text-align: right;">\$121,147</td> </tr> <tr> <td> Commodities</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">5,160</td> <td style="text-align: right;">5,160</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">175,000</td> <td style="text-align: right;">136,836</td> </tr> <tr> <td> Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 0</td> <td style="text-align: right; border-top: 1px solid black;">\$ 0</td> <td style="text-align: right; border-top: 1px solid black;">\$303,780</td> <td style="text-align: right; border-top: 1px solid black;">263,143</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">0%</td> <td style="text-align: right;">0%</td> <td style="text-align: right;">100.0%</td> <td style="text-align: right;">-13%</td> </tr> <tr> <td>Staff Hours</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> No. of Employees (FTE)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1.5</td> <td style="text-align: center;">1.5</td> </tr> </tbody> </table>		2005 Actual	2006 Actual	2007 Budget	2008 Budget	Direct Expenditures					Personnel Services	\$0	\$0	\$123,620	\$121,147	Commodities	0	0	5,160	5,160	Contractual Services	0	0	175,000	136,836	Total	\$ 0	\$ 0	\$303,780	263,143	Percent Change	0%	0%	100.0%	-13%	Staff Hours					No. of Employees (FTE)	0	0	1.5	1.5
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BUDGET COMMENTS The reduction in contractual services is due to reduced litigation levels anticipated for 2008.																																														

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: HUMAN RESOURCE ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of full-time, regular employees who left City employment during the reporting period	6	15	10	10
Number of grievances	2	3	3	3
Number of employment investigations conducted or overseen by HR	10	10	10	10
EFFECTIVENESS INDICATORS				
Turnover rate	3.7%	7.0%	5.0%	5.0%
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	21	26	25	25
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	38	45	43	43
COMMENTS				
There was a lower turnover rate in 2005 but there was an increase in reclassifications and creation of new positions that are not reflected in these performance measures. The turnover for 2006 was higher than normal due to the retirements and consolidation of administrative functions.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: LEGAL SERVICES 101-103	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Contractual Services	\$217,335	\$254,409	\$235,420	\$235,880
Other Charges	121,945	68,070	220,700	210,815
Total	\$339,280	\$322,479	\$456,120	\$446,695
Percent Change	11.9%	-5.0%	41.4%	-2.1%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS Contractual services consist of \$1,150 for this program's share of insurance costs and \$234,270 for legal costs. The \$210,815 listed as other charges is for judgments, losses and small claims costs.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: LEGAL SERVICES	DEPARTMENT: EXECUTIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Prosecution cases opened	*	6,600	6,600	6,600
Civil cases processed	*	120	120	120
Meetings attended:				
Prosecution	*	530	530	530
Civil	*	150	150	150
EFFECTIVENESS INDICATORS				
% of criminal code enforcement cases favorably resolved	*	99%	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%
COMMENTS				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: MARKETING	DEPARTMENT: CITIZEN SERVICES			
101-111				
PROGRAM MISSION				
To build the identity and paid usage of all parks and recreation programs and facilities, maintain the web page and create a monthly city newsletter as a means of building a strong sense of community.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$37,561	\$55,087	\$27,960	\$55,578
Commodities	0	955	0	10,000
Contractual Services	73,367	86,230	100,060	100,232
Total	\$110,928	\$142,272	\$128,020	165,810
Percent Change	-10.6%	28.2%	-10%	29.5%
Staff Hours				
No. of Employees (FTE)	.37	.64	.20	.50
BUDGET COMMENTS				
Personnel services include 50% of the Events Marketing Coordinator and funds to cover wages and benefits for the individual who tapes public meetings. Includes Marketing previously in MCC.				

Moved to Citizen Services.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: MARKETING	DEPARTMENT: EXECUTIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of marketing projects for the Parks & Recreation Department	36	30	45	45
Advertisers in the parks and recreation brochure	18	20	23	23
Percentage of residents that reads City News	75%	75%	75%	75%
EFFECTIVENESS INDICATORS				
Percent of marketing goals met	80%	80%	80%	80%
Percent of advertisers with ratings of satisfactory or improved	90%	95%	95%	95%
Percent of residents that like the publication	70%	75%	80%	80%
EFFICIENCY MEASURES				
Percent of marketing project costs recovered by additional revenues	75%	75%	75%	75%
COMMENTS				
Marketing staff produce many projects for the Parks and Recreation Department that include brochures, posters, publications, CDs, flyers, newsletters, school brochures, email blasts, evaluation forms and much more.				
Marketing staff work closely with the community to secure advertisers to place ads in the school brochure, Parks and Recreation brochure, All Star Summer Kick Off, July 4 th Celebration and National Night Out. These advertisers help to reduce the cost of the program and the cost of the publication.				
Percentage of residents that read the City News is approximately 75%. Readership is tracked thru coupons placed in the book, calls for information in articles and responses received thru email.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SAFETY 101-114	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION To ensure compliance with federal and state safety laws and regulations and City policies.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Commodities	\$0	\$0	\$1,040	\$1,040
Contractual Services	0	0	7,810	5,810
Total	\$ 0	\$ 0	\$8,850	\$6,850
Percent Change	N/A	N/A	100%	-23%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS This program was in the Human Resource Department prior to 2007. The Safety Consultant that was previously retained to do monthly work will provide advice whenever needed for an hourly fee. We anticipate the need will be greatly reduced from that of prior years.				

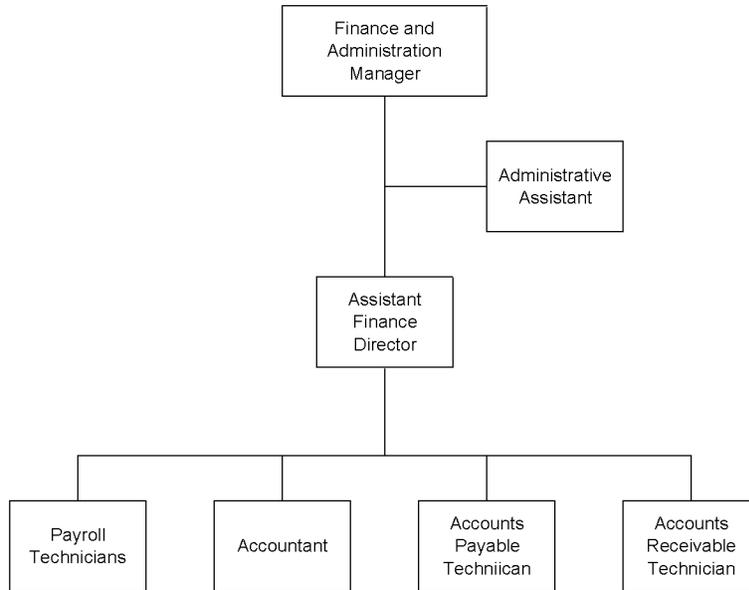
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SAFETY	DEPARTMENT: EXECUTIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
EFFECTIVENESS INDICATORS				
Number of work-related injuries reported	34	35	35	35
Number of worker days lost due to injuries	54	75	75	75
Percent of injuries involving lost work days	21%	23%	22%	22%
COMMENTS				
<p>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. 2005 was an unusually good year in terms of worker days lost and the percent of injuries involving lost work days partially due to the need to scan documents and the lack of staff to scan. Injured employees are brought back to do scanning if they cannot perform their regular job.</p>				

CITY OF MAPLEWOOD

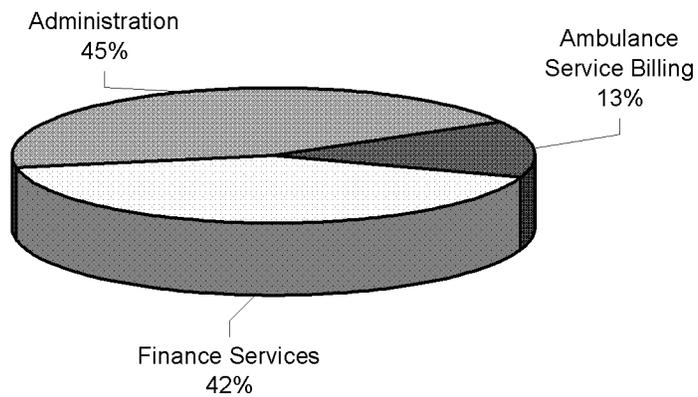
FINANCE DEPARTMENT

ORGANIZATION CHART

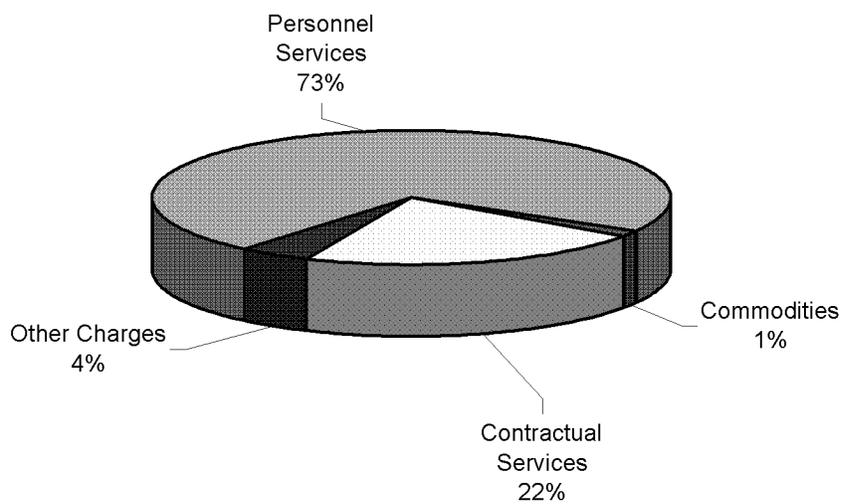


FINANCE DEPARTMENT BUDGET 2008

Total By Program

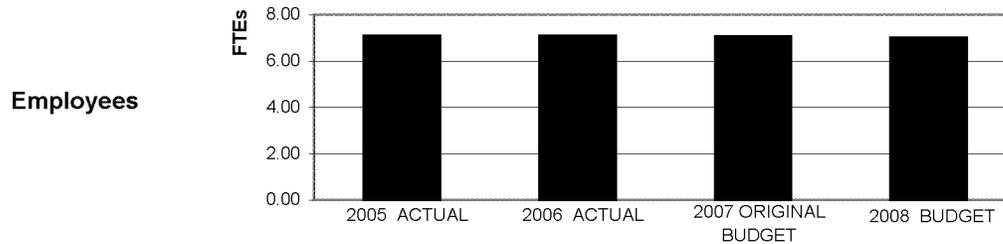
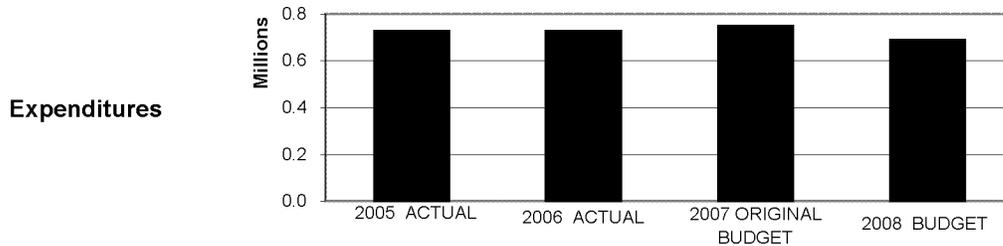


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
FINANCE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005	2006	2007	2008	PERCENT OVER(UNDER) 2007 BUDGET
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	
Administration	\$293,596	\$284,795	\$275,720	\$305,981	11.0%
Ambulance Service Billing	80,244	78,994	87,860	92,308	5.1%
Finance Services	351,062	361,651	385,280	288,521	-25.1%
Totals	724,902	725,440	748,860	686,810	-8.3%
Total By Classification					
Personnel Services	548,926	571,643	594,290	496,228	-16.5%
Commodities	6,716	7,299	9,570	9,570	0.0%
Contractual Services	138,909	118,499	114,630	150,642	31.4%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	30,351	27,999	30,370	30,370	0.0%
Totals	724,902	725,440	748,860	686,810	-8.3%
Total By Fund					
General Fund	644,658	646,446	661,000	594,502	-10.1%
Ambulance Service Fund	80,244	78,994	87,860	92,308	5.1%
Totals	724,902	725,440	748,860	686,810	-8.3%
Number of Employees (FTE)	7.08	7.08	7.05	7.00	-0.7%



CITY OF MAPLEWOOD
FINANCE DEPARTMENT

MISSION STATEMENT

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

2008 OBJECTIVES

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities.
2. Prepare and distribute the Comprehensive Annual Financial Report for 2007 by May 5, 2008.
3. Prepare and distribute the 2009-2013 Capital Improvement Plan.
4. Prepare and distribute the proposed 2009 Budget.
5. Survey internal customers to determine the effectiveness of financial services by September 12, 2008.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION

DEPARTMENT: FINANCE

101-201

PROGRAM MISSION

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.

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$182,357	\$187,307	\$181,240	\$175,689
Commodities	6,052	5,408	8,750	8,750
Contractual Services	105,207	92,084	85,730	121,542
Other	(20)	(4)	0	0
Total	<u>\$293,596</u>	<u>\$284,795</u>	<u>\$275,720</u>	<u>\$305,981</u>
Percent Change	-0.3%	-3.0%	-3.2%	10%
Staff Hours				
No. of Employees (FTE)	2	2	2	2

BUDGET COMMENTS

The increase in personnel services is due to pay increases and an increase in the cost of benefits off set by reduction of .75 FTE. Increases in internal IT charges and additional audit fees account for the increase.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FINANCE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of agenda reports prepared	70	70	70	70
Number of pages in budget booklet	346	350	350	300
Number of pages in capital improvement plan booklet	170	170	170	170
COMMENTS				
<p>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. Elimination of Human Resources and Parks and Recreation accounts for 2008 reduction.</p> <p>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 2008 or 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING		DEPARTMENT: FINANCE		
606-203				
PROGRAM MISSION				
To bill, collect and account for ambulance service charges.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$61,820	\$60,872	\$67,330	\$70,698
Commodities	664	1,872	780	780
Contractual Services	17,760	16,250	19,750	20,830
Total	\$80,244	\$78,994	\$87,860	\$92,308
Percent Change	100%	-1.6%	11.2%	5.0%
Staff Hours				
No. of Employees (FTE)	1	1	1	1
BUDGET COMMENTS				
The increase in personnel services is due to the annual cost of living adjustment and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING	DEPARTMENT: FINANCE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of service calls billed	2,212	2,329	3,800	4,050
Number of payments posted	4,024	4,192	4,415	4,800
EFFECTIVENESS INDICATORS				
Percent of unpaid ambulance bills over two years old written off	36.7%	36.0%	36.0%	36.0%
COMMENTS				
<p>The estimated number of service calls billed has been increasing by an annual average of 5.3% over the past five years. It is assumed that this trend will continue for 2008 and 2009. The number of payments per bill averages 1.8 because most insurance policies require a co-pay by the patient. There are no payments on bills that are uncollectible which causes the average number of payments to be less than two.</p> <p>The increase in the percentage of ambulance bills written off in 2005 is due to a change in the Medicare law. The law now requires all ambulance service providers to accept assignment. This means that the City is prohibited from collecting the remaining balance on ambulance bills after the Medicare payment. In 2005, when the Medicare balances were written off as uncollectible, they totaled \$426,748 which was 24% of the total services charges billed. The ambulance rates have been increased to fully offset these uncollectible balances.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FINANCE SERVICES

DEPARTMENT: FINANCE

101-202

PROGRAM MISSION

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.

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$304,749	\$323,464	\$345,720	\$249,841
Commodities	0	19	40	40
Contractual Services	15,942	10,165	9,150	8,270
Capital Outlay	0	0	0	0
Other Charges	30,371	28,003	30,370	30,370
Total	\$351,062	\$361,651	\$385,280	\$288,521
Percent Change	-10.2%	3.0%	6.5%	-25.0%
Staff Hours				
No. of Employees (FTE)	4.08	4.05	4.00	3.25

BUDGET COMMENTS

The \$30,370 listed as other charges consists of investment management fees.

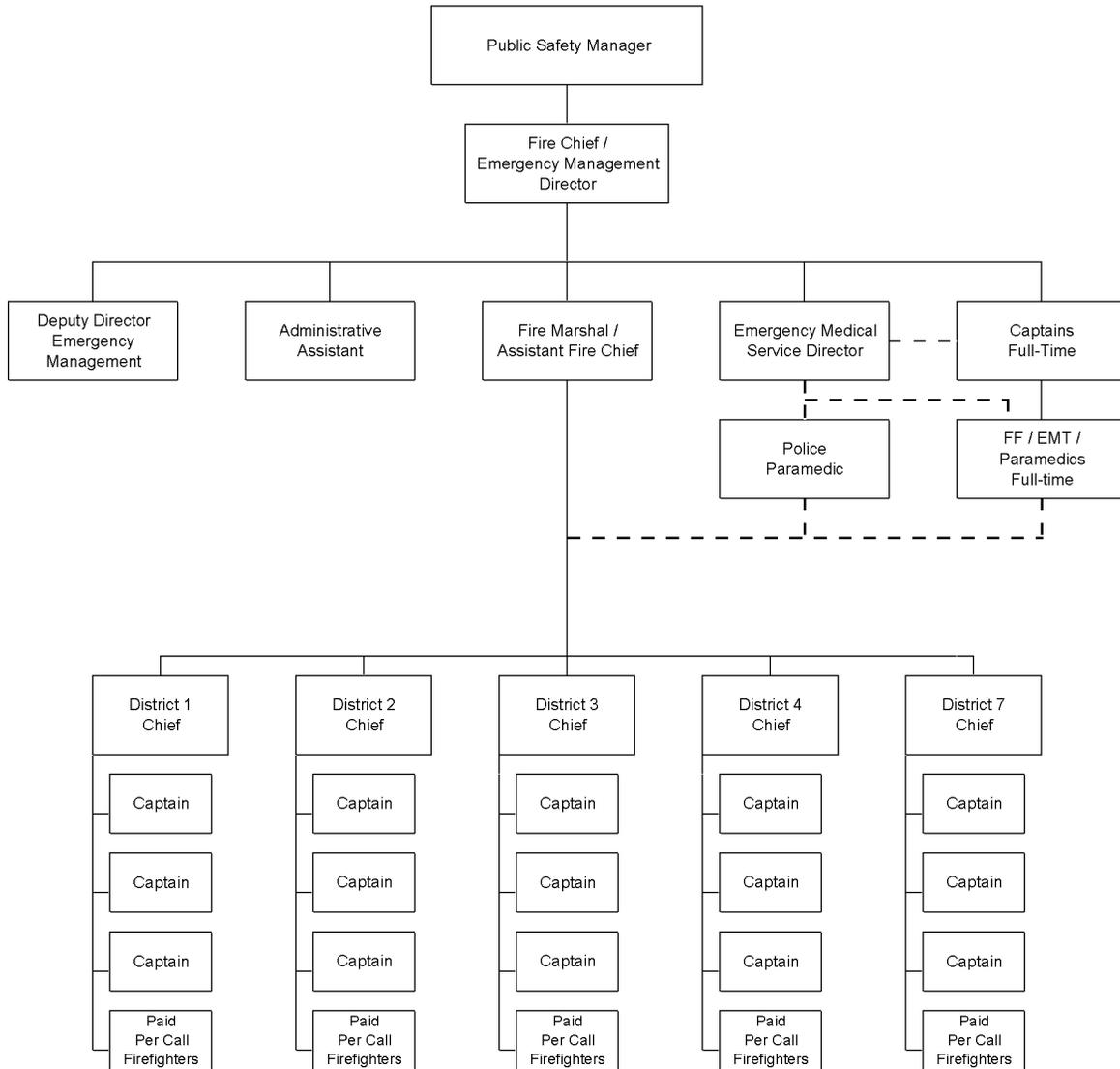
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FINANCE SERVICES	DEPARTMENT: FINANCE			
	2005 <u>Actual</u>	2006 <u>Actual</u>	2007 <u>Estimate</u>	2008 <u>Estimate</u>
OUTPUTS/WORKLOAD				
Number of pages in annual financial report	160	160	160	211
EFFECTIVENESS INDICATORS				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
EFFICIENCY MEASURES				
Percent of employees paid by direct deposit	67.4%	70.0%	73.0%	80%
COMMENTS				
<p>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.</p> <p>Purchasing cards are credit cards issued to employees to make purchases of up to \$5,000 more efficiently. The cards replace purchase orders and payment authorization forms. Purchases made with the cards are paid for electronically which has significantly reduced the number of checks issued. Purchasing cards have been used by the city since 2000.</p> <p>The percent of 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 non-casual employees will be required to enroll beginning in 2008.</p>				

CITY OF MAPLEWOOD

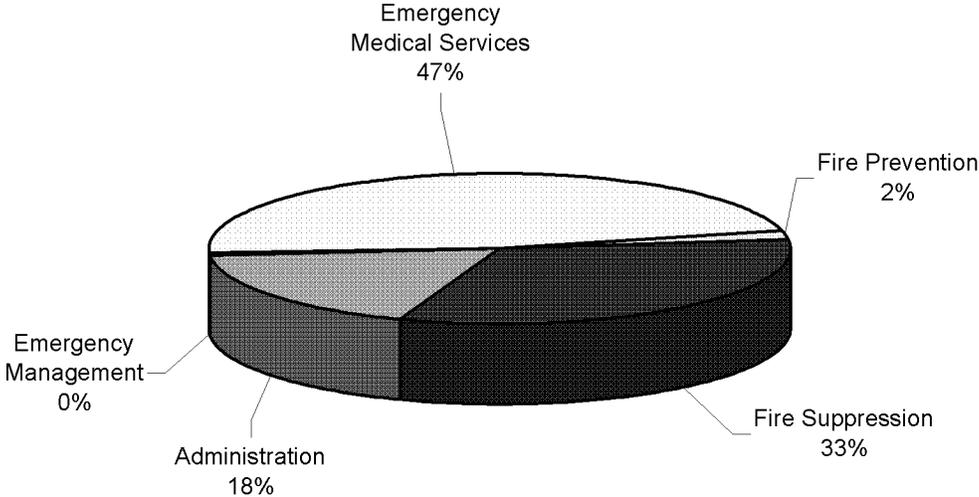
FIRE DEPARTMENT

ORGANIZATION CHART

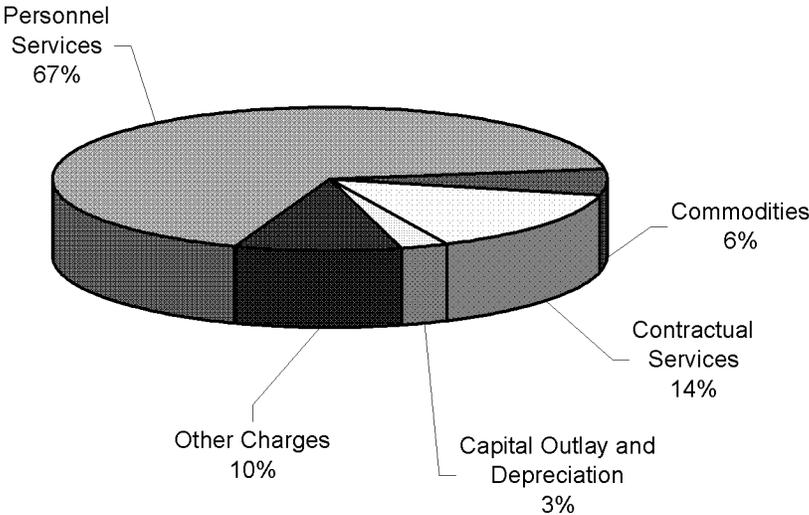


FIRE DEPARTMENT BUDGET 2008

Total By Program

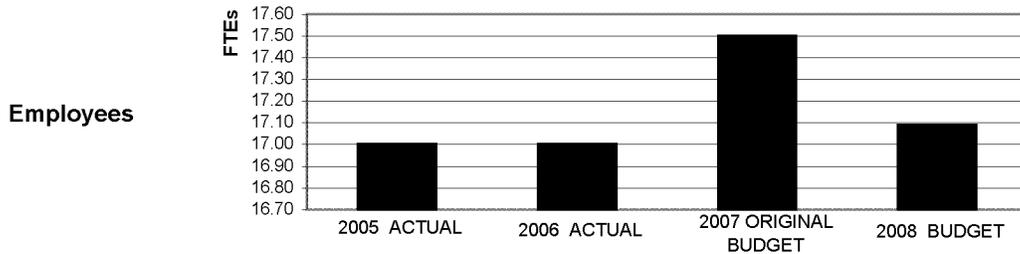
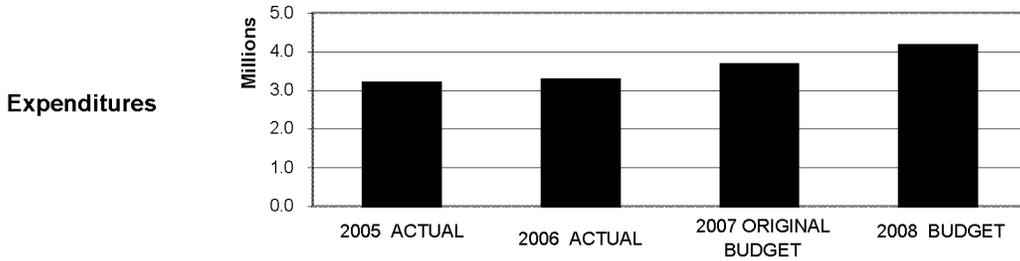


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
FIRE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005	2006	2007	2008	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2007 BUDGET
Administration	\$757,604	\$780,571	\$749,590	\$750,320	0.1%
Ambulance Maintenance	29,338	0	0	0	N/A
Emergency Management	16,451	17,308	19,890	20,370	2.4%
Emergency Medical Services	1,223,843	1,302,787	1,604,960	1,951,073	21.6%
Fire Prevention	79,144	77,888	67,900	83,598	23.1%
Fire Suppression	1,093,008	1,100,942	1,226,990	1,351,751	10.2%
Totals	3,199,388	3,279,496	3,669,330	4,157,112	13.3%
Total By Classification					
Personnel Services	2,030,035	2,157,376	2,486,490	2,790,206	12.2%
Commodities	220,444	199,032	222,190	250,230	12.6%
Contractual Services	456,303	436,088	492,050	595,576	21.0%
Capital Outlay and Depreciation	138,237	59,250	59,250	111,750	88.6%
Other Charges	354,369	427,750	409,350	409,350	0.0%
Totals	3,199,388	3,279,496	3,669,330	4,157,112	13.3%
Total By Fund					
Ambulance Service Fund	1,587,782	1,682,355	1,997,990	2,344,755	17.4%
General Fund	1,611,606	1,597,141	1,671,340	1,812,357	8.4%
Hazardous Materials Fund	0	0	0	0	N/A
Totals	\$3,199,388	\$3,279,496	\$3,669,330	\$4,157,112	13.3%
Number of Employees (FTE)	17.00	17.00	17.50	17.09	-2.3%



CITY OF MAPLEWOOD
FIRE DEPARTMENT

MISSION STATEMENT

To provide the highest quality service in public and employee education, fire prevention and emergency response in a safe, professional, and effective manner.

2008 OBJECTIVES

1. Reduce response times to fire and EMS calls by 5%.
2. Recruit and train firefighters and paramedics.
3. Evaluate new services and techniques to improve our customer service.
4. Update and refine emergency preparedness plans.
5. Train at the highest level possible in a safe environment.
6. Continue training in the areas of emergency management and homeland security with city council, staff and the community.
7. Implement mobile digital communications in fire vehicles.
8. Implementing of the new medical dispatching program.
9. Evaluate and improve the level of customer service we are receiving from Ramsey County Dispatch.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FIRE			
101-411 and 606-411				
PROGRAM MISSION				
To provide administrative, clerical and payroll support to all programs within the Fire Department.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$297,504	\$310,098	\$270,880	\$259,025
Commodities	17,884	12,443	12,800	12,800
Contractual Services	72,057	78,462	74,510	87,095
Capital Outlay	36,349	0	0	0
Other Charges	333,810	379,568	391,400	391,400
Total	\$757,604	\$780,571	\$749,590	\$750,320
Percent Change	16.1%	3.0%	-4.0%	-0.2%
Staff Hours				
No. of Employees (FTE)	3	3	3	2.4
BUDGET COMMENTS				
The decrease in personnel services is due to the reallocation of salaries for time spent between fire suppression and EMS. Other charges consist of General Fund administrative charges that are assessed to the Ambulance Service Fund.				

**CITY OF MAPLEWOOD, MINNESOTA
2007 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FIRE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of staff meetings held	48	49	50	50
Number of paid-per-call staff	73	83	87	85
Number of FTE	16	16	17	17
EFFECTIVENESS INDICATORS				
Per capita cost excluding ambulance service	\$54	\$54	\$53	\$55
False alarm violations	116	97	90	85
Additions of new paid on call Firefighters	9	17	8	8
COMMENTS				
False alarms violations dropped from 116 in 2005 to 97 in 2006. This is due to the increase in the number of fire safety inspections being done in buildings where in the past, we had numerous fire alarms activations.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: AMBULANCE MAINTENANCE	DEPARTMENT: FIRE			
606-412				
PROGRAM MISSION				
To provide ongoing preventative maintenance to ensure the least amount of down time per ambulance and to provide cost effective repairs.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Commodities	\$13,890	N/A	N/A	N/A
Contractual Services	15,448	N/A	N/A	N/A
Total	\$29,338	N/A	N/A	N/A
Percent Change	-6.4%	N/A	N/A	N/A
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
This program was eliminated in 2006 and expenditures for ambulance maintenance have been included in the emergency medical services program.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: AMBULANCE MAINTENANCE	DEPARTMENT: FIRE			
	2005 Actual	2006 Estimate	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of repairs	108	N/A	N/A	N/A
Number of ambulances in service	5	N/A	N/A	N/A
EFFECTIVENESS INDICATORS				
Total dollars spent on repairs	\$14,009	N/A	N/A	N/A
Average cost per repair	\$130	N/A	N/A	N/A
COMMENTS				
This program was combined with the emergency medical services program in 2006.				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: EMERGENCY MANAGEMENT	DEPARTMENT: FIRE			
101-413				
PROGRAM MISSION				
To assist key officials and emergency services in carrying out their duties and responsibilities under emergency conditions.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$8,690	\$9,159	\$9,350	9,636
Commodities	869	229	1,790	1,790
Contractual Services	5,398	7,920	8,750	8,944
Capital Outlay	1,494	0	0	0
Other Charges	0	0	0	0
Total	\$16,451	\$17,308	\$19,890	20,370
Percent Change	-44.8%	5%	13%	2%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The increase in personnel services is due to cost of living increase.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: EMERGENCY MANAGEMENT	DEPARTMENT: FIRE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
City plan updated	Yes	Yes	Yes	Yes
Skywarn activations	6	5	5	4
Meetings/training sessions attended	68	64	60	57
EFFECTIVENESS INDICATORS				
Hours spent updating City plan	59	47	40	40
Number of people per skywarn activation	4	4	4	4
Number of grants	1	0	1	1
COMMENTS				
<p>In 2006, the City had five Skywarn activations, with an average of four people responding. Skywarn activations take place when the National Weather Service issues a severe thunderstorm warning that could affect the city of Maplewood.</p> <p>In 2006, the City held a full scale mass casualty exercise with its community partners; St. Johns Hospital and the Myth Nightclub. The exercise was to test our preparedness capabilities in a large group disaster and there were over 200 participants.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
606-403				
PROGRAM MISSION				
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.				
INPUTS	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2008 Budget</u>
Direct Expenditures				
Personnel Services	\$974,503	\$987,579	\$1,293,110	\$1,487,015
Commodities	83,997	103,893	99,460	135,750
Contractual Services	96,434	102,475	135,190	234,608
Capital Outlay	0	0	0	0
Depreciation	48,350	59,250	59,250	75,750
Other Charges	20,559	49,590	17,950	17,950
Total	\$1,223,843	\$1,302,788	\$1,604,960	\$1,951,073
Percent Change	43.9%	16.1%	18.9%	18%
Staff Hours				
No. of Employees (FTE)	9.60	8.72	9.71	10.24
BUDGET COMMENTS				
The increase in personnel services is due to the reallocation of salaries for time spent between fire suppression and EMS, the addition of one new Firefighter/paramedic. The increase in contractual services is due to higher costs for equipment repairs & maintenance and fees for service. Other charges are for interest on interfund loans and has been adjusted based on the actual charges for 2006.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Total EMS calls	2,544	2,631	2,764	3,016
Total ALS transports (Advanced Life Support)	1,616	1,670	1,809	2,010
Total BLS transports (Basic Life Support)	596	607	665	702
Total number of ambulances in service	5	5	6	6
Total billable no transport calls	35	44	38	50
Average time spent per EMS Call	46 mins.	48 mins.	50 mins.	50 mins.
EFFECTIVE INDICATORS				
Avg. EMS response time	5.7 min.	4.58 min.	4 min.	4 min.
COMMENTS				
In 2006 the department had an increase of 70 ALS transports with BLS transports only increasing by 11. This can fluctuate from year to year strictly based on the type of medical calls that are received.				
Our average EMS response time improved from 5.8 mins. in 2005 to 4.58 mins. in 2006.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FIRE PREVENTION 101-405	DEPARTMENT: FIRE			
PROGRAM MISSION				
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$69,864	\$69,132	\$55,510	\$71,720
Commodities	6,082	5,529	7,550	7,550
Contractual Services	3,198	3,227	4,840	4,328
Capital Outlay	0	0	0	0
Total	\$79,144	\$77,888	\$67,900	\$83,598
Percent Change	-24.2%	-1.6%	-12.9%	19%
Staff Hours				
No. of Employees (FTE)	.55	.55	.5	.60
BUDGET COMMENTS				
The increase in personnel services is due to the reallocation of salaries for time spent between fire prevention and fire suppression.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FIRE PREVENTION	DEPARTMENT: FIRE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Safety inspections	352	372	400	425
Life safety complaints investigated	34	38	38	35
Community education events	31	21	35	35
EFFECTIVENESS INDICATORS				
Number of reinspections	37	43	40	35
Number of second reinspections	27	33	30	25
Participants in fire prevention training	1,279	970	1,000	1,000
COMMENTS				
<p>In 2006, the fire marshal, along with the full-time firefighters, completed 372 life safety inspections of apartment buildings, nursing homes and businesses. These life safety inspections focus on code violations and fire hazards. The inspections include recommendations for compliance.</p> <p>Staff held 21 community education events and delivered our message of fire prevention to over 970 attendees. These educational events were held at schools, nursing homes, apartment complexes and other special events.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FIRE SUPPRESSION 101-404	DEPARTMENT: FIRE			
PROGRAM MISSION				
To provide the highest level of fire suppression services to our customers in a timely and professional manner.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$679,474	\$781,408	\$857,640	\$965,092
Commodities	97,722	76,938	100,590	92,340
Contractual Services	263,768	242,596	268,760	258,319
Capital Outlay	52,044	0	0	36,000
Total	\$1,093,008	\$1,100,942	\$1,226,990	\$1,351,751
Percent Change	-26.7%	.08%	10.3%	9%
Staff Hours				
No. of Employees (FTE)	3.85	5.23	4.38	4.86
BUDGET COMMENTS				
The increase in personnel services is due in part to the addition of one new firefighter/paramedic.				

