

CITY OF MAPLEWOOD

ADOPTED 2010 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.

2010 BUDGET PROCESS

In July, department heads started the preparation of their budget requests for the 2010 calendar year. Maplewood's fiscal year is the calendar year. During August, department heads submitted their budget requests to the Assistant City Manager and Finance Director. They reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in August, the Finance Director prepared a preliminary budget based upon initial revenue estimates, department budget requests and recommended revisions in department budget requests.

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

On September 14th, a proposed budget and proposed tax levy was certified to Ramsey County.

By November 17th, Ramsey 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 7, 2009 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. A fourth section, Supplementary Information, follows with financial policies, personnel, property tax and demographic information.

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

FINANCIAL POLICIES

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

LONG-TERM NON-FINANCIAL GOALS AND OBJECTIVES

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

COUNCIL/MANAGER PRIORITIES AND ISSUES

The 2010 Budget achieves the following priorities of the City Council and City Manager:

- Continue delivery of essential services to Maplewood residents and businesses.
- Keep wage and benefit commitments as defined in the 2009-2010 agreements with bargaining units.
- Maintain and/or strengthen public safety programs through filling of two vacant police positions and hiring of two additional firefighter/paramedics.
- Restoration of 2 parks and recreation positions eliminated through early retirements.
- Limit use of property taxes to make up for state unallotments of Market Value Homestead Credit.

These priorities reflect the desires of Maplewood residents expressed at City Council meetings and other forums. During 2009, the City Council adopted a policy stating that all efforts will be made to maintain public safety programs through the economic recession.

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

Agreements with bargaining units were approved just prior to the beginning of the economic downturn in 2008 and reflected the cost of living adjustments evident at the time of the negotiations. The City has complied with the agreements. Within the terms of the agreements, however, the City has implemented a program whereby employees are required to use all leave earned during the current year rather than "banking" unused leave for use in future years. This effectively reduces the number of hours actually worked in the current year reflecting savings to the City. This program has been in place for 2009 and staff continues to work for agreement to continue this program through 2010.

Because of the economic recession, Minnesota state revenues are down significantly and one of the responses of the state has been to withhold the payment of Market Value Homestead Credit (MVHC) and Local Government Aid (LGA) to municipalities. Maplewood has not received LGA in recent years but has received MVHC. This is a reduction to Maplewood of more than \$500,000/year for 2009 and 2010. Further, the imposition of levy limits on municipalities have reduced the ability of cities to respond to revenue declines because levies are limited to the change in the Implicit Price Deflator or 3.9%, whichever is less. For 2010, the levy limit is less than 1%. Maplewood had previously not used all of the levy available under the levy limit restrictions and with special levies for previous year unallotments, the 2010 tax levy reflects a 5% increase.

GOALS AND OBJECTIVES OF ORGANIZATIONAL UNITS

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

- Citizen Services will continue to maximize revenue opportunities at the Maplewood Community Center and with recreation programs. It will continue to explore opportunities for new revenue sources with the expansion of deputy registrar services to car dealers and lenders.

- Community Development and Parks will rebuild the parks function. It has experienced significant cuts in personnel. The newly formed Economic Development Authority will provide opportunities for the city.
- Gladstone redevelopment will continue as a focus in the Executive Department.
- As part of the normal replacement cycle, the Fire Department will replace a fire truck in 2010. Two new firefighter/paramedics are included in the 2010 operating budget.
- The Police Department will be working to increase non-enforcement public contact and interaction and community policing.
- Public Works has been under a street reconstruction program since 1999 with an aggressive approach in the past 3 years to bring city streets up to acceptable standards. During this expanded program, the City has benefitted from competitive contractor pricing resulting in significant savings to the City. This program will continue in 2010 and through to 2014 when expenditures will begin to slow to a more normal maintenance level.

CITY OF MAPLEWOOD, MINNESOTA

PRINCIPAL CITY OFFICIALS

November 2009

CITY COUNCIL

DIANA LONGRIE, MAYOR
Term Expires 1-03-2010

KATHLEEN JUENEMANN, COUNCILMEMBER
Term Expires 1-03-2010

ERIK HJELLE, COUNCILMEMBER
Term Expires 1-03-2010

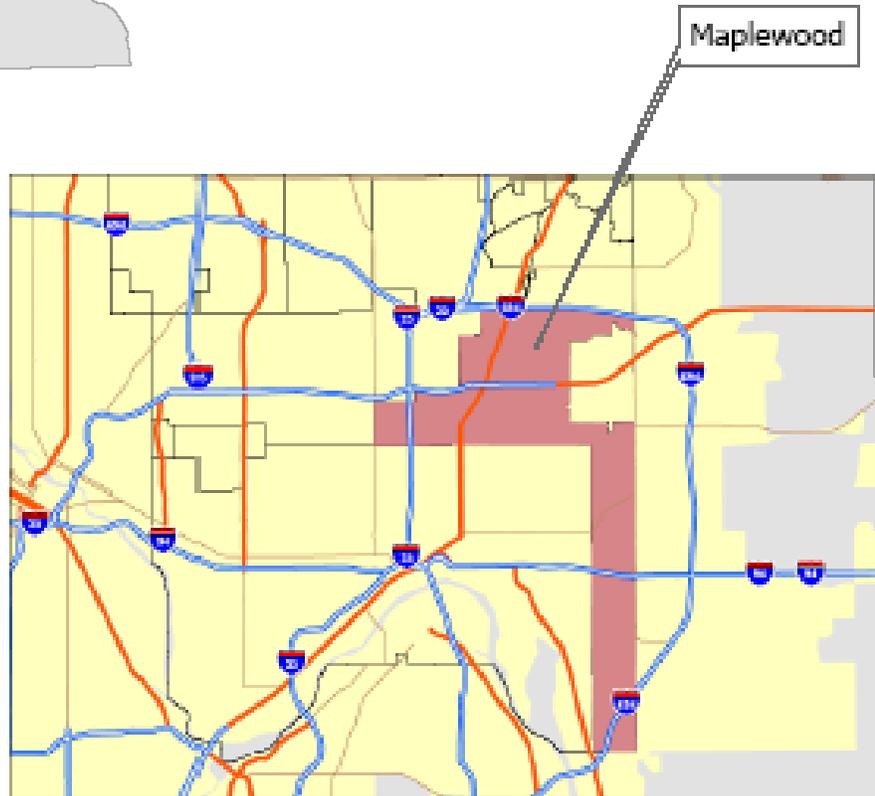
JOHN NEPHEW, COUNCILMEMBER
Term Expires 1-01-2012

WILLIAM ROSSBACH, COUNCILMEMBER
Term Expires 1-01-2012

CITY MANAGERIAL STAFF

<u>Employee</u>	<u>Position</u>	<u>Date Appointed</u>
James W. Antonen	City Manager	March 9, 2009
R. Charles Ahl	Assistant City Manager	March 24, 2009
R. Charles Ahl	Director of Public Works	March 5, 2001
Robert Mittet	Finance Director	March 12, 2007
DuWayne Konewko	Director of Community Development & Parks	November 10, 2008
Mychal Fowlds	Information Technology Director	February 6, 2006
Karen Guilfoile	Director of Citizen Services	August 5, 1996
Steve Lukin	Fire Chief	March 17, 2000
Michael Thompson	City Engineer/Deputy Director of Public Works	March 30, 2009
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 2010 Budget. The 2010 Budget is funded at City Council's direction by a tax rate that limits new spending for operations and debt service to only a 5.0% increase. The operating budget decrease is 0.00% while the debt service budget has increased by 5.7%.

There are four primary considerations in the preparation of the 2010 Budget:

1. Essentially, the tax levy increase replaces the lost Market Value Homestead Credit. (MVHC)
2. Fire and Police Departments have increases reflective of City Council stated priorities.
3. Additional levies for debt service reflect 2008 and 2009 unallotments of MVHC as well as funds required as a result of debt issued in 2008 and 2009.
4. While the budget reflects increases in 2010 capital improvements over the 2009 Budget, the acceleration of projects in 2009 actually results in a decrease in 2010.

This budget includes funds for a number of deferred maintenance projects to protect the public investment in the Maplewood Community Center and other City buildings which have suffered from a lack of proper maintenance in recent years.

Conserving the City's financial resources is important and the 2010 Budget protects our excellent bond rating and minimizes the need for borrowing for unexpected expenditures while drawing the General Fund balance to a level covering 36.6% of anticipated expenditures.

The 2010 Budget was adopted only after months of budget workshops and public meetings in which the City Council reviewed City expenditures, with unprecedented depth, department by department to gain a full understanding of City needs and to determine its fiscal priorities. The Council's commitment of time and attention was welcomed by staff who understands the role of the elected officials in setting priorities for the use of limited public resources.

I want to thank all those who participated in the 2010 budget process to build a balanced service centered financial plan for the City of Maplewood.

Sincerely,

James W. Antonen
City Manager

Budget Overview

**OPERATING
BUDGET
EXPENDITURES
STEADY**

Operating budget expenditures for 2010 are \$31.7 million, which is \$2,110 lower than 2009. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2010 BUDGET	AMOUNT OVER (UNDER) 2009 BUDGET	% CHANGE OVER (UNDER) 2009 BUDGET
Citizen Services	\$4,583,110	\$(34,930)	(0.8)%
Community & Parks Development	2,188,380	(7,030)	(0.3)%
Executive	1,008,440	(17,800)	(1.7)%
Finance	748,480	(8,150)	(1.1)%
Fire	4,329,160	40,200	0.9%
Information Technology	742,210	(22,080)	(2.9)%
Legislative	188,100	(11,430)	(5.7)%
Police	7,741,800	212,910	2.5%
Public Works	10,191,160	(153,800)	(1.5)%
Total expenditures	\$31,720,840	\$(2,110)	0.0%

**FULL-TIME
EMPLOYEES
DOWN 1**

The number of full-time employees included in the 2010 Budget is 163 which is one less than the previous year. Transfers of programs between departments have a neutral effect. Attrition through retirements are partially offset by the addition of two new firefighter/paramedics. The number of full-time equivalent positions in the 2010 Budget is 181 which is a decrease of four from 2009. The lost position will be within the Public Works Department which will be short 3 vacant positions.

**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 2010 General Fund Budget compared to the 2009 Budget:

	2009 BUDGET	2010 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2009 BUDGET
Sources of funds:				
Taxes-current	\$11,329,590	\$12,246,335	\$916,745	8.1%
Other revenues	7,158,690	6,289,770	(868,920)	(12.1)%
Fund balance	69,075	187,465	118,390	171.4%
Total	\$18,557,355	\$18,723,570	\$166,215	0.9%
Use of funds:				
Expenditures	\$18,090,330	\$18,158,570	\$62,871	0.3%
Transfers (net)	467,025	565,000	97,975	21.0%
Fund balance	0	0	0	0.0%
Total	\$18,557,355	\$18,723,570	\$166,215	0.9%

It has been common for the past several years for the General Fund to reflect

a deficit budget. The deficit projected in the 2010 Budget shows use of fund reserves of \$187,465. 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.

**GENERAL
FUND
REVENUES
UP 0.3%**

The increase in General Fund revenues amounts to \$47,825. Most of the increase is in current taxes which are up \$698,745 due to an increase in the tax levy. This increase is offset by reductions in intergovernmental revenues (Market Value Homestead Credit) and charges for services. All of the additional tax revenue will be transferred to the Debt Service Fund.

**GENERAL
FUND
EXPENDITURES
UP 0.4%**

The 2010 Budget includes recommended expenditures that are 0.4% higher than the 2009 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2010 BUDGET	AMOUNT OVER (UNDER) 2009 BUDGET	% CHANGE OVER 2009 BUDGET
Citizen Services	\$1,256,440	\$33,050	2.7 %
Community & Parks Dev.	1,633,320	(22,040)	(1.3)%
Executive	1,008,440	(17,800)	(1.7)%
Finance	675,670	(6,670)	(1.0)%
Fire	1,831,400	(42,920)	(2.3)%
Legislative	162,980	10,200	6.7%
Police	7,715,800	212,910	2.8%
Public Works	3,874,520	(98,490)	(2.5)%
Total expenditures	\$18,158,570	\$68,240	0.4 %

The decreases in most departments are due to various decreases in all segments of the budget offset by increased personnel costs. Re-assignments of some personnel account for the variations between departments. The Fire Department actually has an increase of two new personnel offset by the allocation of a portion of administrative expenses to the Ambulance Service Fund.

**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 12-31-10 fund balance has been set at 36.6% of the 2010 budgeted expenditures. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures. Also, it is higher than 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, Aa2. The bond rating is confirmed with each new bond issue, most recently as of November 18, 2009.

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 2010 Budget implements the first year of the 2010-2014 Capital Improvement Plan adopted by the City Council. This five-year plan is updated annually through a comprehensive capital needs planning process.

Revenues for 2010 in the Capital Improvements Budget are \$1,914,928 which is 28.5% more than 2009. Major revenue sources for the 2010 Capital Improvement Budget are taxes including tax increment revenues (\$624,998), intergovernmental revenue (\$300,000), charges for services (\$713,850) and miscellaneous revenues (\$276,080) which includes investment earnings and sale of property.

The Capital Improvement Budget expenditures are \$14,540,768 which is 40.6% more than the 2009 Budget. During 2009, the Council approved acceleration of several street reconstruction projects. The result of this is that 2010 actually reflects a decrease in capital expenditures from actual 2009 expenditures. Street reconstruction expenditures, park development and a replacement fire truck account for the increases in 2010 over the 2009 Budget.

DEBT SERVICE BUDGET

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

Revenues for 2010 are 19.5% more than 2009. Major revenue sources, as in past years, are property taxes (\$3,516,000), special assessments (\$2,595,000), state street aid (\$461,010) and investment earnings (\$30,000). Once again, Market Value Homestead Credit is not available for funding debt service, thereby increasing the need for increases in other revenue sources.

DEBT SERVICE EXPENDITURES UP 5.7%

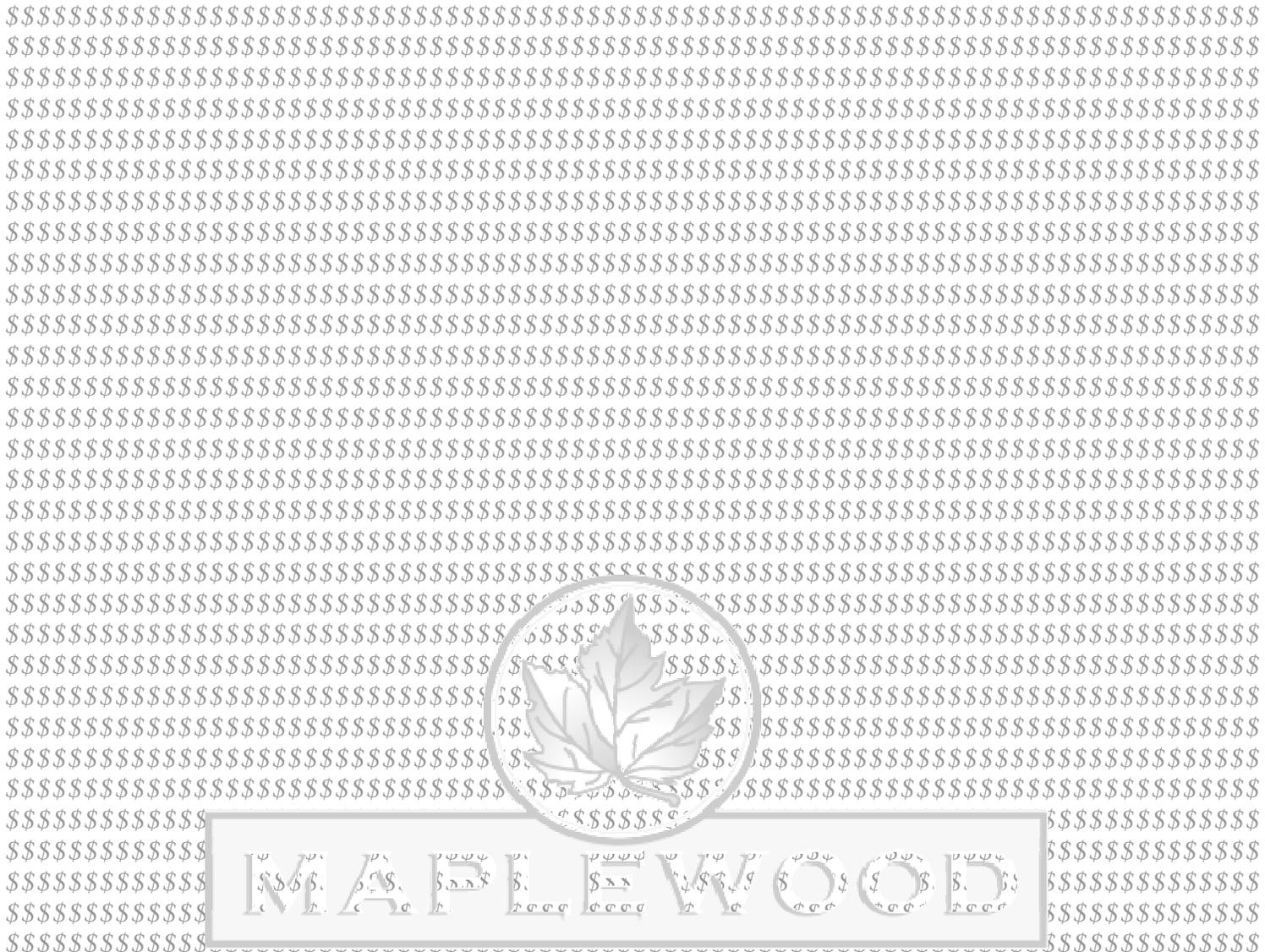
Expenditures for 2010 (\$9,481,369) are 5.7% more than 2009. The increase is due to higher scheduled principal and interest payments, due in large part to issuance of bonds in 2008 and 2009. Staff will continue to pursue opportunities to reduce debt service expenditures through responsible use of refunding of debt. In 2009, two bond issues were refunded with net present value savings of \$290,000 spread over the next eight years.