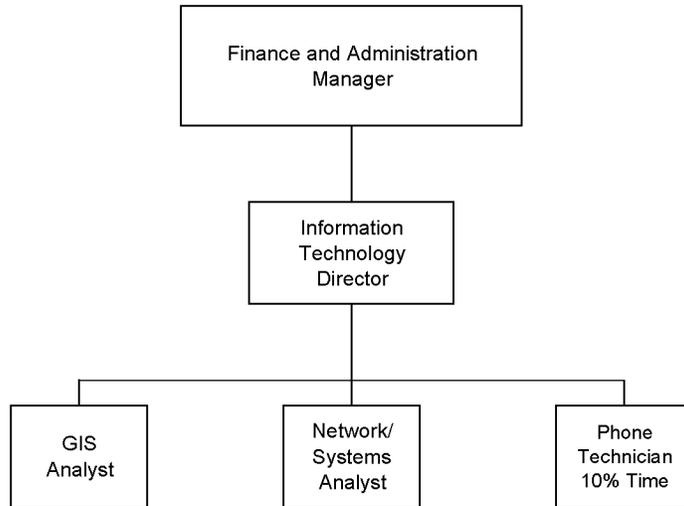
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FIRE SUPPRESSION	DEPARTMENT: FIRE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Population served:				
MAPLEWOOD	36,235	36,981	37,701	38,020
LANDFALL	700	700	700	700
Total fire calls	720	696	700	725
Total EMS calls	2,544	2,631	2,821	3,016
EFFECTIVENESS INDICATORS				
Percentage of response time of less than four minutes	29%	29%	38%	35%
Percentage of response time of less than six minutes	44%	62%	50%	60%
Average number of firefighters per call	8.0	6.0	8.0	7.0
COMMENTS				
The total fire and EMS call volume for 2005 was 3,264 and for 2006 it was 3,327. This is an increase of 2% (-24 were fire calls and 77 were medicals). These increases are due to the increase in visitors and workforce flow into the city and the aging of population.				

CITY OF MAPLEWOOD

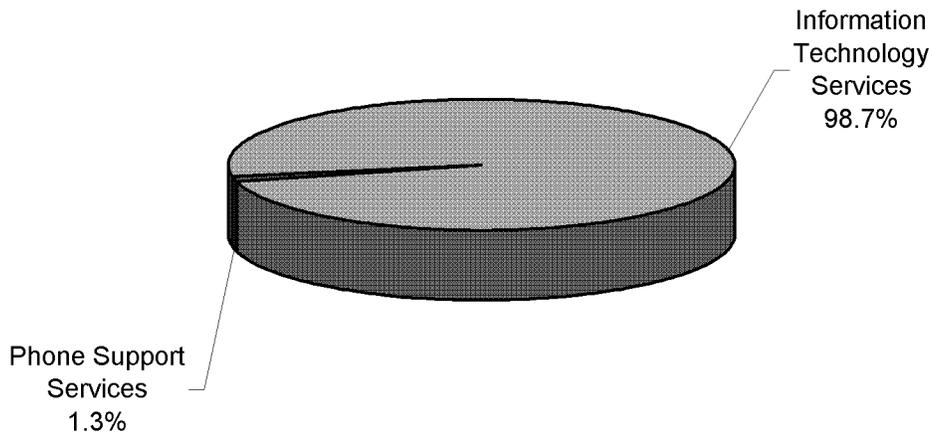
INFORMATION TECHNOLOGY DEPARTMENT

ORGANIZATION CHART

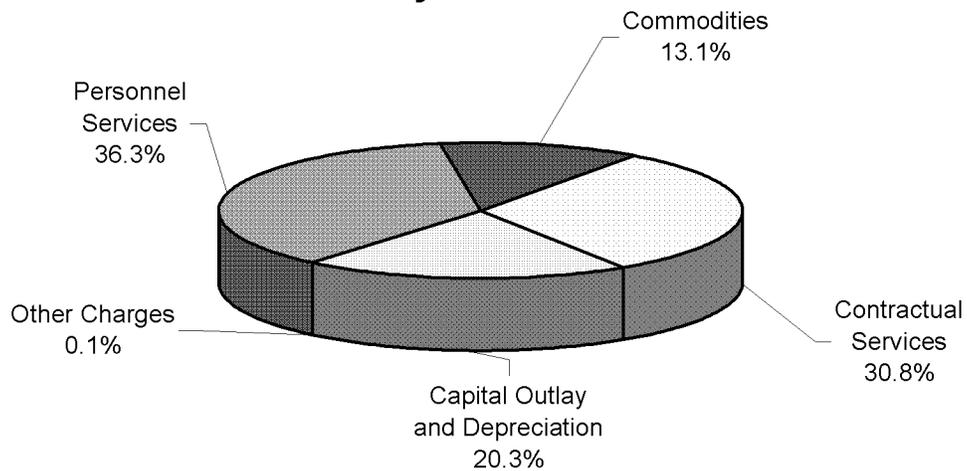


INFORMATION TECHNOLOGY DEPARTMENT BUDGET 2008

Total By Program

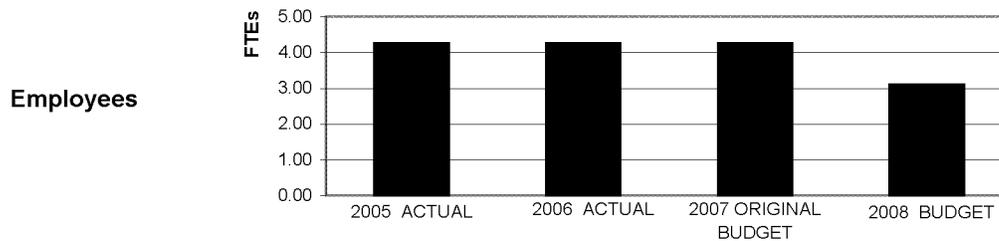
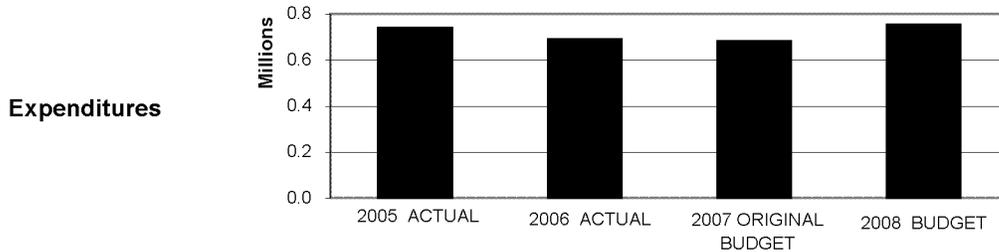


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Information Technology Services	717,500	666,684	671,040	741,360	10.5%
Phone Support Services	20,114	22,347	9,060	9,943	9.7%
Totals	737,614	689,031	680,100	751,303	10.5%
Total By Classification					
Personnel Services	323,697	272,389	259,850	272,440	4.8%
Commodities	84,414	93,848	89,480	94,245	5.3%
Contractual Services	224,330	219,061	227,570	231,418	1.7%
Capital Outlay and Depreciation	104,754	102,576	102,580	152,580	48.7%
Other Charges	419	1,157	620	620	0.0%
Totals	737,614	689,031	680,100	751,303	10.5%
Total By Fund					
Information Technology Fund	737,614	689,031	680,100	751,303	10.5%
Number of Employees (FTE)	4.25	4.25	4.25	3.10	-27.06%



CITY OF MAPLEWOOD
INFORMATION TECHNOLOGY DEPARTMENT

MISSION STATEMENT

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

2008 OBJECTIVES

1. Implementation of NetApp storage solution
2. Increase and enhance public services available to citizens via the Internet
3. Improve Help Desk response time and usage
4. Website redesign
5. Convert 4 servers to virtual servers
6. Implement internal instant messaging
7. Increase IT training for Eden Systems, LaserFiche, and other core programs.
8. Increase security for server room via electronic door locks, climate monitoring sensors & video surveillance.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES 703-118	DEPARTMENT: INFORMATION TECHNOLOGY			
PROGRAM MISSION To provide and support internal information systems and create external interfaces that facilitates access to city information.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$303,663	\$250,114	\$250,790	\$272,440
Commodities	84,414	93,848	89,480	94,245
Contractual Services	224,250	218,989	227,570	231,418
Depreciation	104,754	102,576	102,580	152,580
Other	419	1,157	620	620
Sub-Total	717,500	666,684	671,040	751,303
Less charges to other depts.	(626,159)	(654,570)	(582,560)	(751,220)
Net Total	\$91,341	\$12,114	\$88,480	\$83
Percent Change in expenditures	-4.4%	-7.19%	0.7%	12%
Staff Hours				
No. of Employees (FTE)	4.00	4.00	3.00	3.00
BUDGET COMMENTS Budget numbers remain mostly the same with 2007 with the exception of a slight raise in Personnel Services and the proposed purchase of NET APP hardware at a cost of \$50,000.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Number of devices maintained	326	358	368	370
Number of workstations maintained	194	200	210	215
Number of help desk requests*	1,722	1,548	1,750	2,000
Number of computers replaced	46	35	50	30
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	58%	65%	75%	75%
Percent of internal customers rating services as good or excellent	70%	80%	85%	85%
Number of web page hits by external users	560,000	783,000	850,000	1,000,000
EFFICIENCY MEASURES				
IT wage and benefit expenditures per workstation	\$1,565	\$1,567	\$1,453	\$1,419
COMMENTS				
<p>Estimates for Outputs/Workload in 2007 continue to rise. The actual numbers almost stay the same but there are many shifts and changes behind the scene. Help desk requests will continue to rise as new technologies are implemented and as employees are forced to use it. The drop in computers replaced comes from a pilot project that we're running to test our 4 year replacement program.</p> <p>Help desk ticket resolution and employee rating indicators stay at 2007 levels with the hopes that we can continue delivering services at those levels. Website statistics will continue to climb as more and more information is provided to the public via the City portal.</p>				

* Total calls (service calls plus project calls)

** Service calls are those having a chance of being resolved within 24 hours. Other requests fall into the projects category, where because of job type, problems, parts, etc., cannot be resolved within 24 hours.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES 703-121	DEPARTMENT: INFORMATION TECHNOLOGY			
PROGRAM MISSION				
To provide and support the citywide telecommunication system.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$20,114	\$22,347	\$9,060	\$9,943
Sub-Total	20,114	22,347	9,060	9,943
Less charges to other depts.	(20,114)	(22,347)	(9,060)	(9,943)
Net Total	\$ 0	\$ 0	\$ 0	0
Percent Change	0.0%	0.0%	0.0%	0.0%
Staff Hours				
No. of Employees (FTE)	0	.25	.10	.10
BUDGET COMMENTS				
As in 2007, Personnel Services in 2008 is low again due to the decrease in Phone Technician hours from 1/4 time to 1/10.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	364	411	417	427
Number of help desk calls *	93	114	120	130
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	71%	40%	60%	65%
EFFICIENCY MEASURES				
Total operating and maintenance expenditures per device.	\$138	\$136	\$103	\$90
Budget Comments				
The drop in cost per device dropped significantly from 2006 to 2007 due to a drop in Phone Technician hours from 25% of the individuals time to 10%.				

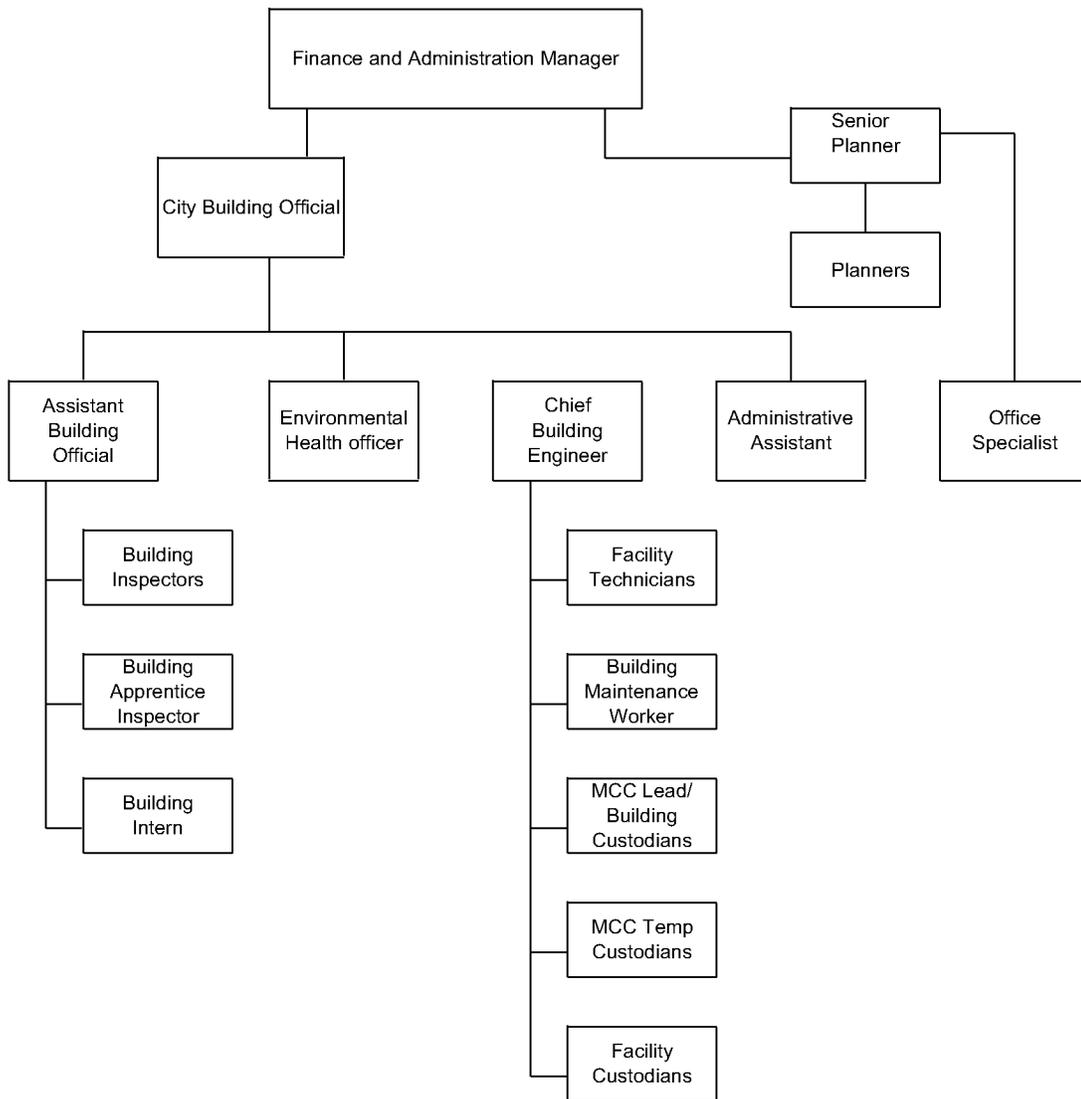
* Total calls (service calls plus project calls)

** Service calls are those having a chance of being resolved within 24 hours. Other requests fall into the projects category, where because of job type, problem, parts, etc., cannot be resolved within 24 hours.

CITY OF MAPLEWOOD

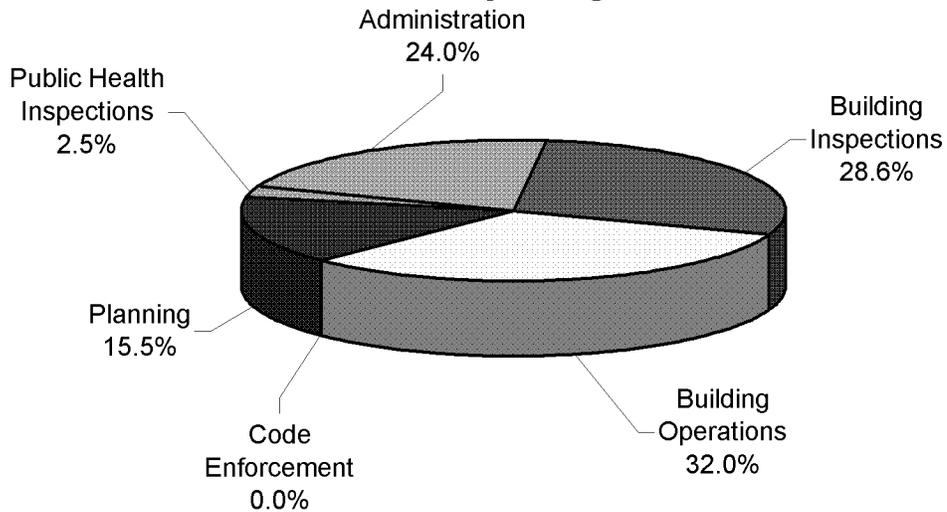
INSPECTIONS, PLANNING AND BUILDING OPERATIONS DEPARTMENT

ORGANIZATION CHART

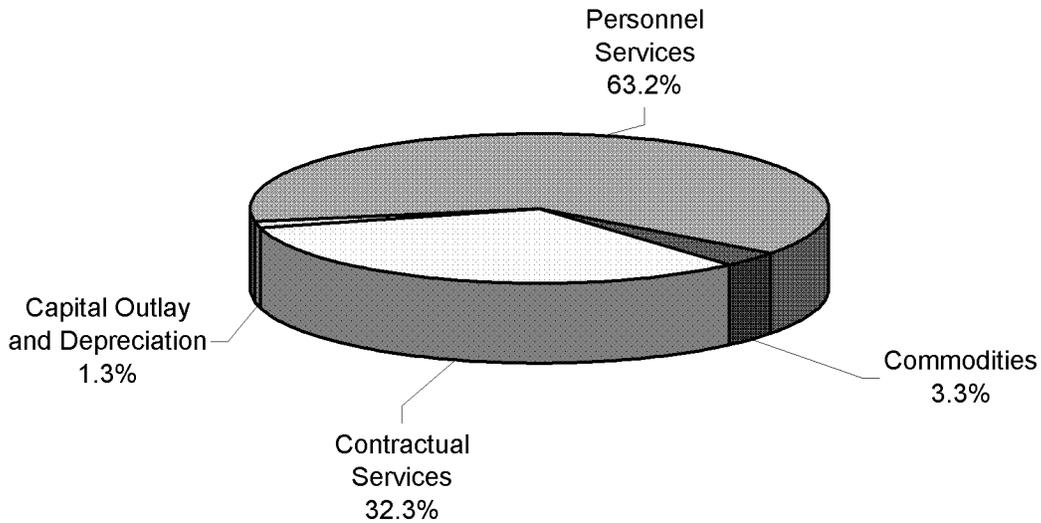


INSPECTIONS, PLANNING AND BUILDING OPERATIONS DEPARTMENT BUDGET 2008

Total By Program

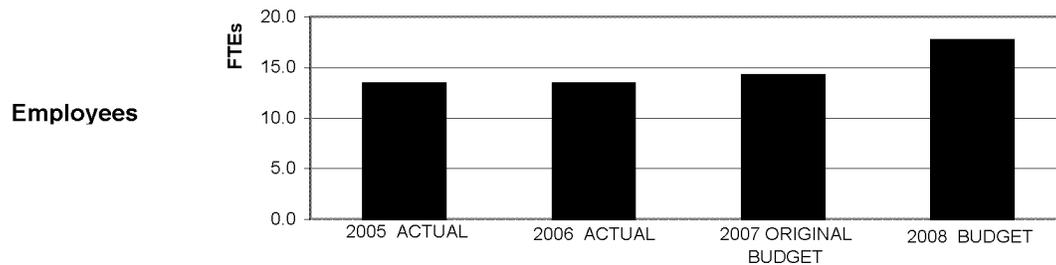
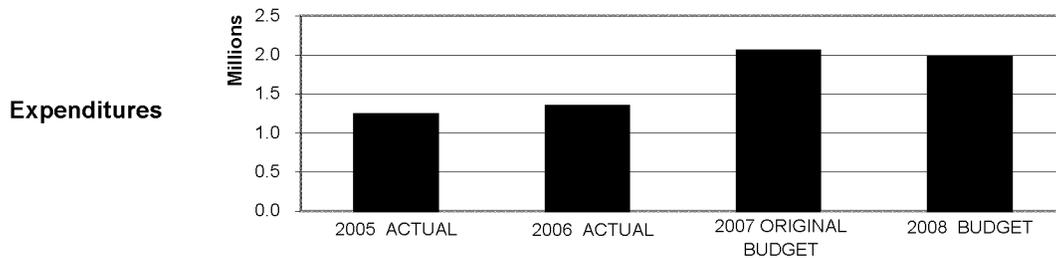


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
INSPECTIONS, PLANNING AND BUILDING OPERATIONS DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Administration	\$437,192	\$435,073	\$493,750	\$423,293	-14.3%
Building Inspections	539,982	633,093	563,720	566,504	0.5%
Building Operations	0	0	606,900	633,288	4.3%
Code Enforcement	30,732	31,099	119,930	0	-100.0%
Planning	184,277	191,575	224,910	306,907	36.5%
Public Health Inspections	29,155	37,148	43,670	48,815	11.8%
Redevelopment	17,439	17,805	0	0	N/A
Totals	1,238,777	1,345,793	2,052,880	1,978,807	-3.6%
Total By Classification					
Personnel Services	993,736	1,078,671	1,392,700	1,250,034	-10.2%
Commodities	17,795	14,374	63,280	65,190	3.0%
Contractual Services	227,163	252,747	580,900	638,583	9.9%
Capital Outlay and Depreciation	0	0	16,000	25,000	56.3%
Other Charges	83	1	0	0	N/A
Totals	1,238,777	1,345,793	2,052,880	1,978,807	-3.6%
Total By Fund					
General Fund	1,238,777	1,345,793	2,052,880	1,978,807	-3.6%
Number of Employees (FTE)	13.40	13.40	14.25	17.69	24.1%



CITY OF MAPLEWOOD
INSPECTIONS, PLANNING AND
BUILDING OPERATIONS DEPARTMENT

MISSION STATEMENT

To protect public health and safety by ensuring that public buildings, land use and building construction plans meet all applicable city codes, regional goals and State and Federal laws; and to 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.

2008 DEPARTMENT OBJECTIVES

1. Continue to work with the housing and redevelopment authority (HRA) to identify housing issues and trends, including the adoption and use by city staff of new property maintenance codes.
2. Maintain and improve the level of public health inspections to help protect the health and welfare of the citizens of Maplewood by increasing the number of visits to each licensed establishment for educating their staff.
3. Complete a survey of all Fire Stations and the Nature Center to determine building maintenance and long-term capital improvement needs.
4. Implement and sustain a preventive maintenance program for all Fire Stations.
5. Pursue the Twin Cities Capitol Community Fund program for redevelopment opportunities.
6. Maintain and use the planning intern program.
7. Reestablish a building inspector intern program.
8. Assist the city's consultants as they may need on the revision to the comprehensive plan to be complete by the end of 2008.
9. Continue staff support and leadership in the redevelopment areas throughout the City of Maplewood.
10. Continue the contractor training program for residential and commercial builders.
11. Complete the work on the amendment to the city sign ordinance for council consideration and adoption in 2008.

12. Continue the education of city staff and the community in developing a sustainable “green building practices and methods” and the promotion of green construction practices.
13. Continue to promote high quality building and site design by recommending and requiring enhanced amenities during city development and building reviews.
14. Develop and implement a more efficient method to respond to and to get code compliance for nuisance complaints and issues created by empty or foreclosed homes.

P; 08ipbo-objectives – 2008 (4)



MAPLEWOOD

Together We Can

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION 101-701	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
PROGRAM MISSION				
To provide administrative and clerical support to the divisions within the Inspections, Planning and Building Operations Department.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$347,808	\$345,160	\$395,860	311,841
Commodities	10,069	11,399	10,130	10,130
Contractual Services	79,232	78,514	87,760	101,322
Other	83	0	0	
Total	\$437,192	\$435,073	\$493,750	423,293
Percent Change	9.9%	-0.5%	13.5%	-14.27%
Staff Hours				
No. of Employees (FTE)	5.40	5.40	5.30	3.50
BUDGET COMMENTS				
The decrease in personnel services is due to the elimination of the part time clerical staff. This decrease will effect vacation time and may effect the department's customer service.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Public meeting packets	37	42	42	44
Number of incoming calls to main department phone			17,600	18,000
Number of permit issued	3218	3204	3220	3230
EFFECTIVENESS INDICATORS				
Percent of minutes available for next meeting	99%	99%	80%	85%
Percent of calls placed on hold before assisting	1%	1%	10%	12%
Percent of permits issued accurately	99%	99%	99%	99%
COMMENTS				
The effectiveness indicators for 2005, 2006 & 2007 that show a decline are due to staff cutbacks and department reorganization. The other indicator shows staff to remain accurate.				

Note: Estimated population according to the Inspections, Planning and Building Operations Department is as follows:

2004 – 35,892
 2005 – 36,279
 2006 – 37,056
 2007 – 37,461
 2008 - 37,836
 2009 - 38,586

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING INSPECTIONS
101-703

DEPARTMENT: INSPECTIONS, PLANNING
AND BUILDING OPERATIONS

PROGRAM MISSION

To administer the state building code and related ordinances 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.

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$424,897	\$477,134	\$477,910	\$482,754
Commodities	4,913	1,435	1,500	1,500
Contractual Services	110,172	154,524	84,310	82,250
Capital Outlay	0	0	0	0
Total	\$539,982	\$633,093	\$563,720	\$566,504
Percent Change	10.2%	17.2%	-11.0%	0.49%
Staff Hours				
No. of Employees (FTE)	4.95	5.95	5.45	5.45

BUDGET COMMENTS

The increase in personnel services is due to the 3% contract increase and step increases for employees.

Note the reduction in contractual services from 2006 to 2007 was from releasing the commercial contract plumbing inspector. The reduction in personnel services from 2006 to 2007 was due to the elimination of the building inspector intern and moving 50% of the building official salary to administration.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING INSPECTIONS	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Revenue generated	\$1,664,139	\$1,382,710	\$1,382,710	1,465,670
Number of permit apps.	3,218	3,300	3,400	3,300
Number of plan reviews	1,011	1,200	1,200	1,200
Number of inspections	11,432	13,000	13,000	10,500
EFFICIENCY MEASURES				
Average time to issue residential permit	5 days	5 days	5 days	5 days
Average time to issue commercial permit	20 days	20 days	20 days	20 days
Percentage of inspection completed within 24 hours	98%	98%	98%	98%
COMMENTS				
The increase in revenue is from a 6% raise in permit fees. The reduction in the number of inspections is due to eliminating the contract plumbing inspector and the building inspector intern.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING OPERATIONS
101-115

DEPARTMENT: INSPECTIONS, PLANNING
AND BUILDING OPERATIONS

PROGRAM MISSION

To provide a clean, well-maintained and comfortable environment for building users of the city hall, public works building and park maintenance building.

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$193,800	\$210,335
Commodities	0	0	45,320	52,730
Contractual Services	0	0	367,780	345,223
Capital Outlay	0	0	0	25,000
Total	\$ 0	\$ 0	\$606,900	\$633,288
Percent Change	0%	0%	100%	4.35%
Staff Hours				
No. of Employees (FTE)	0	0	3.23	3.23

BUDGET COMMENTS

The increase in personnel services is due to the 3% wage increase for contracts, step increases for merit, correcting budget figures from 2006 to properly reflect wages and a range increase for the chief building engineer. Note that 40% of the chief building engineer wages comes out of the MCC budget.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	608	800	850	840
Number of vendor calls	1,348	1,350	1,350	970
Service calls	55	25	25	53
Number of janitorial tasks complete	58,926	60,000	70,000	71,400
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	82%	85%	85%	91%
Cost per sq. ft. vendor calls - MCC	NA	NA	NA	\$4.25
Cost per sq. ft vendor calls - CH / P/ PW/ P	NA	NA	NA	\$5.28
Cost per sq. ft. staff tasks - MCC				\$3.44
Cost per sq. ft. staff tasks – CH / P/ PW/ P				\$2.20
Cost per sq. ft. vendor calls – CH / P	\$36.72	\$71.94	\$71.94	NA
Cost per sq. ft. staff tasks - CH / P	\$7.47	\$6.82	\$8.20	NA
COMMENTS				
<p>The number of work orders relates to the help desk request by facility and verbal requests. Vendor and service calls relate to outside contractors or service companies. This number should continue to decrease as maintenance takes on tasks. Janitors, same as above. The effectiveness indicators are being adjusted to reflect a more accurate number tied to square footage of the related facilities.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PLANNING 101-702		DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS		
PROGRAM MISSION To facilitate the implementation of the comprehensive land use plan, special land use studies and development reviews.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$156,145	\$174,785	\$192,100	\$199,195
Commodities	2684	769	50	50
Contractual Services	25,448	16,021	32,760	107,662
Total	\$184,277	\$191,575	\$224,910	\$306,907
Percent Change	8.4%	4.0%	17.4%	36.46%
Staff Hours				
No. of Employees (FTE)	2.00	2.00	2.00	0
BUDGET COMMENTS .				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PLANNING	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Revenue generated	\$66,964	\$58,000	\$67,020	\$65,000
Number of development applications	90	75	80	75
Number of building permit reviews	550	500	700	500
EFFECTIVENESS INDICATORS				
Average # of hours to do building permit reviews	2	2	2	2
Average # of days to do development reviews	60	60	60	60
COMMENTS				
These outputs reflect the number of building permits reviewed by city planners and the staff time needed to complete the review.				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS 101-704	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS																																													
PROGRAM MISSION To protect citizens through inspections, complaint investigations, and enforcement of local ordinances and state rules and regulations related to food, lodging, and public health.																																														
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BUDGET COMMENTS The increase in personnel services is due to increases in the pay rate and the cost of benefits.																																														

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Number of restaurant inspections	180	200	210	215
Number of public health violations	37	40	35	24
Number of itinerant food sales inspections	67	75	75	75
EFFECTIVENESS INDICATORS				
Number of restaurant re-inspections	50	50	40	60
Number of hours on food sales inspections	470	510	510	510
COMMENTS				
It is anticipated that the number of restaurant inspections will remain about the same in 2008. However, the number of re-inspections and spot checks will slightly increase. It is the health officer's belief and experience that education and presence equals compliance.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: REDEVELOPMENT 101-705	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
PROGRAM MISSION				
To revitalize and reinvest in housing stock and commercial properties to create economical, viable and diverse neighborhoods for first time homeowners and retain the middle class affordability of Maplewood.				
INPUTS	2005 Actual	2006 Budget	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$17,439	\$ 17,805	\$ 0	\$ 0
Total	\$17,439	\$17,805	\$ 0	\$ 0
Percent Change	1.6%	2.1%	NA	NA
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
Expenditures for redevelopment are normally in the capital improvement portion of the budget. The 2005 expenditures listed above were for staff time spent on redevelopment planning. It is anticipated that staff time will be expended but will be charged back to specific projects.				