The anticipated new debt issues for 2010 total \$11,240,000 to finance public works improvements.

CAPITAL IMPROVEMENT PLAN 2010 - 2014

CAPITAL IMPROVEMENT EXPENDITURES IN 2010-2014

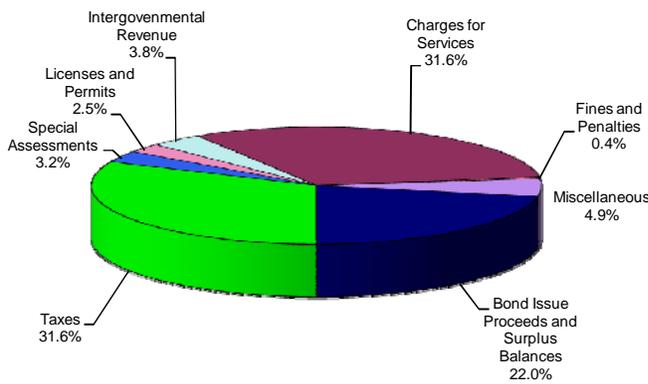
Based on projections in the 2010-2014 Capital Improvement Plan, the Capital Budget will range from \$10.9 million in 2011 to \$25.9 million in 2014 with 2010 capital expenditures at \$16.1 million. Major factors affecting the capital budgets will be (a) continued competitive bidding environments and (b) the number of public improvement projects that are approved for construction. Low bid prices on projects and availability of relatively low-interest rate general obligation bonds have resulted in acceleration of projects over the past three years. If these conditions reverse, staff expects to slow the rate of public improvement projects.



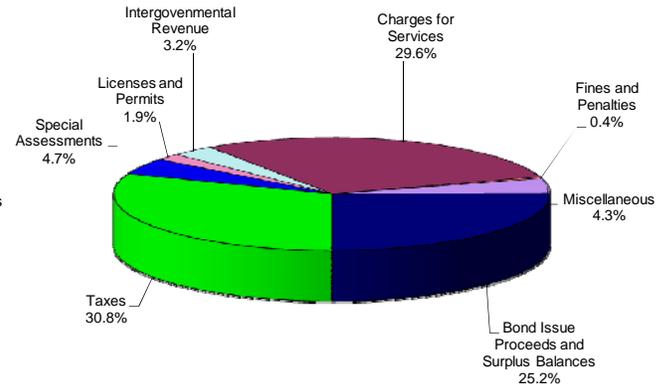
Together We Can

2009 AND 2010 BUDGET - ALL BUDGETARY FUNDS

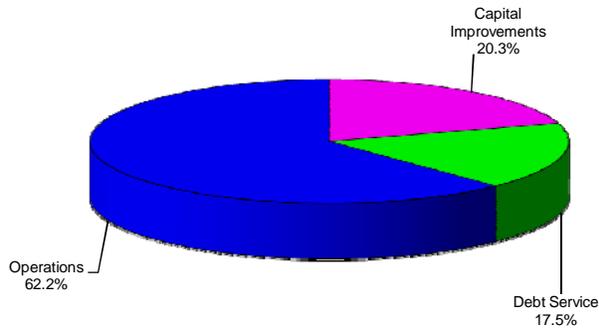
Financing Sources and Expenditures



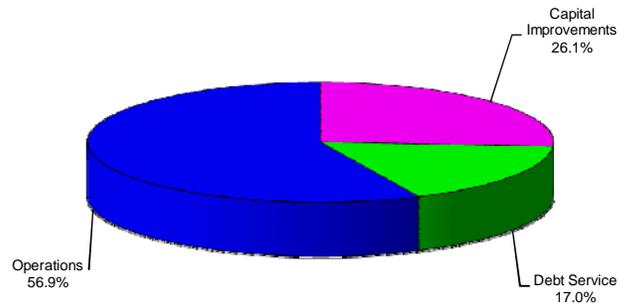
Financing Sources
2009 Budget - \$39.8 Million



Financing Sources
2010 Budget - \$41.7 Million



Expenditures By Category
2009 Budget - \$51.0 Million



Expenditures By Category
2010 Budget - \$55.7 Million

CITY OF MAPLEWOOD, MINNESOTA

2010 BUDGET

REVENUE ASSUMPTIONS

Tax revenues consist of property taxes (current, delinquent, 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:

	2008 Budget	2009 Budget	2010 Budget	2010 Percent Change
Operating Budget	\$11,925,434	\$12,304,290	\$13,020,120	5.8%
Capital Improvement Budget	510,220	521,162	624,998	19.9%
Debt Service Budget	<u>3,421,925</u>	<u>3,311,655</u>	<u>3,516,000</u>	6.2%
Totals	\$15,857,579	\$16,137,107	\$17,161,118	6.3%

Property tax collections for 2010 are anticipated to be 97.5% of the amount levied based on collection rates over the past three years.

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

	2008 Actual	2009 Budget	2010 Budget	2010 Percent Change
Operating Budget	\$34,430	\$28,190	\$32,600	15.6%
Capital Improvement Budget	0	0	0	0.0%
Debt Service Budget	<u>1,400,000</u>	<u>1,600,000</u>	<u>2,595,000</u>	62.2%
Totals	\$1,434,430	\$1,628,190	\$2,627,600	61.4%

Special assessment collections for 2010 will be 61.4% greater than the 2009 Budget. Deferred special assessments have not been budgeted in the past. The 2010 Budget includes \$1,100,000 in this category. The remaining reduction of \$105,000 is based on an analysis of new rolls, scheduled installments and historical collection rates for current special assessments.

Business license fees are required to be paid annually in order to operate a business within the City. Liquor license fees and general business licenses account for most of the revenue in this category. Non-business license and permit fees are levied to finance the cost of inspecting and regulating new construction. All license and permit revenues are in the Operating Budget. In 2010 they will total

\$1,033,100 and in 2009, they total \$1,257,560. Building permit fees generate most of the revenue in this category. Revenue estimates assume that rates for business licenses and permits will be maintained at 2009 rates based on projected stabilization of the inflation rate based on the Implicit Price Deflator published by the US Department of Commerce Bureau of Economic Analysis.

Intergovernmental revenues are monies from other governments in the form of grants, entitlements and shared revenues. In 2010 they will be \$1,789,785 compared to \$1,947,300 in 2009. Items that account for most of these revenues in 2010 are state police aid (\$361,750), state fire aid (\$159,810) and state street construction and maintenance aid (\$223,800). 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. In past years, the City has included a budget for Market Value Homestead Credit (MVHC). This has been approximately \$500,000 per year. Subsequent to the adoption of the 2009 Budget, the State, in a process called unallotment, withheld payment of the second half of the 2008 MVHC payment. It also declared that the 2009 and 2010 MVHC will be withheld. The 2010 Budget does not include MVHC in it's revenues.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2009 they total \$16,142,452 and in 2010 they will total \$16,481,161. Revenues from service charges will be 2.1% more than the 2009 Budget due to an increase in billing rates for ambulance services and additional revenue projected for Public Works engineering fees.

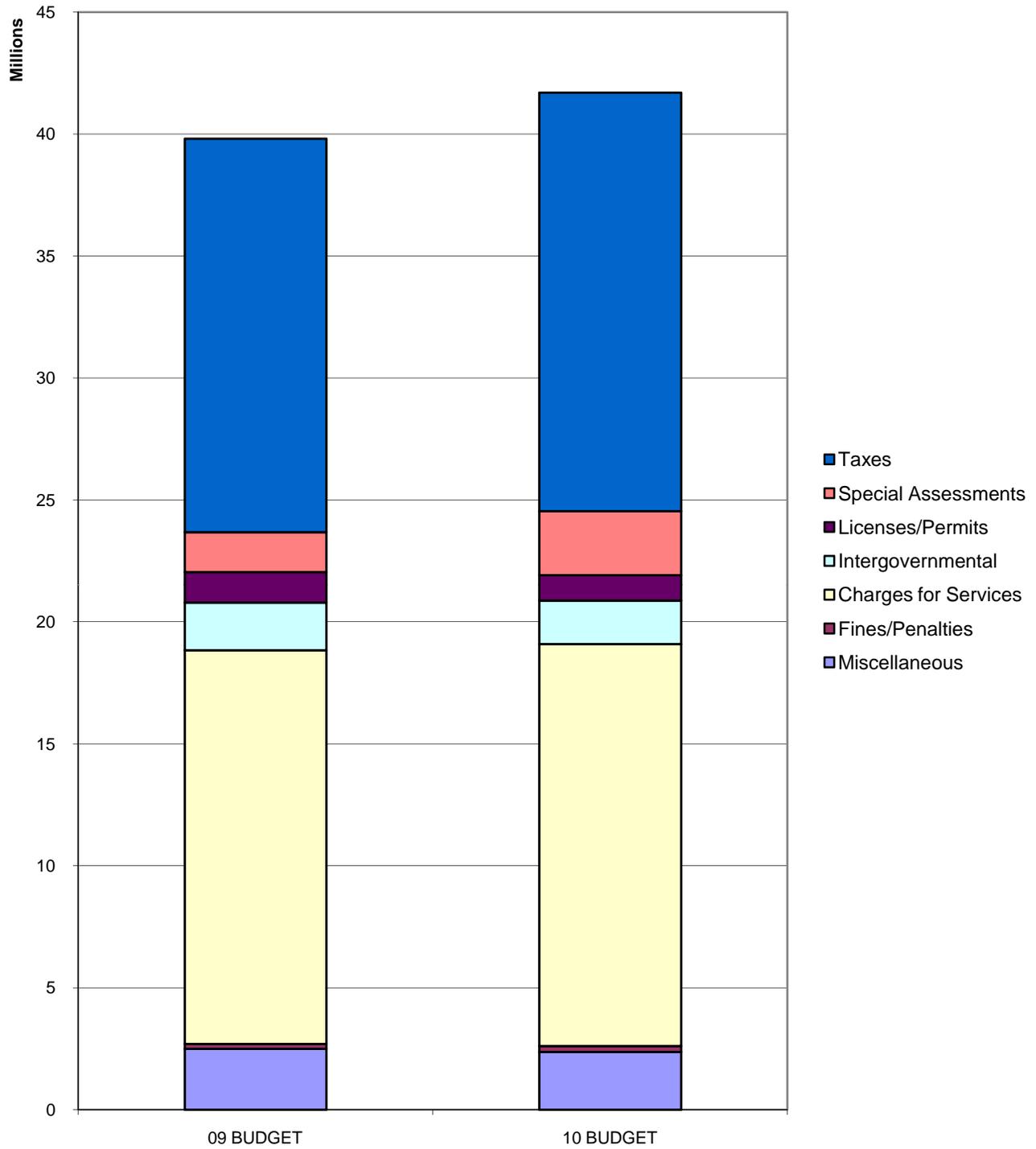
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2009 they total \$204,170 and in 2010 they will total \$239,170. Revenues from fines and penalties will be 17.1% more than budgeted for 2009 based upon average actual collections for 2005-2008.

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

	2008 Actual	2009 Budget	2010 Budget	2010 Percent Change
Operating Budget	\$2,216,368	\$2,008,940	\$2,063,107	2.7%
Capital Improvement Budget	1,070,640	332,440	276,080	-17.0%
Debt Service Budget	<u>151,920</u>	<u>151,920</u>	<u>30,000</u>	-80.3%
Totals	\$3,438,928	\$2,493,300	\$2,369,187	-5.0%

Internal information technology charges account for 25.1% of the miscellaneous revenues budgeted for 2010 compared to 26.2% for 2009, a decrease of \$66,808. This decrease is reflective of the elimination of a previously budgeted but unfilled part-time position.

ALL BUDGETARY FUNDS REVENUE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
REVENUE SUMMARY - ALL BUDGETARY FUNDS**

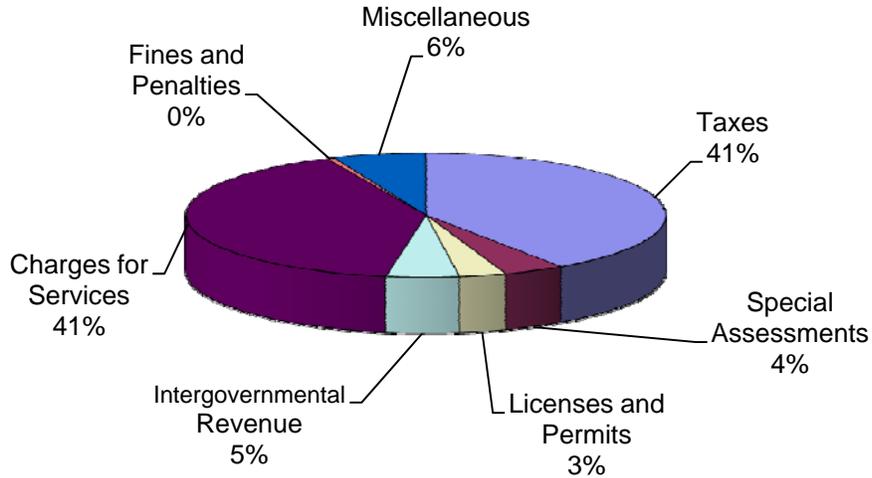
	2009 BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
<u>Total By Source</u>			
Taxes	\$16,137,107	\$17,161,118	6.3%
Special Assessments	1,628,190	2,627,600	61.4%
Licenses and Permits	1,257,560	1,033,100	-17.8%
Intergovernmental Revenue	1,947,300	1,789,785	-8.1%
Charges for Services	16,142,452	16,481,161	2.1%
Fines and Penalties	204,170	239,170	17.1%
Miscellaneous	2,493,300	2,369,187	-5.0%
Totals	\$39,810,079	\$41,701,121	4.8%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	\$2,753,300	\$2,789,852	1.3%
Charitable Gambling Tax	30,000	10,050	-66.5%
Community Center	2,447,000	2,392,506	-2.2%
Environmental Utility	1,665,420	1,766,671	6.1%
Fleet Management	912,040	917,100	0.6%
General	18,488,280	18,536,105	0.3%
Information Technology	660,480	593,672	-10.1%
Law Enforcement Block Grant	0	0	0.0%
Police Services Fund	9,720	9,270	-4.6%
Recreation Programs	735,280	679,805	-7.5%
Recycling Program	469,050	474,475	1.2%
Sanitary Sewer	4,432,330	4,721,327	6.5%
Street Light Utility	190,630	293,250	53.8%
Tree Preservation Fund	1,170	100	-91.5%
Total Operating Budget	\$32,794,700	\$33,184,183	1.2%
Capital Improvements Budget:			
Capital Improvement Projects	\$20	\$53,650	268150.0%
Fire Truck Replacement	6,430	51,000	693.2%
Legacy Village Tax Abatement District	0	3,000	N/A
Open Space	0	400	N/A
Park Development	468,800	627,200	33.8%
Public Improvements	0	450,000	N/A
Redevelopment	300,000	0	-100.0%
Tax Increment Economic Development District #1-5	32,099	32,099	0.0%
Tax Increment Housing District #1-1	81,934	81,934	0.0%
Tax Increment Housing District #1-2	136,733	136,733	0.0%
Tax Increment Housing District #1-3	50,767	50,767	0.0%
Tax Increment Housing District #1-4	32,750	33,740	3.0%
Tax Increment Housing District #1-5	24,996	25,812	3.3%
Tax Increment Housing District #1-6	71,781	73,871	2.9%
Tax Increment Housing District #1-7	20,467	20,467	0.0%
Tax Increment Housing District #1-8	73,245	73,245	0.0%
Water Availability Charge - No. St. Paul	9,640	10,480	8.7%
Water Availability Charge - St. Paul	181,132	190,530	5.2%
Total Capital Budget	\$1,490,794	\$1,914,928	28.5%
Debt Service Budget:			
Debt Service Fund	5,524,585	6,602,010	19.5%
Grand Total	\$39,810,079	\$41,701,121	4.8%

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

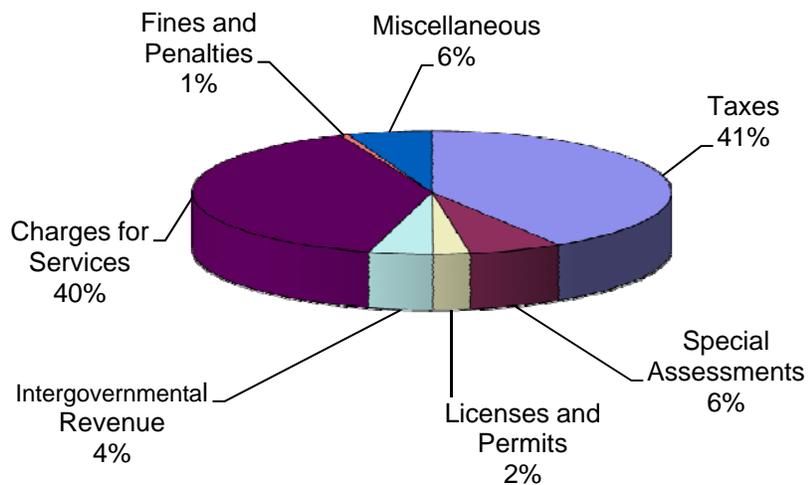
<u>SOURCE</u>	2009 BUDGET	PERCENT OF TOTAL	2010 BUDGET	PERCENT OF TOTAL
Taxes	\$16,137,107	40.5%	\$17,161,118	41.1%
Special Assessments	1,628,190	4.1%	2,627,600	6.3%
Licenses and Permits	1,257,560	3.2%	1,033,100	2.5%
Intergovernmental Revenue	1,947,300	4.9%	1,789,785	4.3%
Charges for Services	16,142,452	40.5%	16,481,161	39.5%
Fines and Penalties	204,170	0.5%	239,170	0.6%
Miscellaneous	2,493,300	6.3%	2,369,187	5.7%
Totals	<u>\$39,810,079</u>	<u>100.0%</u>	<u>\$41,701,121</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2009 BUDGET



2010 BUDGET



CITY OF MAPLEWOOD, MINNESOTA

2010 BUDGET

EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 1.6% over the 2009 Budget due to cost-of-living salary adjustments, step increases within pay ranges, benefit cost increases and changes in the number of employees. Projected early retirements with positions filled at lower rates account for decreases.

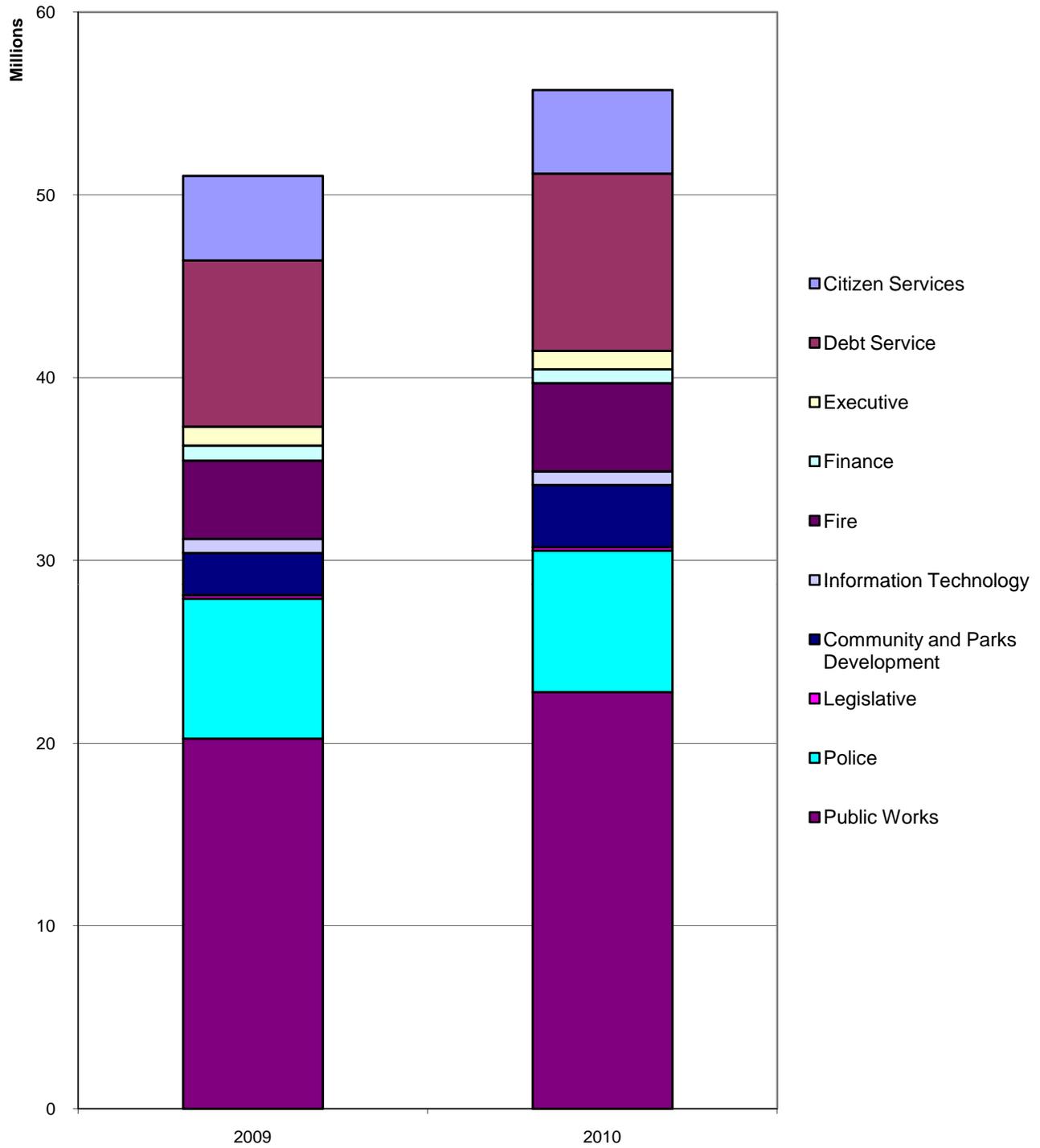
Expenditures for commodities will be 4.3% higher in 2010, due largely to increased budgets for fuel and oil and purchases of small equipment.

Contractual services costs for 2010 will be 0.1% less than 2009.

Capital outlay and depreciation expenditures are anticipated to be 35.9% more than 2009 primarily due to increases in expenditures in the Capital Improvements Budget for parks, fire truck replacement and street reconstructions.

Expenditures for debt service will be 5.8% more in 2010 due to higher principal and interest payments on bond issues as a result of recent year's road reconstruction and related debt financing.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS**

	2009 BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
<u>Total By Department</u>			
Citizen Services	\$4,618,040	\$4,583,110	-0.8%
Debt Service	9,100,334	9,690,096	6.5%
Executive	1,026,240	1,008,440	-1.7%
Finance	828,141	765,981	-7.5%
Fire	4,289,380	4,816,360	12.3%
Information Technology	764,290	742,210	-2.9%
Community and Parks Development	2,307,560	3,410,480	47.8%
Legislative	199,530	188,100	-5.7%
Police	7,655,168	7,741,800	1.1%
Public Works	20,245,980	22,796,400	12.6%
Totals	\$51,034,663	\$55,742,977	9.2%
<u>Total By Type</u>			
Personal Services	\$18,245,950	\$18,546,280	1.6%
Commodities	1,660,390	1,732,370	4.3%
Contractual Services	9,168,231	9,162,260	-0.1%
Capital Outlay and Depreciation	11,639,318	15,816,380	35.9%
Debt Service	9,154,584	9,683,796	5.8%
Other Charges	1,166,190	801,891	-31.2%
Totals	\$51,034,663	\$55,742,977	9.2%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	\$2,488,930	\$2,570,570	3.3%
Charitable Gambling Tax	46,750	25,120	-46.3%
Community Center	2,641,210	2,701,340	2.3%
Environmental Utility	1,351,020	1,357,360	0.5%
Fleet Management	772,260	758,300	-1.8%
General	18,090,330	18,158,570	0.4%
Information Technology	764,290	742,210	-2.9%
Police Services Fund	26,000	26,000	0.0%
Recreation Programs	753,440	625,330	-17.0%
Recycling Program	462,130	486,760	5.3%
Sanitary Sewer	4,129,030	4,065,540	-1.5%
Street Light Utility	197,550	203,740	3.1%
Total Operating Budget	\$31,722,940	\$31,720,840	0.0%
Capital Improvements Budget:			
Capital Improvement Projects	186,278	140,240	-24.7%
Fire Truck Replacement	420	437,200	103995.2%
Legacy Village Tax Abatement District	0	150	N/A
Open Space	0	50	N/A
Park Development	51,220	1,161,770	2168.2%
Public Improvements	9,900,000	12,574,000	27.0%
Redevelopment	930	330	-64.5%
Tax Increment Economic Development District #1-5	28,986	28,986	0.0%
Tax Increment Housing District #1-1	2,458	2,458	0.0%
Tax Increment Housing District #1-2	4,102	4,102	0.0%
Tax Increment Housing District #1-3	414	414	0.0%
Tax Increment Housing District #1-4	338	338	0.0%
Tax Increment Housing District #1-5	12,666	33,752	166.5%
Tax Increment Housing District #1-6	62,335	64,217	3.0%
Tax Increment Housing District #1-7	19,475	19,475	0.0%
Tax Increment Housing District #1-8	72,246	72,246	0.0%
Water Availability Charge - No. St. Paul	10	20	100.0%
Water Availability Charge - St. Paul	1,020	1,020	0.0%
Total Capital Budget	\$10,342,898	\$14,540,768	40.6%
Debt Service Budget:			
Debt Service Fund	8,968,825	9,481,369	5.7%
Grand Total	\$51,034,663	\$55,742,977	9.2%

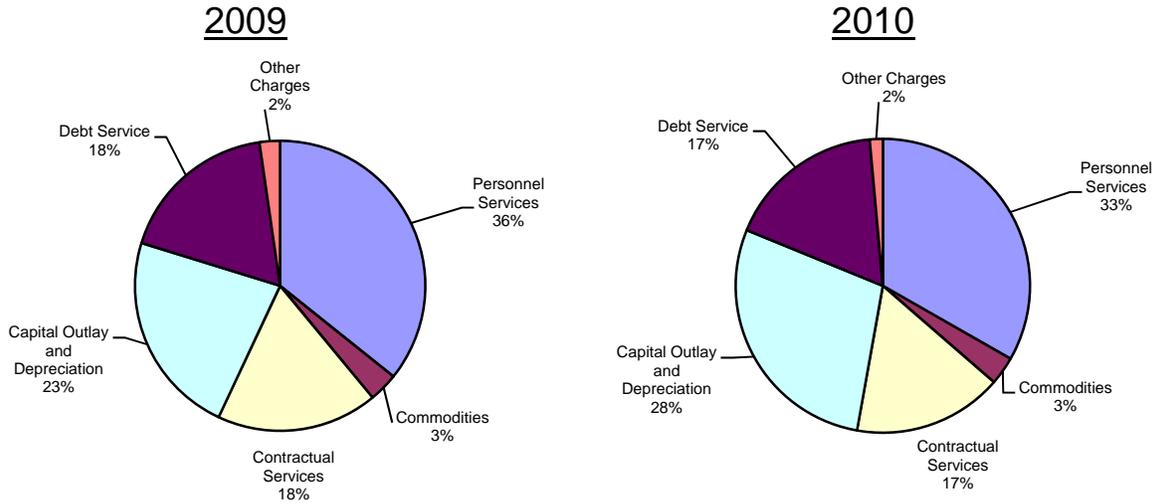
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2009 BUDGET	PERCENT OF TOTAL	2010 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,245,950	35.8%	\$18,546,280	33.3%
Commodities	1,660,390	3.3%	1,732,370	3.1%
Contractual Services	9,168,231	18.0%	9,162,260	16.4%
Capital Outlay and Depreciation	11,639,318	22.8%	15,816,380	28.4%
Debt Service	9,154,584	17.9%	9,683,796	17.4%
Other Charges	1,166,190	2.3%	801,891	1.4%
Totals	<u>\$51,034,663</u>	<u>100.0%</u>	<u>\$55,742,977</u>	<u>100.0%</u>

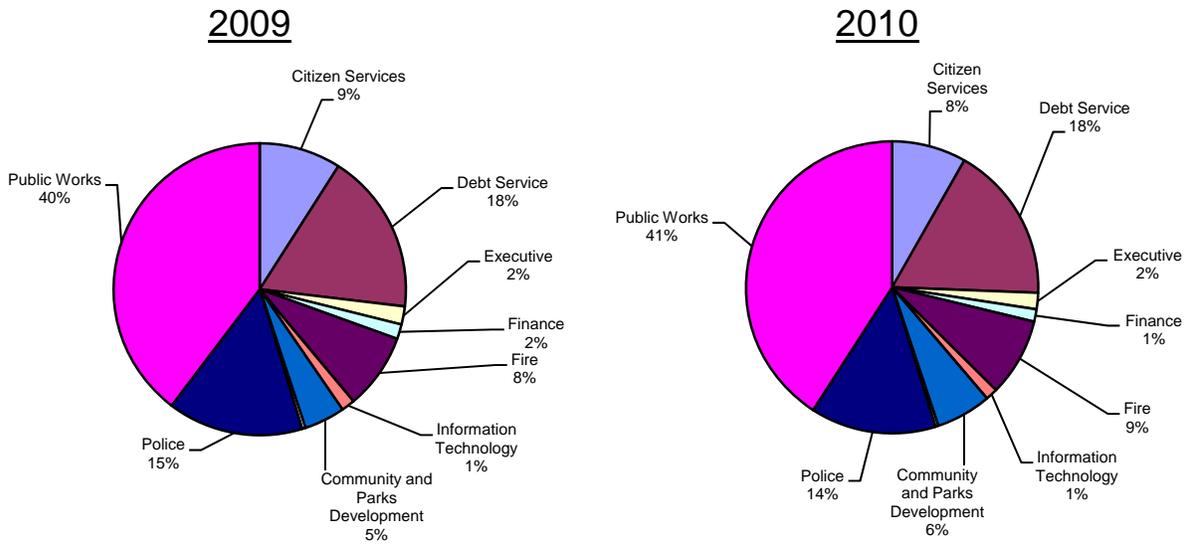
<u>DEPARTMENT</u>	2009 BUDGET	PERCENT OF TOTAL	2010 BUDGET	PERCENT OF TOTAL
Citizen Services	\$ 4,618,040	9.0%	\$ 4,583,110	8.2%
Debt Service	9,100,334	17.8%	9,690,096	17.4%
Executive	1,026,240	2.0%	1,008,440	1.8%
Finance	828,141	1.6%	765,981	1.4%
Fire	4,289,380	8.4%	4,816,360	8.6%
Information Technology	764,290	1.5%	742,210	1.3%
Community and Parks Development	2,307,560	4.5%	3,410,480	6.1%
Legislative	199,530	0.4%	188,100	0.3%
Police	7,655,168	15.0%	7,741,800	13.9%
Public Works	20,245,980	39.7%	22,796,400	40.9%
Totals	<u>\$51,034,663</u>	<u>100.0%</u>	<u>\$55,742,977</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

Type



Department



CITY OF MAPLEWOOD, MINNESOTA

2010 BUDGET

FUND BALANCES

AND RETAINED EARNINGS

OPERATING BUDGET:

General Fund – this is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The projected December 31, 2010 fund balance is equal to 36.6% of the budgeted 2010 expenditures 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.

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

Recreation Programs Fund - the projected December 31, 2010 fund balance is \$33,818. 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.

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

POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)

Enterprise Funds

Ambulance Service Fund – the projected 12-31-2010 cash deficit is \$907,748. The deficit will be reduced gradually over the next several years.

Community Center Operations Fund – the projected 12-31-2010 cash deficit is \$393,395. An aggressive marketing program was introduced in 2007 and will continue in 2010 to help make the fund self supporting. The current economic recession will make this objective difficult in the near term.

Environmental Utility Fund – this fund accounts for the City's storm water management program and projects. The balance in the fund will fluctuate depending on projects and program activities. At 12-31-2010, the cash deficit will be \$222,487.

Recycling Program Fund - the projected 12-31-2010 cash balance is \$478,926. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-2010 cash balance is \$301,090. 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 12-31-2010 cash balance is \$86,119 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 12-31-2010 cash balance is \$150,441 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 cannot be forecasted. Annual tax levies for the debt service funds are adjusted based upon the amortization of the projected surplus or deficit for each bond issue.

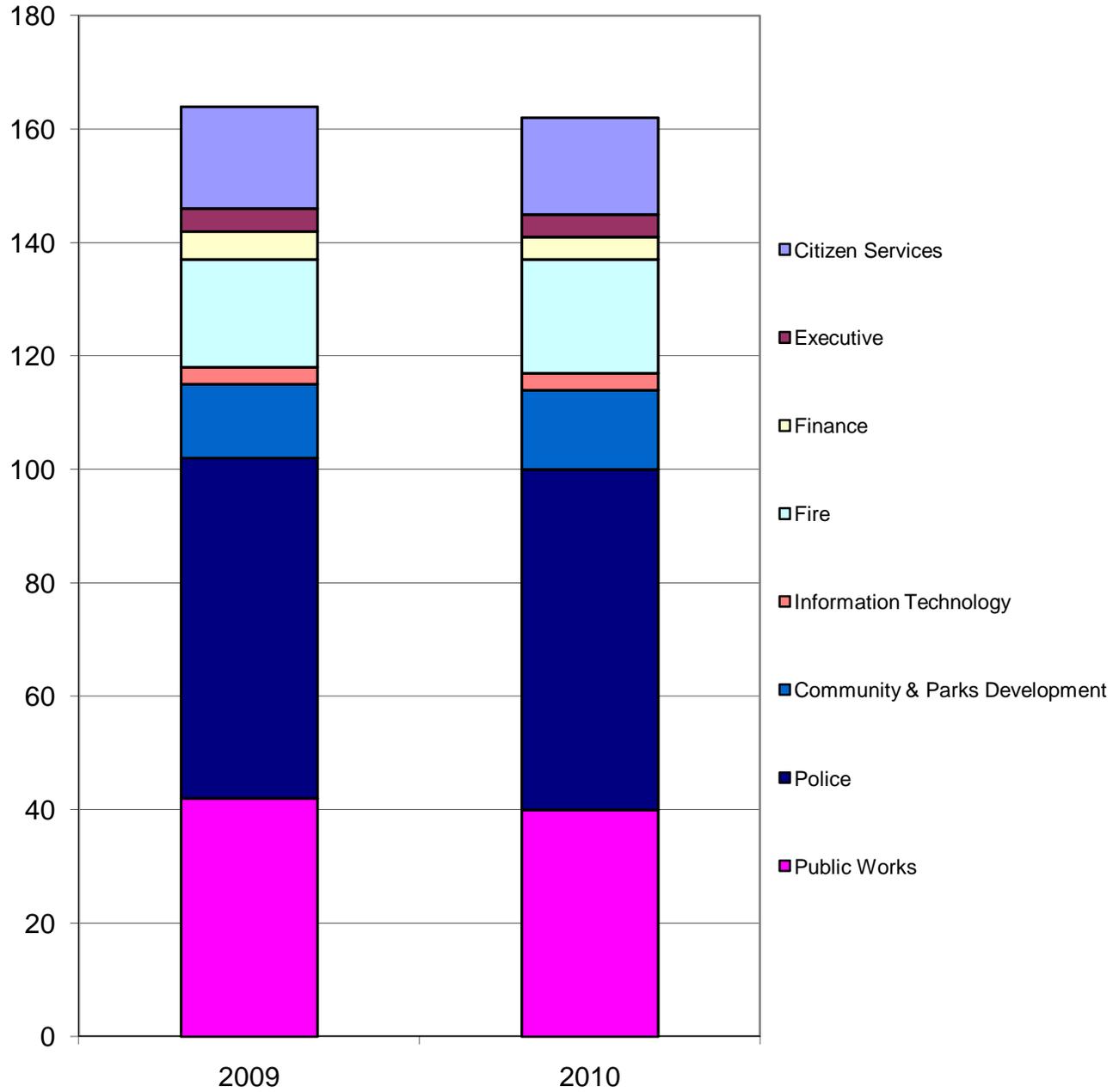
**CITY OF MAPLEWOOD, MINNESOTA
ALL BUDGETARY FUNDS
BUDGETED CHANGES IN FUND BALANCE/RETAINED EARNINGS**