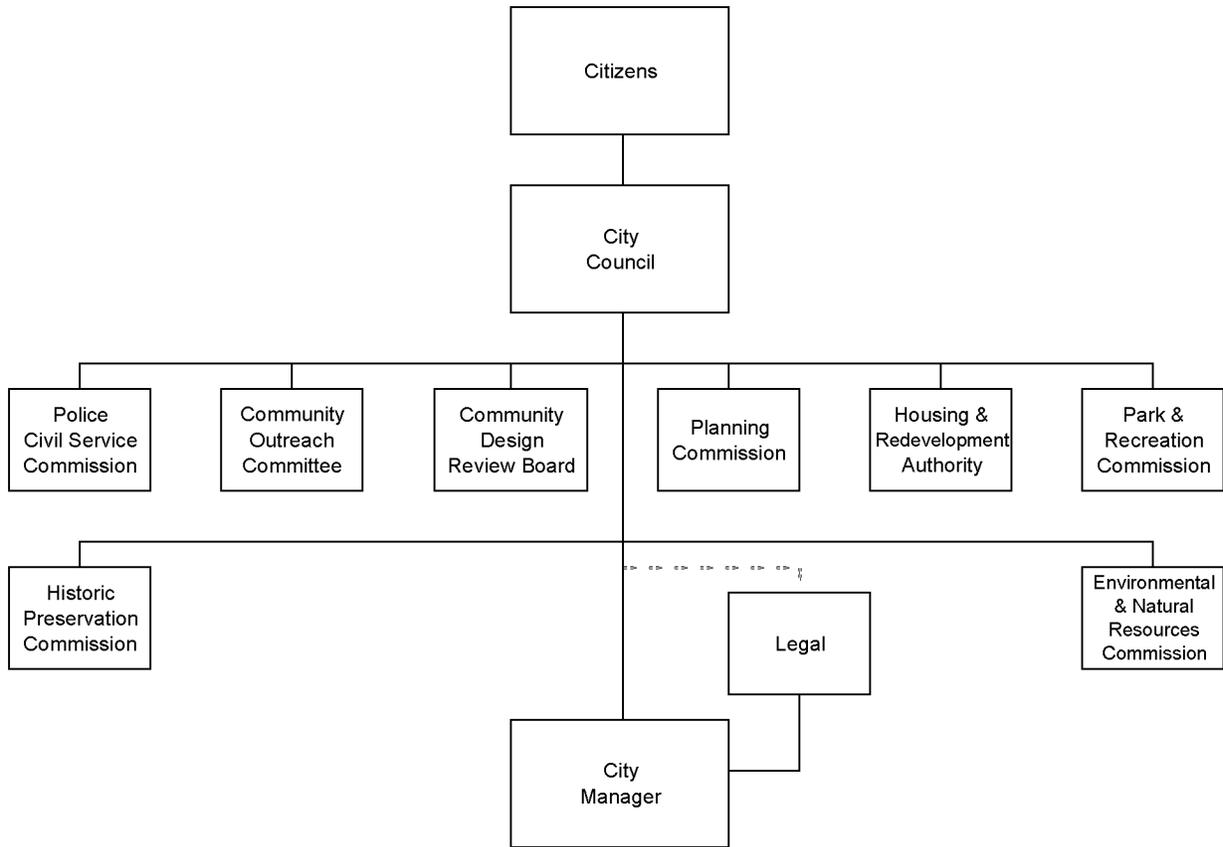
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: REDEVELOPMENT	DEPARTMENT: INSPECTIONS, PLANNING AND BUILDING OPERATIONS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Assessed Market Value – before redevelopment	N/A	N/A	\$1,525,500	
Tourist Cabins Site				
EFFECTIVENESS INDICATORS				
Market Value – after redevelopment	N/A	N/A	\$3,375,000	
Tourist Cabins Site				
COMMENTS				
On July 10, 2006 the City Council approved Phase One of the Gladstone Neighborhood Redevelopment project which includes the redevelopment of the St. Paul Tourist Cabins site.				

CITY OF MAPLEWOOD

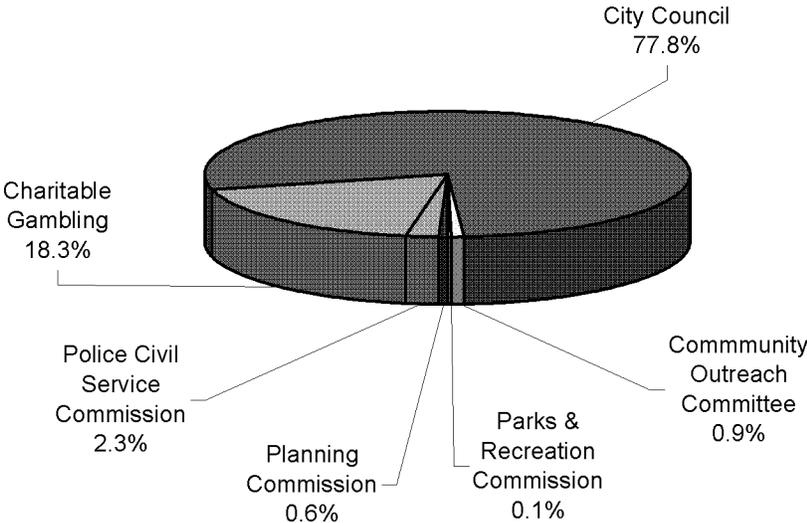
LEGISLATIVE DEPARTMENT

ORGANIZATIONAL CHART

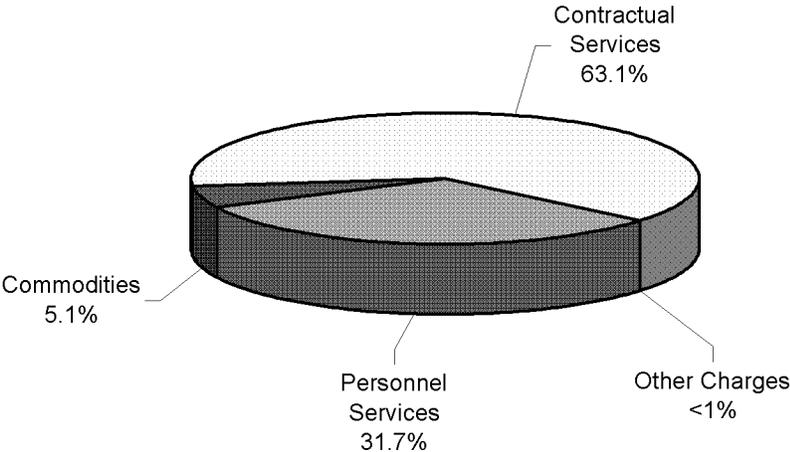


LEGISLATIVE DEPARTMENT BUDGET 2008

Total By Program

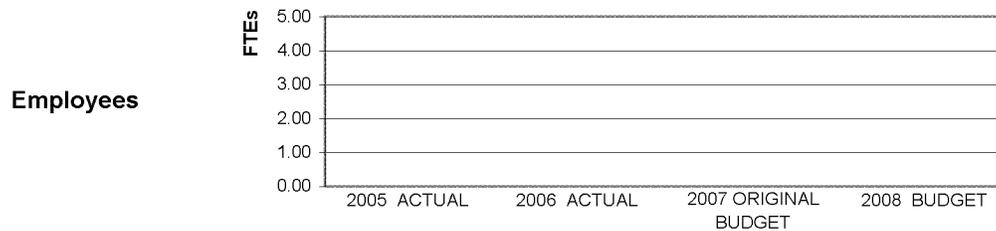
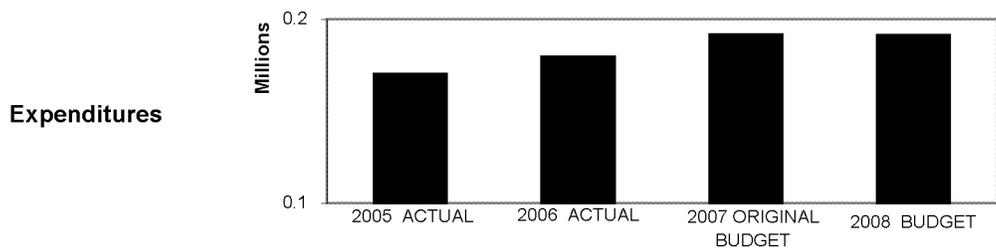


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
LEGISLATIVE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Charitable Gambling	\$52,330	\$50,118	\$40,050	\$35,050	-12.5%
City Council	115,512	124,484	143,990	148,733	3.3%
Community Outreach Committee	188	6	1,700	1,700	0.0%
Parks & Recreation Commission	78	82	230	213	-7.4%
Planning Commission	813	882	1,170	1,084	-7.4%
Police Civil Service Commission	1,295	3,840	4,390	4,398	0.2%
Totals	170,216	179,412	191,530	191,178	-0.2%
Total By Classification					
Personnel Services	51,816	57,328	57,180	60,619	6.0%
Commodities	10,373	7,613	9,810	9,810	0.0%
Contractual Services	100,821	114,327	124,490	120,666	-3.1%
Capital Outlay and Depreciation	7,000	0	0	0	N/A
Other Charges	206	144	50	83	66.0%
Totals	170,216	179,412	191,530	191,178	-0.2%
Total By Fund					
Charitable Gambling Tax Fund	52,330	50,118	40,050	35,050	-12.5%
General Fund	117,886	129,294	151,480	156,128	3.1%
Totals	\$170,216	\$179,412	\$191,530	\$191,178	-0.2%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	0.00



CITY OF MAPLEWOOD

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.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CHARITABLE GAMBLING
205-000

DEPARTMENT: LEGISLATIVE

PROGRAM MISSION

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.

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Commodities	\$2,306	\$ 0	\$ 0	\$ 0
Contractual Services	42,818	49,974	40,000	35,000
Capital Outlay	7,000	0	0	0
Other Charges	206	144	50	50
Total	<u>\$52,330</u>	<u>\$50,118</u>	<u>\$40,050</u>	<u>\$35,050</u>
Percent Change	-27.5%	4.2%	-20.1%	-14%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The requests approved by the City Council for 2007 are as follows:

- \$1,800 American Red Cross
- 10,860 Maplewood Historical Society
- 3,640 Friends of the Nature Center
- 5,540 Maplewood Police Explorers
- 3,670 Heritage Theatre Company
- 3,150 Ramsey County Fair
- 4,600 Maplewood Police Reserves
- 800 Maplewood Firefighters flowers

\$34,060 Total

ESTIMATED RESERVES: \$940

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CHARITABLE GAMBLING	DEPARTMENT: LEGISLATIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Requests considered	14	14	14	9
Requests awarded	13	13	13	8
COMMENTS				
The number of requests received and awarded has been fairly constant, but proceeds from the Charitable Gambling tax have receded in recent years.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CITY COUNCIL 101-101	DEPARTMENT: LEGISLATIVE			
PROGRAM MISSION To establish policy, adopt laws and appoint members of advisory commissions.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$51,816	\$57,328	\$57,180	\$60,619
Commodities	7,608	7,177	7,960	7,960
Contractual Services	56,088	59,979	78,850	80,154
Total	\$115,512	\$124,484	\$143,990	\$148,733
Percent Change	-10.0%	7.8%	15.7%	3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CITY COUNCIL	DEPARTMENT: LEGISLATIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of City Council meetings	28	28	28	28
Number of Council/Manager Workshops	17	26	24	24
Agenda items	575	496	580	550
COMMENTS				
The above items are a small part of the workload for the City Council.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: COMMUNITY OUTREACH COMMITTEE 101-104	DEPARTMENT: LEGISLATIVE																																								
PROGRAM MISSION To work with the local business community welcoming new and relocated residents to the city providing information on services and opportunities within the community.																																									
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BUDGET COMMENTS 2004-2006 budget was for the dissolved Human Relations Commission. The Maplewood Community Outreach Committee was formed in June 2006 by the City Council.																																									

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: COMMUNITY OUTREACH COMMITTEE	DEPARTMENT: LEGISLATIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Contests sponsored	0	0	0	0
Community awareness events sponsored	0	0	0	0
Bias crime complaints	0	0	0	0
Businesses and Organizations Participating	N/A	20	50	50
Percentage of new residents contacted by the committee	N/A	60%	90%	90%
EFFECTIVENESS INDICATORS				
Number of people attending community events	0	0	N/A	N/A
Percentage of Businesses and Organizations Participating	N/A	100%	100%	100%
Percentage of New Residents Contacted by the Committee	N/A	60%	90%	90%
COMMENTS				
Most of the 2005-2006 Outputs/Workload and Effectiveness Indicators pertain to the now dissolved Human Relations Commission.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PARKS & RECREATION COMMISSION 101-106	DEPARTMENT: LEGISLATIVE																																								
PROGRAM MISSION To serve as the liaison to the City Council between city residents and staff on all matters pertaining to parks, recreation and trails.																																									
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BUDGET COMMENTS The Parks and Recreation Commission budget includes incidental costs for travel and training (two commissioners to attend the State Conference), related workshops and meals for parks tours.																																									

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PARKS & RECREATION COMMISSION	DEPARTMENT: LEGISLATIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of public meetings	20	16	14	14
Commission items requiring formal action	42	30	24	24
EFFECTIVENESS INDICATORS				
Number of meetings involving the public; i.e., park planning process, community issues, etc.	6	4	8	8
Percentage of recommendations adopted by the city council	100%	95%	98%	98%
EFFICIENCY MEASURES				
Average number of days between recommendation from the commission to city council action on the item	14	14	14	14
COMMENTS				
<p>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 Monday monthly but has experienced increased meetings due to public hearings for recent park development.</p> <p>Parks and Recreation staff serves as the liaison between the Parks and Recreation Commission and City Council.</p> <p>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.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
101-107				
PROGRAM MISSION				
To advise the City Council on zoning and land use requests and to periodically review and revise the city's comprehensive land use plan.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Commodities	\$412	\$381	\$650	\$650
Contractual Services	401	501	520	434
Total	\$ 813	\$ 882	\$1,170	\$1,084
Percent Change	17.0%	8.5%	32.7%	0.3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of applications reviewed	63	60	60	60
EFFECTIVENESS INDICATORS				
Number of public meetings held	20	24	25	24
COMMENTS				
Number of development applications reviewed by the Planning Commission at public meetings.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION 101-105	DEPARTMENT: LEGISLATIVE																																			
PROGRAM MISSION 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.																																				
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2005 Actual</th> <th style="width: 15%; text-align: center;">2006 Actual</th> <th style="width: 15%; text-align: center;">2007 Budget</th> <th style="width: 15%; text-align: center;">2008 Budget</th> </tr> </thead> <tbody> <tr> <td>Direct Expenditures</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Contractual Services</td> <td style="text-align: center;">1,295</td> <td style="text-align: center;">3,840</td> <td style="text-align: center;">4,390</td> <td style="text-align: center;">4,398</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: center;">\$1,295</td> <td style="text-align: center;">\$3,840</td> <td style="text-align: center;">\$4,390</td> <td style="text-align: center;">\$4,398</td> </tr> <tr> <td style="padding-left: 20px;">Percent Change</td> <td style="text-align: center;">111.6%</td> <td style="text-align: center;">196.5%</td> <td style="text-align: center;">14.3%</td> <td style="text-align: center;">0.2%</td> </tr> <tr> <td>Staff Hours</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">No. of Employees (FTE)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		2005 Actual	2006 Actual	2007 Budget	2008 Budget	Direct Expenditures					Contractual Services	1,295	3,840	4,390	4,398	Total	\$1,295	\$3,840	\$4,390	\$4,398	Percent Change	111.6%	196.5%	14.3%	0.2%	Staff Hours					No. of Employees (FTE)	0	0	0	0
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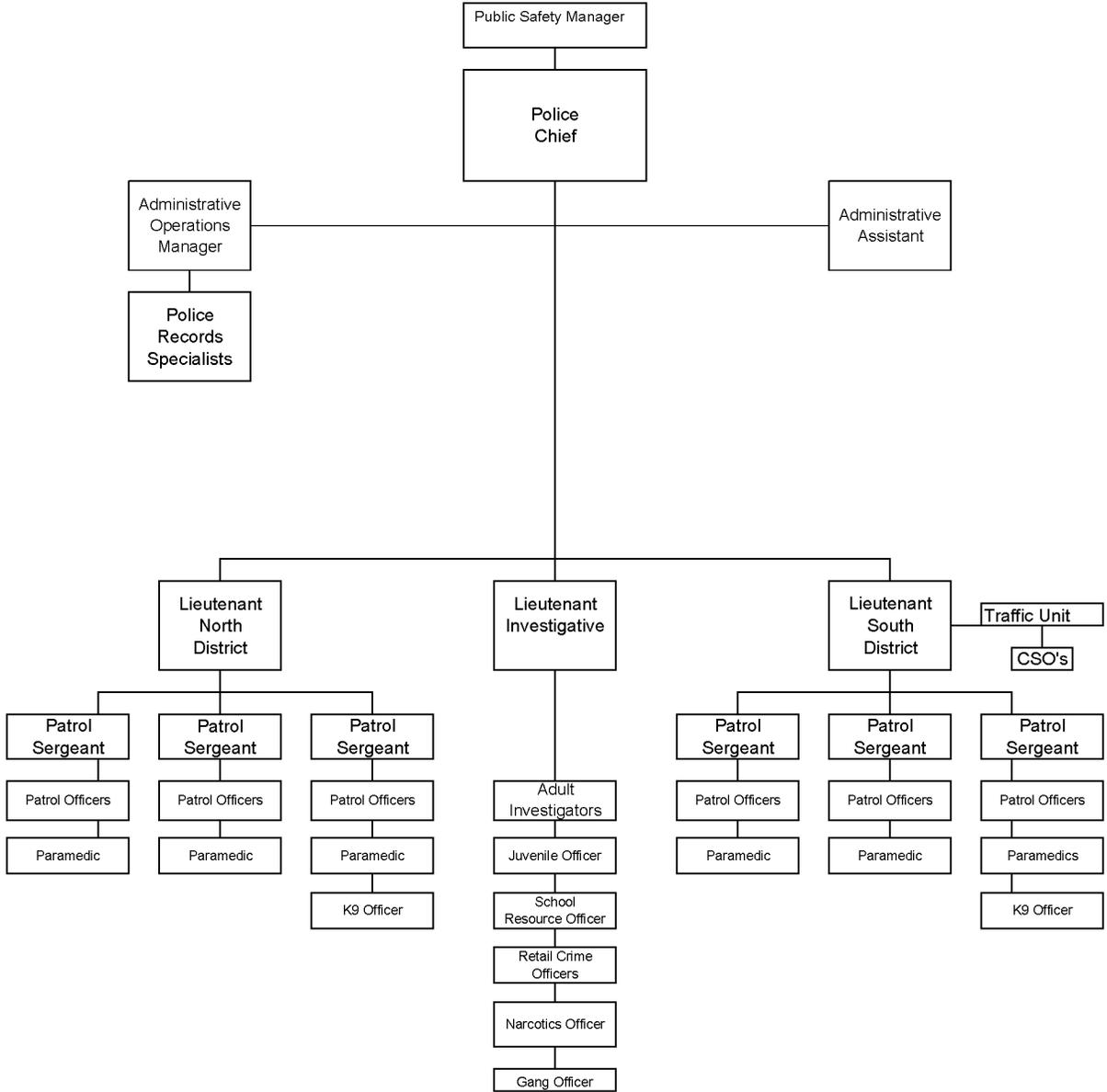
**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Number of lists created - external	0	1	1	1
Number of lists created - internal	3	0	1	1
EFFECTIVENESS INDICATORS				
Average number of working days between approval to post position and adoption of promotional list	28	N/A	35	35
Average number of working days between approval to post position and adoption of external eligibility list	0	75	75	75
COMMENTS				
<p>The External and Internal Posting and Eligibility List has 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.</p>				

CITY OF MAPLEWOOD

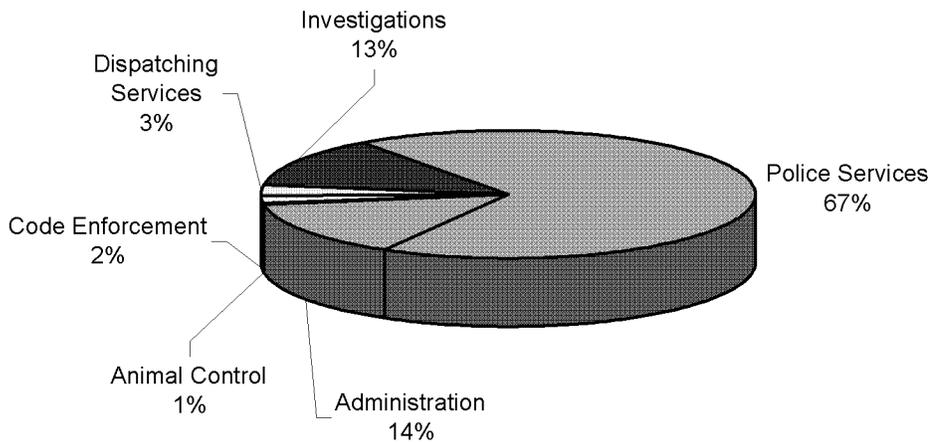
POLICE DEPARTMENT

ORGANIZATIONAL CHART

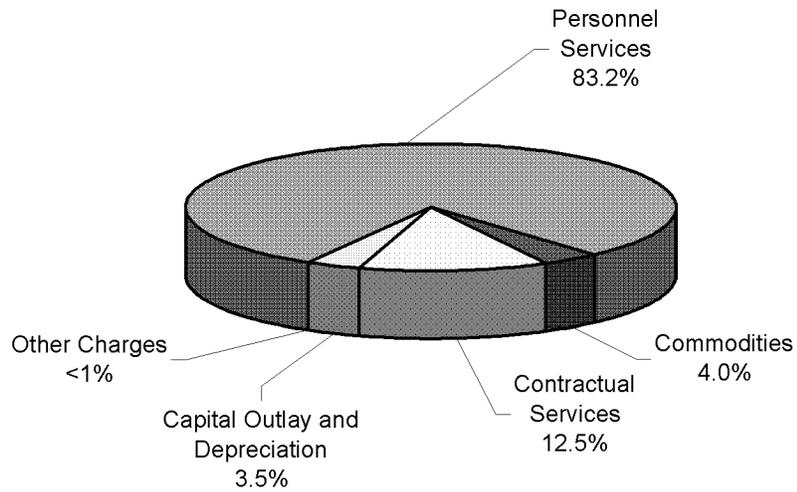


POLICE DEPARTMENT BUDGET 2008

Total By Program

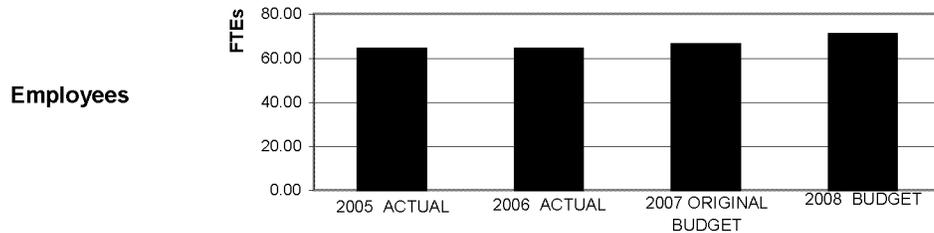
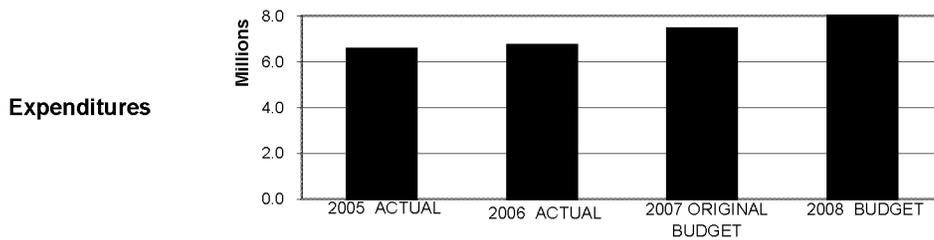


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
POLICE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005	2006	2007	2008	PERCENT OVER(UNDER) 2007 BUDGET
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	
Administration	\$906,573	\$915,450	\$912,570	\$1,124,772	23.3%
Animal Control	27,431	32,224	37,770	40,444	7.1%
Code Enforcement	0	0	0	146,987	N/A
Dispatching Services	704,002	687,976	500,220	217,775	-56.5%
Investigations	0	654,600	777,980	1,007,262	29.5%
Police Services	4,926,819	4,432,512	5,216,330	5,469,152	4.8%
Totals	6,564,825	6,722,762	7,444,870	8,006,392	7.5%
Total By Classification					
Personnel Services	5,390,374	5,650,346	6,190,060	6,403,840	3.5%
Commodities	264,982	270,282	291,400	317,890	9.1%
Contractual Services	670,983	641,916	878,740	1,003,743	14.2%
Capital Outlay and Depreciation	237,840	112,918	84,540	280,741	232.1%
Other Charges	646	47,300	130	178	36.9%
Totals	6,564,825	6,722,762	7,444,870	8,006,392	7.5%
Total By Fund					
Ambulance Service Fund	49,462	60,060	29,940	0	-100.0%
COPS More Grant	0	0	0	0	N/A
Enhanced 911 Service	24,746	24,586	70,150	0	-100.0%
General Fund	6,483,191	6,596,924	7,293,210	7,954,822	9.1%
Law Enforcement Block Grant	4,445	0	0	0	N/A
Police Services Fund	2,981	41,192	51,570	51,570	0.0%
Totals	\$6,564,825	\$6,722,762	\$7,444,870	\$8,006,392	7.5%
Number of Employees (FTE)	64.20	64.20	66.20	70.80	6.9%



CITY OF MAPLEWOOD

POLICE DEPARTMENT

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.

2008 OBJECTIVES

1. Increase non-enforcement public contact and interaction such as community meetings and presentations.
2. Increased interaction by officers in schools.
3. Proactively address community public safety problems.
4. Initiate outreach to the City's ethnic populations to improve lines of communication.
5. Increase use of technology to improve the efficiency and quality of police services.
6. Communicate better with the public via the internet, email, and web-based programs and explore utilizing technology for other means of crime reporting.
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.
9. Promote community policing and crime prevention by building on neighborhood block club network and strengthen resident contacts especially in the area of crime-free multi housing.
10. Increase interaction with retail community to proactively reduce retail crime and business related criminal activity.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION 101-401	DEPARTMENT: POLICE			
PROGRAM MISSION				
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.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$596,146	\$599,096	\$632,770	\$681,077
Commodities	30,503	24,427	34,040	33,610
Contractual Services	279,904	266,777	245,760	304,335
Capital Outlay	0	25,148	0	105,750
Other Charges	20	2	0	0
Total	\$906,573	\$915,450	\$912,570	\$1,124,772
Percent Change	19.4%	1.0%	-0.3%	19%
Staff Hours				
No. of Employees (FTE)	7	7	7	7.5
BUDGET COMMENTS				
The change in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: POLICE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Hours of professional development training	64	52	45	45
Department expenditures	\$6.6 mil	\$6.9 mil	\$7.4 mil	7.8 mil
Number of FTE	64	66	61	61
EFFECTIVENESS INDICATORS				
Per capita cost for services	\$181	\$187	\$199	\$207
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 Inspections, Planning and Building Operations Department is as follows:

2005 – 36,297
 2006 – 37,056
 2007 – 37,461
 2008 – 37,836

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ANIMAL CONTROL 101-407	DEPARTMENT: POLICE			
PROGRAM MISSION To provide animal control within the City and insure compliance with animal related ordinances.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Contractual Services	\$27,431	\$32,224	\$37,770	\$40,444
Total	\$27,431	\$32,224	\$37,770	\$40,444
Percent Change	-5.1%	17.5%	17.2%	7.1%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS The Animal Control budget will increase due to inflationary adjustment requested by the contractor. The contractor's costs are increasing due to personnel and fuel costs.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ANIMAL CONTROL	DEPARTMENT: POLICE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Total licenses monitored	688	364	700	435
Total animal complaints	504	686	868	1050
Number of contacts by animal control officer	192	219	236	263
EFFECTIVENESS INDICATORS				
Hours spent per 1,000 population on animal related calls for service	7.6 hours	4.7 hours	6.3 hours	6.5 hours
COMMENTS				
<p>The total number of licensed animals fluctuates greatly 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 animal control officer is only called for emergency issues when not on patrol. Despite this, the contacts by the animal control officer also continue to increase.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CODE ENFORCEMENT		DEPARTMENT: PUBLIC SAFETY		
101-707				
PROGRAM MISSION				
To protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations, and public health.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$30,593	\$27,130	\$92,470	\$117,739
Commodities	0	0	5,500	5,500
Contractual Services	139	0	5,960	8,748
Capital Outlay	0	0	16,000	15,000
Total	\$30,732	\$27,130	\$119,930	\$146,987
Percent Change	178.8%	-11.7%	342.1%	22.56%
Staff Hours				
No. of Employees (FTE)	.80	.30	1.11	1.5
BUDGET COMMENTS				
The increase in personnel services is due to the 3% increase from contract and the step increase. Also .5 FTE of Administration support is added for 2008. A \$15,000 capital outlay is for acquisition of hardware and software for remote input and reporting.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: CODE ENFORCEMENT	DEPARTMENT: PUBLIC SAFETY			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Total number of complaint cases inspected	700	500	575	900
Total number of complaint cases that were referred to the Admin/Judicial process	5	5	3	95
Total number of re-inspections	650	500	575	2,000
EFFECTIVENESS INDICATORS				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	5	5	5	25
Total number of complaint cases resolved	675	645	545	750
Total number of complaint cases pending	5	5	5	NA
COMMENTS				
<p>The number of cases that were referred to Admin/Judicial process was increased by adding abatements. In April of 2007, a full-time code enforcement officer was hired. This increased the number of cases opened and closed. This also increased the number of inspections.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: DISPATCHING SERVICES		DEPARTMENT: POLICE		
101-406				
PROGRAM MISSION				
To provide professional emergency communications assistance, assurance, and guidance to the public and public safety personnel.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$641,687	645,417	\$330,690	0
Commodities	22,751	1,603	1,810	0
Contractual Services	39,540	34,850	167,660	\$217,775
Other Charges	24	6,106	60	0
Total	\$704,002	\$687,976	\$500,220	\$217,775
Percent Change	7.8%	-2.3%	-27.3%	-56.5%
Staff Hours				
No. of Employees (FTE)	10	10	10	0
BUDGET COMMENTS				
This program is financed by the General Fund. Consolidation with Ramsey County occurred in June 2007. This service is now provided on a contractual basis.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: DISPATCHING SERVICES*	DEPARTMENT: POLICE			
	2005 Actual	2006 Actual	2007 Actual †	2008 Estimate
OUTPUTS/WORKLOAD				
Total police & EMS calls dispatched	30,319	30,248	11,249	25,900
Total fire & EMS calls dispatched	3,316	4,258	1,715	4,500
Total phone calls handled	140,172	134,306	51,084	*
EFFECTIVENESS INDICATORS				
Police & EMS calls per dispatcher	3,032	3,360	1,249	*
Fire calls per dispatcher	332	473	190	*
Total phone calls per dispatcher	14,017	14,923	5,676	*
Priority 1 receipt to dispatch	2.4 min	2.0 min	*	*
COMMENTS				
<p>Services were transitioned to Ramsey County as of June 2007. Workload and effectiveness indicators are prorated to reflect the five months of 2007 dispatching services were provided by Maplewood. Dispatchers handle a significantly greater number of phone calls than those which result in a public safety unit response.</p> <p>Priority 1 calls include those involving personal injury, the threat of personal harm and crimes in progress.</p> <p>Forecasted numbers for 2008 may not be available due to combined resources in the new consolidated dispatch center.</p>				

* Indicates Data not available.

† Prorated numbers through June 2007.