<u>Total By Fund</u>	<u>BALANCE 01-01-10</u>	<u>REVENUES</u>	<u>NET OTHER INCREASES (DECREASES)</u>	<u>EXPENDITURES</u>	<u>BALANCE 12-31-10</u>
Operating Budget:					
Ambulance Service	\$783,486	\$2,789,852	(\$32,450)	\$2,570,570	\$970,318
Charitable Gambling Tax	31,438	10,050	0	25,120	16,368
Community Center	8,178,756	2,392,506	60,130	2,701,340	7,930,052
Environmental Utility	15,604,566	1,766,671	329,669	1,357,360	16,343,546
Fleet Management	2,013,323	917,100	0	758,300	2,172,123
General	6,842,535	18,536,105	(565,000)	18,158,570	6,655,070
Information Technology	349,758	593,672	1,280	742,210	202,500
Police Services Fund	36,140	9,270	0	26,000	19,410
Recreation Programs	(20,657)	679,805	0	625,330	33,818
Recycling Program	549,171	474,475	(1,100)	486,760	535,786
Sanitary Sewer	11,959,870	4,721,327	(11,850)	4,065,540	12,603,807
Street Light Utility	79,942	293,250	(83,333)	203,740	86,119
Tree Preservation Fund	30,140	100	0	0	30,240
Total Operating Budget	\$46,438,468	\$33,184,183	(\$302,654)	\$31,720,840	\$47,599,157
Capital Improvements Budget:					
Capital Improvement Projects	\$482,704	\$53,650		\$140,240	\$396,114
Fire Truck Replacement	430,474	51,000	0	437,200	44,274
Legacy Village Park Development	0	0	0	0	0
Legacy Village Tax Abatement District	1,279,284	3,000	0	150	1,282,134
Open Space	197,466	400	0	50	197,816
Park Development	2,070,003	627,200	0	1,161,770	1,535,433
Public Improvement Projects	725,925	450,000	10,872,900	12,574,000	(525,175)
Public Safety Communication System	0	0	0	0	0
Public Works Building Addition	0	0	0	0	0
Redevelopment	251,631	0	0	330	251,301
Sewer Lift Station #18 Project	(1,296)	0	0	0	(1,296)
Tax Increment Economic Development District #1-5	10,430	32,099	0	28,986	13,543
Tax Increment Housing District #1-1	(5,035)	81,934	(74,441)	2,458	0
Tax Increment Housing District #1-2	(28,380)	136,733	(104,251)	4,102	0
Tax Increment Housing District #1-3	(4,197)	50,767	(46,156)	414	0
Tax Increment Housing District #1-4	6,121	33,740	(36,523)	338	3,000
Tax Increment Housing District #1-5	13,584	25,812	0	33,752	5,644
Tax Increment Housing District #1-6	161,183	73,871	0	64,217	170,837
Tax Increment Housing District #1-7	1,302	20,467	0	19,475	2,294
Tax Increment Housing District #1-8	22,750	73,245	0	72,246	23,749
Water Availability Charge - No. St. Paul	(72,294)	10,480	0	20	(61,834)
Water Availability Charge - St. Paul	(253,221)	190,530	(581,360)	1,020	(645,071)
Total Capital Budget	\$5,288,434	\$1,914,928	\$10,030,169	\$14,540,768	\$2,692,763
Debt Service Budget:					
Debt Service Fund	9,482,937	6,602,010	996,971	9,481,369	7,600,549
Grand Total	\$61,209,839	\$41,701,121	\$10,724,486	\$55,742,977	\$57,892,469

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

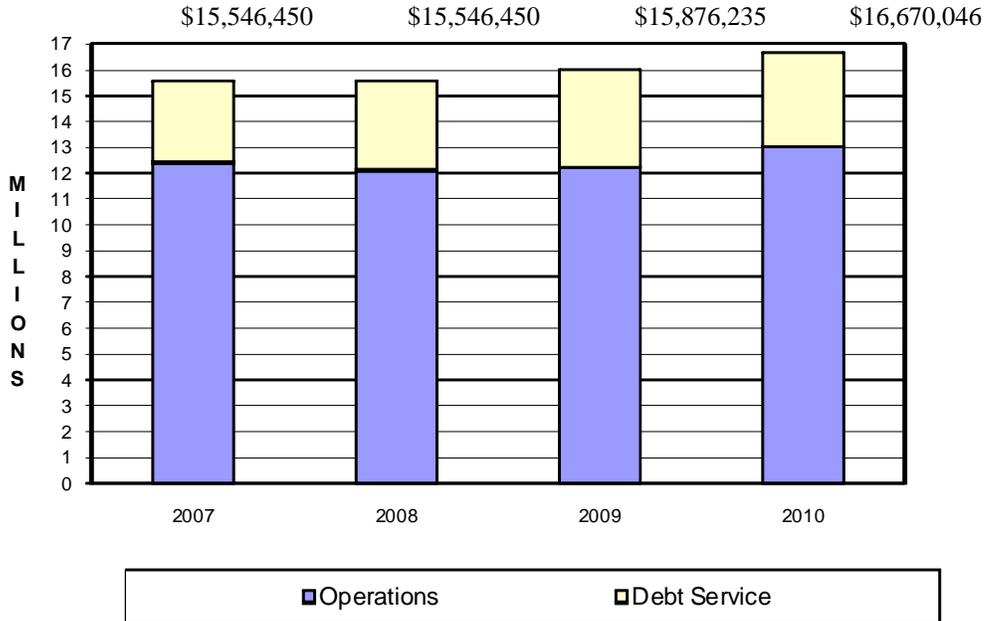
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2009		2010	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	18	12	17	11
Executive	4	1	4	0
Finance	5	1	5	1
Fire	19	0	20	0
Information Technology	3	1	3	0
Community & Parks Development	13	1	14	3
Police	60	0	60	1
Public Works	42	3	40	2
TOTALS*	164	19	163	18

* 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 2010 BUDGET TAX LEVY 2007 - 2010

The city's tax levy has increased from \$15,546,450 in 2007 to \$16,670,046 in 2010. The average annual increase has been 2.4% for these years.



The 2010 tax levy is 5.0% above the 2009 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2010:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$13,045,344	\$480,764	3.8 %
Capital Improvements	0	0	0 %
Debt Service	3,624,702	313,047	9.5%
Total	\$16,670,046	\$793,811	5.0 %

City taxes on a home in Maplewood at the pay 2010 median value of \$205,400 will be approximately \$733.00. This is a decrease of \$112.00 from the 2009 median value home.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
TAX LEVY BY FUND**

	<u>2009 Levy</u>	<u>2010 Levy</u>	<u>Change Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$12,014,580	\$12,560,344	\$545,764	4.5 %
Community Center Operations Fund	300,000	220,000	(80,000)	(26.7)%
Recreation Programs Fund	250,000	265,000	15,000	6.0 %
<u>Debt Service:</u>				
Debt Service Fund	3,311,655	3,624,702	313,047	9.5%
<u>Totals – All Funds</u>	<u>\$15,876,235</u>	<u>\$16,670,046</u>	<u>\$793,811</u>	<u>5.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
CHANGES IN TAX BASE 2007 – 2010**

The assessor’s estimated taxable market values for 2007-2010 have been as follows:

2007	\$3,892,522,500	+11.5%
2008	\$4,028,586,700	+3.5%
2009	\$3,918,194,000	-2.7%
2010	\$3,734,046,700	-4.7%

In Minnesota, the assessor’s estimated taxable market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2010 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 2006 through 2009.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2007 Taxes</u>	<u>Rate for 2008 Taxes</u>	<u>Rates for 2009 Taxes</u>	<u>Rates for 2010 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
2010 BUDGET
CHANGES IN TAX BASE 2007 – 2010**

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 2007-2010 has been as follows:

2007	\$46,519,901	+12.0%
2008	\$47,968,833	+3.1%
2009	\$47,789,000	-0.4%
2010	\$45,621,134	-4.5% (estimate)

The amounts listed include real estate and personal property such as electric substations. Also, the amounts are after adjustments for tax increment districts and fiscal disparities. The adjustment for tax increment districts reduces the tax base for the value of new development in a specified area. This allows the city to use the additional property taxes generated by the development to pay for certain expenses.

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	2007	2008	2009	2010 Estimate
Real Estate	\$48,753,765	\$50,506,824	\$49,821,773	\$47,680,624
Personal Property	463,173	452,736	448,821	451,902
Tax Increment Districts	<u>(496,216)</u>	<u>(512,854)</u>	<u>(514,485)</u>	<u>(501,456)</u>
Sub-Total	48,720,722	50,446,706	49,756,109	47,631,070
Fiscal Disparities:				
Contribution	(6,002,384)	(7,013,612)	(7,211,842)	(7,606,638)
Distribution	<u>3,801,563</u>	<u>4,535,739</u>	<u>5,244,733</u>	<u>5,596,882</u>
Total Tax Capacity	46,519,901	47,968,833	47,789,000	45,621,314

CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET
CHANGES IN TAX RATES 2007 – 2010

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 2007-2010 tax capacity rates for the city property tax levy has been as follows:

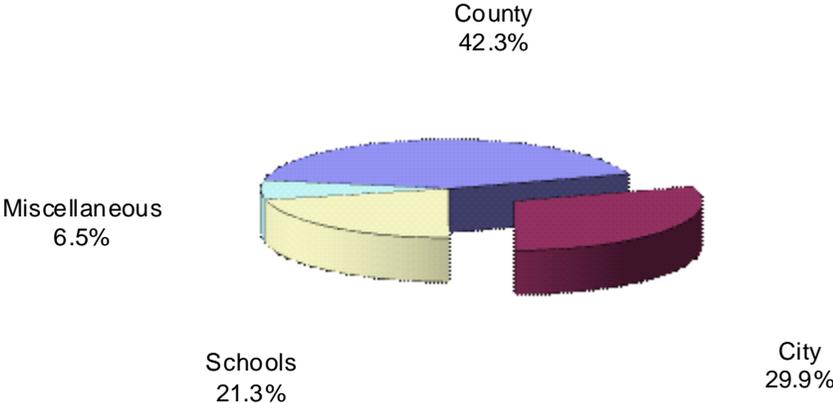
2007 – 31.950%
2008 – 30.735%
2009 – 32.572%
2010 – 35.302%

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 2007-2010 market value tax rates for the city property tax levy have been as follows:

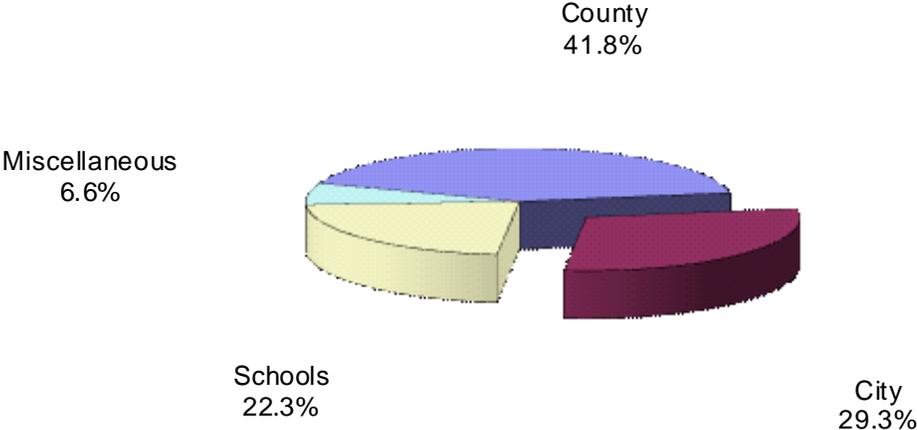
2007 – .01813%
2008 – .01792%
2009 – .01033%
2010 – .02229%

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 2009 and 2010.

CITY PORTION OF PROPERTY TAXES



2010 ESTIMATE



2009 ACTUAL

Note: Data for 2010 uses proposed rates.

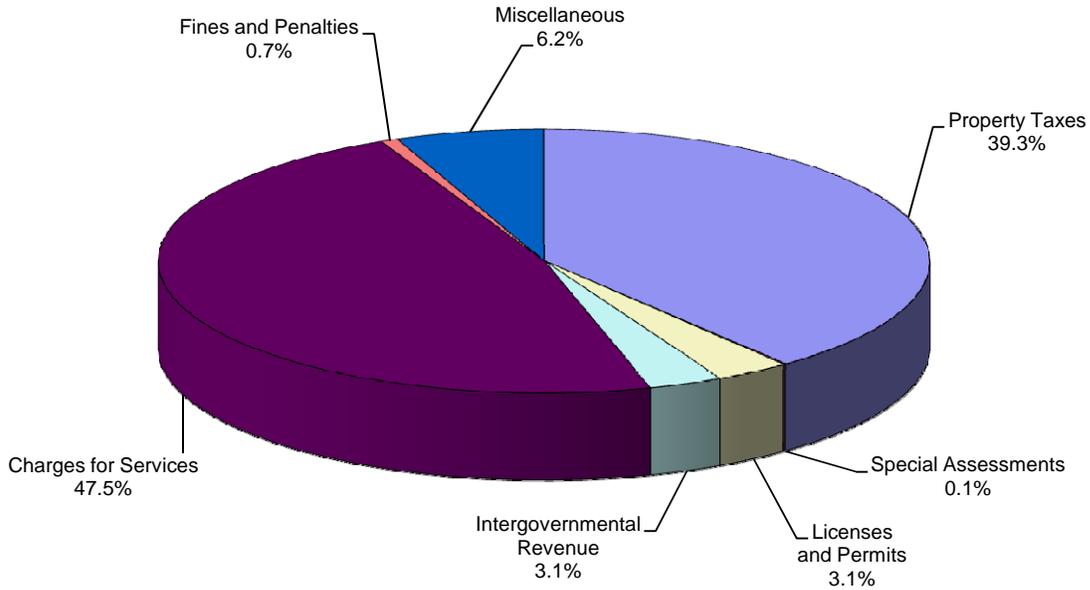


MAPLEWOOD

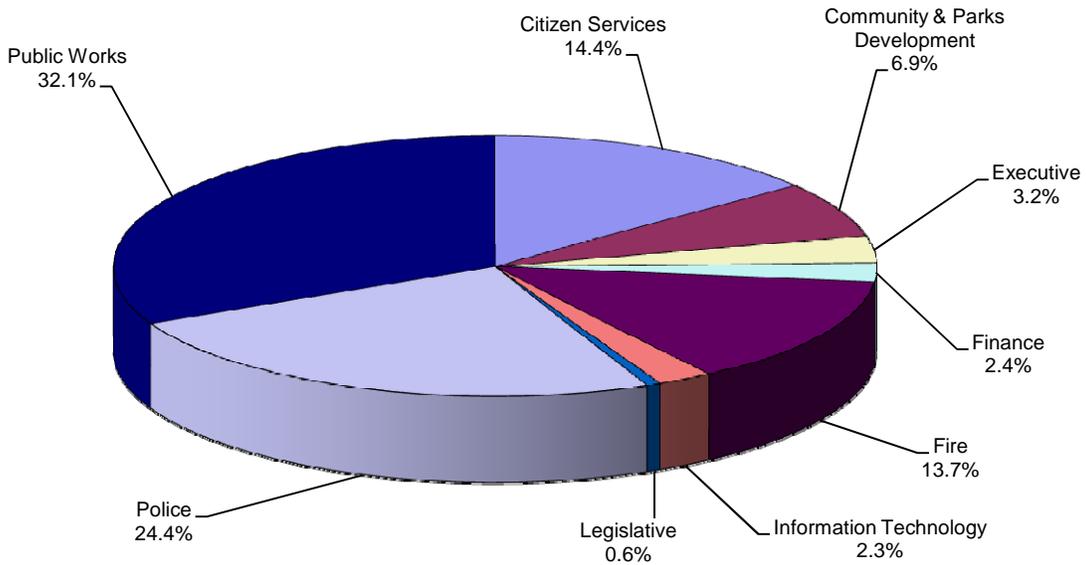
Together We Can

2010 OPERATING BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$33.2 Million



Expenditures by Department
\$31.7 Million

**CITY OF MAPLEWOOD, MINNESOTA
2010 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2009 BUDGET	PERCENT OF TOTAL	2010 BUDGET	PERCENT OF TOTAL
Property Taxes	\$12,304,290	37.52%	\$13,020,120	39.24%
Special Assessments	28,190	0.09%	32,600	0.10%
Licenses and Permits	1,257,560	3.83%	1,033,100	3.11%
Intergovernmental Revenue	1,486,290	4.53%	1,028,775	3.10%
Charges for Services	15,505,260	47.28%	15,767,311	47.51%
Fines and Penalties	204,170	0.62%	239,170	0.72%
Miscellaneous	2,008,940	6.13%	2,063,107	6.22%
Totals	<u>\$32,794,700</u>	<u>100.0%</u>	<u>\$33,184,183</u>	<u>100.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2010 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2009 BUDGET	PERCENT OF TOTAL	2010 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,245,950	57.5%	\$18,546,460	58.5%
Commodities	1,660,390	5.2%	1,705,000	5.4%
Contractual Services	9,148,590	28.8%	8,977,610	28.3%
Capital Outlay and Depreciation	1,501,820	4.7%	1,426,250	4.5%
Other Charges	1,166,190	3.7%	1,065,520	3.4%
Totals	\$31,722,940	100.0%	\$31,720,840	100.0%

DEPARTMENT

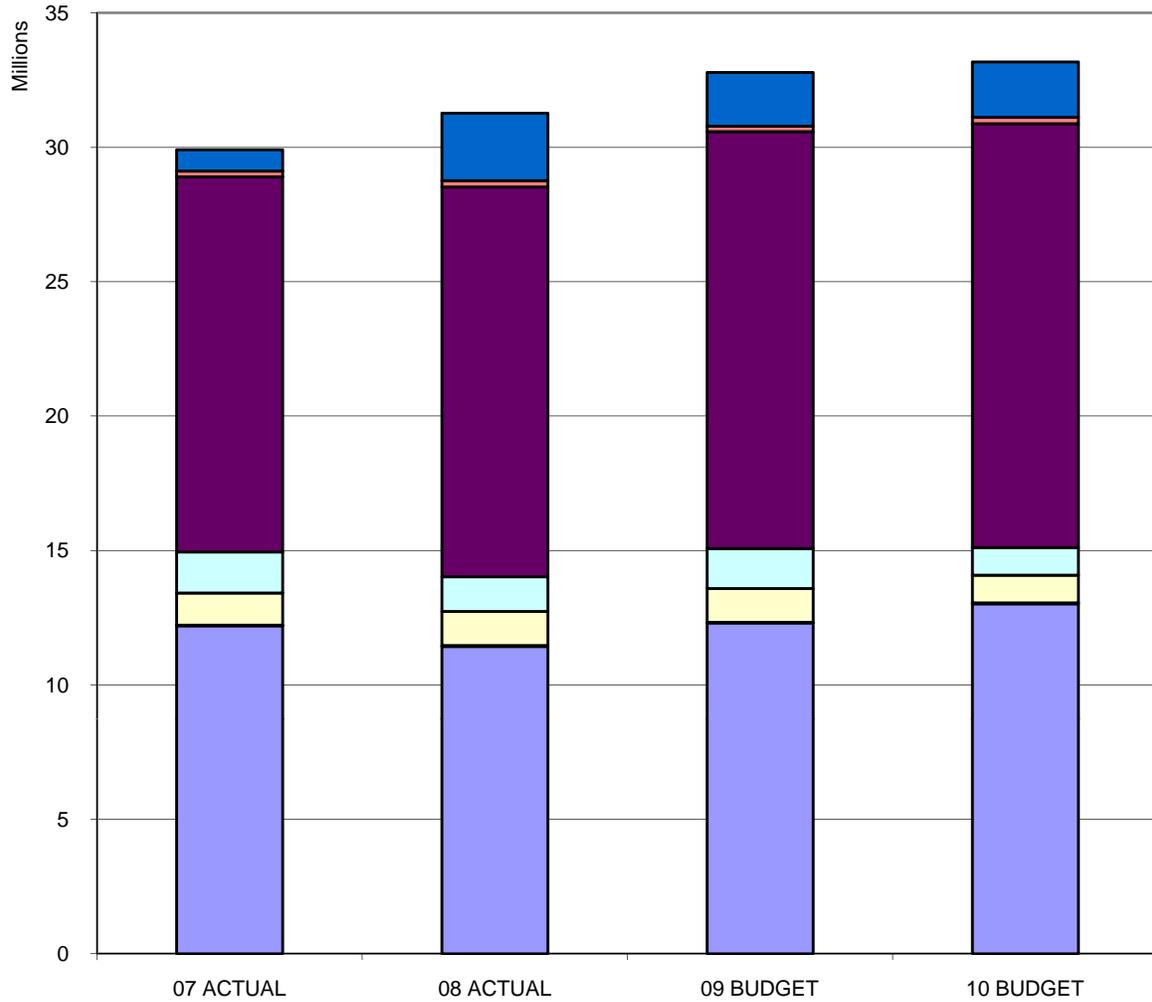
Citizen Services	\$4,618,040	14.6%	\$4,583,110	14.4%
Community & Parks Development	2,195,410	6.9%	2,188,380	6.9%
Executive	1,026,240	3.2%	1,008,440	3.2%
Finance	756,630	2.4%	748,480	2.4%
Fire	4,288,960	13.5%	4,329,160	13.6%
Information Technology	764,290	2.4%	742,210	2.3%
Legislative	199,530	0.6%	188,100	0.6%
Police	7,528,890	23.7%	7,741,800	24.4%
Public Works	10,344,950	32.6%	10,191,160	32.1%
Totals	\$31,722,940	100.0%	\$31,720,840	100.0%

**CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
REVENUE SUMMARY**

<u>Total By Source</u>	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Taxes	\$12,195,578	\$11,435,587	\$12,304,290	\$13,020,120	5.8%
Special Assessments	28,674	35,173	28,190	32,600	15.6%
Licenses and Permits	1,192,496	1,261,508	1,257,560	1,033,100	-17.8%
Intergovernmental Revenue	1,535,962	1,290,509	1,486,290	1,028,775	-30.8%
Charges for Services	13,950,702	14,499,290	15,505,260	15,767,311	1.7%
Fines and Penalties	212,092	238,688	204,170	239,170	17.1%
Miscellaneous	797,401	2,508,938	2,008,940	2,063,107	2.7%
Totals	\$29,912,905	\$31,269,693	\$32,794,700	\$33,184,183	1.2%
<u>Total By Fund</u>					
Ambulance Service	\$2,227,072	\$2,598,307	\$2,753,300	\$2,789,852	1.3%
Buffer Zone Protection Plan Grant	48,385	59	0	0	N/A
Charitable Gambling Tax	46,796	31,498	30,000	10,050	-66.5%
Community Center	2,430,587	2,325,928	2,447,000	2,392,506	-2.2%
COPS More Grant	0	0	0	0	N/A
Enhanced 911 Service	29,666	7,539	0	0	N/A
Environmental Utility	1,403,325	1,497,374	1,665,420	1,766,671	6.1%
Fleet Management	0	847,420	912,040	917,100	0.6%
General	18,057,572	17,445,733	18,488,280	18,536,105	0.3%
Information Technology	0	747,158	660,480	593,672	-10.1%
Justice Assistance Grant	25,420	1,146	0	0	N/A
Law Enforcement Block Grant	0	17	0	0	N/A
Police Services	10,364	24,772	9,720	9,270	-4.6%
Recreation Programs	708,547	698,771	735,280	679,805	-7.5%
Recycling Program	442,978	475,041	469,050	474,475	1.2%
Sanitary Sewer	4,258,185	4,378,154	4,432,330	4,721,327	6.5%
Street Light Utility	186,108	189,186	190,630	293,250	53.8%
Tree Preservation Fund	37,900	1,590	1,170	100	-91.5%
Totals	\$29,912,905	\$31,269,693	\$32,794,700	\$33,184,183	1.2%

OPERATING BUDGET

Revenues for 2007-2010



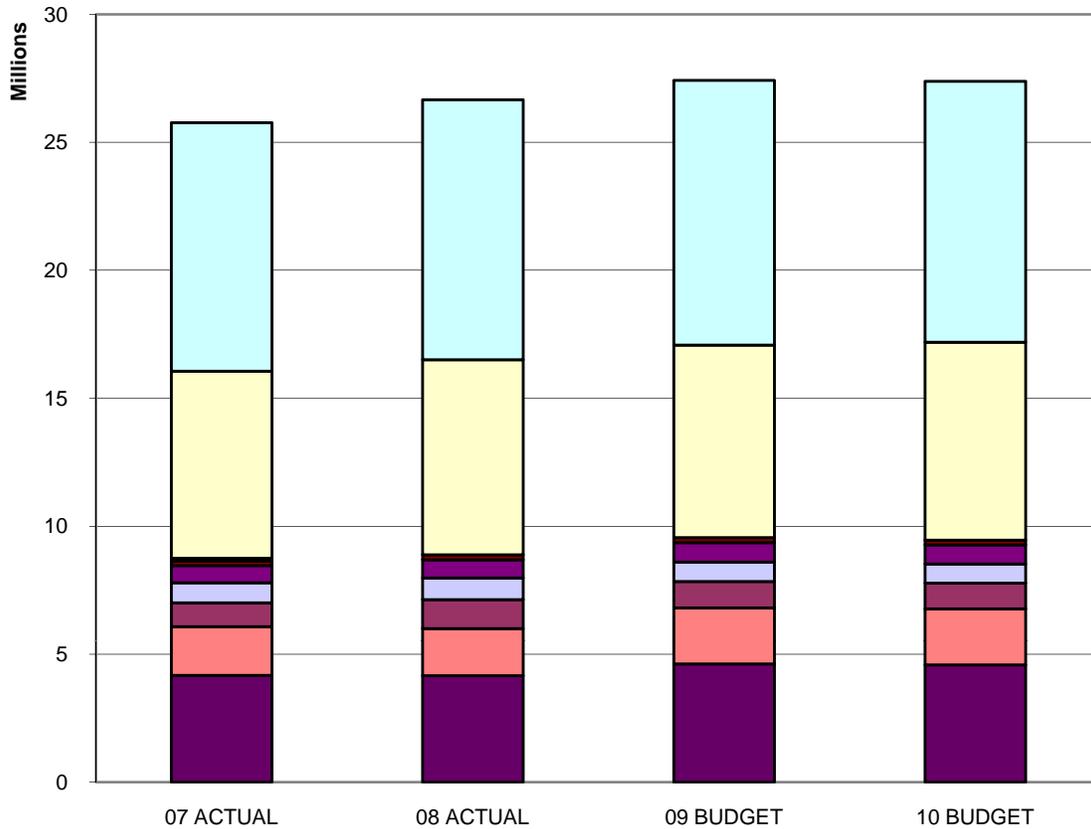
- TAXES
- ASSESSMENTS
- LICENSES/PERMITS
- INTERGOVERNMENTAL
- CHARGES FOR SERVICES
- FINES/PENALTIES
- MISCELLANEOUS

**CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURE SUMMARY**

<u>Total By Department</u>	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Citizen Services	\$4,177,646	\$4,168,450	\$4,618,040	\$4,583,110	-0.8%
Community and Parks Development	1,896,809	1,837,376	2,195,410	2,188,380	-0.3%
Executive	940,418	1,133,429	1,026,240	1,008,440	-1.7%
Finance	777,104	838,439	756,630	748,480	-1.1%
Fire	3,586,990	3,690,119	4,288,960	4,329,160	0.9%
Human Resources	0	0	0	0	N/A
Information Technology	671,532	716,940	764,290	742,210	-2.9%
Legislative	175,808	188,982	199,530	188,100	-5.7%
Parks and Recreation	115,474	0	0	0	N/A
Police	7,308,606	7,622,941	7,528,890	7,741,800	2.8%
Public Works	9,708,490	10,165,477	10,344,960	10,191,160	-1.5%
Totals	\$29,358,877	\$30,362,153	\$31,722,950	\$31,720,840	0.0%
 <u>Total By Classification</u>					
Personnel Services	\$17,168,249	\$17,172,914	\$18,245,950	\$18,546,460	1.6%
Commodities	1,527,551	1,795,131	1,660,400	1,705,000	2.7%
Contractual Services	8,201,925	8,542,772	9,122,590	8,977,610	-1.6%
Capital Outlay and Depreciation	1,444,089	1,667,621	1,527,820	1,426,250	-6.6%
Other Charges	1,017,063	1,183,715	1,166,190	1,065,520	-8.6%
Totals	\$29,358,877	\$30,362,153	\$31,722,950	\$31,720,840	0.0%
 <u>Total By Fund</u>					
Ambulance Service	\$2,061,786	\$2,106,233	\$2,488,930	\$2,570,570	3.3%
Charitable Gambling Tax	35,923	35,050	46,750	25,120	-46.3%
Community Center	2,538,717	2,480,523	2,641,210	2,701,340	2.3%
Enhanced 911 Service	9,724	0	0	0	N/A
Environmental Utility	1,229,893	1,351,425	1,351,020	1,357,360	0.5%
Fleet Management	727,920	823,004	772,260	758,300	-1.8%
General	16,941,216	17,612,650	18,090,340	18,158,570	0.4%
Information Technology	671,532	716,940	764,290	742,210	-2.9%
Justice Assistance Grant	56	0	0	0	N/A
Law Enforcement Block Grant	153	0	0	0	N/A
Police Services	41,319	51,570	26,000	26,000	0.0%
Recreation Programs	766,449	744,314	753,440	625,330	-17.0%
Recycling Program	347,790	355,586	462,130	486,760	5.3%
Sanitary Sewer	3,820,562	3,903,875	4,129,030	4,065,540	-1.5%
Street Light Utility	165,837	180,983	197,550	203,740	3.1%
Totals	\$29,358,877	\$30,362,153	\$31,722,950	\$31,720,840	0.0%

OPERATING BUDGET

Expenditures for 2007-2010



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

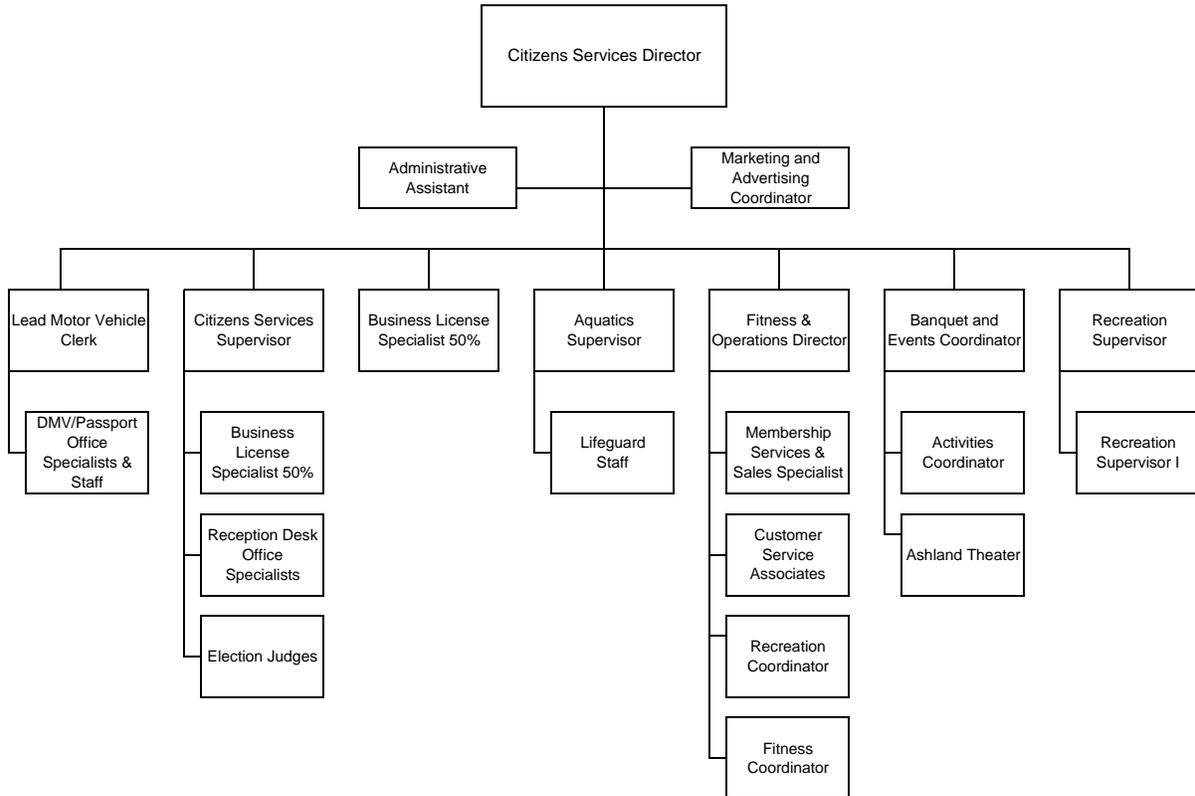
CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2010 BUDGET