2005-2006 figures include services provided to the City of North St. Paul.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: INVESTIGATIONS	DEPARTMENT: POLICE			
101-409				
PROGRAM MISSION				
To provide investigative services to the police department and community and provide follow-up work to prepare cases for criminal charging.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$ 0	\$642,238	\$727,330	\$954,904
Commodities	0	3,530	18,080	\$19,580
Contractual Services	0	8,832	32,570	\$32,778
Total	\$ 0	\$654,600	\$777,980	\$1,007,262
Percent Change	N/A	N/A	18.8%	23%
Staff Hours				
No. of Employees (FTE)	0	6.7	6.8	8.5
BUDGET COMMENTS				
This was a new program in 2006. Funds for this program were previously included in the Police Services program. The increase in personnel services is mainly due to pay increases and an increase in the cost of benefits. Additional personnel were redistributed from Police Service in 2007. Officers assigned to the East Metro Narcotics Task Force and Minnesota Gang Strike Force are included in this program. These positions are partially funded through grants.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: INVESTIGATIONS	DEPARTMENT: POLICE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Felony cases charged	205	217	227	237
Gross misdemeanor cases charged	384	425	470	510
EFFECTIVENESS INDICATORS				
Total cases assigned to investigators	3450	3542	3634	3726
Total cases cleared	1739	3379	3302	3350
Juveniles sent to Diversion Program	194	194	215	224
COMMENTS				
<p>Total number of felony cases (crimes punishable by more than one year in prison) charged continues to increase slowly. Gross misdemeanor cases (crimes punishable by not more than one year in jail and/or a fine of \$3,000 or less) will probably increase at a greater rate due to changes in the reclassification of many offenses to Gross Misdemeanor rather than Felony. These changes were effective in August 2007.</p> <p>The department's new 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.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: POLICE SERVICES 101-402	DEPARTMENT: POLICE			
PROGRAM MISSION				
To provide public safety, investigative, and enforcement activities including neighborhood policing and public service programs.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$4,152,541	\$3,763,595	\$4,499,270	\$4,650,120
Commodities	211,728	240,722	237,470	259,200
Contractual Services	324,108	299,233	343,480	399,771
Capital Outlay	237,840	87,770	136,040	159,991
Other Charges	602	41,192	70	70
Total	\$4,926,819	\$4,432,512	\$5,216,330	\$5,469,152
Percent Change	8.8%	-10.0%	17.7%	4.0%
Staff Hours				
No. of Employees (FTE)	47.2	42.5	47	45.4
BUDGET COMMENTS				
<p>The increase in personnel services is due to wage increases and an increase in the cost of benefits. The increase in contractual services is due an increase in Fees for Service. Capital outlay consists of \$159,990 for five new police patrol vehicles which will replace high-mileage vehicles in an effort to avoid high maintenance costs and provide safe vehicles for personnel. In 2006, the Investigations Program was created which resulted in a decrease in the Police Services Program. Additional personnel have been transferred to that program.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

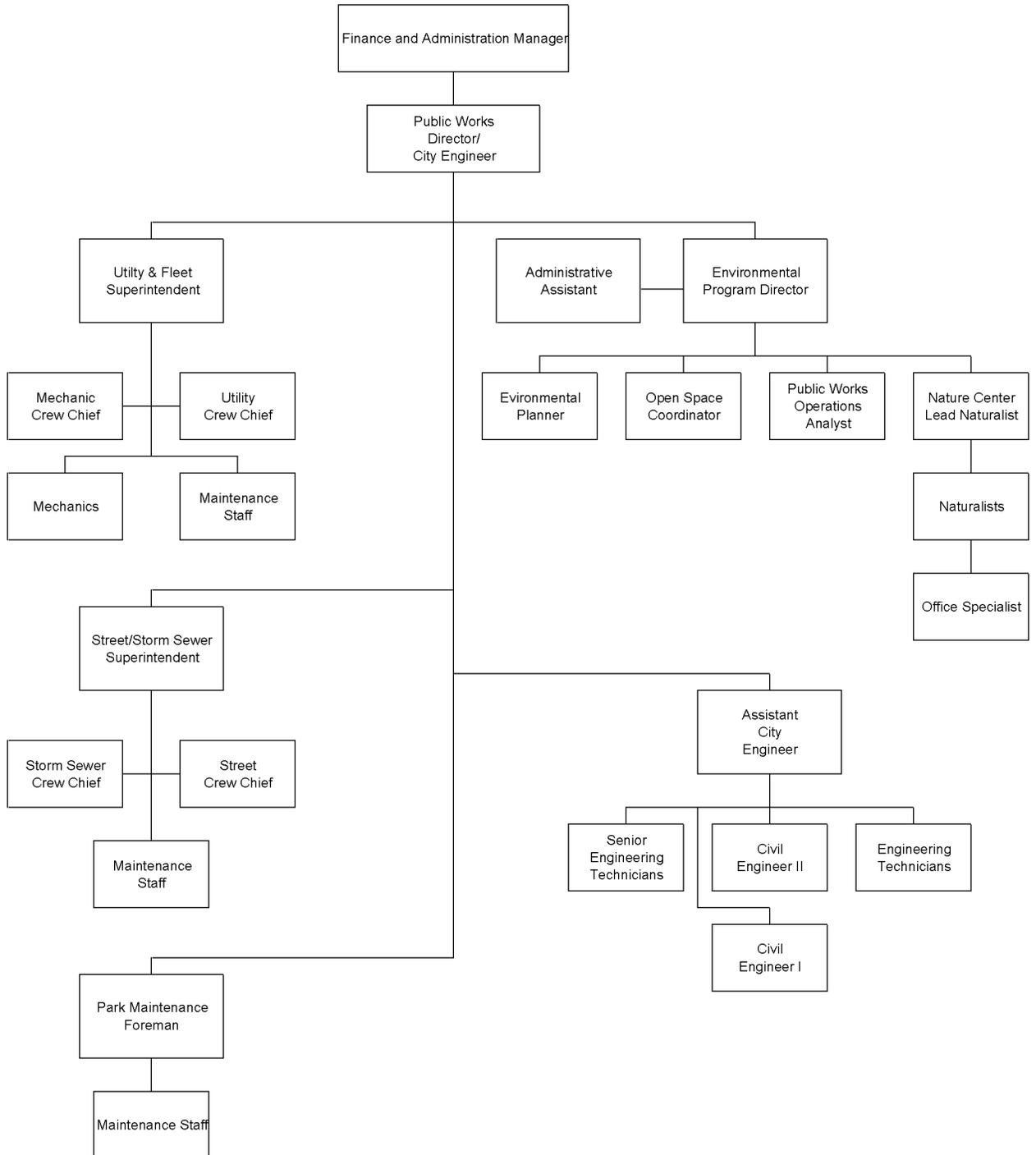
PROGRAM: POLICE SERVICES	DEPARTMENT: POLICE			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Arrests for Part I & II crimes	2189	2470	2700	2950
DUI arrests per 1,000 population	7.22	9.5	10.0	10.5
Total arrests for Part I crimes per sworn FTE	21.7	21.0	21.8	22.6
EFFECTIVENESS INDICATORS				
Part I offenses per 1,000 population	71.5	72.5	71.5	72.5
Arrests for Part I crimes per 1000 population	29.9	30.5	31.1	31.7
Response time to Priority I calls from dispatch to arrival	5.5 min	5.2 min	5.8 min	5.8 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	*	72.8%	73.5%	74.2%
COMMENTS				
<p>Total arrests for Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) and Part II crime rose 12.8%. Part 1 arrests continue to increase steadily despite a very slight (.1%) increase in Part 1 total offenses. Maplewood officers are arresting a greater percentage of offenders in relation to total reported crime. Aggressive DUI enforcement, to make roads safer, has resulted in an increase of 31.5% for DUI arrests per 1,000 population.</p> <p>Response times may continue to increase. This can be due to several factors including increased traffic congestion on our roadways and officers unavailable for immediate response due to increase call loads. Road construction in and around Maplewood in 2007 may also delay responses. A community survey was not done in 2005; however the department reestablished random quality assurance checks in 2006.</p>				

* Indicates data not available

CITY OF MAPLEWOOD

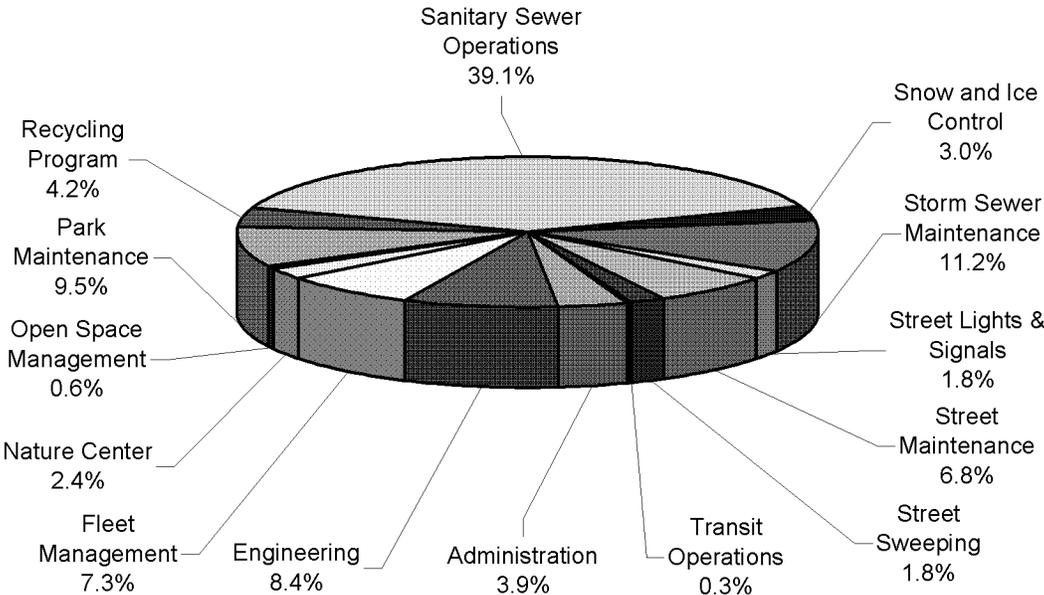
PUBLIC WORKS DEPARTMENT

ORGANIZATION CHART

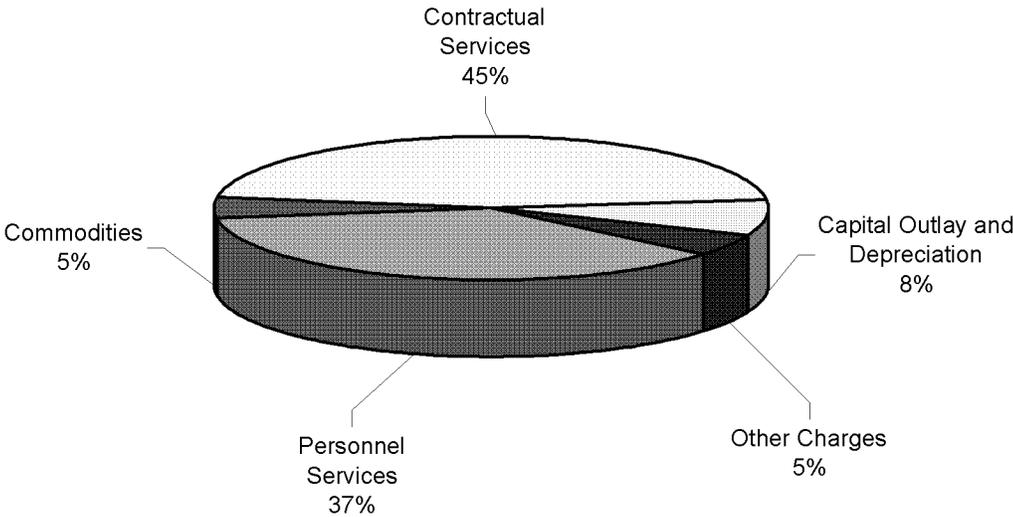


PUBLIC WORKS DEPARTMENT BUDGET 2008

Total By Program



Total By Classification



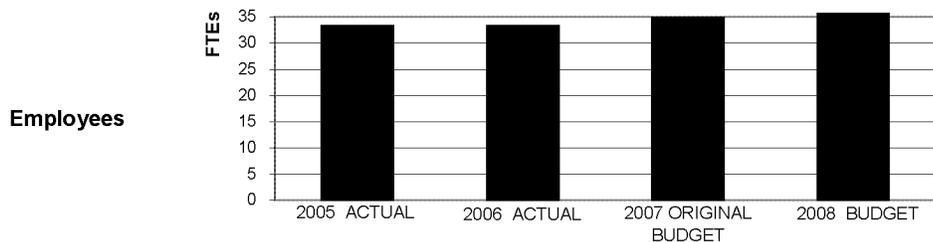
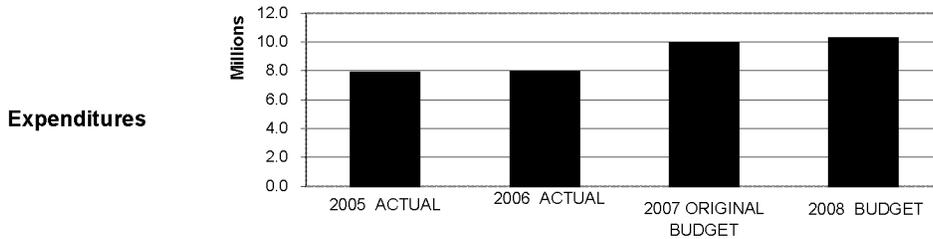
CITY OF MAPLEWOOD, MINNESOTA
PUBLIC WORKS DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2005 ACTUAL	2006 ACTUAL	2007	2008	PERCENT
			ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2007 BUDGET
Administration	\$398,888	\$355,053	\$363,960	\$403,567	10.9%
Engineering	703,454	785,520	838,070	871,877	4.0%
Fleet Management	601,816	610,635	720,370	771,401	7.1%
Nature Center	0	23,311	238,300	249,889	4.9%
Open Space Management	0	0	57,110	66,325	16.1%
Park Maintenance	0	0	941,490	897,322	-4.7%
Recycling Program	348,029	353,538	405,920	429,540	5.8%
Sanitary Sewer Operations	3,652,559	3,686,032	3,893,990	4,015,606	3.1%
Snow and Ice Control	232,123	239,527	320,580	310,331	-3.2%
Storm Sewer Maintenance	927,081	890,575	1,039,250	1,149,999	10.7%
Street Lights & Signals	134,084	169,025	182,540	187,086	2.5%
Street Maintenance	683,053	656,346	699,380	698,189	-0.2%
Street Sweeping	171,237	168,448	181,190	179,782	-0.8%
Transit Operations	32,062	30,318	32,920	35,000	6.3%
Totals	7,884,386	7,968,328	9,915,070	10,265,914	3.5%

Total By Classification	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
Personnel Services	2,439,043	2,548,849	3,598,150	3,775,306	4.9%
Commodities	324,347	376,340	487,940	481,060	-1.4%
Contractual Services	3,813,649	3,800,283	4,609,890	4,681,996	1.6%
Capital Outlay and Depreciation	912,689	821,580	796,020	814,020	2.3%
Other Charges	394,658	421,276	423,070	513,532	21.4%
Totals	7,884,386	7,968,328	9,915,070	10,265,914	3.5%

Total By Fund	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
General Fund	2,049,580	2,066,764	3,454,420	3,490,363	1.0%
Sewer Fund	3,652,559	3,686,032	3,893,990	4,015,606	3.1%
Environmental Utility Fund	1,098,318	1,082,334	1,257,830	1,371,918	9.1%
Recycling Program	348,029	353,538	405,920	429,540	5.8%
Street Light Utility Fund	134,084	169,025	182,540	187,086	2.5%
Fleet Management Fund	601,816	610,635	720,370	771,401	7.1%
Totals	\$7,884,386	\$7,968,328	\$9,915,070	\$10,265,914	3.5%

Number of Employees (FTE)	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2008 BUDGET	PERCENT OVER(UNDER) 2007 BUDGET
	33.35	33.35	34.90	45.20	29.5%



CITY OF MAPLEWOOD
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To maintain a strong infrastructure of parks, streets, storm sewer and sanitary sewer systems and provide services to maintain and protect our open space and natural environment, all with an environmental (Get Green) focus.

2008 OBJECTIVES

1. Begin implementation of Phase One of the Gladstone Neighborhood Redevelopment projects, including the Savanna Restoration.
2. Continue the expanded Street Reconstruction program to take advantage of slow construction industry and reduce improvement costs.
3. Begin implementation of the non-degradation plan for the storm sewer drainage system; including a major upgrade in construction site erosion control enforcement.
4. Coordinate maintenance efforts of personnel in sewer, streets, storm sewer at current levels with maximum efficiency. Included within this program is the implement a Sidewalk Management Plan.
5. Continue Infiltration/Inflow Reduction Program for sanitary sewer system.
6. Implement/administer the new right-of-way ordinance, wetland ordinance, tree ordinance and erosion control requirements.
7. Begin planning and design for major project to expand White Bear Avenue between Radatz and County Road D, and Century, I-94 to Lake Drive.
8. Continue to redefine the nature center mission statement and role in relationship to the ever changing environmental focus within the city. This will involve the creation of a Deputy Director of Public Works to direct the use of Environmental Utility Fund monies and support role to public works National Pollutant Discharge Elimination System and environmental planner.
9. Expand the legal protection of our Open Space Reserves and implement a 'no net loss' policy for open space property.
10. Begin a program to establish a self-sufficient fee basis in the Environmental Utility Fund.
11. Additional investment in our aging fleet to address increased work orders.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION 101-501	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION				
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 & helpful manner.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$240,037	\$233,476	\$243,190	\$266,815
Commodities	11,925	7,951	11,740	11,740
Contractual Services	146,896	113,626	109,030	125,012
Capital Outlay	0	0	0	0
Other Charges	30	0	0	0
Total	\$398,888	\$355,052	\$363,960	\$403,567
Percent Change	-3.4%	-12.3	2.4%	10%
Staff Hours				
No. of Employees (FTE)	2.50	2.25	2.20	2.30
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits; and the re-allocation of 10% of the Deputy Public Works Director to this program from other Public Works programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Council agenda reports	139	183	195	208
Informational mailings	58	63	65	68
Active projects	56	57	64	63
Neighborhood meetings	11	14	17	18
Web Page Updates	104	133	152	170
Permits Issued	498	290	305	320
E-mails to web site requiring follow-up	34	46	62	76
EFFECTIVENESS INDICATORS				
Hits to PW Web Page	17,700	93,268	100,000	106,000
COMMENTS				
<p>With the number of active projects increasing each year, the pressure on the administrative staff within public works increases. During 2008 a number of neighborhood meetings will be added to the schedule for the various projects that will need public involvement. As a result, the necessary updates to the web page are becoming a major task, as the public's and residents' desire for information is ever expanding and the need for quicker and higher quality updates is ever increasing.</p>				

*Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ENGINEERING	DEPARTMENT: PUBLIC WORKS			
101-503				
PROGRAM MISSION				
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$658,625	\$735,705	\$795,740	\$816,100
Commodities	7,058	8,985	5,360	8,110
Contractual Services	37,771	40,830	36,970	47,667
Capital Outlay	0	0	0	0
Total	\$703,454	\$785,520	\$838,070	\$871,877
Percent Change	-1.6%	11.6%	6.7%	4%
Staff Hours				
No. of Employees (FTE)	8.42	9.37	9.33	9.13
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits. An additional increase is reflected in overtime hours due to the large increase in projects requiring added time for design and inspection. Billable hours and engineering revenue will increase because more time will be chargeable to public improvement projects.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: ENGINEERING	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$966,024	\$1,067,000	\$1,090,000	\$1,105,100
Improvements (engineered in-house only)	\$ 3.9 mil	\$4.9 mil	\$4.7 mil	\$3.2 mil
Improvements (in-house and consultants)	\$ 11.2 mil	\$8.6 mil	\$11.8 mil	\$11.7 mil
Billable Hours	12,859	12,687	14,503	14,089
Total staff hours available	22,726	24,644	26,828	24,155
EFFECTIVENESS INDICATORS				
Staff utilization rate	57%	52%	54%	58%
Percent of improvement costs engineered in-house	35%	57%	40%	27%
Engineering as a % of Construction costs (In-House Projects)	28%	26%	26%*	21%
Engineering as a % of construction costs (Consultant Projects)	41%	36%	36%*	36%
COMMENTS				
<p>The engineering program remains a revenue-producing program. The costs of this program are exceeded by the revenue paid to the General Fund generated by the entire staff within this program. The program continues to maintain a utilization rate in excess of 50% for the staff, which shows the program is continuing a high staff assignment rate to projects. Engineering in 2008 will work to reverse a trend toward an increasing percentage of projects being completed by consultants. The 26% engineering cost for projects indicates efficiency in delivery; however the growth of the project volume is showing in the growth of the percentage engineered internally, but also reflected in the consultant percentage on construction projects, which are typically a more difficult and time-consuming process.</p>				

* Based on past 4 year averages.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FLEET MANAGEMENT

DEPARTMENT: PUBLIC WORKS

702-509

PROGRAM MISSION

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

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$215,919	\$225,892	\$255,360	\$276,453
Commodities	131,430	138,222	143,000	156,000
Contractual Services	38,943	55,463	122,510	121,448
Depreciation	211,794	190,976	198,820	198,820
Other Charges	3,730	82	680	680
Sub-Total	\$601,816	\$610,634	\$720,370	\$771,401
Less charges to other depts.	(648,119)	(645,380)	(779,990)	(778,178)
Net Total	(\$46,303)	(\$34,746)	(\$59,620)	(6,427)
Percent Change	34.2%	25.0%	-71.5%	7.1%
Staff Hours				
No. of Employees (FTE)	3.50	3.50	3.50	3.45

BUDGET COMMENTS

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Contractual services and commodities increases are due to increased expenses for aging equipment and a substantial increase in fuel cost (nearly 50% in the past two years).

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: FLEET MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Total vehicles in fleet	257	259	293	293
Hours on work orders	3,349	3,598	4,000	4,000
Total staff hours	4,557	5,100	5,416	5,416
Number of work orders	1,145	1,196	1,250	1,250
Average age of equip/veh.	8.24	8.87	9	9
EFFECTIVENESS INDICATORS				
Percent of chargeable time	73.5%	70.5%	73.9%	73.9%
Work orders / vehicle	4.46	4.61	4.81	4.81
COMMENTS				
<p>This program is showing that the average age of the fleet is increasing and the average work order per vehicle is increasing at nearly the same rate. The reduction in staff hours in 2006 was due to a need to transfer a mechanic to the engineering division due to a man-power shortage within the Public Works Department. The increase in total vehicles in 2007 is because the department has taken on additional repair maintenance on fire and ambulance equipment.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: NATURE CENTER

DEPARTMENT: PUBLIC WORKS

101-604

PROGRAM MISSION

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

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$195,560	\$211,158
Commodities	0	0	13,170	11,670
Contractual Services	0	0	29,570	27,061
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$0	\$ 0	\$238,300	\$249,889
Percent Change	0%	0%	100%	4.9%
Staff Hours				
No. of Employees (FTE)	0	0	3.02	2.56

BUDGET COMMENTS

This program was in the Parks and Recreation Department prior to 2007. In 2008, \$31,178 of the Nature Center budget will be financed by the Environmental Utility Fund. This reflects the water-related education projects that the Nature Center staff provides. These projects meet the requirements of the National Pollutant Discharge Elimination System.

Program fees are charged, and the Friends of Maplewood Nature fundraising group has been actively applying for grants and fundraising. The tax dollar is stretched by sharing staff, services and publicity with agencies such as Ramsey County and Ramsey/Washington Watershed District, along with leveraging the work of volunteers. Over \$50,000 of time has been donated by individuals and service groups such as Century College, Eagle Scouts, community groups and local schools. The local school partners have helped plant several thousand plants in city rain gardens this year.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: NATURE CENTER	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORK LOAD				
Environmental education programs held at the Nature Center & Preserves	242	250	245	230
Number of households in neighborhood targeted for buckthorn removal <i>(This goal changed in 2008 see budget comments)</i>	623	500	500	1,000
NUMBER OF RAIN GARDENS	374	409	457	500
EFFECTIVENESS INDICATORS				
Total number of program participants and visitors	19,649	16,243	16,000	16,000
Cubic yards of buckthorn removed from target area	70	140	150	140
Percentage of participants who are Maplewood citizens that has attended a neighborhood wilds or landscape seminar.	38%	40%	40%	40%
COMMENTS				
<p>The Nature Center's number one focus is public education and enhancement of Maplewood's urban environment. Scheduled community programs include adult seminars, neighborhood outreaches such as National Night Out, family programs, school outreaches, preschool, scout, birthday parties, etc. Most programs last 1 ½ to 2 hours and may include anywhere from 10 to 70 participants. Citywide buckthorn removal program changed this year – allowing citizens to nominate their neighborhood for buckthorn removal and pick up. New in 2008 we will be conducting Tree education programs in conjunction with Maplewood's urban forestry program.</p> <p>Maplewood residents are targeted with our Native Landscaping seminars, our demonstration rain gardens and sustainable backyard ideas as much as possible with special events like the Arbor week activities, Monarch Garden Party, and rain water garden classes. Program participant numbers have decreased due to decreased staff to conduct programs. Building visitors remain high.</p> <p>Visitors are given information on programs and classes offered at the nature center. Many visitors return with their family and friends to attend programs and classes.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
101-605				
PROGRAM MISSION				
To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$22,560	\$28,345
Commodities	0	0	5,580	4,900
Contractual Services	0	0	28,970	33,080
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$57,110	\$66,325
Percent Change	0%	0%	100%	14%
Staff Hours				
No. of Employees (FTE)	0	0	.3	.3
BUDGET COMMENTS				
The increase in personnel services is due to increase in benefits and a cost-of-living raise. In 2008, the balance of this position will be allocated to Storm Sewer Maintenance program (70%).				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: ENGINEERING & PUBLIC WORKS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORK LOAD				
Master plans completed	0	0	1	1
Planting projects completed	3	3	2	2
Number of sites receiving active management	6	6	6	6
Miles of trail developed and/or maintained	5	5	7	7
Number of sites monitored by volunteers	5	6	7	7
EFFECTIVENESS INDICATORS				
Percentage survival of new plants by end of season	80%	80%	85%	85%
Percentage kill for invasive species managed	85%	85%	85%	85%
EFFICIENCY MEASURES				
Acres managed per employee	270	270	270	270

COMMENTS

City of Maplewood has 14 neighborhood preserves, totaling over 300 acres (including Maplewood Nature Center). We are committed to restoring the preserves to better ecological health so residents can experience the native landscapes that once existed in Maplewood.

Program highlights for 2006-2007:

- * Printed Neighborhood Preserves brochure and distributed to all Maplewood households.
- * Initiated citizen frog monitoring program for Maplewood, including 2 frog routes following DNR protocol.
- * Installed 1.5 miles of hiking trail Priory, using the latest design strategies for sustainable trails.
- * Conducted prescribed burn and over seeding at Prairie Farm Preserve.
- * Stabilized stream bank at Kohlman Creek with partners from RWMWD and volunteers from Century College.
- * Removed buckthorn at Priory Preserve.

The preserve program relies heavily on volunteers, which are coordinated through the Nature Center's volunteer program. We have three citizen monitoring programs: site monitoring, bluebird monitoring, and frog monitoring. We have a strong partnership with Century College Biology Class, which assists on stewardship projects 12 times per year. Other volunteer groups include Lino Lakes Corrections, Ramsey County Corrections, Eagle Scouts, neighborhood and school groups.

In 2008, staff will be exploring the use of conservation easements and other land protection tools for the Neighborhood Preserves.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PARK MAINTENANCE

DEPARTMENT: PUBLIC WORKS

101-602

PROGRAM MISSION

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

INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$582,930	\$536,954
Commodities	0	0	64,550	57,630
Contractual Services	0	0	294,010	302,738
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$941,490	\$897,322
Percent Change	N/A	N/A	100%	-4.7%
Staff Hours				
No. of Employees (FTE)	0	0	7.5	7.5

BUDGET COMMENTS

This program was in the Parks and Recreation Department prior to 2007. The increase in personnel services is due to pay increases and an increase in the cost of benefits. The decrease in commodities is due to lower anticipated costs for supplies and maintenance materials.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: PARK MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Number of acres mowed	245	240	250	245
Number of times athletic fields maintained	1,900	1,800	1,900	2,000
Number of work orders for removal of graffiti	30	42	50	45
EFFECTIVENESS INDICATORS				
Percent of citizens rating the appearance of parks and recreation activities as good or excellent	*	85%	85%	90%
Percent of citizens rating the safety of parks and recreation facilities as good or excellent	*	80%	75%	85%
COMMENTS				
<p>The major priority for park maintenance is to keep the parks well maintained. A conscious effort is being made to reduce mowing acreage annually with the creation of more natural areas. The athletic field markings have remained at a very steady, consistent level over the past four years. The numbers remain the same, but the types of fields that are being maintained and marked is quite different. In prior years, the maintenance and marking of baseball fields was a priority, as contrasted with soccer and lacrosse fields in the last two and future years.</p> <p>The park maintenance division has a standard policy to remove all graffiti within 24-hours of being reported. This includes evenings and weekends, where we have seen increases in graffiti and vandalism to parks. The park maintenance division received one of the highest rankings not only locally, but nationally, for the appearance of the city's parks. This includes the issue of safety as well. Park maintenance should be enhanced in 2008 with the combination of Park Maintenance staff with the Public Works Department maintenance personnel.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: RECYCLING 605-706	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION				
To manage the solid waste and recycling programs to ensure compliance with state rules and regulations.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$27,086	\$25,225	\$38,860	\$47,564
Commodities	6,368	4,483	4,400	4,400
Contractual Services	279,183	287,675	325,350	338,448
Other Charges	35,392	36,155	37,310	39,128
Total	\$348,029	\$353,537	\$405,920	\$429,540
Percent Change	6.6%	1.6%	14.8%	5%
Staff Hours				
No. of Employees (FTE)	.25	.25	.35	.40
BUDGET COMMENTS				
The increase in personnel services cost is due to the allocation of 15% of the Operations Analyst to promote and administer the apartment recycling program.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: RECYCLING	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Education outreach opportunities	n/a	12,658	10,800	9,700
Number of phone calls to Recycling Hotline	n/a	850	800	700
Number of tons of materials recycled	2,200	2,619	3,000	3,200
City events that featured recycling	n/a	5	7	8
EFFECTIVENESS INDICATORS				
Multi-Family units not offering recycling	n/a	411	411	225
Average number of tons recycled per household	.1 (125 lbs)	.19 (380 lbs)	.20 (400 lbs)	.21 (420 lbs)
COMMENTS				
Service complaints were higher in 2006 due to the change in the recycling vendor. Now that the program changes have been in place for approximately 18 months, the number of complaints is decreasing. We continue to see an expansion of the amount of material recycled.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
601-508				
PROGRAM MISSION				
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$445,176	\$436,995	\$461,940	\$517,142
Commodities	32,624	24,578	23,630	23,630
Contractual Services	2,579,311	2,617,816	2,792,780	2,844,217
Depreciation	300,834	304,662	304,660	304,660
Other Charges	294,614	301,981	310,980	325,957
Total	\$3,652,559	\$3,686,032	\$3,893,990	\$4,015,606
Percent Change	13.2%	0.9%	5.6%	3.0%
Staff Hours				
No. of Employees (FTE)	6.44	6.69	5.80	6.30
BUDGET COMMENTS				
Sewage treatment is 62% of the total annual budget for this program and can fluctuate due to wet weather, resulting in high flow years and low flow years. Contractual services include \$100,000 in consulting fees for reducing infiltration and inflow into the sanitary sewer system. Capital outlay includes repair of fractured pipe (\$50,000) and a lift station rehabilitation program (\$150,000).				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Feet of sewer cleaned	305,435	310,611	313,051	313,051
Hours of sewer cleaning	555	542	545	545
Feet of sewer televised	0	0	50,000	75,000
Sumps Inspected	1,200	2,000	42	0
Total miles of sewer	153.5	153.5	153.5	154.5
Sewage volume(MG)	1,458	1,488	1,488	1,600
EFFECTIVENESS INDICATORS				
Percent of system cleaned	37.7%	38.2%	38.5%	38.5%
Number of backup calls	42	41	40	40
Number of obstructions	5	4	3	3
EFFICIENCY MEASURES				
Feet cleaned per hour	550.3	573.1	574.4	574.4
COMMENTS				
<p>The infrastructure replacement program expenditure is a success, helping to reduce backups. The work force has been short of one full time person throughout 2005 and 2006 and at times, due to worker injuries, has been two persons short. The department has not seen an increase in the number of backup calls, which typically is delayed by a few years. The department hopes to be at full strength in 2008 and should see an increase in the maintenance efforts and a subsequent drop in the number of expected backups. No contract televising was performed in 2005: funds were used to purchase equipment. The purchase of the camera in 2007 should add to the overall efficiency of operations and effectiveness in preventing sewer backups in 2008.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SNOW AND ICE CONTROL 101-514		DEPARTMENT: PUBLIC WORKS		
PROGRAM MISSION				
To provide safe winter driving conditions for the community through timely plowing and chemical applications by plowing a 4-inch snowfall within 8 hours.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$138,910	\$114,266	\$170,160	\$164,161
Commodities	24,264	48,742	67,830	63,580
Contractual Services	68,949	71,215	82,590	82,590
Total	\$232,123	\$239,528	\$320,580	\$310,331
Percent Change	-10.5%	3.2%	33.8%	-3.2%
Staff Hours				
No. of Employees (FTE)	2.0	2.0	2.15	2.1
BUDGET COMMENTS				
The increase in Personnel Services is due to pay and benefit increases.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: SNOW AND ICE CONTROL	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Hours of plowing and sanding	1,098	838	1,123	1,123
Number of plowing events	17	8	10	10
Hours of sanding only	555	351	540	540
Number of sanding events	25	13	20	20
Lane miles maintained	268	269	270	271
Inches of snowfall	42.8	29.3	40	40
EFFECTIVENESS INDICATORS				
Dollars per lane-mile	\$866	\$1,041	\$1,175	\$1,205
EFFICIENCY MEASURES				
Avg. hours to plow event	7.59	6.76	6.47	6.47
Employee hours per sand event	22.2	27	27	27
COMMENTS				
<p>This program remains very efficient. There has been a slight increase in the cost per lane-mile, but that issue is related to fuel expenses and personnel cost increases. The department continues to cross-train employees within the department to assist in snow plow operations. At this point, the increases do not appear significant.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
604-512				
PROGRAM MISSION				
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.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$282,394	\$317,773	\$404,250	\$4,77,973
Commodities	33,652	48,097	54,800	34,060
Contractual Services	257,673	152,765	222,900	207,457
Depreciation	292,545	298,662	292,540	292,540
Other Charges	60,817	73,278	64,760	137,969
Total	\$927,081	\$890,575	\$1,039,250	\$1,149,999
Percent Change	39.3%	-3.9%	16.7%	10%
Staff Hours				
No. of Employees (FTE)	4.09	3.69	5.0	5.55
BUDGET COMMENTS				
The increase in personnel services and contractual services are due to additional hours required from the Maintenance Workers, Civil Engineer and Naturalist because of NPDES II requirements; and the addition of a full time Environmental Planner and a re-allocation time for a Naturalist and a Civil Engineer. The increase in Other Charges is due to the addition of \$70,000 of Debt Service.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Total water bodies	228	206	210	214
Water bodies inspected	146	42	42	43
Total outfalls	430	405	415	420
Outfalls inspected	285	81	100	100
Employee hours of inspection	176	50	55	55
EFFECTIVENESS INDICATORS				
Percent of devices maintained	66%	20%	20%	20%
EFFICIENCY MEASURES				
Number of hours/device	.4	2.46	2.58	2.60
COMMENTS				
<p>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. In 2008, a comprehensive storm water management digital mapping system will be developed. This will assist the City in gaining compliance with the new non-degradation requirements.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
607-506				
PROGRAM MISSION				
To maintain and operate street lights and traffic signals.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Contractual Services	\$134,009	\$160,004	\$173,200	\$177,288
Other Services	75	9,021	9,340	9,798
Total	\$134,084	\$169,026	\$182,540	\$187,086
Percent Change	-8.0%	26.1%	8.0%	2.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The 2008 budget is essentially the same as 2007.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
	<u>2005 Actual</u>	<u>2006 Actual</u>	<u>2007 Estimate</u>	<u>2008 Estimate</u>
OUTPUTS/WORKLOAD				
Number of street lights	999	999	1,003	1,043
Number of traffic signals	45	46	47	49
EFFECTIVENESS INDICATORS				
Average cost per street light	\$134	\$169	\$182	\$179
COMMENTS				
<p>This program shows the growth in the number of street lights within the system. Costs were reduced in 2005 by going to a maintenance agreement program with Xcel and a joint agreement with the City of St. Paul. The increases in 2007 and 2008 are reflective of the increased energy cost for these systems. In the future money could possibly be saved with LED installation.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET MAINTENANCE 101-502	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION To keep the city streets in a safe and good condition through timely maintenance.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$331,302	\$341,924	\$335,220	\$343,563
Commodities	75,168	90,887	89,670	101,130
Contractual Services	169,067	200,800	274,490	253,496
Capital Outlay	107,516	22,735	0	0
Total	\$683,053	\$656,345	\$699,345	\$698,189
Percent Change	-11.4%	-3.9%	6.6%	-0.2%
Staff Hours				
No. of Employees (FTE)	4.30	5.30	4.45	4.85
BUDGET COMMENTS The increase in personnel services is due to pay and benefit increases. Increase in commodities is due to the rising cost of oil which is impacting the cost of maintenance materials, especially asphalt.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Total lane miles of streets	268	269	270	270
Lane miles assessed	0	9	90	90
Lane miles above 70 PCI *	169	178	185	185
Lane miles seal coated	8.8	0	0	5
Tonnage of repair material	1270	940	900	900
EFFECTIVENESS INDICATORS				
Percent in good condition	63%	66%	68.5%	68.5%
Percent seal coated	3.3%	0%	0%	0%
Percent of system assessed	0%	3.4%	33.3%	33.3%
COMMENTS				
<p>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 our streets into a category of good within the next 3-5 years. In fact, we are meeting the goal of 75% due to an aggressive road re-construction program on 2007. Benefits are already evident in the reduction of the amount of repair material needed on the City's roadways. This program is a long term investment in the infrastructure of the City of Maplewood. The seal coat program has been cut the last three years due to dramatic cost increases. We are currently waiting for results from a survey by the Minnesota Street Superintendents Association which is studying the following options: (1) Decrease size of annual project. (2) Increase budget (100%). (3) Increase number of years between seal coats. (4) Elimination of program.</p>				