2009 DEPARTMENT	CODE	PROGRAM	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	2010 PERCENT CHANGE
POLICE	402	Police Services	\$5,034,818	\$5,294,542	\$5,524,010	\$5,689,110	3.0%
PUBLIC WORKS	508	Sanitary Sewer Oper.	3,820,562	3,903,875	4,129,030	4,065,540	-1.5%
CITIZEN SERVICES	61X	Community Center	2,538,717	2,480,522	2,641,210	2,701,340	2.3%
FIRE	403	Emergency Medical Services	1,559,313	1,641,057	2,009,150	2,176,620	8.3%
FIRE	404	Fire Suppression	1,192,733	1,244,557	1,405,990	1,413,330	0.5%
POLICE	409	Investigations	919,870	998,937	1,094,060	1,179,210	7.8%
PUBLIC WORKS	512	Storm Sewer Maintenance	1,010,293	1,125,315	1,083,390	1,106,400	2.1%
PUBLIC WORKS	503	Engineering	806,044	806,030	970,010	1,004,180	3.5%
PUBLIC WORKS	602	Park Maintenance	956,898	965,874	938,380	972,190	3.6%
POLICE	401	Adminstration	883,882	973,992	868,740	830,040	-4.5%
PUBLIC WORKS	509	Fleet Management	727,920	805,406	772,260	758,300	-1.8%
INFO. TECH.	118	I.T. Services	662,513	705,439	764,290	742,210	-2.9%
PUBLIC WORKS	502	Street Maintenance	739,376	681,079	721,900	733,760	1.6%
FIRE	411	Adminstration	745,358	712,167	761,230	641,460	-15.7%
CITIZEN SERVICES	603	Recreation Programs	766,449	744,315	753,440	625,330	-17.0%
CITIZEN SERVICES	301	Citizen Services Administration	430,005	517,609	501,390	553,260	10.3%
PUBLIC WORKS	115	Building Operations	480,970	507,322	580,860	547,000	-5.8%
COM. & PARKS DEV.	706	Recycling	347,790	355,586	462,130	486,760	5.3%
EXECUTIVE	103	Legal Services	286,474	491,233	462,500	417,400	-9.8%
COM. & PARKS DEV.	703	Building Inspections	536,069	562,181	501,920	383,290	-23.6%
CITIZEN SERVICES	303	Deputy Registrar	348,230	356,558	361,080	379,080	5.0%
FINANCE	202	Finance Services	418,389	349,758	381,140	373,910	-1.9%
PUBLIC WORKS	514	Snow and Ice Control	269,880	313,992	326,410	338,110	3.6%
COM. & PARKS DEV.	701	Com. Dev. Administration	473,423	355,659	370,940	306,180	-17.5%
FINANCE	201	Administration	277,014	403,962	301,200	301,760	0.2%
EXECUTIVE	102	Administration	185,691	155,220	269,640	301,430	11.8%
EXECUTIVE	116	H.R. Administration	328,789	265,218	284,540	280,130	-1.5%
PUBLIC WORKS	501	Administration	355,426	488,561	401,530	279,280	-30.4%
COM. & PARKS DEV.	702	Planning	254,158	304,095	270,080	255,990	-5.2%
COM. & PARKS DEV.	604	Nature Center	243,873	238,586	252,900	251,750	-0.5%
CITIZEN SERVICES	111	Marketing	128,264	217,852	278,270	229,470	-17.5%
COM. & PARKS DEV.	601	Parks Administration	115,474	7,301	142,240	219,690	54.5%
PUBLIC WORKS	506	Street Lights and Signals	165,837	236,697	197,550	203,740	3.1%
PUBLIC WORKS	513	Street Sweeping	175,932	187,299	189,710	182,660	-3.7%
COM. & PARKS DEV.	707	Code Enforcement	102,905	64,065	72,820	164,430	125.8%
LEGISLATIVE	101	City Council	137,195	150,366	148,260	159,060	7.3%
FIRE	405	Fire Prevention	75,709	78,991	89,530	76,330	-14.7%
FINANCE	203	Ambulance Billing	81,701	84,719	74,290	72,810	-2.0%
COM. & PARKS DEV.	605	Open Space Management	57,293	62,346	71,320	71,090	-0.3%
CITIZEN SERVICES	304	Elections	53,492	79,450	52,650	64,630	22.8%
COM. & PARKS DEV.	704	Public Health Inspections	39,175	44,054	51,060	49,200	-3.6%
POLICE	407	Animal Control	34,382	38,265	42,080	43,440	3.2%
CITIZEN SERVICES	606	Ice Arena Operations	40,753	(10,003)	30,000	30,000	0.0%
LEGISLATIVE	000	Charitable Gambling	35,923	39,895	46,750	25,120	-46.3%
FIRE	413	Emergency Management	13,877	13,347	23,060	21,420	-7.1%
EXECUTIVE	114	Safety	11,200	8,028	9,560	9,480	-0.8%
LEGISLATIVE	105	Police Civil Service Commission	1,325	2,510	2,380	2,180	-8.4%
LEGISLATIVE	107	Planning Commission	1,358	1,049	1,200	1,110	-7.5%
LEGISLATIVE	104	Community Outreach Committee	6	7	630	320	-49.2%
LEGISLATIVE	106	Parks and Rec. Commission	1	1	310	310	0.0%
COM. & PARKS DEV.	705	Redevelopment	10,109	0	0	0	N/A
INFO. TECH.	121	Phone Support	9,019	5,975	0	0	N/A
POLICE	406	Dispatching Services	435,654	222,839	0	0	N/A
PUBLIC WORKS	515	Transit Operations	31,366	32,949	33,920	0	-100.0%
			<u>\$29,358,877</u>	<u>\$30,316,646</u>	<u>\$31,722,940</u>	<u>\$31,720,840</u>	<u>0.0%</u>

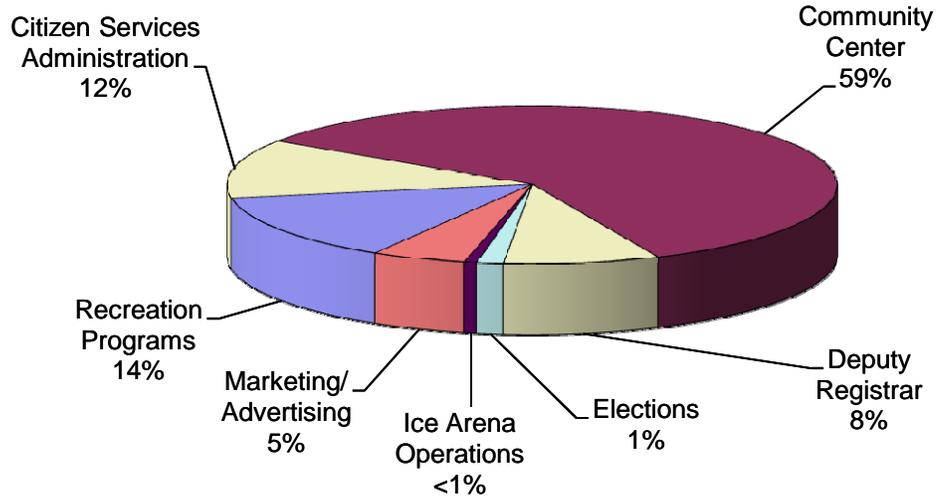
CITY OF MAPLEWOOD

CITIZEN SERVICES

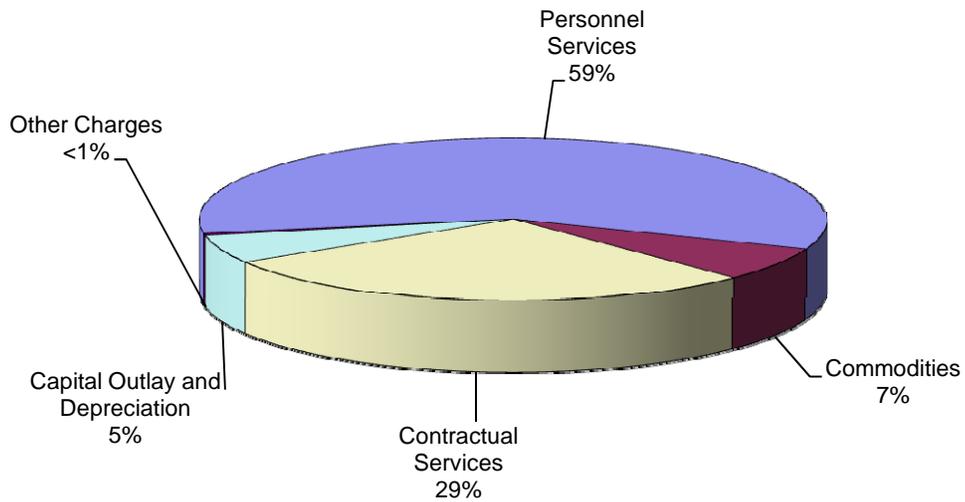
ORGANIZATION CHART



CITIZEN SERVICES BUDGET 2010 Total By Program



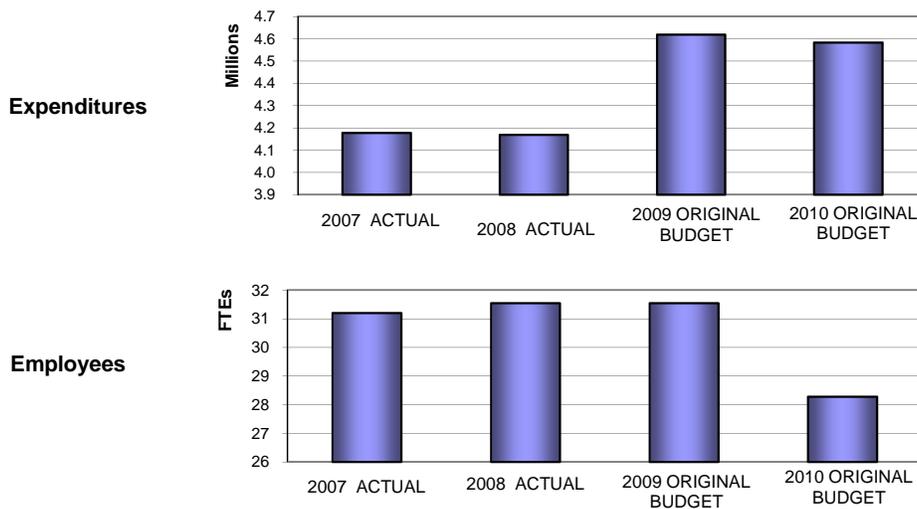
Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
CITIZEN SERVICES
EXPENDITURE SUMMARY

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Citizen Services Administration	\$430,005	\$517,608	\$501,390	\$553,260	10.3%
Community Center	2,538,717	2,480,523	2,641,210	2,701,340	2.3%
Deputy Registrar	348,230	356,558	361,080	379,080	5.0%
Elections	53,492	79,450	52,650	64,630	22.8%
Ice Arena Operations	40,753	(10,003)	30,000	30,000	0.0%
Marketing/Advertising	0	0	278,270	229,470	-17.5%
Recreation Programs	766,449	744,314	753,440	625,330	-17.0%
Totals	4,177,646	4,168,450	4,618,040	4,583,110	-0.8%
Total By Classification					
Personnel Services	2,499,789	2,604,093	2,767,590	2,689,990	-2.8%
Commodities	337,486	304,885	298,940	307,850	3.0%
Contractual Services	1,057,786	966,177	1,244,570	1,311,120	5.3%
Capital Outlay and Depreciation	261,058	261,046	288,260	255,840	-11.2%
Other Charges	21,527	32,249	18,680	18,310	-2.0%
Totals	4,177,646	4,168,450	4,618,040	4,583,110	-0.8%
Total By Fund					
General Fund	872,480	943,613	1,223,390	1,256,440	2.7%
Community Center	2,538,717	2,480,523	2,641,210	2,701,340	2.3%
Recreation Programs	766,449	744,314	753,440	625,330	-17.0%
Totals	\$4,177,646	\$4,168,450	\$4,618,040	\$4,583,110	-0.8%
Number of Employees (FTE)	31.20	31.54	31.54	28.28	-10.3%

* Marketing combined with Citizen Service Administration in 2009



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, fitness, entertainment and hospitality needs of families, businesses and community organizations and others in the northeast metropolitan area.

To promote recreation programming, MCC memberships, entertainment and events and other City activities profitably through innovative advertising, online ads, email and print newsletters and other local publications to Maplewood and surrounding areas.

2010 OBJECTIVES

1. 100% of completed council agendas and agenda packets provided 4 days in advance of meetings and 100% of legal notices prepared, posted and/or published within legal deadlines.
2. Secure working agreements with Maplewood and surrounding areas based auto dealers, banks and credit unions to perform deputy registrar work.
3. Explore the use of Facebook, Twitter and other social networking medias for marketing recreation programming and MCC events.
4. Increase testimonial marketing bringing awareness to MCC, recreation programming and events increasing advertising revenue.
5. Work with Fire and Police Departments to register all businesses within the city that are not required to have a business license.
6. Increase sponsorship opportunities for all MCC related events.
7. Increase the number of MCC banquet bookings by 5% and examine current "other" uses for revenue efficiencies.
8. Increase the number of Special Events in the MCC banquet room to ten.
9. Continue to facilitate a successful partnership with Ashland Theatre of Performing Arts and expand our utilization of the performing arts theater to include eight MCC events and or concerts.
10. Increase the membership base by 5%, focusing on increasing the Maplewood resident percentage and employees of Maplewood businesses.
11. Continue to develop the volunteer recruitment program at the MCC
12. Adopt and maintain a stringent maintenance and cleaning schedule for the MCC.

13. Develop a three year plan for replacement and additional MCC fitness and cardio equipment.
14. Expand the current recreation programs offered to bring additional wellness, preventative and specialty programs advantageous for all ages, interests and fitness levels to Maplewood and surrounding communities.
15. Increase school year daytime swim lessons by targeting charter and home schools.
16. Increase general swim lessons participation by increasing "captive audience" marketing. Also, targeting childcare centers for introductory level classes such as Tot Swim and Parent/Child.
17. Increase CPR revenues by marketing to childcare centers and local businesses.
18. Expand the Active Friends 55+ program at the MCC to incorporate additional educational seminars and fitness programs.
19. Conduct the 2010 State Election cycle and be involved in discussions with the State regarding legislative changes for laws that govern elections.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION

DEPARTMENT: CITIZEN SERVICES

101-301

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, produce the Maplewood Monthly to keep the citizenry informed and provide marketing and advertising expertise to all city departments and to oversee the general management to all department operations.

INPUTS

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$312,157	\$379,635	\$360,270	\$360,060
Commodities	29,822	22,189	19,210	15,140
Contractual Services	88,127	109,918	121,910	178,060
Capital Outlay	0	0	0	0
Other Charges	239	5,866	0	0
Total	\$430,345	\$517,608	\$501,390	\$553,260
Percent Change	17.0%	20.3%	-3.1%	10.3%
Staff Hours				
No. of Employees (FTE)	4.00	4.70	4.70	4.30

BUDGET COMMENTS

Increase in budget is due to expenses related to the Taste of Maplewood and allocation for recodification of the city code of Ordinances. The Fourth of July fireworks and related costs have been eliminated from the 2010 budget.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Agenda reports	555	673	565	560
Pages of minutes	607	1,061	630	630
Number of ordinances	7	5	8	10
Number of resolutions	211	187	245	265
Business licenses / permits / registrations	1,654	1,749	1,847	1,845
EFFECTIVENESS INDICATORS				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
COMMENTS				
Administrative workload remains steady in the area of output and workload.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: COMMUNITY CENTER
OPERATIONS

DEPARTMENT: CITIZEN SERVICES

602-611, 602-612, 602-613, 602-614

PROGRAM MISSION

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

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Estimated
Direct Expenditures				
Personnel Services	\$1,366,772	\$1,385,067	\$1,433,580	\$1,489,290
Commodities	228,497	219,139	225,550	233,530
Contractual Services	667,909	594,658	675,140	704,370
Depreciation	261,058	261,046	288,260	255,840
Other Charges	17,797	20,612	18,680	18,310
Total	<u>\$2,542,033</u>	<u>\$2,480,522</u>	<u>\$2,641,210</u>	<u>\$2,701,340</u>
Percent Change	3.9%	-2.4%	6.5%	2.3%
Staff Hours				
No. of Employees (FTE)	16.98	18.31	17.53	17.13

BUDGET COMMENTS

Increase of 2.3% (\$60,130) due to increase in salary step increases.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: COMMUNITY CENTER OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of community center members	6,166	6,198	6,507	6,832
Number of aquatic lessons	2,800	2,650	2,850	2,900
Number of room reservations	1,320	1,200	1,300	1,350
Number of group fitness participants	46,560	52,221	53,265	56,730
Number of childcare participants	10,000	7,000	7,200	6,500
EFFECTIVENESS INDICATORS				
Rank in Business Journal's "Top 25 Fitness Centers"	7 th	6 th	N/A	N/A
Voted Best Fitness Center by Lillie News	Yes	Yes	Yes	Yes
Percentage of swim participants rating services satisfactory or better	97%	98%	98%	98%
Percentage of memberships with fitness discount	25%	41%	46%	56%
Average revenue per wedding or ballroom reservation	\$1,700	\$1,300	\$1,500	\$1,300
Number of events covered by charitable gambling	25	23	25	20
COMMENTS				
<p>The MCC currently participates in a fitness reimbursement program with six insurance companies. This benefit for members began with Blue Cross Blue Shield in 2005 with the newest addition of PreferredOne in 2009. Members are reimbursed up to \$20.00 per month for working out 8-12 times per month.</p> <p>The Group Fitness program offers over 75 classes per week for MCC members and visitors. Over 1000 participants per month attend these innovative classes that offer a wide variety of formats for ages 12 and up. Approximately 12% of participants are non-members who purchase day passes or 10 visit passcards.</p> <p>While still used for weddings and business meetings staff has expanded the use of the banquet room to include monthly outreach events such as the Bridal Expo, Fashion Shows, College Fair and various types of craft and vendor shows. In addition to the rental agreement with Ashland Theater Productions the city has implemented an annual concert series with eight concerts booked for the 2010 budget.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$345,447	\$354,426	\$357,470	\$375,540
Commodities	0	0	0	0
Contractual Services	3,077	2,132	3,610	3,540
Capital Outlay	0	0	0	0
Total	\$348,524	\$356,558	\$361,080	\$379,080
Percent Change	9.4%	2.3%	1.3%	5.0%
Staff Hours				
No. of Employees (FTE)	6.25	6.03	6.03	6.03
BUDGET COMMENTS No significant change in the Deputy Registrar Program. Increase of 5.0% contributed to salary step increases.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: DEPUTY REGISTRAR	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of motor vehicle transactions	49,800	48,809	50,000	51,000
Number of driver's license transactions	18,500	19,096	2,100	2,200
Number of passports processed	3,785	2,553	2,500	2,200
EFFECTIVENESS INDICATORS				
Initial accuracy rate on motor vehicle reports reconciled	99%	98%	98%	98%
Initial accuracy rate on driver's license reports reconciled	98%	98%	98%	98%
COMMENTS				
<p>Number of transactions remains steady in all areas of motor vehicle and DNR. Passport activity is reduced due to a decrease in travel projections estimated by the Federal Passport Agency.</p> <p>Driver's license transactions continue to increase along with the number of motor vehicle transactions due to outreach to auto dealers and financial institutions performing dealer work.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$41,074	\$70,212	\$46,290	\$58,400
Commodities	7,719	1,888	790	770
Contractual Services	4,777	7,350	5,570	5,460
Capital Outlay	0	0	0	0
Total	\$53,570	\$79,450	\$52,650	\$64,630
Percent Change	-19.1%	48.3%	-33.7%	22.8%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The increase in the 2010 budget is that it is a State election cycle with a need of additional election judges working.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ELECTIONS	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of registered voters	24,700	23,500	25,000	25,000
Election judges trained	150	230	175	225
Number of ballots cast	7,000	19,000	10,000	18,000
Number of absentee ballots processed	200	500	300	300
EFFECTIVENESS INDICATORS				
Percentage of eligible voters registered to vote	65%	70%	30%	60%
COMMENTS				
Increase in ballots cast due to 2010 being a State election.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ICE ARENA OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
101-606				
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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Contractual Services	\$40,780	\$29,252	\$30,000	\$30,000
Total	\$40,780	\$29,252	\$30,000	\$30,000
Percent Change	100.0%	-28.3%	2.6%	0.0%
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
2010 BUDGET**