* PCI: Pavement Condition Index; (range 0 – 100) (70=acceptable; 100=new road)

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET SWEEPING		DEPARTMENT: PUBLIC WORKS		
604-513				
PROGRAM MISSION				
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street three times per year.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Personnel Services	\$99,594	\$94,354	\$92,380	\$89,078
Commodities	1,858	4,395	4,210	4,210
Contractual Services	69,785	69,699	84,600	86,494
Total	\$171,237	\$168,448	\$181,190	\$179,782
Percent Change	-1.2%	-1.6%	7.6%	-0.1%
Staff Hours				
No. of Employees (FTE)	1.85	1.85	1.25	1.15
BUDGET COMMENTS				
The 2008 budget is essentially the same as the 2007 budget.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: STREET SWEEPING	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Lane miles swept	871	1080	1,215	1,350
Total lane miles	268	269	270	271
Employee hours sweeping	2,192	1,688	1,900	2,110
Tonnage collected	2,802	3,333	2,700	3,000
EFFECTIVENESS INDICATORS				
Times swept per year	3.25	4	4.5	5
1 st sweep completion date	4/27	4/20	4/9	4/30
EFFICIENCY MEASURES				
Cost per lane mile swept	\$197	\$186	\$149	\$138
Cost per capita	\$4.72	\$5.44	\$4.80	\$4.81
COMMENTS				
<p>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 last 10 days of April which is a good timeframe. 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. The decrease in cost per lane mile swept is due to elimination of flushing of the streets which is no longer a recommended Best Management Practice.</p>				

Note: Cost per capita is based on estimated population provided by the Inspections, Planning and Building Operations Department as follows:

2004 – 35,892
2005 – 36,285
2006 – 36,981
2007 – 37,701

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: TRANSIT OPERATIONS 101-515	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION To provide safe, reliable and affordable public transportation for everyone in Maplewood, North St. Paul and Oakdale.				
INPUTS	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Direct Expenditures				
Contractual Services	\$32,062	\$30,318	\$32,920	\$35,000
Total	\$32,062	\$30,318	\$32,920	\$35,000
Percent Change	-6.2%	-5.4%	8.6%	6.3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS This budget is for city payments to Northeast Suburban Transit which is financed by the Metropolitan Council, rider fares and payments from the cities of Oakdale and North St. Paul.				

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

PROGRAM: TRANSIT OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2005 Actual	2006 Actual	2007 Estimate	2008 Estimate
OUTPUTS/WORKLOAD				
Ridership	89,510	99,180	102,100	105,100
Buses	4	4	4	4
EFFICIENCY MEASURES				
Subsidy per passenger	\$5.47	\$4.74	\$4.60	\$4.46
COMMENTS				
This program is a payment to the Northeast Suburban Transit operations. The subsidy rate is decreasing showing a healthy program that is increasing in efficiency. This program services the cities of North St. Paul, Oakdale and Maplewood.				

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.

Enhanced 911 Service Fund - accounts for state aid that is required to be used for the 911 phone system.

Law Enforcement Block Grant Fund - accounts for grant money received from the U. S. Department of Justice in November 1996. This fund was closed in 2005.

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.

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

	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>				
Taxes - current property	\$10,103,962	\$11,002,200	\$11,002,200	\$11,046,064
Taxes - other	218,930	181,940	181,940	181,110
Special assessments	48,768	34,530	34,530	34,430
Licenses and permits	1,554,992	1,413,810	1,413,810	1,523,580
Fines and forfeits	196,089	206,210	206,210	197,340
Intergovernmental	954,206	1,272,570	1,272,570	1,199,800
Charges for services	3,300,939	3,462,750	3,462,750	3,681,420
Miscellaneous	402,918	223,530	226,530	289,530
Total revenues	16,780,804	17,797,540	17,800,540	18,153,274
<u>Expenditures:</u>				
Citizen Services	749,110	943,170	1,106,105	1,136,637
Code Enforcement			103,930	146,987
Executive	1,350,893	1,097,440	959,535	903,843
Finance	646,447	661,000	661,000	594,502
Fire	1,597,140	1,671,340	1,671,340	1,812,357
Human Resource	355,980	0	0	0
Inspections, Planning and Building Operations	1,345,797	2,052,880	1,982,940	1,978,807
Legislative	129,296	151,480	151,480	156,128
Parks and Recreation	1,540,219	0	0	0
Police	6,596,924	7,293,210	7,363,715	7,807,835
Public Works	2,066,769	3,454,420	3,491,925	3,490,363
Total expenditures	16,378,575	17,324,940	17,491,970	18,027,459
Excess (deficit) of revenues over expenditures	402,229	472,600	308,570	125,815
<u>Other financing sources (uses):</u>				
Operating transfers in (out):				
Public Safety Comm. System Fund	(50,427)	0	0	0
Total other financing sources (uses)	(50,427)	0	0	0
Net change in fund balance	351,802	472,600	308,570	125,815
Fund balance - January 1	5,977,888	6,329,690	6,329,690	6,638,260
Fund balance - December 31	\$6,329,690	\$6,802,290	\$6,638,260	\$6,764,075
Fund balance/revenues	35.62%	35.56%	35.56%	36.57%
Fund balance/expenditures	36.50%	36.54%	36.19%	36.82%

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

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Taxes:</u>					
3021 Taxes - charitable gambling	\$50,069	\$50,830	\$50,070	\$50,070	\$35,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	924	1,405	810	810	810
Total revenues	50,993	52,235	50,880	50,880	35,810
<u>Expenditures:</u>					
4120 Program supplies	0	0	0	0	0
4160 Equipment supplies	2,306	0	0	0	0
4390 Travel & training	1,436	0	0	0	0
4480 Fees for service	27,882	36,474	31,720	31,720	26,720
4530 Outside rental - property & building	13,500	13,500	8,280	8,280	8,280
4610 Vehicles	7,000	0	0	0	0
4660 Construction - building	0	0	0	0	0
4720 Land improvement	0	0	0	0	0
4930 Investment management fees	206	144	50	50	50
Total expenditures	52,330	50,118	40,050	40,050	35,050
Excess (deficit) of revenues over expenditures	(1,337)	2,117	10,830	10,830	760
Fund balance - January 1	44,531	43,194	45,311	45,311	56,141
Fund balance - December 31	\$43,194	\$45,311	\$56,141	\$56,141	\$56,901
Fund balance/expenditures	82.5%	90.4%	140.2%	140.2%	162.3%

CITY OF MAPLEWOOD, MINNESOTA
ENHANCED 911 SERVICE FUND (207)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Intergovernmental Revenue:</u>					
3524 State police aid	\$40,059	\$53,158	\$22,130	\$22,130	\$0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	107	1,235	940	940	0
Total revenues	40,166	54,393	23,070	23,070	0
<u>Expenditures:</u>					
4310 Telephone	16,833	18,480	6,990	6,990	0
4390 Travel & training	0	0	0	0	0
4430 Repairs & maintenance - Equipment	7,889	6,104	3,490	3,490	0
4480 Fees for service	0	0	59,610	59,610	0
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	24	127	60	60	0
Total expenditures	24,746	24,711	70,150	70,150	0
Excess (deficit) of revenues over expenditures	15,420	29,682	(47,080)	(47,080)	0
Fund balance - January 1	4,726	20,146	49,828	49,828	2,748
Fund balance - December 31	\$20,146	\$49,828	\$2,748	\$2,748	\$2,748
Fund balance/expenditures	81.4%	201.6%	3.9%	3.9%	N/A

CITY OF MAPLEWOOD, MINNESOTA
LAW ENFORCEMENT BLOCK GRANT FUND (213)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$77	\$24	\$0	\$0	\$0
Total revenues	77	24	0	0	0
<u>Expenditures:</u>					
4160 Supplies and equipment	0	0	0	0	0
4165 Small equipment	4,428	0	0	0	0
4930 Investment management fees	17	2	0	0	0
Total expenditures	4,445	2	0	0	0
Excess (deficit) of revenues over expenditures	(4,368)	22	0	0	0
Fund balance - January 1	4,869	501	523	523	523
Fund balance - December 31	\$501	\$523	\$523	\$523	\$523
Fund balance/expenditures	11.3%	26150.0%	N/A	N/A	N/A

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

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Fines and Forfeits:</u>					
3403 Confiscated property	\$1,401	\$11,075	\$0	\$0	\$5,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,628	4,257	1,220	1,220	3,000
Total revenues	<u>4,029</u>	<u>15,332</u>	<u>1,220</u>	<u>1,220</u>	<u>8,000</u>
<u>Expenditures:</u>					
4165 Small equipment	2,396	41,192	0	0	0
4610 Vehicles	0	0	51,500	51,500	51,500
4930 Investment management fees	585	436	70	70	70
Total expenditures	<u>2,981</u>	<u>41,628</u>	<u>51,570</u>	<u>51,570</u>	<u>51,570</u>
Excess (deficit) of revenues over expenditures	1,048	(26,296)	(50,350)	(50,350)	(43,570)
Fund balance - January 1	<u>109,314</u>	<u>110,362</u>	<u>84,066</u>	<u>84,066</u>	<u>33,716</u>
Fund balance - December 31	<u>\$110,362</u>	<u>\$84,066</u>	<u>\$33,716</u>	<u>\$33,716</u>	<u>(\$9,854)</u>
Fund balance/expenditures	3702.2%	201.9%	65.4%	65.4%	-19.1%

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

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Taxes:</u>					
3011 Taxes - current	\$272,965	\$294,102	\$266,240	\$266,240	\$251,000
<u>Intergovernmental Revenue:</u>					
3523 State homestead market value credit	7,434	5,809	13,550	13,550	13,550
<u>Charges for Services:</u>					
3641 Recreation program fees	450,930	431,935	515,030	515,030	515,030
3646 Gate receipts	3,260	2,382	3,020	3,020	3,020
3649 Miscellaneous	303	1,312	50	50	50
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	0	0	0	0	0
3803 Donations & contributions	0	1,600	2,000	2,000	2,000
3809 Miscellaneous	(47)	0	0	0	0
3872 Rentals - room	26,178	8,170	28,700	29,500	32,000
<hr/>					
Total revenues	761,023	745,310	828,590	829,390	816,650
<hr/>					
Total expenditures	750,548	780,908	799,340	797,988	815,908
<hr/>					
Excess (deficit) of revenues over expenditures	10,475	(35,598)	29,250	31,402	742
Fund balance - January 1	(9,622)	853	(34,745)	(34,745)	(3,343)
<hr/>					
Fund balance - December 31	\$853	(\$34,745)	(\$5,495)	(\$3,343)	(\$2,601)
<hr/>					
Fund balance/expenditures	0.1%	-4.4%	-0.7%	-0.4%	-0.3%

CITY OF MAPLEWOOD, MINNESOTA
AMBULANCE SERVICE FUND (606)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3621 Ambulance fees	\$930,257	\$1,597,816	\$2,006,740	\$2,006,740	\$2,325,000
Total revenues	<u>930,257</u>	<u>1,597,816</u>	<u>2,006,740</u>	<u>2,006,740</u>	<u>2,325,000</u>
<u>Operating expenses:</u>					
Administration	334,601	378,160	393,030	393,030	393,030
Billing	80,244	78,994	87,860	87,860	92,828
Emergency medical services	1,233,734	1,255,416	1,557,700	1,557,700	1,890,058
Depreciation	48,350	59,250	59,250	59,250	59,250
Total expenses	<u>1,696,929</u>	<u>1,771,820</u>	<u>2,097,840</u>	<u>2,097,840</u>	<u>2,435,166</u>
Operating income (loss)	(766,672)	(174,004)	(91,100)	(91,100)	(110,166)
<u>Nonoperating revenues (expenses):</u>					
Property tax revenue	372,423	27	0	0	0
Special Assessments	25,355		0	0	0
State fire aid	125,359	119,274	111,680	111,680	89,700
Market value homestead credit	9,817		0	0	0
Miscellaneous revenues (expenses)	(56)	598	0	0	0
Loss on disposal of fixed assets	(25,238)		0	0	0
Investment earnings	0		0	0	0
Interest on interfund loans	(20,559)	(49,590)	(17,950)	(17,950)	(17,950)
Investment management fees	0	0	0	0	0
Total nonoperating revenues (expenses)	<u>487,101</u>	<u>70,309</u>	<u>93,730</u>	<u>93,730</u>	<u>71,750</u>
Net income (loss) before contributions	(279,571)	(103,695)	2,630	2,630	(38,416)
Capital contributions	<u>224,745</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Change in fund equity	(54,826)	(103,695)	2,630	2,630	(38,416)
Fund equity - January 1	<u>0</u>	<u>(54,826)</u>	<u>(158,521)</u>	<u>(158,521)</u>	<u>(155,891)</u>
Fund equity - December 31	<u>(\$54,826)</u>	<u>(\$158,521)</u>	<u>(\$155,891)</u>	<u>(\$155,891)</u>	<u>(\$194,307)</u>

CITY OF MAPLEWOOD, MINNESOTA
AMBULANCE SERVICE FUND (606)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss) before contributions	(\$279,571)	(\$103,695)	\$2,630	\$2,630	(\$38,416)
Add depreciation	48,350	59,250	59,250	59,250	59,250
Decrease in current assets	0	0	0	0	0
Increase in current liabilities	935,748	935,748	0	0	0
Disposal of fixed assets	29,453	29,453	0	0	0
Total	733,980	920,756	61,880	61,880	20,834
<u>Applications of cash:</u>					
Purchase of fixed assets	180,352	180,352	0	0	0
Increase in current assets	553,628	553,628	0	0	0
Decrease in other liabilities	0	0	0	871,992	0
Total	733,980	733,980	0	871,992	0
Net increase (decrease) in cash	0	186,776	61,880	(810,112)	20,834
Cash balance - January 1	0	0	190,690	186,776	(623,336)
Cash balance - December 31	\$0	\$186,776	\$252,570	(\$623,336)	(\$602,502)
Cash balance/working capital	0.0%	-84.6%			
<u>Working capital:</u>					
Current assets					
Cash and investments	0	186,776			
Other assets	0	528,273			
Current liabilities					
Due to other funds	0	(871,992)			
Other liabilities	0	(63,756)			
Net total	\$0	(\$220,699)			

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<u>CAPITAL OUTLAY:</u>	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
Ambulance replacement - per CIP	0	0	0
Replace 3 monitor/defibrillator units	0	0	0
TOTALS	0	0	0

CITY OF MAPLEWOOD, MINNESOTA
COMMUNITY CENTER OPERATIONS FUND (602)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

PROG NO.		2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>						
001	Memberships and daily fees	\$1,141,084	\$1,169,856	\$1,390,840	\$1,390,840	\$1,391,340
002	Concessions	271,366	278,171	303,300	303,300	303,300
003	Marketing	0	945	250	250	5,000
021	Theater fees	28,173	67,092	56,000	56,000	66,000
022	Banquet room fees	117,939	131,480	150,000	150,000	150,000
023	Day care fees	146	291	150	150	150
024	Craft room	21,872	20,494	35,050	35,050	35,050
025	Program fees	132,806	129,173	155,000	155,000	155,000
061	Pool fees	6,747	9,602	6,100	6,100	15,100
062	Gym fees	18,756	15,519	20,000	20,000	25,000
063	Multi-purpose room fees	8,957	8,958	11,400	11,400	15,000
064	Exercise fees	34,855	22,928	28,000	28,000	28,000
065	Massage room	37,805	41,470	40,000	40,000	40,000
066	Oakdale aquatics	23,209	24,172	24,250	24,250	0
067	White Bear Township aquatics	18,000	18,540	19,100	19,100	19,100
068	Mahtomedi aquatics	22,000	22,500	23,200	23,200	23,200
	Total revenues	<u>1,883,715</u>	<u>1,961,191</u>	<u>2,262,640</u>	<u>2,262,640</u>	<u>2,271,240</u>
<u>Operating expenses:</u>						
001	Office	478,147	488,609	496,620	496,620	633,269
002	Admission desk/concessions	143,892	144,883	127,670	127,670	140,511
003	Marketing	58,054	60,158	96,040	96,040	39,130
021	Theater	23,527	23,084	30,770	30,770	30,791
022	Banquet room	10,582	5,122	6,600	6,600	6,980
023	Day care	32,675	31,880	31,800	31,800	31,799
024	Craft room	9,282	8,520	10,460	10,460	10,463
025	Programs	45,111	40,535	36,100	36,100	36,105
061	Pool	232,913	227,574	270,810	270,810	258,367
062	Gym	6,039	5,730	7,980	7,980	7,984
063	Multi-purpose room	198	1,487	340	340	340
064	Exercise programs	134,127	147,175	153,990	153,990	155,248
065	Massage room	30,456	26,160	26,940	26,940	26,941
066	Oakdale aquatics	15,033	15,874	15,520	15,520	15,519
067	White Bear Township aquatics	11,643	12,137	11,800	11,800	11,796
068	Mahtomedi aquatics	12,539	13,199	12,970	12,970	12,971
614	Building maintenance	741,920	909,963	831,540	831,540	869,805
	Total expenses	<u>1,986,138</u>	<u>2,162,090</u>	<u>2,167,950</u>	<u>2,167,950</u>	<u>2,288,019</u>
	Operating income (loss) before depreciation	(102,423)	(200,899)	94,690	94,690	(16,779)
<u>Other revenues (expenses):</u>						
	Property tax revenue	8,289	36,725	386,450	386,450	291,000
	Intergovernmental - state aid	0	0	0	0	0
	Miscellaneous revenues (expenses)	2,042	3,002	0	0	0
	Depreciation	(257,136)	(261,506)	(261,510)	(261,510)	(261,510)
	Extraordinary item	0	0	0	0	0
	Loss on disposal of fixed assets	0	0	0	0	0
	Interest on interfund loans	(5,946)	(19,636)	(11,840)	(11,840)	(11,840)
	Total other revenues (expenses)	<u>(252,751)</u>	<u>(241,415)</u>	<u>113,100</u>	<u>113,100</u>	<u>17,650</u>
	Net loss	(355,174)	(442,314)	207,790	207,790	871
	Fund equity - January 1	<u>9,287,651</u>	<u>8,932,477</u>	<u>8,490,163</u>	<u>8,490,163</u>	<u>8,697,953</u>
	Fund equity - December 31	<u>\$8,932,477</u>	<u>\$8,490,163</u>	<u>\$8,697,953</u>	<u>\$8,697,953</u>	<u>\$8,698,824</u>

CITY OF MAPLEWOOD, MINNESOTA
COMMUNITY CENTER OPERATIONS FUND (602)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
Sources of cash:					
Net income (loss)	(\$355,174)	(\$442,314)	\$207,790	\$207,790	\$871
Add depreciation	257,136	261,506	261,510	261,510	261,510
Increase in deferred revenue	0	0	0	0	0
Decrease in current assets	11,545	0	0	0	0
Increase in other liabilities	149,164	0	0	0	0
Non cash activity:					
Disposal of fixed assets	0	0	0	0	0
Total	62,671	(180,808)	469,300	469,300	262,381
Applications of cash:					
Purchase of fixed assets	52,406	52,406	0	0	47,300
Decrease in deferred revenue	10,265	10,265	0	0	0
Increase in current assets	0	0	0	0	0
Decrease in other liabilities	0	0	0	329,659	0
Total	62,671	62,671	0	329,659	47,300
Net increase (decrease) in cash	0	(243,479)	469,300	139,641	215,081
Cash balance - January 1	1,100	1,100	(279,880)	(242,379)	(102,738)
Cash balance - December 31	\$1,100	(\$242,379)	\$189,420	(\$102,738)	\$112,343
Cash balance/working capital	-0.2%	38.8%			
Working capital:					
Current assets					
Cash and investments	1,100	(242,379)			
Other assets	31,687	263,621			
Current liabilities					
Due to other funds	(190,980)	(329,659)			
Other liabilities	(316,104)	(316,325)			
Net total	(\$474,297)	(\$624,742)			

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CAPITAL OUTLAY:	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
Theater safety harness	0	0	13,000
Electronic sign display on White Bear Ave.	0	0	34,300
TOTALS	0	0	47,300

CITY OF MAPLEWOOD, MINNESOTA
ENVIRONMENTAL UTILITY FUND (604)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3544	\$0	\$0	\$0	\$0	\$0
3651	1,198,896	1,149,540	1,371,010	1,371,010	1,546,821
3633	0	0	0	2,660	800
Total revenues	<u>1,198,896</u>	<u>1,149,540</u>	<u>1,371,010</u>	<u>1,373,670</u>	<u>1,547,621</u>
<u>Operating expenses:</u>					
Administration	60,000	61,996	64,170	64,170	67,379
Billing	32,963	34,380	34,930	34,930	34,930
Building operations	0	0	0	0	0
Nature center	0	33,000	37,390	37,390	42,137
Storm sewer maintenance	540,756	477,813	647,020	647,020	764,446
Street sweeping	171,237	165,200	181,190	181,190	187,543
Depreciation	292,545	298,662	292,540	292,540	292,540
Total expenses	<u>1,097,501</u>	<u>1,071,051</u>	<u>1,257,240</u>	<u>1,257,240</u>	<u>1,388,975</u>
Operating income (loss)	101,395	78,489	113,770	116,430	158,646
<u>Nonoperating revenues (expenses):</u>					
3801	3,669	787	2,660		
3809	35,319	(11,002)	0	0	0
4930	(817)	0	(590)	(590)	(590)
Total nonoperating revenues (expenses)	<u>38,171</u>	<u>(10,215)</u>	<u>2,070</u>	<u>(590)</u>	<u>(590)</u>
Net income (loss) before contributions and transfers	139,566	68,274	115,840	115,840	158,056
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(67,044)	(792,211)	0	0	0
Public Works Building Addition Fund	(100,000)		0	0	0
Capital Improvements Projects Fund	0	0	(10,000)	(10,000)	0
Capital Contributions	100,435	1,240,201	0	0	0
Change in fund equity	72,957	516,264	105,840	105,840	158,056
Fund equity - January 1	<u>12,394,344</u>	<u>12,467,301</u>	<u>12,983,565</u>	<u>12,983,565</u>	<u>13,089,405</u>
Fund equity - December 31	<u>\$12,467,301</u>	<u>\$12,983,565</u>	<u>\$13,089,405</u>	<u>\$13,089,405</u>	<u>\$13,247,461</u>

CITY OF MAPLEWOOD, MINNESOTA
ENVIRONMENTAL UTILITY FUND (604)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$139,566	\$68,274	\$115,840	\$115,840	\$158,056
Add depreciation	292,545	298,662	292,540	292,540	292,540
Decrease in current assets	0	0	0	0	0
Increase in current liabilities	14,922	214,650	0	0	0
Total	447,033	581,586	408,380	408,380	450,596
<u>Applications of cash:</u>					
Purchase of fixed assets	0	0	45,410	45,410	39,600
Increase in current assets	72,023	0	0	0	0
Decrease in current liabilities	0	0	0	0	0
Transfers out	167,044	792,211	503,500	804,405	10,000
Total	239,067	792,211	548,910	849,815	49,600
Net increase (decrease) in cash	207,966	(210,625)	(140,530)	(441,435)	400,996
Cash balance - January 1	2,659	210,625	0	0	(441,435)
Cash balance - December 31	<u>\$210,625</u>	<u>\$0</u>	<u>(\$140,530)</u>	<u>(\$441,435)</u>	<u>(\$40,439)</u>
Cash balance/working capital	63.3%	0.0%			
<u>Working capital:</u>					
Current assets					
Cash and investments	210,625	0			
Other assets	142,677	160,141			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(20,487)	(273,690)			
Net total	\$332,815	(\$113,549)			

CITY OF MAPLEWOOD, MINNESOTA
RECYCLING PROGRAM FUND (605)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3534	\$74,386	\$67,442	\$67,440	\$67,440	\$67,440
3781	347,560	353,548	333,960	333,960	350,658
	<u>421,946</u>	<u>420,990</u>	<u>401,400</u>	<u>401,400</u>	<u>418,098</u>
<u>Operating expenses:</u>					
4950	34,440	35,129	36,360	36,360	38,178
	27,086	25,225	38,860	38,860	47,564
	6,368	4,483	4,400	4,400	4,400
	279,183	287,675	325,350	325,350	340,448
	<u>347,077</u>	<u>352,512</u>	<u>404,970</u>	<u>404,970</u>	<u>430,590</u>
	74,869	68,478	(3,570)	(3,570)	(12,492)
Nonoperating revenues (expenses):					
3801	4,274	10,009	4,330	4,330	4,330
4930	(952)	(1,026)	(950)	(950)	(950)
	<u>3,322</u>	<u>8,983</u>	<u>3,380</u>	<u>3,380</u>	<u>3,380</u>
	78,191	77,461	(190)	(190)	(9,112)
	<u>161,924</u>	<u>240,115</u>	<u>317,576</u>	<u>317,576</u>	<u>317,386</u>
	<u>\$240,115</u>	<u>\$317,576</u>	<u>\$317,386</u>	<u>\$317,386</u>	<u>\$308,274</u>

CITY OF MAPLEWOOD, MINNESOTA
RECYCLING PROGRAM FUND (605)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$78,191	\$77,461	(\$190)	(\$190)	(\$9,112)
Decrease in current assets	49,800	47,941	0	0	0
Increase in current liabilities	0	1,817	0	0	0
Total	127,991	127,219	(190)	(190)	(9,112)
<u>Applications of cash:</u>					
Increase in current assets	0	0	0	0	0
Decrease in current liabilities	17,912	0	0	0	0
Total	17,912	0	0	0	0
Net increase (decrease) in cash	110,079	127,219	(190)	(190)	(9,112)
Cash balance - January 1	4,994	115,073	115,566	242,292	242,102
Cash balance - December 31	<u>\$115,073</u>	<u>\$242,292</u>	<u>\$115,376</u>	<u>\$242,102</u>	<u>\$232,990</u>
Cash balance/working capital	71.1%	100.9%			
<u>Working capital:</u>					
Current assets					
Cash and investments	115,073	242,292			
Other assets	67,955	20,744			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(21,104)	(22,921)			
Net total	<u>\$161,924</u>	<u>\$240,115</u>			

CITY OF MAPLEWOOD, MINNESOTA
SANITARY SEWER FUND (601)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$18,820	\$9,091	\$18,820	\$18,820	\$18,820
3651 Sewer billings	3,957,373	3,807,859	4,279,540	4,279,540	4,493,517
3808 Connection charges	15,500	2,060	0	0	0
Total revenues	<u>3,991,693</u>	<u>3,819,010</u>	<u>4,298,360</u>	<u>4,298,360</u>	<u>4,512,337</u>
<u>Operating expenses:</u>					
4950 Administration	279,890	279,890	299,540	289,410	299,540
4485 Billing	33,401	33,401	35,060	34,510	35,060
4510 Sewage treatment	2,281,128	2,281,128	2,422,170	2,390,550	2,422,170
Maintenance	748,082	748,082	821,120	799,390	821,120
4795 Depreciation	300,834	304,662	304,660	304,660	304,660
Total expenses	<u>3,643,335</u>	<u>3,647,163</u>	<u>3,882,550</u>	<u>3,818,520</u>	<u>3,882,550</u>
Operating income (loss)	348,358	171,847	415,810	479,840	629,787
<u>Nonoperating revenues (expenses):</u>					
3160 Special assessment penalties & interest	755	320	760	760	
3801 Investment earnings	33,386	55,070	33,390	33,390	37,420
3809 Miscellaneous revenues	4,031	5,518	4,030	4,030	4,030
4975 Miscellaneous expenses	(1,788)	(1,788)	(4,000)	(4,040)	(4,000)
3980 Gain/(loss) on disposal of property	1,078	4,072	0	400	0
4930 Investment management fees	(7,436)	(7,436)	(7,440)	(7,440)	(7,440)
Total nonoperating revenues (expenses)	<u>30,026</u>	<u>55,756</u>	<u>26,740</u>	<u>27,100</u>	<u>30,010</u>
Net income (loss) before contributions and transfers	378,384	227,603	442,550	506,940	659,797
<u>Transfers in (out):</u>					
Public Improvement Projects Fund (net)	(76,733)	(76,733)	(233,700)	(725,500)	(233,700)
G.O. Sewer Revenue Bonds - 2003B	(31,140)	(31,140)	(143,990)	(114,920)	(143,990)
Sewer Lift Station #18 Project	(50,000)	(50,000)	0	(70,000)	0
Capital contributions	89,309	316,182	89,310	316,180	316,180
Change in fund equity	309,820	385,912	154,170	(87,300)	598,287
Fund equity - January 1	<u>11,117,523</u>	<u>11,427,343</u>	<u>12,384,262</u>	<u>11,813,255</u>	<u>11,725,955</u>
Fund equity - December 31	<u>\$11,427,343</u>	<u>\$11,813,255</u>	<u>\$12,538,432</u>	<u>\$11,725,955</u>	<u>\$12,324,242</u>

CITY OF MAPLEWOOD, MINNESOTA
SANITARY SEWER FUND (601)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Income (loss) before contribution and transfers	\$378,384	\$227,603	\$442,550	\$506,940	\$659,797
Add depreciation	300,834	304,662	304,660	304,660	304,660
Decrease in current assets	8,069	0	0	1,201,651	0
Increase in current liabilities	0	67,084	0	0	0
Transfers in	12,777	17,470	0	0	0
Non cash activity: Disposal of fixed assets	0	0	0	0	0
Total	700,064	616,819	747,210	2,013,251	964,457
<u>Applications of cash:</u>					
Purchase of fixed assets	125,135	136,211	150,000	150,000	150,000
Increase in current assets	0	1,021,653	0	0	0
Decrease in current liabilities	82,673	0	0	0	0
Transfers out	246,923	175,343	330,000	910,420	377,690
Total	454,731	1,333,207	480,000	1,060,420	527,690
Net increase (decrease) in cash	245,333	(716,388)	267,210	952,831	436,767
Cash balance - January 1	404,191	649,524	1,070,912	(66,864)	885,967
Cash balance - December 31	\$649,524	(\$66,864)	\$1,338,122	\$885,967	\$1,322,734
Cash balance/working capital	43.9%	-3.6%			
<u>Working capital:</u>					
Current assets					
Cash and investments	649,524	(66,864)			
Other assets	838,353	1,992,190			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(7,771)	(74,855)			
Net total	\$1,480,106	\$1,850,471			