PROGRAM: ICE ARENA OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of actual ice hours sold	2,300	2,300	2,300	2,300
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks Staff	8	8	8	8
EFFECTIVENESS INDICATORS				
Facility utilization rate	66%	70%	70%	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
2010 BUDGET**

PROGRAM: MARKETING & ADVERTISING **DEPARTMENT:** CITIZEN SERVICES
101-111

PROGRAM MISSION

This program has been moved to Citizen Services Administration

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$20,464	\$69,031	\$143,420	\$90,270
Commodities	5,506	17,601	520	8,000
Contractual Services	102,410	131,219	134,330	131,200
Total	\$128,380	\$217,851	\$278,270	\$229,470
Percent Change	-9.8%	69.7%	27.7%	-17.5%
Staff Hours				
No. of Employees (FTE)	.20	.50	1.50	1

BUDGET COMMENTS

This program has been moved to Citizen Services from Executive in the 2010 budget and sees a decrease due to the partial allocation of a retiring employee.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: MARKETING & ADVERTISING	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Annual marketing agreements	N/A	N/A	20	20
Number of marketing projects	N/A	N/A	300	300
Testimonial marketing	N/A	N/A	8-10	8-10
EFFECTIVENESS INDICATORS				
Revenue increases from year to year	N/A	N/A	20%	20%
Percentage of marketing projects completed	N/A	N/A	98%	98%
Testimonials used in marketing materials	N/A	N/A	70%	70%
Business contacts for the purpose of ad revenue and partnerships	N/A	N/A	60%	60%
EFFICIENCY MEASURES				
Revenue increases	N/A	N/A	50%	25%
Projects are completed on time and in a professional manner	N/A	N/A	100%	100%
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	N/A	N/A	70%	70%
COMMENTS				
<p>Marketing and advertising produces numerous projects throughout the city for all departments. Assist in creating and designing many projects for the Parks, Recreation, Public Works and the MCC that include brochures, posters, publications, CDs, flyers, newsletters, school brochures, education pieces email blasts, evaluation forms and much more.</p> <p>Marketing staff works closely with the community to secure advertisers to place ads in all educational brochures, Maplewood Monthly, and Recreation brochures helping to reduce the cost of the program and the cost of the publication.</p> <p>Percentage of residents that read the City News is approximately 75%. Readership is tracked through coupons placed in the book, calls for information in articles and responses received through email and individuals that register for programs and classes.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: RECREATION PROGRAMS

DEPARTMENT: CITIZEN SERVICES

206-603

PROGRAM MISSION

To provide a variety of leisure time and recreational programs year-round for all ages.

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$434,339	\$414,752	\$426,560	\$316,430
Commodities	71,448	61,669	52,870	50,410
Contractual Services	258,110	262,122	274,010	258,490
Other Charges	3,492	5,771	0	0
Total	<u>\$767,389</u>	<u>\$744,314</u>	<u>\$753,440</u>	<u>\$625,330</u>
Percent Change	-1.9%	-3.0%	1.2%	-17.0%
Staff Hours				
No. of Employees (FTE)	3.97	3.38	3.38	2.5

BUDGET COMMENTS

The decrease in the 2010 budget is due to the retirement of a senior staff member and moving event related costs to Citizen Services Administration.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: RECREATION PROGRAMS	DEPARTMENT: CITIZEN SERVICES			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORK LOAD				
Total number of teens enrolled	420	380	380	360
Adult softball, number of teams	95	143	140	140
Fall soccer teams	67	71	48	40
Basketball teams	130	120	110	125
T-ball teams	30	33	24	24
Youth volleyball teams	40	42	40	46
Into. to Soccer Participants	0	235	250	250
Senior High Basketball teams	60	60	40	40
Number of day camp participants	2,180	2180	2180	2100
EFFECTIVENESS INDICATORS				
Percent of non-Caucasian employees & volunteers	9%	10%	12%	10%
Percent of program evaluations rated satisfactory or better	95%	99%	95%	95%
Percent of programs formally evaluated	100%	90%	70%	80%
COMMENTS				
<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 and maintenance were implemented. Scheduling for adult use has been revised in 2009 and received well by all facility users.</p> <p>Demand for Summer Day Camp continues to grow. Staff is currently exploring options that would allow for additional participants. This 12 week camp serves over 2,000 youths.</p> <p>While outputs and workload numbers continue to increase staffing levels have decreased. Numbers reflected above will not be achievable if replacement of staff if not attainable.</p>				



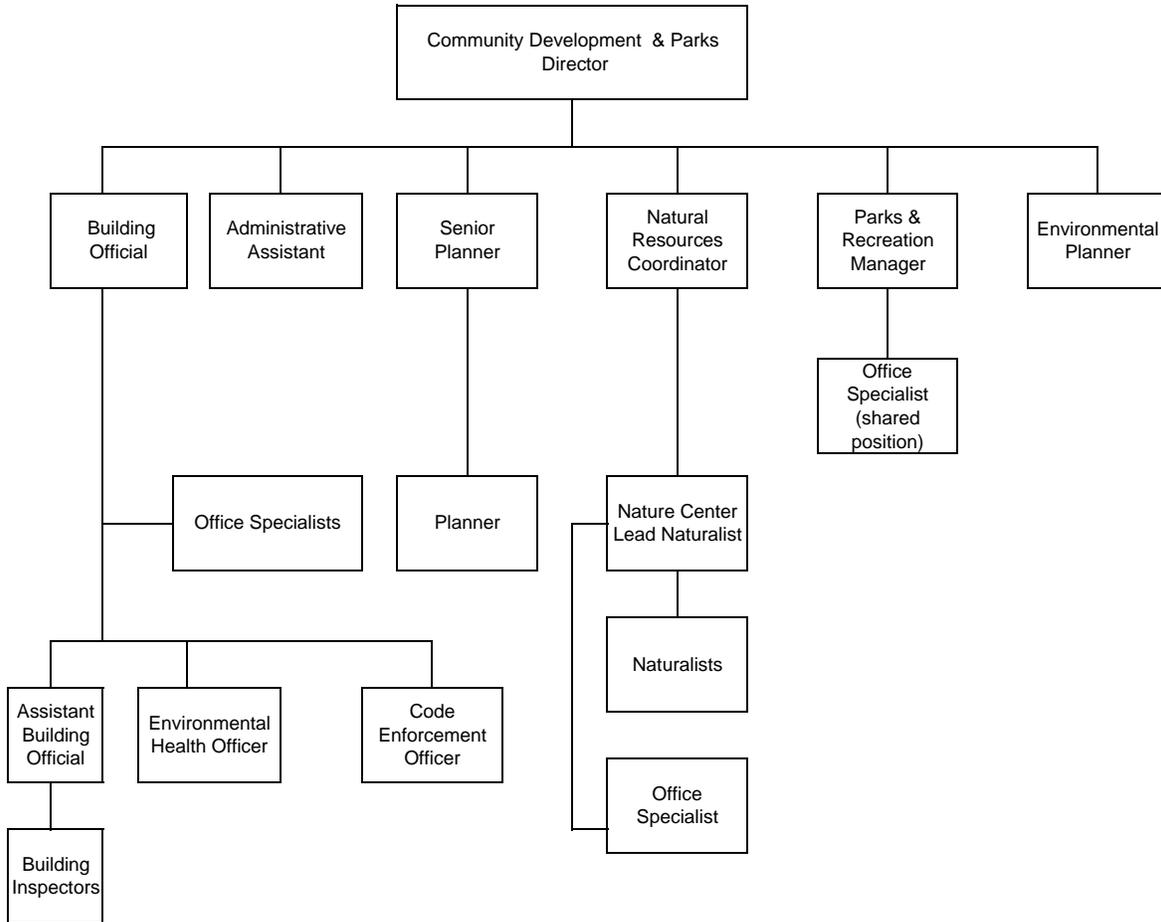
M A P L E L E V O O D

Together We Can

CITY OF MAPLEWOOD

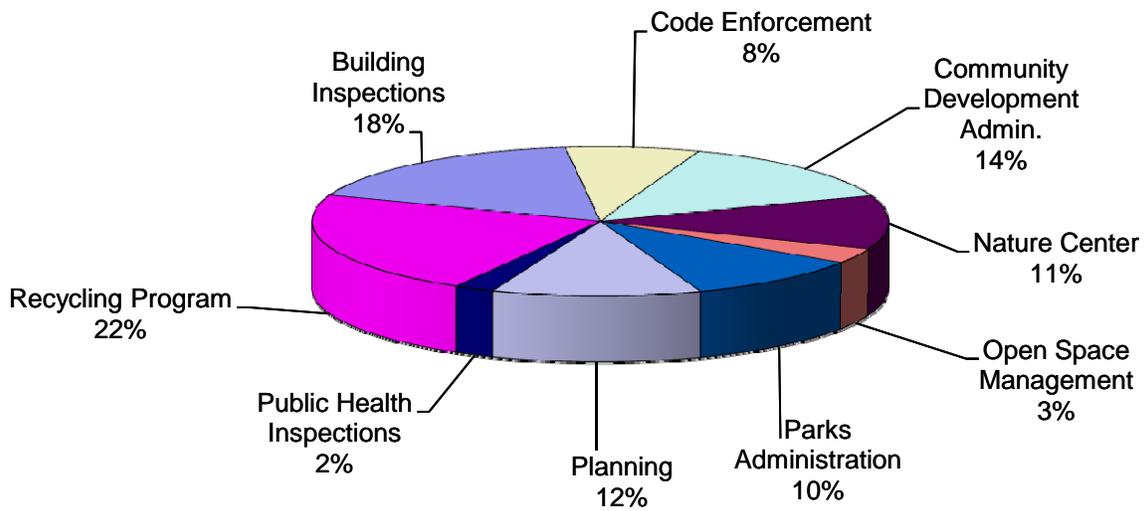
COMMUNITY DEVELOPMENT & PARKS

ORGANIZATION CHART

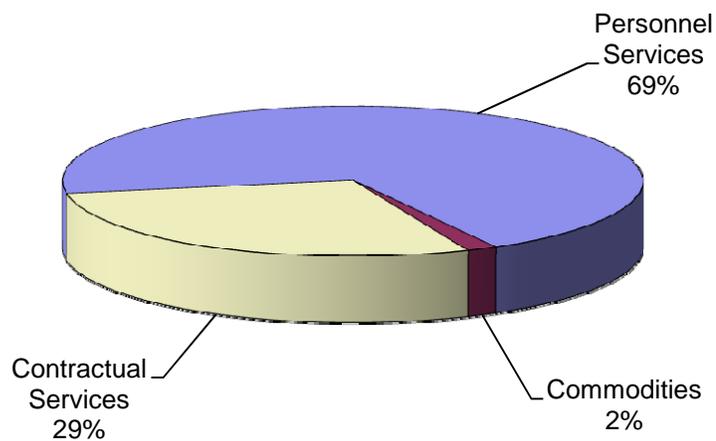


COMMUNITY DEVELOPMENT & PARKS BUDGET 2010

Total By Program

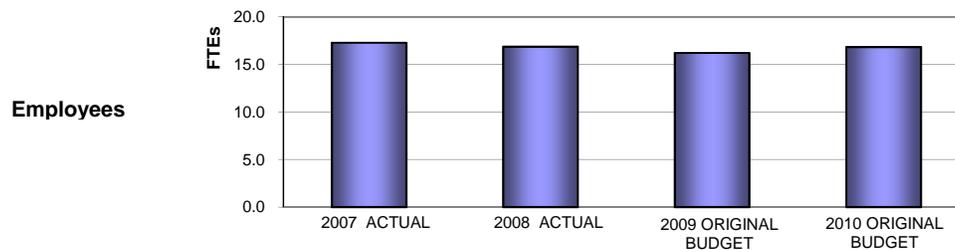
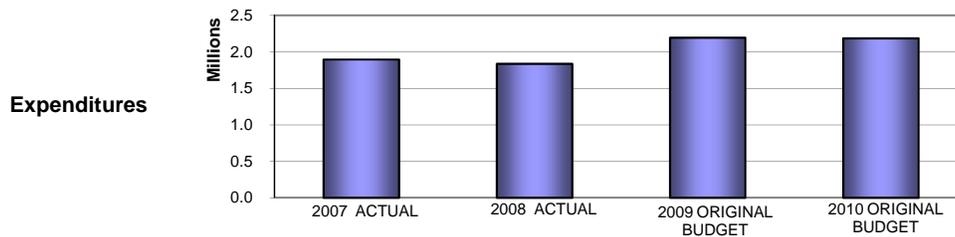


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
COMMUNITY DEVELOPMENT & PARKS DEPARTMENT
EXPENDITURE SUMMARY**

	2007	2008	2009	2010	PERCENT
Total By Program	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2009 BUDGET
Building Inspections	\$536,069	\$562,181	\$501,920	\$383,290	-23.6%
Building Operations	480,970	507,322	0	0	N/A
Code Enforcement	102,905	64,065	72,820	164,430	125.8%
Community Development Admin.	473,423	355,659	370,940	306,180	-17.5%
Nature Center	0	0	252,900	251,750	-0.5%
Open Space Management	0	0	71,320	71,090	-0.3%
Parks Administration	0	0	142,240	219,690	54.5%
Planning	254,158	304,095	270,080	255,990	-5.2%
Public Health Inspections	39,175	44,054	51,060	49,200	-3.6%
Recycling Program	0	0	462,130	486,760	5.3%
Redevelopment	10,109	0	0	0	N/A
Totals	1,896,809	1,837,376	2,195,410	2,188,380	-0.3%
Total By Classification					
Personnel Services	1,331,087	1,227,195	1,472,840	1,494,940	1.5%
Commodities	61,320	67,188	40,060	36,250	-9.5%
Contractual Services	487,721	542,993	642,080	616,760	-3.9%
Capital Outlay and Depreciation	16,681	0	0	0	N/A
Other Charges	0	0	40,430	40,430	0.0%
Totals	1,896,809	1,837,376	2,195,410	2,188,380	-0.3%
Total By Fund					
General Fund	1,896,809	1,837,376	1,655,360	1,633,320	-1.3%
Environmental Utility Fund	0	0	77,920	68,300	-12.3%
Recycling Fund	0	0	462,130	486,760	5.3%
Totals	\$1,896,809	\$1,837,376	\$2,195,410	\$2,188,380	-0.3%
Number of Employees (FTE)	17.29	16.88	16.22	16.85	3.9%



CITY OF MAPLEWOOD

COMMUNITY DEVELOPMENT & PARKS DEPARTMENT

MISSION STATEMENT

To protect public health and safety by ensuring that 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 and providing sufficient park facilities in accordance with the goals and policies of the Maplewood Comprehensive Plan.

2010 DEPARTMENT OBJECTIVES

1. Continue public health services to help protect the health and well-being of the citizens of Maplewood through education, outreach and inspections.
2. Pursue the establishment of the Economic Development Authority, work toward creating economic development grant opportunities, and continue the implementation of the Twin Cities Capitol Community Fund program for redevelopment opportunities.
3. Identify certain Maplewood parks for completing their development focusing on rain gardens, trails and other issues specific to the individual parks.
4. Continue staff support and leadership in the redevelopment areas throughout the City of Maplewood.
5. Reestablish and maintain a building inspection and planning intern / mentor program.
6. Implement the necessary zoning changes that result from the 2030 Comprehensive Plan Update.
7. Continue to educate contractor, design professionals and the public through meeting, training programs and the permit process.
8. 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.
9. Continue to promote high quality building and site design by recommending and requiring enhanced amenities during city development and building reviews.
10. Continue to provide leadership by serving as the staff liaisons and technical experts for seven of the city’s citizen advisory boards and commissions, including the newly formed Business and Economic Development Commission.

11. Continue to provide a community environment for all citizens to participate in and enjoy cultural and recreational activities on an equitable basis.
12. Develop programs, signage and brochures featuring sustainable building and sustainable landscaping to educate the citizens of Maplewood.
13. Continue development of greenway concepts, policies, and programs.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: BUILDING INSPECTIONS **DEPARTMENT:** COMMUNITY DEVELOPMENT & PARKS
101-703

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$464,830	\$472,491	\$426,310	\$315,650
Commodities	971	1,846	1,550	1,000
Contractual Services	70,832	87,844	74,060	66,640
Capital Outlay	0	0	0	0
Total	\$536,633	\$562,181	\$501,920	\$383,290
Percent Change	-15.24%	4.76%	-10.72%	-23.64%
Staff Hours				
No. of Employees (FTE)	5.45	5.45	4.45	3.2

BUDGET COMMENTS

The decrease in personnel services is due to a shift into code enforcement responsibilities and also the addition of .10 of the department director along with contract and step increases for employees in 2010.