CITY OF MAPLEWOOD, MINNESOTA
STREET LIGHT UTILITY FUND (607)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3032 Electric franchise tax	\$178,904	\$179,903	\$167,760	\$182,190	\$183,260
Total revenues	<u>178,904</u>	<u>179,903</u>	<u>167,760</u>	<u>182,190</u>	<u>183,260</u>
<u>Operating expenses:</u>					
Administration	0	0	8,840	8,840	9,608
Utilities	132,619	149,603	168,000	168,000	170,690
Maintenance	1,390	10,324	2,470	2,470	5,000
Depreciation	0	0	0	0	0
Total expenses	<u>134,009</u>	<u>159,927</u>	<u>179,310</u>	<u>179,310</u>	<u>185,298</u>
Operating income (loss)	44,895	19,976	(11,550)	2,880	(2,038)
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	335	1,820	160	850	850
3809 Miscellaneous	559	0	0	0	0
4370 Insurance	0	(77)	0	0	(98)
4485 Fees for Utility Billing	0	0	0	0	(1,500)
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	(75)	(186)	0	(190)	(190)
4950 Administrative Charges - General Fund	0	(8,835)	0		
Total nonoperating revenues (expenses)	<u>819</u>	<u>(7,278)</u>	<u>160</u>	<u>660</u>	<u>(938)</u>
Net income (loss)	45,714	12,698	(11,390)	3,540	(2,976)
Fund equity - January 1	<u>0</u>	<u>45,714</u>	<u>58,412</u>	<u>58,412</u>	<u>61,952</u>
Fund equity - December 31	<u>\$45,714</u>	<u>\$58,412</u>	<u>\$47,022</u>	<u>\$61,952</u>	<u>\$58,976</u>

CITY OF MAPLEWOOD, MINNESOTA
STREET LIGHT UTILITY FUND (607)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$45,714	\$12,698	(\$11,390)	\$3,540	(\$2,976)
Add depreciation	0	0	0	0	0
Increase in current liabilities	0	13,167	0	0	0
Total	45,714	25,865	(11,390)	3,540	(2,976)
<u>Applications of cash:</u>					
Purchase of fixed assets	0	0	0	0	0
Increase in current assets	13,167	45,756	0	0	0
Total	13,167	45,756	0	0	0
Net increase (decrease) in cash	32,547	(19,891)	(11,390)	3,540	(2,976)
Cash balance - January 1	0	32,547	12,656	12,656	16,196
Cash balance - December 31	<u>\$32,547</u>	<u>\$12,656</u>	<u>\$1,266</u>	<u>\$16,196</u>	<u>\$13,220</u>
Cash balance/working capital	71.2%	21.7%			
<u>Working capital:</u>					
Current assets					
Cash and investments	13,125	12,656			
Other assets	45,756	58,558			
Current liabilities					
Due to other funds	0	0			
Other liabilities	<u>(13,167)</u>	<u>(12,803)</u>			
Net total	\$45,714	\$58,411			

CITY OF MAPLEWOOD, MINNESOTA
FLEET MANAGEMENT FUND (702)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3802	\$648,119	\$645,380	\$779,990	\$779,990	\$736,038
3671	37,321	42,307	37,320	37,320	37,320
Total revenues	685,440	687,687	817,310	817,310	773,358
<u>Operating expenses:</u>					
Personnel services	215,919	225,891	255,360	255,360	276,453
Materials and supplies	131,430	138,224	143,000	143,000	156,000
Contractual services	38,943	55,463	122,510	122,510	121,448
Depreciation and Capital Outlay	211,794	190,976	198,820	198,820	216,820
Total expenses	598,086	610,554	719,690	719,690	770,721
Operating income (loss)	87,354	77,133	97,620	97,620	2,637
<u>Nonoperating revenues (expenses):</u>					
3801	16,746	797	3,060	3,060	4,820
3804	(497)	3,086	0	0	0
3809	1,196	404	0	0	0
4930	(3,730)	(82)	(680)	(680)	(680)
Total nonoperating revenues (expenses)	13,715	4,205	2,380	2,380	4,140
Net income (loss) before contributions and transfers	101,069	81,338	100,000	100,000	6,777
<u>Transfers in (out):</u>					
P.W. Building Addition Project Fund	(1,358,855)	(128,009)	0	0	0
Capital contributions	0	12,304	0	0	0
Change in fund equity	(1,257,786)	(34,367)	100,000	100,000	6,777
Fund equity - January 1	2,840,814	1,583,028	1,548,661	1,548,661	1,648,661
Fund equity - December 31	\$1,583,028	\$1,548,661	\$1,648,661	\$1,648,661	\$1,655,438

CITY OF MAPLEWOOD, MINNESOTA
FLEET MANAGEMENT FUND (702)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$101,069	\$81,338	\$100,000	\$100,000	\$6,777
Add depreciation	211,794	190,976	198,820	198,820	216,820
Decrease in current assets	0	0	0	0	0
Increase in current liabilities	11,112	0	0	0	0
Proceeds on sale of fixed assets	56,907	49,551	92,900	92,900	0
Total	380,882	321,865	391,720	391,720	223,597
<u>Applications of cash:</u>					
Purchase of fixed assets	273,021	194,377	375,780	375,780	184,000
Increase in current assets	8,298	218	0	0	0
Decrease in current liabilities	0	0	0	0	0
Transfers out	1,358,855	128,009	0	0	0
Total	1,640,174	322,604	375,780	375,780	184,000
Net increase (decrease) in cash	(1,259,292)	(739)	15,940	15,940	39,597
Cash balance - January 1	1,357,185	97,893	97,154	97,154	113,094
Cash balance - December 31	<u>\$97,893</u>	<u>\$97,154</u>	<u>\$113,094</u>	<u>\$113,094</u>	<u>\$152,691</u>
Cash balance/working capital	69.8%	69.3%			
<u>Working capital:</u>					
Current assets					
Cash and investments	97,893	97,154			
Other assets	57,780	58,519			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(15,386)	(15,386)			
Net total	\$140,287	\$140,287			

CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY FUND (703)
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Operating revenues:</u>					
3802	Billings to departments:				
	\$0	\$0	\$9,060	\$9,060	\$9,943
	648,959	678,620	582,560	582,560	748,420
	Total revenues				
	648,959	678,620	591,620	591,620	758,363
<u>Operating expenses:</u>					
<u>Phone support services:</u>					
	20,034	22,275	9,060	9,060	9,943
	80	72	0	70	0
<u>I.T. services:</u>					
	303,664	250,114	250,790	250,790	262,497
	84,414	100,231	89,480	94,245	94,245
	224,250	212,607	227,570	232,230	231,418
	104,754	102,576	102,580	102,580	152,580
	Total expenses				
	737,196	687,875	679,480	688,975	750,683
	Operating income (loss)				
	(88,237)	(9,255)	(87,860)	(97,355)	7,680
Nonoperating revenues (expenses):					
3801	1,879	11,223	2,800	2,800	2,800
3809	135	(7)	0	0	0
3899	(5,609)	0	0	0	0
4930	(418)	(1,150)	(620)	(620)	(620)
	Total nonoperating revenues (expenses)				
	(4,013)	10,066	2,180	2,180	2,180
	Net income (loss) before contributions and transfers				
	(92,250)	811	(85,680)	(95,175)	9,860
	Capital contributions				
	0	18,618	0	0	0
	Change in fund equity				
	(92,250)	19,429	(85,680)	(95,175)	9,860
	Fund equity - January 1				
	553,231	460,981	480,410	480,410	385,235
	Fund equity - December 31				
	\$460,981	\$480,410	\$394,730	\$385,235	\$395,095

CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY FUND (703)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	(\$92,250)	\$811	(\$85,680)	(\$95,175)	\$9,860
Add depreciation	104,754	102,576	102,580	102,580	152,580
Decrease in current assets	68	68	0	0	0
Increase in current liabilities	0	0	0	0	0
Non cash activity:					
Disposal of fixed assets	5,679	5,679	0	0	0
Total	18,251	109,134	16,900	7,405	162,440
<u>Applications of cash:</u>					
Acquisition of capital assets	47,531	14,359	5,000	5,000	0
Decrease in current liabilities	10,287	1,942	0	0	0
Transfers out	0	0	0	0	0
Total	57,818	16,301	5,000	5,000	0
Net increase (decrease) in cash	(39,567)	92,833	11,900	2,405	162,440
Cash balance - January 1	63,060	23,493	116,326	116,326	118,731
Cash balance - December 31	\$23,493	\$116,326	\$128,226	\$118,731	\$281,171
Cash balance/working capital	128.5%	636.0%			
<u>Working capital:</u>					
Current assets					
Cash and investments	23,493	116,326			
Other assets	126	(92,707)			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(5,330)	(5,330)			
Net total	\$18,289	\$18,289			



MAPLEWOOD

Together We Can

CAPITAL IMPROVEMENTS BUDGET

The 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 2008-2012 C.I.P. was adopted by the Council on November 19, 2007. The following tables are an excerpt from the 2008-2012 C.I.P. and provide a summary of the project categories and funding sources over the next five years.

FIVE-YEAR CAPITAL IMPROVEMENT PLAN PROJECTS BY PROJECT CATEGORY						
PROJECT CATEGORY	TOTAL	ALLOCATION OF COSTS BY YEAR				
		2008	2009	2010	2011	2012
BUILDINGS	\$826,334	\$83,600	\$305,134	\$270,000	\$107,200	\$60,400
REDEVELOPMENT	7,507,000	3,007,000	1,233,000	1,700,000	1,167,000	400,000
EQUIPMENT	2,044,200	515,800	464,540	549,640	255,370	258,850
PARKS	3,600,000	1,350,000	300,000	400,000	1,050,000	500,000
PUBLIC WORKS	62,374,200	24,377,500	6,725,000	9,281,700	13,350,000	8,640,000
TOTALS	\$76,351,734	\$29,333,900	\$9,027,674	\$14,714,290	\$12,201,340	\$9,859,250

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
AMBULANCE SERVICE FUND	\$267,830	\$86,000	\$88,580	\$0	\$93,250	\$0
BONDS-G.O. IMPROVEMENT	12,940,000	3,411,500	1,870,400	2,198,800	3,296,700	2,162,600
BONDS-M.S.A.	9,972,600	5,137,000	200,000	973,000	2,968,000	694,600
BONDS-SP. ASSESSMENT	21,488,100	4,757,100	3,447,000	3,879,000	5,014,000	4,391,000
BONDS-TAX ABATEMENT	3,790,000	2,540,000	750,000	0	0	500,000
C.I.P. FUND	891,000	166,600	221,000	103,400	200,000	200,000
COMMUNITY CENTER OPERATIONS	679,534	83,600	231,734	196,600	107,200	60,400
ENVIRONMENTAL UTILITY FUND	3,982,000	715,000	507,000	1,354,000	861,000	545,000
FEDERAL AID	5,650,000	5,520,000	70,000	60,000	0	0
FLEET MANAGEMENT FUND	1,407,970	184,000	253,360	549,640	162,120	258,850
GRANTS	3,904,200	1,904,200	500,000	1,000,000	500,000	0
LITTLE CANADA	157,500	157,500	0	0	0	0
MnDOT	675,000	200,000	50,000	0	425,000	0
NORTH ST. PAUL	1,065,000	600,000	0	395,000	70,000	0
NORTH ST. PAUL W.A.C. FUND	114,500	34,500	0	0	80,000	0
PARK DEVELOPMENT FUND	3,175,000	1,325,000	300,000	400,000	850,000	300,000
RAMSEY COUNTY	3,031,000	2,650,000	200,000	106,000	75,000	0
SEWER FUND	5,220,100	2,049,100	840,000	682,000	881,000	768,000
ST. PAUL WAC FUND	802,600	60,000	152,000	170,900	180,300	239,400
ST. PAUL WATER	777,800	142,800	96,600	133,000	168,000	239,400
STREET AID FUND	0	0	0	0	0	0
VADNAIS HEIGHTS	150,000	150,000	0	0	0	0
TOTALS	\$76,351,734	\$29,333,900	\$9,027,674	\$12,201,340	\$15,929,570	\$9,859,250

Additional information is in the C.I.P. document that is available at the Maplewood Branch of the Ramsey County Library.

Revenues for the 2008 Capital Improvements Budget total \$1,664,360 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$510,220 and is derived from tax increment districts. No tax levy is included in the 2008 Budget. Charges for services total \$83,500 and consist of \$74,000 from a 2% surcharge on St. Paul water

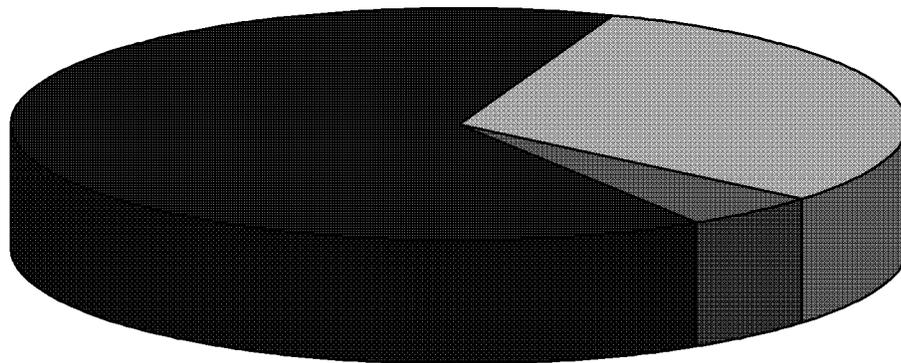
bills for Maplewood property owners and \$9,500 from a \$1.00 per month surcharge on North St. Paul water bills for Maplewood property owners. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$83,500 from water availability charges, \$1,004,000 from park availability charges and \$5,770 from investment earnings.

The projects included in the 2008 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$25,000	City Hall campus improvements
80,000	Squad Car Laptop Replacement
50,000	NetApp Appliance
11,600	Mobile Digital Communications
	<u>Park Development Fund</u>
25,000	Lions Park improvements
200,000	Joy Park improvements
50,000	North Beaver Lake trail corridor
100,000	Parks – Trail Development
50,000	Applewood Preserve Trails & Restoration
900,000	Gladstone Savanna Improvements
\$1,491,600	Total

2007 CAPITAL IMPROVEMENTS BUDGET
Summary of Revenues

Miscellaneous
64%



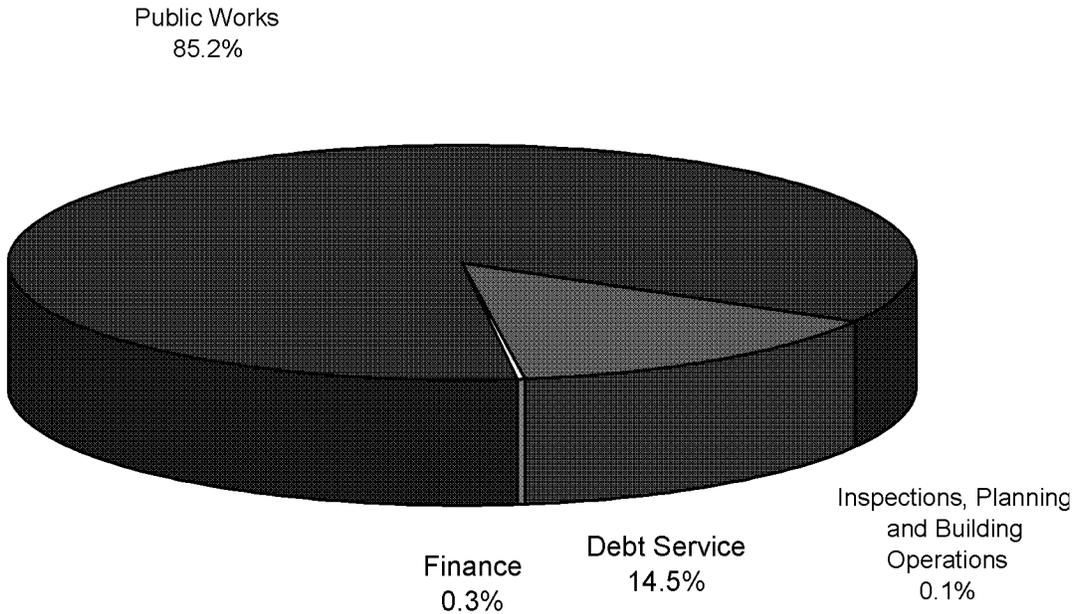
Charges for
Services
5%

Revenues by Source
\$1.3 Million

CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
 REVENUE SUMMARY

<u>Total By Fund</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Capital Improvement Projects	\$118,009	\$40,342	\$3,400	\$0
Fire Truck Replacement	59,098	13,917	5,820	0
Hazelwood Properties Tax Abatement District	211,075	0	0	0
Legacy Village Park Development District	4,690	4,921	0	0
Legacy Village Tax Abatement District	47,812	65,044	1,120	1,880
Open Space	4,184	8,334	3,520	0
Park Development	809,047	550,277	456,000	1,004,000
Public Improvement Projects	1,893,430	438,121	0	0
Public Safety Communication System	0	10,610	0	0
Public Works Building Addition	28,695	5,274	0	0
Redevelopment	403,455	93	960	0
Sewer Lift Station #18	344	2,082	0	0
Street Construction State Aid	5	0	0	0
Tax Increment Economic Development District #1-5	24,899	29,148	24,990	33,460
Tax Increment Housing District #1-1	83,066	86,070	82,830	83,500
Tax Increment Housing District #1-2	133,428	174,722	153,820	133,640
Tax Increment Housing District #1-3	49,255	52,219	49,140	49,620
Tax Increment Housing District #1-4	47,690	30,360	47,780	31,250
Tax Increment Housing District #1-5	39,476	25,173	39,550	24,050
Tax Increment Housing District #1-6	106,530	72,281	106,500	67,720
Tax Increment Housing District #1-7	0	20,860	0	19,950
Tax Increment Housing District #1-8	21,890	73,080	21,880	70,330
Water Availability Charge - No. St. Paul	683	1,359	2,270	10,090
Water Availability Charge - St. Paul	99,132	116,084	118,870	134,870
Totals	4,185,893	1,820,371	1,118,450	1,664,360
 <u>Total By Source</u>				
Taxes	665,850	551,052	523,490	510,220
Special Assessments	2,436	1,680	0	0
Intergovernmental Revenue	1,396,881	41,882	0	0
Charges for Services	0	188,000	74,000	83,500
Miscellaneous	2,120,726	1,037,757	520,960	1,070,640
Totals	\$4,185,893	\$1,820,371	\$1,118,450	\$1,664,360
Percent Change Over Prior Year	-23.8%	-56.5%	-38.6%	48.8%

2007 CAPITAL IMPROVEMENTS BUDGET
Summary of Expenditures



Expenditures by Department
\$0.8 Million

CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
EXPENDITURE SUMMARY

<u>Total By Fund</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Capital Improvement Projects	\$61,652	\$105,216	\$138,220	\$40
Fire Truck Replacement	301,495	1,406	280,380	20
Hazelwood Properties Tax Abatement District	892,134	0	0	0
Legacy Village Park Development District	377,676	1,528	0	0
Legacy Village Tax Abatement District	2,913,236	0	70	120
Open Space	812	854	230	230
Park Development	694,852	236,905	450,000	1,326,750
Public Improvement Projects	15,655,270	0	0	0
Public Safety Communication System	39,426	13,708	800	0
Public Works Building Addition	51,334	340,586	0	0
Redevelopment	19,246	1,979	60	920
Sewer Lift Station #18	0	112,151	0	0
Street Construction State Aid	29	0	0	0
Tax Increment Economic Development District #1-5	7,544	26,198	22,700	26,430
Tax Increment Housing District #1-1	520	389	170	430
Tax Increment Housing District #1-2	603	676	170	430
Tax Increment Housing District #1-3	475	350	160	440
Tax Increment Housing District #1-4	47,545	30,237	47,870	30,490
Tax Increment Housing District #1-5	39,423	25,053	39,630	25,290
Tax Increment Housing District #1-6	93,306	60,378	94,050	60,310
Tax Increment Housing District #1-7	1	19,753	170	19,920
Tax Increment Housing District #1-8	4	65,734	19,830	66,020
Water Availability Charge - No. St. Paul	132	139	40	140
Water Availability Charge - St. Paul	297	1,316	810	970
Totals	21,197,012	1,044,556	1,095,360	1,558,950
<u>Total By Department</u>				
Inspections, Planning and Building Operations	19,246	1,979	60	920
Debt Service	178,836	224,869	222,890	225,680
Finance	11,066	4,145	2,080	4,080
Fire	341,190	1,406	345,380	0
General Government	4,657	0	0	0
Legislative	0	0	53,000	0
Park Maintenance	1,073,340	239,287	450,230	0
Police	39,426	13,708	800	0
Public Works	19,529,251	559,162	20,920	1,327,340
Totals	21,197,012	1,044,556	1,095,360	1,558,020
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	39,619	0	0	0
Contractual Services	193,397	19,198	980	3,300
Capital Outlay and Depreciation	20,726,110	10,981,582	868,000	1,326,110
Debt Service	178,836	224,869	222,890	225,680
Other Charges	59,050	53,254	3,490	3,860
Totals	\$21,197,012	\$11,278,903	\$1,095,360	\$1,558,950
Percent Change Over Prior Year	141.5%	-46.8%	-90.3%	42.3%

FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 15 Capital Project Funds that have anticipated financial activity in 2008. 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.

Fire Truck Replacement Fund - established in 1999 to account for all future purchases of fire trucks.

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.

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.

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.

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 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.

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.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget – all of these projects are funded within the operations portion of the budget

City Hall campus improvements - \$25,000.

This is the second phase of a four-year project that will involve repairs and new pavement for the parking lot, replacement of sidewalks, landscaping and a rain garden area.

Squad Car Laptop Replacement - \$80,000.

This project will replace lap-top computers in all city police squad cars..

NetApp Appliance - \$50,000.

This technology provides simple future expansion of disk space for the city's computer network as well as on the spot restores and recoveries.

Mobile Digital Communications - \$11,600.

This expenditure is for the city's share of the cost of 16 laptop computers for Fire Department Vehicles. A grant has been obtained for \$104,200.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

None.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

None.

Budget Comments

This fund will be closed in 2008.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 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. No interest will accrue during the term of the note and the note will terminate upon payment in full of the principal amount, an event of default under the development agreement, or if any principal remains unpaid as of September 8, 2013. The City will make principal payments to the developer from tax abatement bond proceeds and the payments will be made as each phase of the development occurs in the form of credits on special assessments. It is anticipated that the final payments on this note will be made in 2006.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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.

Projects in 2008 Budget

None.

Budget Comments

On November 2, 1993 the \$5,000,000 Open Space Referendum for the purchase of underdeveloped land was approved. The parcels of open space considered for acquisition are part of the Open Space Committee's recommendations that were presented to the City Council in 1992. The twelve-member committee located 66 parcels of open space in the city and rated each parcel with a list of special characteristics. Nineteen pieces of property made it to the top of the 1992 list. Acquisition of many of these parcels occurred during 1994-1996. Expenditures for acquisition have been as follows:

1994	\$901,809
1995	2,978,162
1996	482,380
1997	170,075
1998	56,559
1999	304,770
2000	15,626
2001	21,754
2002	2,237
2003	401,542
Total	<u>\$5,334,914</u>

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

Lions Park Improvements - \$25,000

The improvements planned include new playground equipment, upgraded ball field, landscaping and resolution of drainage ponding.

Joy Park Improvements - \$200,000

The improvements planned consist of a large picnic shelter and parking lot upgrade.

North Beaver Lake Trail Corridor - \$50,000

The planned trail will complete the north-south trail between the Nature Center and the Priory property.

Parks – Trail Development - \$100,000

The project begins with a Master Trail Plan in 2007. Individual projects have not been identified at this time

Applewood Preserve Trails & Restoration - \$50,000.

The project will use sustainable trail design and building techniques to create approximately 1 ½ miles of trail.

Gladstone Savanna Improvements - \$900,000.

The project will restore native plant communities and install trails and interpretive signage in the 23 acre neighborhood preserve that formerly housed railroad maintenance facilities.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 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 2008 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 2008-2012 are ordered by the City Council.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

None.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$26,000 is included in the 2008 Budget.

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.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

A \$83,420 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2008 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, MINNESOTA
2008 BUDGET**

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 2008 Budget

A \$133,480 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2008 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, MINNESOTA
2008 BUDGET**

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 2008 Budget

A \$49,570 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2008 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, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$31,140 is included in the 2008 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 beginning in 2013 when the principal and interest payments begin.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$23,930 is included in the 2008 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 beginning in 2013 when the principal and interest payments begin.

**CITY OF MAPLEWOOD, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$65,110 is included in the 2008 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, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$19,950 is included in the 2008 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, MINNESOTA
2008 BUDGET**

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 2008 Budget

An interest payment to the developer in the amount of \$70,180 is included in the 2008 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, MINNESOTA
2008 BUDGET**

**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 2008 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, MINNESOTA
2008 BUDGET**

**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 2008 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, MINNESOTA
CAPITAL IMPROVEMENT PROJECTS FUND (405)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$113,154	\$0	\$0	\$0	\$0
3012 Delinquent	119	466	0	0	0
3017 Interest	80	85	0	0	0
<u>Special Assessments:</u>					
3130 Delinquent	0	2	0	0	0
3160 Penalties/Interest	0	4	0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	3,100	0	0	0	0
3530 State grant	0	0	0	10,000	0
3544 Cable commission grant	0	37,383	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	1,556	2,404	200	200	0
3804 Sale of property	0	0	111,000	111,000	0
<hr/>					
Total revenues	118,009	40,344	111,200	121,200	0
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	19	0	0	0	0
4490 Fees - Consulting	0	2,668	0	11,330	0
4640 Audio visual equip. for council chambers	0	0	0	0	0
4640 Police/Fire mobile digital communications	0	96,780	0	0	0
4640 Fire Station security system	0	0	0	0	0
4720 City Hall campus improvements	0	2,456	20,000	23,930	0
4730 Fire station remodeling	0	0	30,000	30,000	0
4730 Carpet replacement - City Hall	0	0	0	0	0
4730 Tartan Arena improvements	80,000	0	0	0	0
4759 City-wide sidewalk improvements	17,189	3,066	40,000	40,000	0
4930 Investment management fees	347	246	40	40	0
<hr/>					
Total expenditures	97,555	105,216	90,040	105,300	0
<hr/>					
Excess (deficit) of revenues over expenditures	20,454	(64,872)	21,160	15,900	0
Other financing sources (uses):					
Transfers in (out):					
Environmental Utility Fund	0	0	10,000	10,000	0
<hr/>					
Net increase (decrease) in fund balance	20,454	(64,872)	31,160	25,900	0
Fund balance - January 1	54,692	75,146	10,274	10,274	36,174
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Fund balance - December 31	\$75,146	\$10,274	\$41,434	\$36,174	\$36,174

CITY OF MAPLEWOOD, MINNESOTA
FIRE TRUCK REPLACEMENT FUND (424)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$51,561	\$0	\$0	\$0	\$0
3012 Delinquent	38	173	0	0	0
3017 Interest	20	15	0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	1,412	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	6,067	13,729	310	310	0
3804 Sale of property	0	0	0	0	0
<hr/>					
Total revenues	59,098	13,917	310	310	0
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<u>Expenditures:</u>					
4480 Fees for service	9	0	0	0	0
4610 Fire trucks	0	0	0	0	0
4930 Investment management fees	1,351	1,407	20	20	0
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Total expenditures	1,360	1,407	20	20	0
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Excess (deficit) of revenues over expenditures	57,738	12,510	290	290	0
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Fund balance - January 1	232,320	290,058	302,568	302,568	302,858
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Fund balance - December 31	\$290,058	\$302,568	\$302,858	\$302,858	\$302,858

CITY OF MAPLEWOOD, MINNESOTA
HAZELWOOD PROPERTIES TAX ABATEMENT DISTRICT FUND (432)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$7,745	\$0	\$0	\$0	\$0
3804 Sale of property	151,630	0	0	0	0
3805 Developer charges	51,700	0	0	0	0
<hr/>					
Total revenues	211,075	0	0	0	0
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<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4710 Land purchase	0	0	0	0	0
4751 Awarded construction contracts	3,970	0	0	0	0
4759 Other construction costs	232,538	0	0	0	0
4762 Land - easements	50,000	0	0	0	0
4930 Investment management fees	1,725	0	0	0	0
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Total expenditures	288,233	0	0	0	0
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Excess (deficit) of revenues over expenditures	(77,158)	0	0	0	0
 Other financing sources (uses):					
Transfers in (out):					
Debt Service Fund	(119,745)	0	0	0	0
Bond proceeds	0	0	0	0	0
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Net increase (decrease) in fund balance	(196,903)	0	0	0	0
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Fund balance - January 1	196,903	0	0	0	0
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Fund balance - December 31	\$0	\$0	\$0	\$0	\$0
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CITY OF MAPLEWOOD, MINNESOTA
LEGACY VILLAGE PARK DEVELOPMENT FUND (433)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$4,690	\$4,921	\$0	\$0	\$0
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Total revenues	4,690	4,921	0	0	0
<hr/>					
<u>Expenditures:</u>					
4160 Supplies - equipment	0	0	0	0	0
4480 Fees for service	0	0	0	0	0
4720 Land improvement	141,838	1,024	0	77,910	0
4930 Investment management fees	1,045	504	0	0	0
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Total expenditures	142,883	1,528	0	77,910	0
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Excess (deficit) of revenues over expenditures	(138,193)	3,393	0	(77,910)	0
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Other financing sources (uses): Bond proceeds	0	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	(138,193)	3,393	0	(77,910)	0
<hr/>					
Fund balance - January 1	236,560	98,367	101,760	101,760	23,850
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Fund balance - December 31	\$98,367	\$101,760	\$101,760	\$23,850	\$23,850
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CITY OF MAPLEWOOD, MINNESOTA
LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$47,812	\$65,044	\$1,880	\$1,880	\$1,880
Total revenues	47,812	65,044	1,880	1,880	1,880
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4710 Land purchase	0	0	0	0	0
4930 Investment management fees	10,649	6,665	120	120	120
Total expenditures	10,649	6,665	120	120	120
Excess (deficit) of revenues over expenditures	37,163	58,379	1,760	1,760	1,760
<u>Other financing sources (uses):</u>					
Bond proceeds	0	0	0	0	0
Net increase (decrease) in fund balance	37,163	58,379	1,760	1,760	1,760
Fund balance - January 1	55,007	92,170	56,037	150,549	152,309
Fund balance - December 31	\$92,170	\$150,549	\$57,797	\$152,309	\$154,069

CITY OF MAPLEWOOD, MINNESOTA
OPEN SPACE LAND ACQUISITION FUND (410)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$4,184	\$8,333	\$3,590	\$3,520	\$0
Total revenues	4,184	8,333	3,590	3,520	0
<u>Expenditures:</u>					
4930 Investment management fees	932	854	230	230	0
Total expenditures	932	854	230	230	0
Excess (deficit) of revenues over expenditures	3,252	7,479	3,360	3,290	0
Fund balance - January 1	172,848	176,100	183,579	183,579	186,869
Fund balance - December 31	\$176,100	\$183,579	\$186,939	\$186,869	\$186,869

CITY OF MAPLEWOOD, MINNESOTA
PARK DEVELOPMENT FUND (403)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$32	\$70	\$0	\$0	\$0
3017 Interest	39	20	0	0	0
<u>Intergovernmental Revenue:</u>					
3534 County - other grants/aid	100,000	0	0	29,000	0
3544 Other Governments	20,000	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	17,209	38,304	9,790	9,790	9,790
3805 Developer charges	20,000	0	0	0	0
3809 Miscellaneous	31,050	0	0	0	0
3851 Park availability charges - residential	113,985	114,750	459,000	459,000	1,004,000
3852 Park availability charges - non-residential	506,732	397,133	0	0	0
Total revenues	809,047	550,277	468,790	497,790	1,013,790
<u>Expenditures:</u>					
4490 Consulting	31,794	0	0	0	0
4720 Park development projects	652,465	230,980	500,000	887,150	1,326,110
4730 Building improvement	63,860	2,000	0	0	0
4820 Interest payments	0	0	0	0	0
4930 Investment management fees	3,833	3,925	640	640	0
Total expenditures	751,952	236,905	500,640	887,790	1,326,110
Excess (deficit) of revenues over expenditures	57,095	313,372	(31,850)	(390,000)	(312,320)
Other financing sources (uses):					
Transfers in (out):					
Public Improvement Project Fund	3,434	(21,300)	0	0	0
Net increase (decrease) in fund balance	60,529	292,072	(31,850)	(390,000)	(312,320)
Fund balance - January 1	532,349	592,878	884,950	884,950	494,950
Fund balance - December 31	\$592,878	\$884,950	\$853,100	\$494,950	\$182,630

CITY OF MAPLEWOOD, MINNESOTA
PUBLIC IMPROVEMENT PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Special Assessments:</u>					
3140	\$0	\$0	\$0	\$0	\$0
3160	2,436	1,675	0	0	0
<u>Intergovernmental Revenue:</u>					
3525	908,644	0	0	0	0
3534	363,725	4,500	0	0	0
<u>Miscellaneous Revenue:</u>					
3801	119,963	191,498	0	0	200,000
3804	272,830	0	0	0	0
3805	0	188,000	0	0	1,025,000
3809	225,832	52,448	0	0	0
<hr/>					
Total revenues	1,893,430	438,121	0	0	1,225,000
<hr/>					
<u>Expenditures:</u>					
Capital projects	11,068,276	10,208,059	0	17,462,518	13,800,000
4920 Interest on interfund loans	29,387	0	0	0	0
4930 Investment management fees	27,290	19,623	0	0	0
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Total expenditures	11,124,953	10,227,682	0	17,462,518	13,800,000
<hr/>					
Excess (deficit) of revenues over expenditures	(9,231,523)	(9,789,561)	0	(17,462,518)	(12,575,000)
<hr/>					
<u>Other financing sources (uses):</u>					
Bond sale proceeds	2,093,850	5,994,250	0	15,150,000	14,000,000
Transfers in (out):		1,524,318		459,400	
Park Development Fund	(3,434)	0	0	0	0
Environmental Utility Fund	67,044	0	0	0	0
Street Construction State Aid Fund	3,717	0	0	0	0
Street Light Utility Fund	0	0	0	0	0
Sewer Fund	76,733	0	233,700	0	0
St. Paul WAC Fund	0	0	80,000	0	0
<hr/>					
Net increase (decrease) in fund balance	(6,993,613)	(2,270,993)	313,700	(1,853,118)	1,425,000
Fund balance - January 1	6,081,894	(911,719)	(3,182,712)	(3,182,712)	(5,035,830)
Fund balance - December 31	(\$911,719)	(\$3,182,712)	(\$2,869,012)	(\$5,035,830)	(\$3,610,830)

CITY OF MAPLEWOOD, MINNESOTA
PUBLIC SAFETY COMMUNICATION SYSTEM FUND (434)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3534 County - other grants/aid	\$0	\$0	\$0	\$0	\$0
3801 Investment earnings	0	10,611	0	0	0
3902 Premium on Bond Proceeds	0	1,757			
	<hr/>				
Total revenues	0	12,368	0	0	0
<u>Expenditures:</u>					
4160 Supplies - equipment	0	0	0	231,950	0
4165 Small Equipment	0	0			
4430 Repairs and Maintenance / Equipment	0	0		18,130	
4480 Fees for Service	0	9,076		33,040	
4761 Legal and Fiscal	0	3,546			
4920 Interest on interfund loan	957	0	0	0	0
4930 Investment management fees	0	1,087	0	0	0
	<hr/>				
Total expenditures	957	13,709	0	283,120	0
Excess (deficit) of revenues over expenditures	(957)	(1,341)	0	(283,120)	0
<u>Other financing sources (uses):</u>					
Transfers in (out):					
General Fund	0	40,517	0	0	0
Bond proceeds	0	283,313	0	0	0
	<hr/>				
Net increase (decrease) in fund balance	(957)	322,489	0	(283,120)	0
Fund balance - January 1	(39,426)	(40,383)	282,106	282,106	(1,014)
	<hr/>				
Fund balance - December 31	(\$40,383)	\$282,106	\$282,106	(\$1,014)	(\$1,014)
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CITY OF MAPLEWOOD, MINNESOTA
PUBLIC WORKS BUILDING ADDITION PROJECT FUND (427)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$28,695	\$5,274	\$0	\$0	\$0
Total revenues	28,695	5,274	0	0	0
<u>Expenditures:</u>					
4160 Supplies - Equipment	0	6,289	0	0	0
4165 Small Equipment	0	4,344	0	0	0
4480 Fees for service	3,411	6,316	0	0	0
4530 Outside rental	640	484	0	0	0
4630 Equipment - Office	0	13,407	0	0	0
4660 Building	2,034,992	287,387	0	0	0
4720 Land Improvements	0	20,533	0	0	0
4752 Outside engineering	139,620	1,285	0	0	0
4930 Investment management fees	6,392	541	0	0	0
Total expenditures	2,185,055	340,586	0	0	0
Excess (deficit) of revenues over expenditures	(2,156,360)	(335,312)	0	0	0
Other financing sources (uses):					
Proceeds from CIP bonds	0	0	0	0	0
Transfers in (out):					
Environmental Utility Fund	100,000	0	0	0	0
Fleet Management Fund	1,358,855	196,570	0	0	0
Net increase (decrease) in fund balance	(697,505)	(138,742)	0	0	0
Fund balance - January 1	836,986	139,481	739	739	739
Fund balance - December 31	\$139,481	\$739	\$739	\$739	\$739

CITY OF MAPLEWOOD, MINNESOTA
REDEVELOPMENT FUND (430)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Property Taxes:</u>					
3011	\$0	\$0	\$0	\$0	\$0
3012	4	16	0	0	0
3017	9	4	0	0	0
<u>Intergovernmental Revenue:</u>					
3544	0	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801	3,442	0	0	0	0
3802	0	0	0	0	0
3804	400,000	0	45,000	45,000	0
3809	0	73	0	0	0
<hr/>					
Total revenues	403,455	93	45,000	45,000	0
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<u>Expenditures:</u>					
4120	690	0	0	0	0
4480	2,753	0	0	0	0
4490	249,790	0	0	0	0
4720	50,000	0	0	0	0
4752	1,073	0	0	0	0
4920	0	1,979	900	900	900
4930	767	0	20	20	20
<hr/>					
Total expenditures	305,073	1,979	920	920	920
<hr/>					
Excess (deficit) of revenues over expenditures	98,382	(1,886)	44,080	44,080	(920)
Fund balance - January 1	(140,039)	(41,657)	(43,543)	(43,543)	537
Fund balance - December 31	(\$41,657)	(\$43,543)	\$537	\$537	(\$383)
Fund balance/expenditures	-13.7%	-2200.3%	58.4%	58.4%	-41.6%

CITY OF MAPLEWOOD, MINNESOTA
SEWER LIFT STATION #18 PROJECT FUND (435)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$344	\$2,082	\$0	\$0	\$0
Total revenues	344	2,082	0	0	0
<u>Expenditures:</u>					
4751 Awarded Construction Contracts	0	100,735	0	0	0
4752 Outside engineering	3,198	11,202	0	0	0
4759 Other construction costs	0	0	0	4,570	0
4930 Investment management fees	76	213	0	0	0
Total expenditures	3,274	112,150	0	4,570	0
Excess (deficit) of revenues over expenditures	(2,930)	(110,068)	0	(4,570)	0
Other financing sources (uses):					
Transfers in (out):					
Sewer Fund	50,000	70,000	0	0	0
Net increase (decrease) in fund balance	47,070	(40,068)	0	(4,570)	0
Fund balance - January 1	0	47,070	7,002	7,002	2,432
Fund balance - December 31	\$47,070	\$7,002	\$7,002	\$2,432	\$2,432

CITY OF MAPLEWOOD, MINNESOTA
STREET CONSTRUCTION STATE AID FUND (404)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$5	\$0	\$0	\$0	\$0
Total revenues	5	0	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	5	0	0	0	0
Total expenditures	5	0	0	0	0
Excess (deficit) of revenues over expenditures	0	0	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Public Improvement Project Fund	(3,717)	0	0	0	0
Net increase (decrease) in fund balance	(3,717)	0	0	0	0
Fund balance - January 1	3,717	0	0	0	0
Fund balance - December 31	\$0	\$0	\$0	\$0	\$0

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-5 FUND (426)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$24,899	\$28,788	\$28,890	\$28,890	\$33,440
3801 Investment earnings	0	360	20	20	20
Total revenues	24,899	29,148	28,910	28,910	33,460
<u>Expenditures:</u>					
4480 Fees for service	267	251	270	270	270
4820 Interest payments	22,409	25,909	26,000	26,000	26,000
4920 Interest on interfund loans	49	0	0	0	0
4930 Investment Management Fees	0	37	0	0	0
4950 Administrative charges - General Fund	34	0	160	160	160
Total expenditures	22,759	26,197	26,430	26,430	26,430
Excess (deficit) of revenues over expenditures	2,140	2,951	2,480	2,480	7,030
Fund balance - January 1	(3,615)	(1,475)	1,476	1,476	3,956
Fund balance - December 31	(\$1,475)	\$1,476	\$3,956	\$3,956	\$10,986

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-1 FUND (413)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$82,448	\$84,625	\$84,930	\$84,930	\$83,420
3801 Investment earnings	618	1,444	80	80	80
Total revenues	83,066	86,069	85,010	85,010	83,500
<u>Expenditures:</u>					
4480 Fees for service	258	241	260	260	260
4930 Investment management fees	138	148	10	10	10
4950 Administrative charges - General Fund	34	0	160	160	160
Total expenditures	430	389	430	430	430
Excess (deficit) of revenues over expenditures	82,636	85,680	84,580	84,580	83,070
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(81,500)	(85,400)	(84,580)	(84,580)	(84,580)
Net increase (decrease) in fund balance	1,136	280	0	0	(1,510)
Fund balance - January 1	2,972	4,108	4,142	4,388	4,388
Fund balance - December 31	\$4,108	\$4,388	\$4,142	\$4,388	\$2,878

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-2 FUND (414)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$132,308	\$171,375	\$161,360	\$161,360	\$133,480
3801 Investment earnings	1,120	3,348	160	160	160
Total revenues	133,428	174,723	161,520	161,520	133,640
<u>Expenditures:</u>					
4480 Fees for service	258	334	260	260	260
4930 Investment management fees	250	343	10	10	10
4950 Administrative charges - General Fund	34	0	160	160	160
Total expenditures	542	677	430	430	430
Excess (deficit) of revenues over expenditures	132,886	174,046	161,090	161,090	133,210
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(131,000)	(173,600)	(161,090)	(161,090)	(161,090)
Net increase (decrease) in fund balance	1,886	446	0	0	(27,880)
Fund balance - January 1	5,949	7,835	8,281	8,281	8,281
Fund balance - December 31	\$7,835	\$8,281	\$8,281	\$8,281	(\$19,599)

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-3 FUND (415)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$48,910	\$51,346	\$51,530	\$51,530	\$49,570
3801 Investment earnings	345	873	50	50	50
Total revenues	49,255	52,219	51,580	51,580	49,620
<u>Expenditures:</u>					
4480 Fees for service	276	260	280	280	280
4930 Investment management fees	77	90	0	0	0
4950 Administrative charges - General Fund	34	0	160	160	160
Total expenditures	387	350	440	440	440
Excess (deficit) of revenues over expenditures	48,868	51,869	51,140	51,140	49,180
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(47,300)	(51,700)	(51,140)	(51,140)	(51,140)
Net increase (decrease) in fund balance	1,568	169	0	0	(1,960)
Fund balance - January 1	935	2,503	2,455	2,672	2,672
Fund balance - December 31	\$2,503	\$2,672	\$2,455	\$2,672	\$712

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-4 FUND (416)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$47,492	\$29,943	\$30,050	\$30,050	\$31,140
3801 Investment earnings	198	417	110	110	110
<hr/>					
Total revenues	47,690	30,360	30,160	30,160	31,250
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	267	251	270	270	270
4820 Interest payments	47,492	29,943	30,050	30,050	30,050
4930 Investment management fees	44	43	10	10	10
4950 Administrative charges - General Fund	34	0	160	160	160
<hr/>					
Total expenditures	47,837	30,237	30,490	30,490	30,490
<hr/>					
Excess (deficit) of revenues over expenditures	(147)	123	(330)	(330)	760
<hr/>					
Fund balance - January 1	5,883	5,736	5,793	5,859	5,529
<hr/>					
Fund balance - December 31	\$5,736	\$5,859	\$5,463	\$5,529	\$6,289
<hr/>					

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-5 FUND (417)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$39,276	\$24,760	\$24,850	\$24,850	\$23,930
3801 Investment earnings	200	413	120	120	120
<hr/>					
Total revenues	39,476	25,173	24,970	24,970	24,050
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	267	251	270	270	270
4820 Interest payments	39,276	24,760	24,850	24,850	24,850
4930 Investment management fees	44	42	10	10	10
4950 Administrative charges - General Fund	34	0	160	160	160
<hr/>					
Total expenditures	39,621	25,053	25,290	25,290	25,290
<hr/>					
Excess (deficit) of revenues over expenditures	(145)	120	(320)	(320)	(1,240)
<hr/>					
Fund balance - January 1	6,375	6,230	6,295	6,350	6,030
<hr/>					
Fund balance - December 31	\$6,230	\$6,350	\$5,975	\$6,030	\$4,790

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-6 FUND (418)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$103,686	\$66,104	\$66,340	\$66,340	\$65,110
3801 Investment earnings	2,844	6,176	2,610	2,610	2,610
<hr/>					
Total revenues	106,530	72,280	68,950	68,950	67,720
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	267	251	270	270	270
4820 Interest payments	93,318	59,494	59,710	59,710	59,710
4930 Investment management fees	633	633	170	170	170
4950 Administrative charges - General Fund	34	0	160	160	160
<hr/>					
Total expenditures	94,252	60,378	60,310	60,310	60,310
<hr/>					
Excess (deficit) of revenues over expenditures	12,278	11,902	8,640	8,640	7,410
<hr/>					
Fund balance - January 1	109,893	122,171	122,123	134,073	142,713
<hr/>					
Fund balance - December 31	\$122,171	\$134,073	\$130,763	\$142,713	\$150,123

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-7 FUND (428)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$0	\$20,642	\$20,720	\$20,720	\$19,950
3801 Investment Earnings	\$0	\$218	\$0	\$0	\$0
<hr/>					
Total revenues	0	20,860	20,720	20,720	19,950
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	1,343	327	260	260	260
4820 Interest payments	0	19,404	19,480	19,480	19,480
4920 Interest on interfund loans	26	0	20	20	20
4930 Investment Management Fees	0	22	0	0	0
4950 Administrative charges - General Fund	114	0	160	160	160
<hr/>					
Total expenditures	1,483	19,753	19,920	19,920	19,920
<hr/>					
Excess (deficit) of revenues over expenditures	(1,483)	1,107	800	800	30
Fund balance - January 1	(138)	(1,621)	(514)	(514)	286
<hr/>					
Fund balance - December 31	(\$1,621)	(\$514)	\$286	\$286	\$316
<hr/>					

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-8 FUND (429)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$21,775	\$72,622	\$72,880	\$72,880	\$70,180
3801 Investment earnings	115	458	150	150	150
<hr/>					
Total revenues	21,890	73,080	73,030	73,030	70,330
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	1,223	327	260	260	260
4820 Interest payments	19,598	65,360	65,590	65,590	65,590
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	25	47	10	10	10
4950 Administrative charges - General Fund	34	0	160	160	160
<hr/>					
Total expenditures	20,880	65,734	66,020	66,020	66,020
<hr/>					
Excess (deficit) of revenues over expenditures	1,010	7,346	7,010	7,010	4,310
<hr/>					
Fund balance - January 1	(456)	554	7,900	7,900	14,910
<hr/>					
Fund balance - December 31	\$554	\$7,900	\$14,910	\$14,910	\$19,220

CITY OF MAPLEWOOD, MINNESOTA
WATER AVAILABILITY CHARGE FUND - NORTH ST. PAUL WATER DISTRICT (408)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$0	\$9,500	\$9,500	\$9,500
3801 Investment earnings	683	1,360	590	590	590
3808 Water availability charge	0	0	0	0	0
Total revenues	683	1,360	10,090	10,090	10,090
<u>Expenditures:</u>					
4485 Fees for utility billing	0	0	100	100	100
4930 Investment management fees	152	139	40	40	40
Total expenditures	152	139	140	140	140
Excess (deficit) of revenues over expenditures	531	1,221	9,950	9,950	9,950
Fund balance - January 1	28,213	28,744	29,965	29,965	39,915
Fund balance - December 31	\$28,744	\$29,965	\$39,915	\$39,915	\$49,865

CITY OF MAPLEWOOD, MINNESOTA
WATER AVAILABILITY CHARGE FUND - ST. PAUL WATER DISTRICT (407)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$67,259	\$74,000	\$74,000	\$74,000
3801 Investment earnings	1,202	4,767	2,640	2,640	2,640
3808 Water availability charge	97,930	44,058	58,230	58,230	58,230
Total revenues	99,132	116,084	134,870	134,870	134,870
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4485 Fees for utility billing	0	828	800	800	800
4759 Capital projects	0	0	0	0	0
4930 Investment management fees	268	488	170	170	170
Total expenditures	268	1,316	970	970	970
Excess (deficit) of revenues over expenditures	98,864	114,768	133,900	133,900	133,900
Other financing sources (uses):					
Operating transfers in (out):					
Public Improvement Project Fund	0	(62,591)	(80,000)	(125,000)	(80,000)
1993 G.O. Imp. Refunding Bonds	(33,460)	(33,460)	(33,460)	(33,460)	(33,460)
Net increase (decrease) in fund balance	65,404	18,717	20,440	(24,560)	20,440
Fund balance - January 1	6,324	71,728	9,854	90,445	65,885
Fund balance - December 31	\$71,728	\$90,445	\$30,294	\$65,885	\$86,325

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 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.

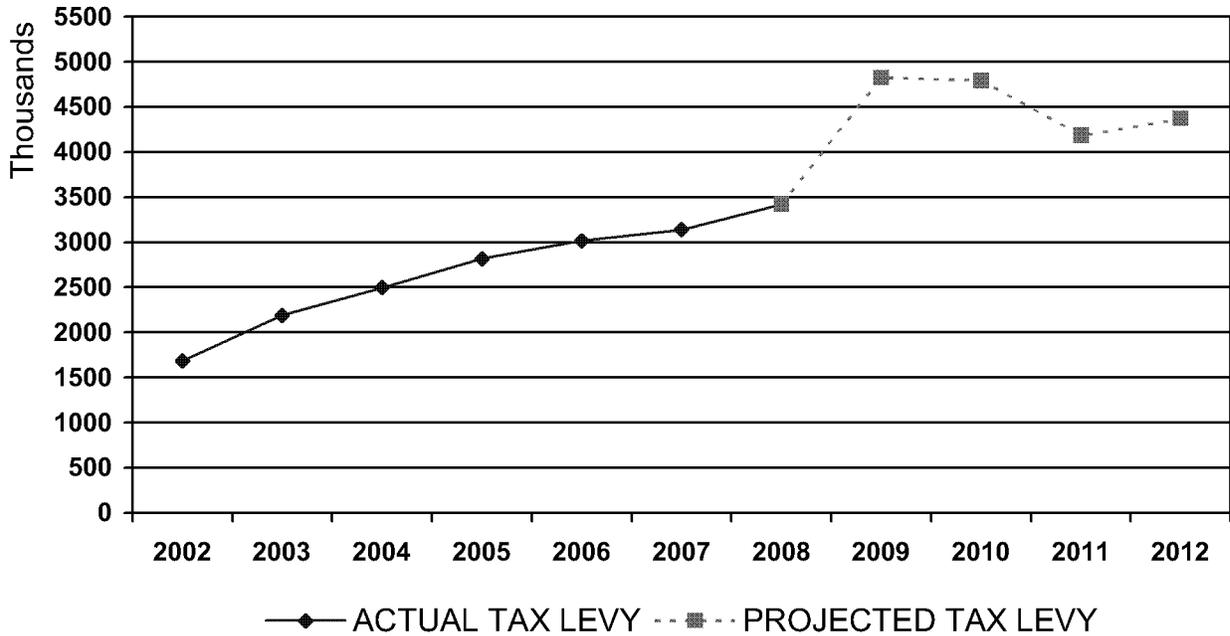
The 2008 Budget for the Debt Service Fund includes a tax levy of \$3,421,925 which is a 8.9% increase over 2007. The following table lists a breakdown by bond issue type along with a comparison for 2007:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2007	2008	
\$1,605,860	\$1,601,715	Public Works Improvement Bonds
528,600	846,752	Tax Increment Bonds
385,600	403,000	Open Space Bonds
185,270	203,458	Tax Abatement Bonds
67,270	50,000	Equipment Certificates
317,400	317,000	Fire Safety Bonds
50,800	0	Capital Improvement Plan Bonds
\$3,140,800	\$3,421,925	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 from 2002 through 2008 and how they will change annually through 2012. The amounts listed are for existing bond issues. Debt service tax levies in future operating budgets through the year 2011 will increase annually by 4.2% to 4.3%.

DEBT SERVICE TAX LEVIES 2002 TO 2011 - ACTUAL AND PROJECTED



Revenues for the 2008 Debt Service Budget total \$5,434,855 and consist of property taxes, special assessments, state street aid and investment interest. Property tax revenue totals \$3,343,221 and is based upon the assumption that 97.7% of the tax levy will be collected. Anticipated 2008 revenues from special assessments are \$1,400,000, state street aid is \$461,010 and investment interest will be approximately \$151,920.

Expenditures for the 2008 Debt Service Budget total \$6,775,338 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2008 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2007, the City's debt outstanding will be \$67,180,143. This is an increase of 19.4% over the balance on December 31, 2006. On December 31, 2008, the City's debt outstanding will be \$76,855,143, which is an increase of 23.7% over the balance on December 31, 2007.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2007	2008
Tax Increment Bonds	\$5,202,297	\$4,587,297
Open Space Bonds	2,605,000	2,315,000
Public Works Improvement Bonds	33,305,000	45,915,000
Sewer Revenue Bonds	1,245,000	1,120,000
Equipment Certificates	290,000	240,000
Fire Safety Bonds	5,705,000	5,575,000
Tax Abatement Bonds	5,025,000	4,850,000
MSA Bonds	4,815,000	4,545,000
Capital Improvement Plan Bonds	650,000	625,000
Total debt payable – January 1	58,842,297	69,772,297
New debt issues	10,116,500	14,095,000
Debt retired/refunded	4,220,000	4,420,000
Total debt payable - December 31	64,738,797	79,447,297
Escrow balance for bonds to be called	2,592,154	2,592,154
Net debt outstanding – December 31	62,146,643	76,855,143
Percent increase (decrease)	10.5%	23.7%

The anticipated new debt for 2008 is for public improvements.

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 2012.

LEGAL DEBT LIMIT

The State legal debt limit is 2.0% 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, Fire Safety Bonds, Refunding Bonds, Capital Improvement Plan Bonds and Equipment Certificates.

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 2008-2012. 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

	2008	2009	2010	2011	2012
Market value of taxable property	\$4,307,939,000	\$4,481,199,000	\$4,638,602,000	\$4,848,031,000	\$5,066,794,000
Statutory debt limit: 2.0% of market value	86,158,780	89,623,980	92,772,040	96,960,620	101,335,880
<u>Amount of debt applicable to debt limit:</u>					
Fire Safety Bonds 2000A	2,710,000	0	0	0	0
Open Space Refunding Bonds 2002D	2,020,000	1,715,000	1,400,000	1,070,000	725,000
Refunding Bonds 2004A*	0	2,560,000	2,405,000	2,355,000	2,145,000
Capital Improvement Plan Bonds 2004D	600,000	575,000	545,000	515,000	485,000
Equipment Certificates 2006B	185,000	125,000	65,000	0	0
Total debt applicable to debt limit	5,515,000	4,975,000	4,415,000	3,940,000	3,355,000
Legal debt margin	80,643,780	84,648,980	88,357,040	93,020,620	97,980,880

*Amount is net of escrow

BOND RATINGS

City bond issues are assigned ratings by Moody's Investor Services. 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 has 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. There are only two ratings higher than "Aa2"; they are "Aa1" and "Aaa".

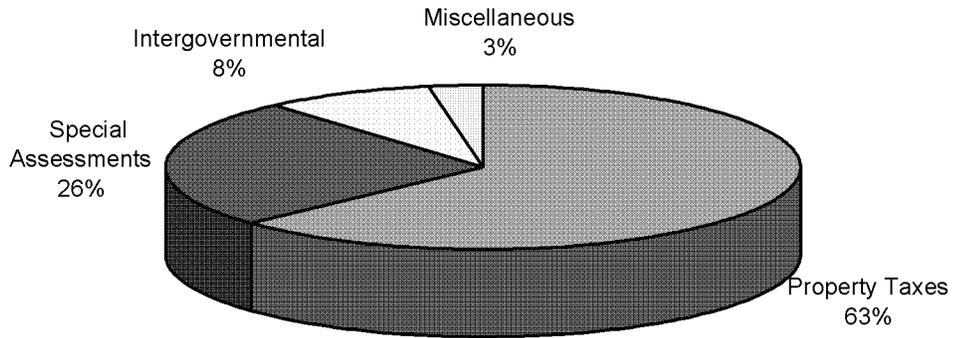


MAPLEWOOD

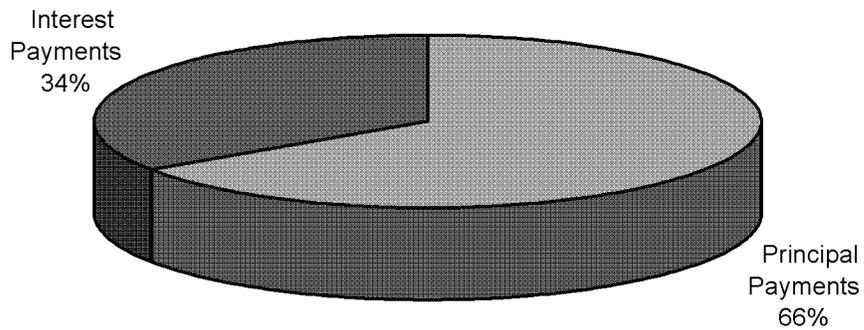
Together We Can

2008 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$5.4 Million



Expenditures by Type
\$6.8 Million

CITY OF MAPLEWOOD, MINNESOTA
DEBT SERVICE BUDGET
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
Revenues:					
<u>Property Taxes:</u>					
3011	\$2,679,599	\$2,866,057	\$3,069,600	\$2,984,200	\$3,421,925
3012	18,246	5,005	0	0	0
3017	250	284	0	0	0
<u>Special Assessments:</u>					
3110	1,511,740	1,259,703	1,287,070	1,327,600	1,400,000
3130	147,616	24,293	0	0	0
3140	1,995,873	1,146,025	0	0	0
3160	47,757	14,867	0	0	0
<u>Intergovernmental Revenue:</u>					
3523	72,376	0	0	0	0
3525	270,000	270,000	270,000	270,000	270,000
3526	242,423	255,209	191,010	199,110	191,010
<u>Miscellaneous Revenue:</u>					
3801	187,680	343,683	151,920	194,270	151,920
<hr/>					
Total revenues	7,173,560	6,185,126	4,969,600	4,975,180	5,434,855

CITY OF MAPLEWOOD, MINNESOTA
DEBT SERVICE BUDGET
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL BUDGET	2007 RE-EST.	2008 BUDGET
<u>Expenditures:</u>					
<u>Debt Service:</u>					
4810 Principal:					
Regular	5,465,000	4,065,000	4,220,000	4,065,000	4,420,000
Called bonds	0	0	0	0	0
4820 Interest	2,211,209	2,114,245	2,324,430	2,114,240	2,322,564
4840 Paying agent fees	5,454	6,773	7,410	7,550	7,410
<u>Other Charges:</u>					
4480 Fees for service	10,102	14,838	6,300	6,300	6,300
4920 Interest on interfund loans	21,493	26,025	12,240	12,440	12,240
4930 Investment management fees	22,525	25,841	5,910	9,240	5,910
Total expenditures	7,735,783	6,252,722	6,576,290	6,214,770	6,774,424
Excess (deficit) of revenues over expenditures	(562,223)	(67,596)	(1,606,690)	(1,239,590)	(1,339,569)
Other financing sources (uses):					
Bond proceeds (net)	8,460	97,437	0	97,440	0
Transfers in (out):					
Debt Service Sub-Fund (in)	703,561	459,080	0	0	0
Debt Service Sub-Fund (out)	(703,561)	0	0	0	0
Capital Projects Funds	119,745	0	0	0	0
Sewer Fund	31,140	0	143,990	114,920	0
Tax Increment Funds	259,800	0	296,810	296,370	225,680
WAC Fund - St. Paul District	33,460	0	33,460	33,460	0
Net increase (decrease) in fund balance	(109,618)	488,921	(1,132,430)	(697,400)	(1,113,889)
Fund balance - January 1	9,662,766	9,553,148	10,042,069	10,042,069	9,344,669
Fund balance - December 31	\$9,553,148	\$10,042,069	\$8,909,639	\$9,344,669	\$8,230,780

**CITY OF MAPLEWOOD
DEBT SERVICE BUDGET
BUDGETED CHANGES IN FUND BALANCES**

SUB-FUND NO.	SUB-FUND TITLE	BALANCE 01-01-08	REVENUES	EXPENDITURES	OTHER SOURCES & USES	BALANCE 12-31-08
333	G.O. Improvement Bonds - 1998A	493,892	57,990	86,950	0	464,932
334	G.O. Refunding Bonds - 1998B	(1,463)	111,890	135,440	0	(25,013)
335	G.O. Improvement Bonds - 1999A	72,134	76,640	93,960	0	54,814
336	G.O. Tax Increment Bonds - 1999B	21,720	650	480	0	21,890
337	G.O. Fire Safety Bonds - 2000	194,733	320	216,230	0	(21,177)
338	G.O. Equipment Certificates - 2001A	178,604	4,530	200	0	182,934
339	G.O. Improvement Bonds - 2001B	522,016	252,920	337,650	0	437,286
340	G.O. Refunding Bonds - 2001C	125,700	49,960	32,190	0	143,470
341	G.O. Improvement Bonds - 2002A	668,451	326,180	477,430	0	517,201
342	G.O. Improvement Ref. Bonds - 2002B	129,971	482,840	475,320	33,460	170,951
343	G.O. Tax Inc. Ref. Bonds - 2002C	230,575	323,340	577,760	296,810	272,965
344	G.O. Open Space Ref. Bonds - 2002D	30,902	274,690	374,480	0	(68,888)
345	G.O. Improvement Bonds - 2003A	538,442	229,310	339,180	0	428,572
346	G.O. Sewer Revenue Bonds - 2003B	(30,131)	21,760	162,130	143,990	(26,511)
347	G.O. Improvement Ref. Bonds - 2004A	2,607,689	105,820	124,450	0	2,589,059
348	G.O. Improvement Bonds - 2004B	1,228,272	508,920	1,193,290	0	543,902
349	G.O. Tax Abatement Bonds - 2004C	271,841	182,920	462,780	0	(8,019)
350	Capital Improvement Plan Bonds - 2004D	150	39,150	51,020	0	(11,720)
351	G.O. State Aid Street Bonds - 2004E	107,354	446,290	444,740	0	108,904
352	G.O. Tax Inc. Ref. Bonds - 2004F	132,089	0	189,150	0	(57,061)
353	G.O. Improvement Bonds - 2005A	998,935	263,020	220,870	0	1,041,085
354	G.O. Improvement Bonds - 2006A	691,938	329,190	278,400	0	742,728
355	G.O. Equipment Certificates - 2006B	(635)	104,520	62,830	0	41,055
356	G.O. Improvement Bonds - 2007A	(550)	274,418	466,646	251,271	58,493
357	G.O. Improvement Bonds - 2007B			162,921	76,666	(86,255)
TOTALS		\$9,212,629	\$4,467,268	\$6,966,497	\$802,197	\$7,515,597

CITY OF MAPLEWOOD, MINNESOTA

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 and Administration Manager 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 and Administration Manager. The Finance and Administration Manager prepares a listing of recommended tentative revisions to department requests based upon an in-depth review of the requests.

In July the Finance and Administration Manager 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 and Administration Manager 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.

CITY OF MAPLEWOOD, MINNESOTA

BUDGET PROCESS

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 ADOPTION

In December the City Council holds two public hearings on the budget and tax levy. At the second public hearing the budget and tax levy can be modified 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.

CITY OF MAPLEWOOD, MINNESOTA BUDGET PROCESS

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 two public hearings on the budget and tax levy. At the second public hearing the budget and tax levy can be modified and must be adopted.

BUDGET AMENDMENTS

Budget appropriations are by department total within each 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 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 his 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 and Administration Manager for review. Upon approval by the Finance and Administration Manager, a copy of the form is given to the department head.

BASIS OF BUDGETING

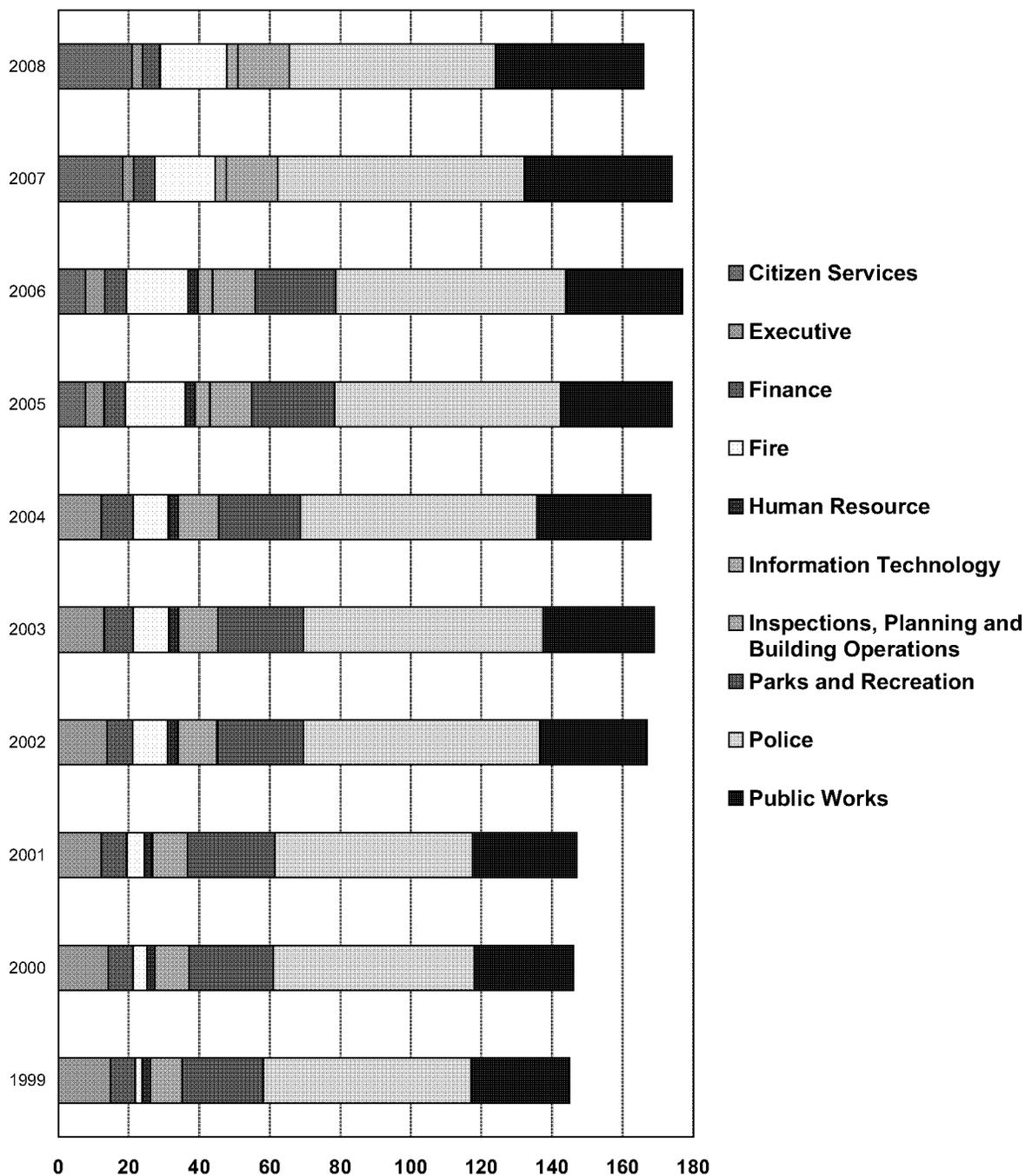
The modified accrual basis was used for the budgets for most of the funds in the budget. Under this basis, revenues are recognized in the accounting period that they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The accrual basis was used for the budgets of the enterprise and internal service funds in the Operating Budget (these funds are listed on page 228 and 229). 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.

SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

1999-2008



CITY OF MAPLEWOOD, MINNESOTA

**SUMMARY OF PERSONNEL
BUDGETED FULL-TIME REGULAR EMPLOYEES**

By Department and Fund
1999-2008

By Department:	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Citizen Services	-	-	-	-	-	-	7.75	7.75	18.20	20.90
Executive	14.85	14.11	12.23	13.85	13.04	12.25	5.27	5.54	3.20	3.00
Finance	7.00	7.00	7.26	7.26	8.26	9.00	6.00	6.00	6.00	5.00
Fire	2.00	4.00	5.00	10.00	10.00	10.00	17.00	17.50	17.09	18.89
Human Resource	2.30	2.30	2.22	2.75	2.75	2.75	2.75	2.75	0.00	0.00
Information Technology	-	-	-	-	-	-	4.25	4.25	3.10	3.10
Inspections, Planning and Building Operations	8.95	9.69	9.94	11.16	11.20	11.48	11.85	12.10	14.66	14.66
Parks and Recreation	22.85	23.85	24.80	24.43	24.20	23.17	23.33	22.76	0.00	0.00
Police	59.00	57.00	56.00	67.00	68.00	67.00	64.20	65.20	69.80	58.40
Public Works	28.05	28.05	29.55	30.55	31.55	32.35	31.60	33.15	41.95	42.05
Totals	145.00	146.00	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00

By Fund:	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
General Fund	123.49	123.43	122.98	143.78	144.63	139.46	131.72	135.84	132.29	124.27
Information Technology Fund	1.00	1.26	1.26	1.26	2.26	3.00	4.25	4.25	3.10	3.10
Rec. Programs Fund	5.00	4.30	4.30	4.30	4.30	4.10	4.10	4.10	3.60	3.38
Community Center Fund	6.85	8.35	8.80	8.00	8.15	6.03	7.08	6.81	7.60	8.00
Environmental Utility Fund	-	-	-	-	-	5.50	5.75	5.55	6.50	6.50
Ambulance Service Fund	-	-	-	-	-	-	11.60	10.70	11.71	11.25
Recycling Fund	-	-	-	-	-	0.25	0.25	0.25	0.35	0.40
Sewer Fund	6.33	6.33	6.33	6.33	6.33	6.08	6.00	6.25	5.60	5.90
Water Fund	-	-	-	-	-	-	-	-	-	-
Fleet Management Fund	2.33	2.33	3.33	3.33	3.33	3.58	3.25	3.25	3.25	3.20
Totals	145.00	146.00	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-301	Administration:				
	City Clerk	1.00	1.00	0.00	0.00
	Citizen Services Manager	0.00	0.00	1.00	1.00
	Citizen Services Supervisor	0.00	0.00	1.00	1.00
	Administrative Assistant	1.00	0.00	1.00	0.80
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Deputy Clerk	0.00	1.00	0.00	0.00
	Office Specialists	0.75	0.75	0.00	1.00
101-303	Deputy Registrar:				
	Licensing Specialist	3.00	3.00	2.00	3.60
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
602-611	Community Center Administration:				
	Director	0.00	0.00	1.00	1.00
	Sales Director	0.00	0.00	0.50	0.50
	Membership Services Supervisor	0.00	0.00	1.00	1.00
	Marketing/Public Relations Specialist	0.00	0.00	0.70	0.75
	Night Community Center Supervisor	0.00	0.00	1.00	1.00
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.00	0.00	0.40	0.40
	Lead Building Custodian	0.00	0.00	1.00	1.00
	Facility Technician	0.00	0.00	1.00	1.00
602-612	Community Center Recreation Activities:				
	Aquatics Program Supervisor	0.00	0.00	1.00	1.00
206-603	Recreation Programs:				
	Marketing/Public Relations Specialist	0.00	0.00	0.20	0.20
	Recreation Program Supervisor	0.00	0.00	2.00	2.00
	Recreation Program Supervisor II	0.00	0.00	1.00	1.00
	Sales Director	0.00	0.00	0.40	0.40
	Citizen Services Department Total	<u>7.75</u>	<u>7.75</u>	<u>18.20</u>	<u>20.65</u>
<u>EXECUTIVE DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	1.00	1.00	0.00	0.00
	Facility Technician	1.00	1.00	0.00	0.00
	Building Maintenance Worker	1.00	1.00	0.00	0.00
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager/Community Development				
	Director	0.40	0.40	0.00	0.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				
	Human Resource Representative	0.00	0.00	1.00	1.00
	Sr. Administrative Assistant	0.00	0.00	0.50	0.50
101-111	Public Relations:				

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
	Assistant to Parks and Recreation Director	0.20	0.30	0.00	0.00
	Marketing/Public Relations Specialist	0.17	0.34	0.10	0.00
	Sales Director	0.00	0.00	0.10	0.00
	Executive Department Total	5.27	5.54	3.10	3.00

FINANCE

101-202	Accounting:				
	Controller	1.00	1.00	1.00	1.00
	Accounting Technician	1.00	1.00	1.00	0.00
	Payroll Technician	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Director	1.00	1.00	0.00	0.00
	Director of Finance and Administration Manager	0.00	0.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
606-203	Ambulance Service Billing:				
	Accounting Technician	1.00	1.00	1.00	1.00
	Finance Department Total	6.00	6.00	6.00	5.00

FIRE DEPARTMENT

101-411	Administration:				
	Fire Chief	1.00	1.00	1.00	1.00
	Deputy Fire Chief	1.00	1.00	0.00	0.00
	Assistant Fire Chief	0.00	0.00	0.50	0.40
	Administrative Assistant	1.00	1.00	1.00	1.00
101-405	Fire Prevention:				
	Fire Marshal	0.55	0.55	0.50	0.60
101-404	Fire Suppression:				
	Captain	0.00	1.10	0.72	0.74
	EMS Director	0.00	0.00	0.05	0.05
	Paramedic Coordinator	0.00	0.05	0.00	0.00
	Firefighter	3.60	3.85	3.61	3.61
	Fire Marshal	0.25	0.25	0.00	0.00
606-403	Emergency Medical Services:				
	Captain	0.00	0.90	1.26	1.10
	Sergeant	0.60	0.60	0.30	0.30
	EMS Director	0.00	0.00	0.95	0.95
	Paramedic Coordinator	0.00	0.95	0.00	0.00
	Police Officer	1.20	1.20	0.90	0.95
	CSO/Paramedic	0.00	0.00	0.00	0.00
	Firefighter	7.80	5.05	6.30	8.19
	Fire Department Total	17.00	17.50	17.09	18.89

HUMAN RESOURCE DEPARTMENT

101-116	Administration				
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CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
	Human Resource Director	1.00	1.00	0.00	0.00
	Human Resource Representative	1.00	1.00	0.00	0.00
	Sr. Administrative Assistant	0.50	0.50	0.00	0.00
	Receptionist	0.25	0.25	0.00	0.00
	Human Resource Total	2.75	2.75	0.00	0.00
 <u>INFORMATION TECHNOLOGY</u>					
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
	GIS Analyst	1.00	1.00	1.00	1.00
	IT Technician	1.00	1.00	0.00	0.00
703-121	Phone Services:				
	Operations Analyst	0.25	0.25	0.10	0.10
	Information Technology Total	4.25	4.25	3.10	3.10
 <u>INSPECTIONS, PLANNING AND BUILDING OPERATIONS</u>					
101-701	Administration:				
	Assistant City Manager/Community Development Director	0.60	0.60	0.00	0.00
	Assistant Community Development Director	0.00	0.00	0.50	0.50
	Senior Planner	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	1.00	1.00	1.00	1.00
101-703	Building Inspections:				
	Building Official	1.00	1.00	0.50	0.50
	Assistant Building Official	1.00	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00	2.00
	Building Inspector Apprentice	0.00	1.00	1.00	1.00
	Senior Engineering Technician	0.95	0.95	0.95	0.95
101-115	Building Operations:				
	Chief Building Engineer	0.00	0.00	0.60	0.60
	Facility Technician	0.00	0.00	1.00	1.00
	Building Maintenance Worker	0.00	0.00	1.00	1.00
101-707	Code Enforcement				
	Firefighter	0.20	0.10	0.11	0.11
	Fire Marshal	0.60	0.20	0.00	0.00
	Code Enforcement Inspector	0.00	0.00	1.00	1.00
101-704	Public Health Inspections:				
	Environmental Health Official	0.25	0.00	0.00	0.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
101-702	Planning:				
	Associate Planner	2.00	2.00	2.00	2.00
605-706	Recycling				
	Environmental Health Official	0.25	0.00	0.00	0.00
	Environmental Manager	0.00	0.25	0.00	0.00
	Inspections, Planning and Building Operations Total	11.85	12.10	14.66	14.66

PARKS AND RECREATION DEPARTMENT

101-601	Administration:				
	Parks and Recreation Director	1.00	1.00	0.00	0.00
	Assistant to Parks and Recreation Director	0.10	0.10	0.00	0.00
	Marketing/Public Relations Specialist	0.35	0.35	0.00	0.00
	Administrative Assistant	1.00	1.00	0.00	0.00
602-611	Community Center Administration:				
	Manager	1.00	1.00	0.00	0.00
	Director	0.00	0.00	0.00	0.00
	Assistant to Parks and Recreation Director	0.60	0.50	0.00	0.00
	Membership Services Supervisor	1.00	1.00	0.00	0.00
	Marketing/Public Relations Specialist	0.48	0.31	0.00	0.00
	Night Community Center Supervisor	1.00	1.00	0.00	0.00
	Recreation Program Supervisor	0.00	0.00	0.00	0.00
602-614	Community Center Building Maintenance:				
	Lead Building Custodian	1.00	1.00	0.00	0.00
	Facility Technician	1.00	1.00	0.00	0.00
602-612	Community Center Recreation Activities:				
	Aquatics Program Supervisor	1.00	1.00	0.00	0.00
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.00	0.20	0.00	0.00
101-604	Nature Center:				
	Lead Naturalist	1.00	0.80	0.00	0.00
101-605	Open Space				
	Naturalist	0.70	0.40	0.00	0.00
101-602	Park Maintenance:				
	Foreman	1.00	1.00	0.00	0.00
	Maintenance Worker	7.00	7.00	0.00	0.00
206-603	Recreation Programs:				
	Assistant to Parks and Recreation Director	0.10	0.10	0.00	0.00
	Recreation Program Supervisor II	1.00	1.00	0.00	0.00
	Recreation Program Specialist	0.00	1.00	0.00	0.00
	Recreation Program Supervisor	3.00	2.00	0.00	0.00
	Parks and Recreation Department Total	23.33	22.76	0.00	0.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>POLICE DEPARTMENT</u>					
101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Public Safety Manager	0.00	1.00	1.00	1.00
	Deputy Police Chief	1.00	0.00	0.00	0.00
	Administrative Operations Manager	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	0.00	1.00	1.00	1.00
	Police Officer	0.00	5.70	5.80	5.80
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	6.40	8.40	6.70	5.10
	CSO/Paramedic	0.00	0.00	0.00	0.00
	CSO	1.00	0.00	0.00	0.00
	Police Officer	37.80	31.10	37.30	37.30
101-406	Dispatching Services:				
	Public Safety Communications Manager	1.00	1.00	1.00	0.00
	Communications Center Supervisor	0.00	1.00	1.00	0.00
	Dispatcher	8.00	7.00	7.00	0.00
606-406	Ambulance Dispatching:				
	Dispatcher	1.00	1.00	1.00	0.00
	Police Department Total	64.20	65.20	69.80	58.20
<u>PUBLIC WORKS DEPARTMENT</u>					
101-501	Administration:				
	Public Works Director	1.00	1.00	1.00	1.00
	Operations Analyst	0.25	0.25	0.20	0.20
	Administrative Assistant	1.00	0.75	0.75	0.75
101-503	Engineering:				
	Assistant City Engineer	1.00	1.00	1.00	1.00
	Civil Engineer I	2.00	1.75	2.75	1.75
	Civil Engineer II	0.00	1.00	0.00	1.00
	Naturalist	0.00	0.20	0.20	0.00
	Senior Engineering Technician	3.05	3.05	2.30	3.05
	Engineering Technician	2.00	2.00	2.75	2.00
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.00	0.00	0.25	0.25
702-509	Fleet Management				
	Operations Analyst	0.00	0.00	0.00	0.00
	Superintendent	0.25	0.25	0.25	0.25
	Crew Chief	1.00	1.00	1.00	0.95
	Heavy Equipment Mechanic	2.00	2.00	2.00	1.90
101-604	Nature Center:				

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2005-2008

<u>CODE</u>		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
	Lead Naturalist	0.00	0.00	0.75	0.75
101-605	Open Space				
	Naturalist	0.00	0.00	0.30	0.30
101-602	Park Maintenance:				
	Foreman	0.00	0.00	1.00	1.00
	Maintenance Worker	0.00	0.00	6.50	6.50
601-508	Sanitary Sewer Operations:				
	Operations Analyst	0.25	0.25	0.30	0.30
	Superintendent	0.75	0.75	0.75	0.75
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	4.00	4.00	3.30	3.50
	Administrative Assistant	0.00	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	0.20	0.30	0.30
	Maintenance Worker	1.60	1.60	1.65	1.60
604-512	Storm Sewer Maintenance:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.50	0.50	1.05	0.90
	Maintenance Worker	2.20	1.20	2.00	1.85
	Naturalist	0.30	0.40	0.50	0.70
	Operations Analyst	0.25	0.25	0.30	0.25
	Civil Engineer I	0.00	0.25	0.25	0.25
	Environmental Planner	0.50	0.00	0.00	1.00
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.80	0.80	0.45	0.60
	Maintenance Worker	3.00	4.00	3.65	3.75
604-513	Street Sweeping:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.50	0.50	0.20	0.20
	Maintenance Worker	1.20	1.20	0.90	0.80
605-706	Recycling				
	Operations Analyst	0.00	0.00	0.10	0.15
	Environmental Manager	0.00	0.00	0.25	0.25
	Public Works Department Total	31.60	32.40	41.20	42.05
	TOTALS - ALL DEPARTMENTS	174.00	176.25	173.20	165.55

CITY OF MAPLEWOOD, MINNESOTA
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 2008 estimate for leave benefits is based upon actual leave hours used in 2006 and projected 2008 pay rates. The estimate for retirement benefits is based on projected 2008 pay rates and employer required contribution rates. Insurance benefits expense for 2008 is based upon quoted rates and estimates for the second half of 2008 in health insurance premium rates and projected 2008 pay rates.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

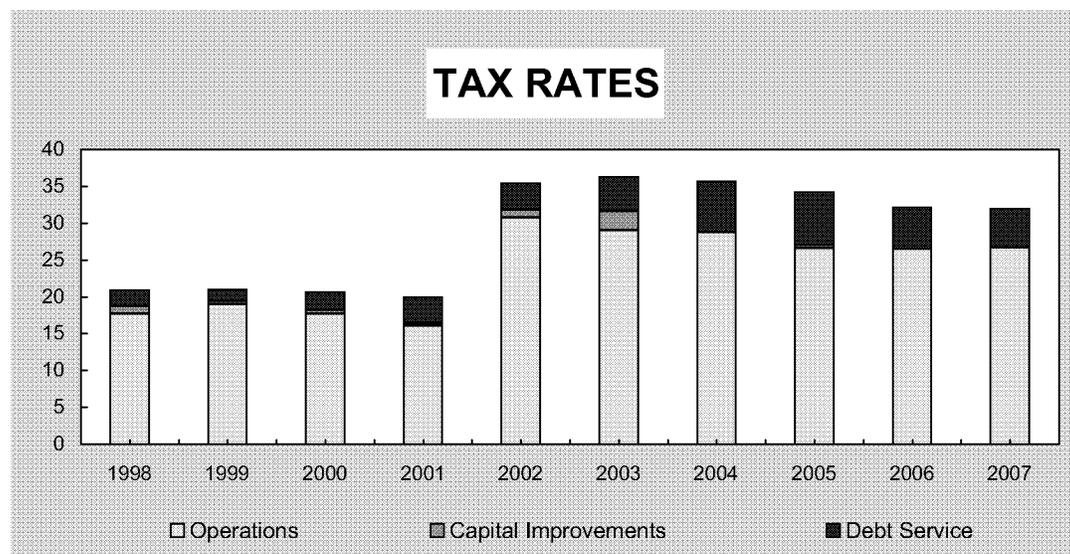
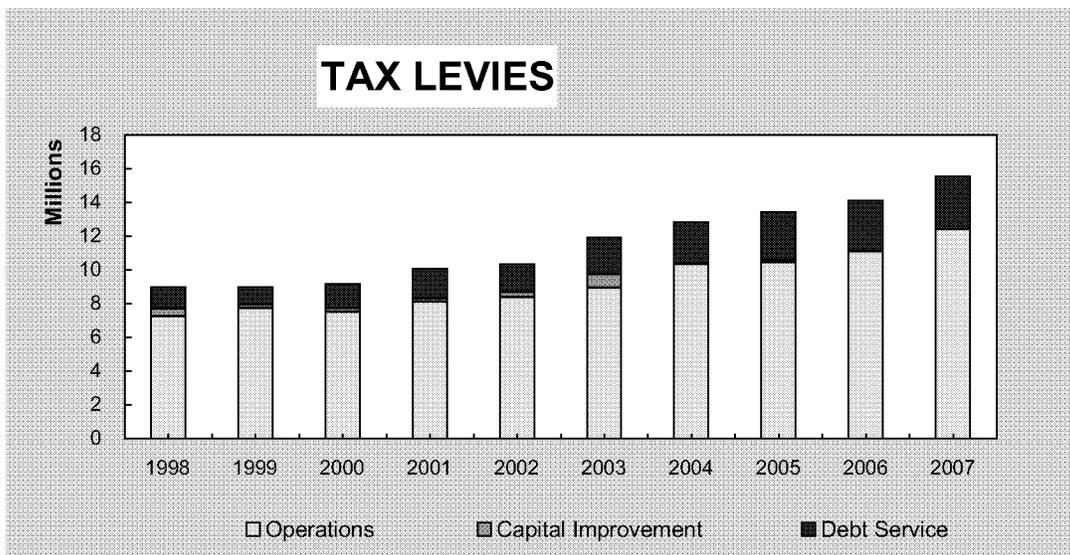
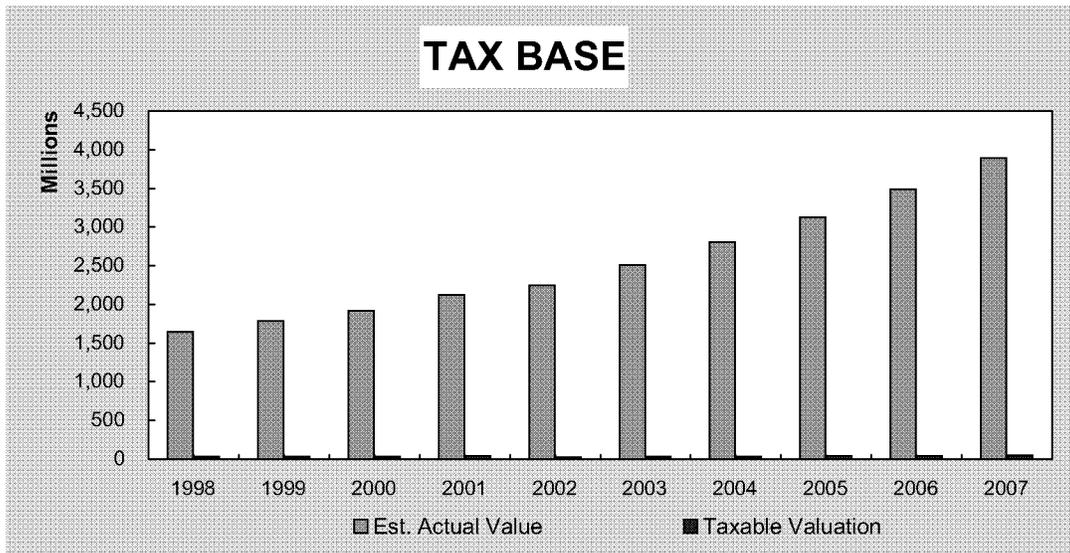
ACCT NO.	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL ESTIMATE	2007 RE-EST.	2008 ESTIMATE
<u>Operating revenues:</u>					
3833 Charges for leave benefits	\$1,664,340	\$1,678,572	\$1,739,790	\$1,739,790	\$1,721,202
3834 Charges for retirement benefits	1,748,232	1,791,876	2,013,350	2,013,350	2,116,640
3835 Charges for insurance benefits	1,383,984	1,642,320	2,050,940	2,050,940	2,033,235
Total revenues	4,796,556	5,112,768	5,804,080	5,804,080	5,871,077
<u>Operating expenses:</u>					
Leave benefits	1,618,547	1,780,800	1,646,350	1,646,350	1,900,000
Retirement benefits	1,700,403	1,880,778	1,905,220	1,905,220	1,930,000
Insurance benefits	1,513,899	1,718,274	1,933,390	1,933,390	2,039,000
Miscellaneous service charges	7,401	6,399	7,400	7,400	7,000
Total expenses	4,840,250	5,386,251	5,492,360	5,492,360	5,876,000
Operating income (loss)	(43,694)	(273,483)	311,720	311,720	(4,923)
<u>Nonoperating revenues (expenses):</u>					
3530 State aid	32,410	32,410	32,410	32,410	0
3801 Investment earnings	33,227	62,457	25,390	25,390	0
3809 Miscellaneous	6,475	0	0	0	0
Total nonoperating revenues (expenses)	72,112	94,867	57,800	57,800	0
Change in fund equity	28,418	(178,616)	369,520	369,520	(4,923)
Fund equity - January 1	(237,696)	(209,278)	(387,894)	(387,894)	(18,374)
Fund equity - December 31	(\$209,278)	(\$387,894)	(\$18,374)	(\$18,374)	(\$23,297)

CITY OF MAPLEWOOD, MINNESOTA
EMPLOYEE BENEFITS FUND (701)
STATEMENT OF SOURCES AND APPLICATIONS OF CASH

	2005 ACTUAL	2006 ACTUAL	2007 ORIGINAL ESTIMATE	2007 RE-EST.	2008 ESTIMATE
<u>Sources of cash:</u>					
Net income (loss)	\$28,418	(\$178,616)	\$369,520	\$369,520	(\$4,923)
Decrease in current assets	48,756	2,784	0	0	0
Increase in current liabilities	201,635	97,834	0	0	0
Total	278,809	(77,998)	369,520	369,520	(4,923)
<u>Applications of cash:</u>					
Increase in current assets	0	690,360	0	0	0
Decrease in current liabilities	0	3,199	0	0	0
Total	0	693,559	0	0	0
Net increase (decrease) in cash	278,809	(771,557)	369,520	369,520	(4,923)
Cash balance - January 1	1,151,067	1,429,876	1,375,357	658,319	1,027,839
Cash balance - December 31	<u>\$1,429,876</u>	<u>\$658,319</u>	<u>\$1,744,877</u>	<u>\$1,027,839</u>	<u>\$1,022,916</u>
Cash balance/working capital	113.0%	-169.7%			
<u>Working capital:</u>					
Current assets					
Cash and investments	1,429,876	658,319			
Other assets	5,343	692,918			
Current liabilities					
Due to other funds	0	(65,446)			
Other liabilities	<u>(169,814)</u>	<u>(1,673,686)</u>			
Net total	1,265,405	(387,895)			

TAX BASE, TAX LEVIES AND TAX RATES

Years 1998 through 2007



CITY OF MAPLEWOOD, MINNESOTA

TAX BASE, TAX LEVIES AND TAX RATES
Years 1998 through 2007

TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
1998	1,645,138,900	32,992,557	0.1%
1999	1,783,327,230	32,896,818	-0.3%
2000	1,915,954,500	34,488,603	4.8%
2001	2,119,540,200	39,024,950	13.2%
2002	2,246,631,200	27,324,987	-30.0%
2003	2,508,311,400	30,874,105	13.0%
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%

TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
1998	7,263,218	423,000	1,301,500	8,987,718	0.0%
1999	7,734,725	175,000	1,077,200	8,986,925	0.0%
2000	7,513,267	231,500	1,422,840	9,167,607	2.0%
2001	8,113,999	180,000	1,776,580	10,070,579	9.8%
2002	8,367,520	293,800	1,686,910	10,348,230	2.8%
2003	8,942,250	793,700	2,191,930	11,927,880	15.3%
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%

TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
1998	17.691	1.034	2.168	20.893	0.02533
1999	18.975	0.429	1.614	21.018	0.02353
2000	17.718	0.546	2.382	20.646	0.02155
2001	16.097	0.359	3.515	19.971	0.03066
2002	30.740	1.080	3.616	35.436	0.03133
2003	29.019	2.579	4.721	36.319	0.02946
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

Community Profile

The City of Maplewood is located in Ramsey County, Minnesota, northeast of the City of Saint Paul. The City is comprised of an area of 19.13 square miles. The population of the City according to the 2000 U.S. Census Bureau was 34,947, which is a 12.9% increase over the 1990 Census count of 30,954. As of April 2005 the population was estimated by the Metropolitan Council to be 36,279.

The City was incorporated in 1957 and it became a statutory city in 1974. 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 2007 the City will have 166 full-time employees serving in various departments, including fire and police protection, and approximately 275 part-time employees. Police protection is provided to all parts of the City through a 56-employee police force. Fire protection services are provided by twelve full-time firefighters and 90 paid-per-call firefighters at five fire stations.

**City of Maplewood, Minnesota
Demographic Statistics**

Characteristics	Year	Maplewood		Ramsey County		Metro Area	
		#	% Change From 1990	#	% Change From 1990	#	% Change From 1990
Population	1980	26,990	--	459,784	--	1,985,873	--
	1990	30,954	--	485,783	--	2,288,729	--
	2000	34,947	12.9	511,035	5.2	2,642,062	15.4
	2010	37,500	21.1	547,700	12.7	3,056,100	33.5
	2020	38,100	23.1	570,860	17.5	3,430,100	49.9
	2030	39,300	27.0	598,900	23.3	3,692,600	61.3
Households	1980	8,806	--	170,505	--	721,439	--
	1990	11,496	--	190,500	--	875,504	--
	2000	13,758	19.7	201,570	5.8	1,021,456	16.7
	2010	15,600	35.7	219,170	15.0	1,213,800	38.6
	2020	16,500	43.5	231,670	21.6	1,386,200	58.3
	2030	17,500	52.2	246,290	29.3	1,513,100	72.8
Persons Per Household	1980	2.72	--	2.70	--	2.75	--
	1990	2.69	--	2.55	--	2.61	--
	2000	2.48	-7.8	2.50	-2.0	2.57	-1.5
	2010	2.33	-13.4	2.44	-4.3	2.49	-4.6
	2020	2.28	-15.2	2.41	-5.5	2.44	-6.5
	2030	2.25	-16.4	2.35	-7.8	2.40	-8.0
Employment	1980	23,610	--	271,647	--	1,040,000	--
	1990	25,068	--	286,835	--	1,273,773	--
	2000	29,961	19.5	329,145	14.8	1,563,245	22.7
	2010	36,600	46.0	372,030	29.7	1,819,600	42.9
	2020	41,000	63.6	404,380	41.0	2,002,100	57.2
	2030	44,500	77.5	429,440	49.7	2,146,200	68.5

Sources: 1980, 1990 and 2000 -- U.S. Census Bureau;
2010, 2020 and 2030 -- Metropolitan Council Estimates.

**City of Maplewood, Minnesota
Demographic Statistics**

Characteristics	Maplewood In 1980	Maplewood In 1990	Maplewood In 2000	Metro Area In 1980	Metro Area In 1990	Metro Area In 2000
Number of Persons	26,990	30,954	34,947	1,985,873	2,288,729	2,642,062
Persons by Gender						
Female	51%	51%	48%	52%	51%	51%
Male	49%	49%	52%	49%	49%	49%
Number of Families	6,977	8,446	9,191	438,402	583,900	744,303
Number of Households (occupied)	8,806	11,496	13,758	721,439	875,504	1,021,456
Persons per Household	2.72	2.69	2.48	2.75	2.61	2.57
Number of Housing Units	9,042	12,120	14,004	750,228	922,224	1,169,775
Median Age	28.9	33.5	37.8	28.8	31.8	34.3
Number of Persons By Age						
0 - 19	34%	27%	27%	32%	28%	22%
20 - 24	10%	7%	6%	10%	8%	7%
25 - 34	16%	19%	13%	19%	20%	16%
35 - 64	33%	35%	40%	30%	34%	39%
65 - 74	4%	7%	7%	5%	6%	5%
75+	4%	5%	7%	4%	4%	5%
Persons by Race						
White	95%	94%	89%	95%	92%	85%
Non-white	5%	6%	11%	5%	8%	15%
Households by Type						
Family Households						
Married Couples	67%	60%	53%	58%	54%	51%
Female Householder	10%	11%	11%	9%	10%	16%
Male Householder	2%	3%	3%	2%	3%	--
Non-family Households	21%	26%	33%	31%	33%	36%
Households with Persons Under Age 18						
Married Couple Family	82%	77%	53%	81%	77%	25%
Other Family						10%
Female Householder	15%	16%	11%	15%	16%	--
Male Householder	2%	3%	--	3%	3%	--
Non-family	1%	4%	33%	1%	4%	--

**City of Maplewood, Minnesota
Demographic Statistics**

Characteristics	Maplewood In 1980	Maplewood In 1990	Maplewood In 2000	Metro Area In 1980	Metro Area In 1990	Metro Area In 2000
Related Children By Age						
Under 5 Years Old	24%	31%	Data Not Available	31%	31%	
5 to 17 Years Old	76%	69%		69%	69%	
Family Incomes						
Median	\$23,367	Data Not Available	Data Not Available	\$24,794	Data Not Available	\$54,332
Mean	\$25,218			\$23,837		\$67,619
Employed Persons 16 and Over By Occupation						
Managerial, Professional	23%		35%	26%		40%
Technical, Sales, Administration	35%		30%	35%		28%
Service	12%	Data Not Available	14%	13%	Data Not Available	12%
Farming, Forestry, Fishing	1%		0%	1%		0%
Precision Production, Craft	12%		13%	10%		12%
Operations, Fabrications, Laborers	17%		8%	15%		7%

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
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