Part of the reduction in contractual services in 2009 & 2010 is from the building inspector education and a reduction of fees for services. The fees for services are used to pay the contract Electrical Inspector.

Note: The 2010 (FTE) 3.2 includes .25 Building Official, .45 Senior Engineer Tech, .8 Assistant Building Official, 1.6 Building Inspectors, and .1 Department Director

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: BUILDING INSPECTIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$1,059,073	\$1,045,845	\$1,264,380	\$750,380
Number of permit apps.	3,225	2,986	3,100	3,100
Number of plan reviews	1,100	900	900	900
Number of inspections	8,500	9,620	8,300	8,300
EFFICIENCY MEASURES				
Average time to issue residential permit	5 days	5 days	6 days	7 days
Average time to issue commercial permit	20 days	20 days	25 days	30 days
Percentage of inspection completed within 24 hours	98%	98%	98%	98%
COMMENTS				
<p>The decrease in revenue results from an increase in cosmetic permits like roofing, siding and remodels and a decrease in larger projects. The number of inspections remains consistent raising the number of inspections per inspector. The increase in the average time to issue permits is due to a decrease in inspection personnel.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: CODE ENFORCEMENT 101-707	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To maintain community standards and protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$76,840	\$56,761	\$60,990	\$152,480
Commodities	47	1,508	5,670	200
Contractual Services	9,361	5,796	6,160	11,750
Capital Outlay	16,681	0	0	0
Total	\$102,929	\$64,065	\$72,820	\$164,430
Percent Change	230.98%	-37.8%	13.67%	125.80%
Staff Hours				
No. of Employees (FTE)	1.11	1	1	1.35
BUDGET COMMENTS				
The 2010 increases are due to the commitment to code enforcement by the City Council.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: CODE ENFORCEMENT	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total number of complaint cases inspected	575	548	500	510
Total number of complaint cases that were referred to the Admin/Judicial process	3	41	50	75
Total number of re-inspections	575	822	750	755
EFFECTIVENESS INDICATORS				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	5	41	50	60
Total number of complaint cases resolved	645	545	460	470
Total number of complaint cases pending	5	12	40	40
COMMENTS				
<p>The 2009 code enforcement program was administrated with the building and health divisions working together to maintain the community standards. The increase in the number of abatements was directly impacted by the number of foreclosed properties in the city. The foreclosed properties are expected to increase in 2009 and 2010.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION 101-701	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To provide administrative and clerical support to the divisions within the Community Development & Parks Department including Building, Planning, Health, Code Enforcement and Parks.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$385,214	\$257,109	\$267,820	\$210,380
Commodities	13,263	11,097	10,430	9,220
Contractual Services	75,388	87,453	92,690	86,580
Other	0	0	0	0
Total	\$473,865	\$355,659	\$370,940	\$306,180
Percent Change	8.81%	-24.95%	4.30%	-17.46%
Staff Hours				
No. of Employees (FTE)	5.30	4.50	3.15	2.7
BUDGET COMMENTS				
The 2010 decreases in personnel services are due to reassigning of staff within the department.				
The (FTE) 2.7 includes .3 Department Director, 1 Admin Assistant, 1 Office Specialist and .4 Office Specialist.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Public meeting packets	42	44	90	96
Number of incoming calls to main department phone	17,600	18,000	18,100	18,100
Number of permits issued	3220	2986	3000	3000
EFFECTIVENESS INDICATORS				
Percent of minutes available for next meeting	80%	85%	90%	90%
Percent of calls placed on hold before assisting	10%	15%	15%	15%
Percent of permits issued accurately	99%	99%	99%	99%
COMMENTS				
The number of public meeting packets has more than doubled due to the reorganization of the department increasing the staffing of boards and commissions from three to six. The other indicator shows staff to remain accurate.				
The numbers of permits are remaining consistent year to year.				
The clerical staff works with Planning, Building, Health, Code Enforcement and Parks.				

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

2004 – 35,892
 2005 – 36,279
 2006 – 36,397
 2007 – 36,667
 2008 – 36,922
 2009 – 37,213
 2010 – 37,503

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: NATURE CENTER 101-604	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$169,296	\$169,951	\$136,130	\$151,160
Commodities	10,715	8,420	10,420	7,160
Contractual Services	20,515	21,363	28,430	25,130
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$200,526	\$199,734	\$174,980	\$183,450
Percent Change	0%	-0.39%	-12.39%	4.8%
Staff Hours				
No. of Employees (FTE)	3.02	2.56	1.92	2.0
BUDGET COMMENTS				
Increases are due to salary and benefit increases and re-allocation of costs from the Environmental Utility Fund.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: NATURE CENTER	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORK LOAD				
Environmental education programs held at the Nature Center & Preserves	261	219	250	150
Number of households in neighborhood targeted for buckthorn removal	NA	470	0	200
EFFECTIVENESS INDICATORS				
Total number of program participants and visitors	13,535	8535	18,000	15,000
Cubic yards of buckthorn removed from target area	360	140	200	200
Percentage of landscape seminar participants who are Maplewood residents	62%	40%	50%	50%
COMMENTS				
<p>The Nature Center provides nature and environmental programs for the community and is a resource for staff and residents on environmental issues. Naturalists play a key role in the city environmental programs including: stormwater management, native landscaping, invasive species, trees, Maplewood Seasons newsletter, environmental commission, and the Green Team. Nature Center staff will provide educational support for many of the new initiatives recommended in the natural resources and sustainability chapters of the Comprehensive Plan.</p> <p>Key projects for 2010 include: 1) Research and write grant for a solar demonstration panel at the nature center; 2) Partner with neighboring cities and the MCC on a special event featuring sustainable environmental practices; 3) develop interpretive signage, brochure, and activities for the new sustainable landscape demonstrations at the Nature Center; 4) continue development of Maplewood Tree Program; 5) enhance citizen monitoring and volunteer land stewards program at the preserves; 6) Enhance environmental information on city website.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$42,896	\$37,374	\$76,220	\$64,970
Commodities	132	1,289	1,570	2,200
Contractual Services	670	147	130	1,130
Total	\$43,698	\$38,810	\$77,920	\$68,300
Percent Change	87.3%	-11.19%	100.77%	-12.35%
Staff Hours				
No. of Employees (FTE)	0.5	0.5	1.10	.75
Budget Comments: This program assists the city in providing education to the residents to fulfill the requirements of the National Pollutant Discharge Elimination System (NPDES) permit. The decrease is due to re-allocation of costs to the General Fund.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
Outputs/Workload				
Number of water related programs	69	36	70	50
Effectiveness Indicators				
Number of Maplewood households who have implemented one water quality best management practice (ie installed a rain garden, rain barrel, compost bin, keep leaves and pollutants off the street.)	70	55	190	150
COMMENTS				
<p>The Nature Center helps the city meet its NPDES requirement by presenting education programs related to water quality and providing educational support for the city's stormwater program. Program topics include stormwater impacts, best management practices, rain gardens, native landscaping, wetland and shoreline buffers, as well as pond study and understanding natural systems. The visitor center has a new landscape featuring interactive displays that engage and educate children and adults about stormwater run off and water quality. In addition the center has an interactive computer exhibit and graphics panel to educate visitors about stormwater.</p> <p>In 2009, the Nature Center coordinated the city's rain barrel program, which resulted in 150 Maplewood households purchasing 200 rain barrels.</p> <p>Staff naturalists are key participants in the city's rain garden program. Most of the rain gardens on city land have been planted by students through the Nature Center's Watershed Watchers Program.</p> <p>New initiatives in 2010 include partnering with other cities to showcase sustainable practices such as rain barrels and developing interpretive materials for the sustainable landscaping demonstrations at the Nature Center.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: OPEN SPACE
MANAGEMENT

DEPARTMENT: COMMUNITY
DEVELOPMENT & PARKS

101-605

PROGRAM MISSION

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

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$27,972	\$44,261	\$27,210	\$53,170
Commodities	1,086	5,406	5,040	4,030
Contractual Services	28,292	12,678	39,070	13,890
Capital Outlay	0	0	0	0
Total	\$57,350	\$62,345	\$71,320	\$71,090
Percent Change	0%	8.71%	14.4%	-0.32%
Staff Hours				
No. of Employees (FTE)	0	0	.3	.59

BUDGET COMMENTS

The shift of funds from Contractual Services to Personnel Services is to focus more staff resources on this program since the program has expanded beyond the neighborhood preserves to natural resources throughout Maplewood. Personnel Services for 2010 includes .3 FTE permanent employee and .29 FT temporary employee. Prior to 2007, this staffing for this program was .5 FTE.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORK LOAD				
Master plans completed	1	1	0	1
Planting projects completed	2	1	2	2
Number of sites receiving active management	6	6	6	6
Miles of trail developed and/or maintained	7	7	7	8
Number of sites monitored by volunteers	7	7	7	7
EFFECTIVENESS INDICATORS				
Percentage survival of new plants by end of season	80%	85%	90%	90%
Percentage kill for invasive species managed	85%	85%	85%	85%

COMMENTS

The open space management budget has historically supported natural resources management and trail development at the 14 Neighborhood Preserves. In the new Comprehensive Plan, the city expands its commitment to managing natural resources. Implementation of the natural resources chapter of the plan falls to Nature Center and Open Space staff, along with the Environmental Planner. Staffing in these divisions will impact the pace of implementation of the natural resource plan.

Key projects at the Neighborhood Preserves in 2010 include: 1) Prioritize Neighborhood Preserve projects for 2010-2014; 2) Restore grasslands at Beaver Creek to prairie, 3) Renovate south buffer at Jim's Prairie, 4) Conduct prescribed burns at two sites, 5) Continue follow-up management at Applewood, Priory, and Prairie Farm, 6) Expand citizen monitoring program; 7) Launch volunteer land stewards program.

Several natural resources projects are planned for 2010, many of which were identified in the comprehensive plan: 1) Present Nature-in-the-Neighborhood program in two neighborhoods, 2) Develop Plan for Managing Emerald Ash Borer, 3) Implement protection mechanisms for the greenways, 4) Expand wetland and shoreland buffer education programs, 5) Enhance natural resources pages on city website, 6) Continue work on land preservation in the Fish Creek Natural Area Greenway, 7) Assess and prioritize natural resources based on the Land Cover Classification data gathered in 2009, 8) Continue greenway planning.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PARKS ADMINISTRATION 101-601	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To provide administrative and clerical support to the Nature Center, Open Space Management and other parks related programs.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$75,937	\$622	\$142,240	\$206,350
Commodities	3,811	621	0	250
Contractual Services	35,995	6,058	0	13,090
Total	\$115,743	\$7,301	\$142,240	\$219,690
Percent Change	0%	-93.69%	94.87%	54.45%
Staff Hours				
No. of Employees (FTE)	0	0	1	2.20
BUDGET COMMENTS				
The 2010 budget increases are due to the addition of the Parks & Recreation Manager and Administrative Assistant positions.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PARKS ADMINISTRATION	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Conduct Park Survey	0	0	10	6
Enhancements to Parks	0	0	3	5
Number of Detailed Projects completed.	0	0	1	4
EFFECTIVENESS INDICATORS				
Percentage of Park Surveys Completed.	0	0	25%	50%
COMMENTS				
This program area supports Park development activities in the City.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PLANNING 101-702	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To implement the guiding principles of the comprehensive land use plan, facilitate the requirements of the zoning ordinance, perform special land use studies, perform development reviews and facilitate economic development in the city.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$180,930	\$197,829	\$220,070	\$229,310
Commodities	0	514	50	50
Contractual Services	73,417	105,752	49,960	26,630
Total	\$254,347	\$304,095	\$270,080	\$255,990
Percent Change	17.19%	19.56%	-11.19%	-5.22%
Staff Hours				
No. of Employees (FTE)	2.00	2.00	2.00	2.20
BUDGET COMMENTS				
<p>In 2009, the planning program began to more actively pursue economic development opportunities for the city. While economic development has always been a function of the Community Development department, this marks the first time that an effort has been made to dedicate continuous staff time to the effort. The planning program consists of a senior planner and a planner. This differs from previous years where a senior planner and two planners were employed by the city.</p> <p>The continued reduction of contractual services is due to the comprehensive plan being nearly complete and using more city staff time to finish related work.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PLANNING	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Revenue generated	\$67,020	\$65,000	\$45,000	\$45,000
Number of development applications	80	75	45	45
Number of building permit reviews	344	386	350	350
EFFECTIVENESS INDICATORS				
Average # of hours to do building permit reviews	2	2	2	2
Average # of days to complete development review process	60	60	60	60
COMMENTS				
<p>These outputs reflect the number of applications reviewed by city planners and the staff time needed to complete the review, but do not reflect additional staff time spent reviewing application with citizen boards and commissions.</p> <p>The reduction in revenue is due to the reduction in the number of larger projects.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS 101-704	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS																																													
PROGRAM MISSION To improve and protect the health and well-being of the citizens of Maplewood through enforcement and education of local and state rules related to food, lodging and public health.																																														
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2007 Actual</th> <th style="width: 15%; text-align: center;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Budget</th> <th style="width: 15%; text-align: center;">2010 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;">\$38,745</td> <td style="text-align: right;">\$43,848</td> <td style="text-align: right;">\$49,180</td> <td style="text-align: right;">\$47,130</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;">800</td> <td style="text-align: right;">500</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">464</td> <td style="text-align: right;">206</td> <td style="text-align: right;">1,080</td> <td style="text-align: right;">1,570</td> </tr> <tr> <td> Total</td> <td style="text-align: right; border-top: 1px solid black;">\$39,209</td> <td style="text-align: right; border-top: 1px solid black;">\$44,054</td> <td style="text-align: right; border-top: 1px solid black;">\$51,060</td> <td style="text-align: right; border-top: 1px solid black;">\$49,200</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">5.55%</td> <td style="text-align: right;">12.36%</td> <td style="text-align: right;">15.90%</td> <td style="text-align: right;">-3.64%</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;">.60</td> <td style="text-align: center;">.60</td> <td style="text-align: center;">.60</td> <td style="text-align: center;">.60</td> </tr> </tbody> </table>		2007 Actual	2008 Actual	2009 Budget	2010 Budget	Direct Expenditures					Personnel Services	\$38,745	\$43,848	\$49,180	\$47,130	Commodities	0	0	800	500	Contractual Services	464	206	1,080	1,570	Total	\$39,209	\$44,054	\$51,060	\$49,200	Percent Change	5.55%	12.36%	15.90%	-3.64%	Staff Hours					No. of Employees (FTE)	.60	.60	.60	.60
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No. of Employees (FTE)	.60	.60	.60	.60																																										
BUDGET COMMENTS Number of (FTE) .60 Health Officer																																														

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Number of restaurant inspections	210	160	200	200
Number of pool inspections	*	60	45	45
Number of public health violations	35	25	25	25
Number of itinerant food sales inspections	40	40	60	50
EFFECTIVENESS INDICATORS				
Number of restaurant re-inspections	40	30	40	40
Number of hours on food sales inspections	600	450	600	600
COMMENTS				
<p>The Abigail Taylor Pool Safety Act went into effect that increased the number of pool inspections. The increased number of pool inspections results in a lower number of food inspections. The health officer has also been working with the police department on public health violations and health education. The health officer has also had a role in code enforcement.</p> <p>* State mandated drain safety inspections and surveys began in May of 2008 and continue today.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: RECYCLING 605-706	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To manage the solid waste and recycling programs to ensure compliance with state rules and regulations.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$66,670	\$68,590
Commodities	0	0	4,530	7,390
Contractual Services	0	0	350,500	370,350
Other Charges	0	0	40,430	40,430
Total	\$0	\$0	\$462,130	\$486,760
Percent Change	0	0	7.6%	5.3%
Staff Hours				
No. of Employees (FTE)	0	0	0.70	0.60
BUDGET COMMENTS				
<p>This Program moved from Public Works in 2009. The increase in contractual services costs is due to the increase in the cost paid to Eureka Recycling for curbside services. In the past, costs were reduced by a revenue sharing arrangement based on revenue from the sale of paper, cardboard and aluminum. However, with the 2009 economic downturn, revenue from the sale of recyclables has fallen dramatically as demand has fallen. The value of recycled materials has dropped by more than 60% since December 2008 and volumes are decreasing due to less consumer spending.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: RECYCLING	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Education outreach opportunities	0	0	13,000	13,500
Number of phone calls to Recycling Hotline	0	0	375	425
Number of tons of materials recycled	0	0	2,800	2,700
City events that featured recycling	0	0	5	6
EFFECTIVENESS INDICATORS				
Multi-Family units not offering recycling	0	0	265	169
Average number of tons recycled per household	0	0	.19 (373 lbs)	.18 (360 lbs)
COMMENTS				
<p>Due to the economic downturn in 2009, the volume of recyclable materials is decreasing due to less consumer spending. Although volume is down, participation in Maplewood has increased from 67% of households to 72%. Multi-family participation has increased even more impressively by 30% in 2008 as the number of multi-family units with access to Maplewood's recycling program has increased by 12%.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: REDEVELOPMENT
101-705

DEPARTMENT: COMMUNITY DEVELOPMENT
& PARKS

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$10,109	\$ 0	\$ 0	\$ 0
Total	\$10,109	\$ 0	\$ 0	\$ 0
Percent Change	-43.22%	-100.00%	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 2007 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.

CIP for redevelopment has been delayed in 2008, 2009 and 2010.

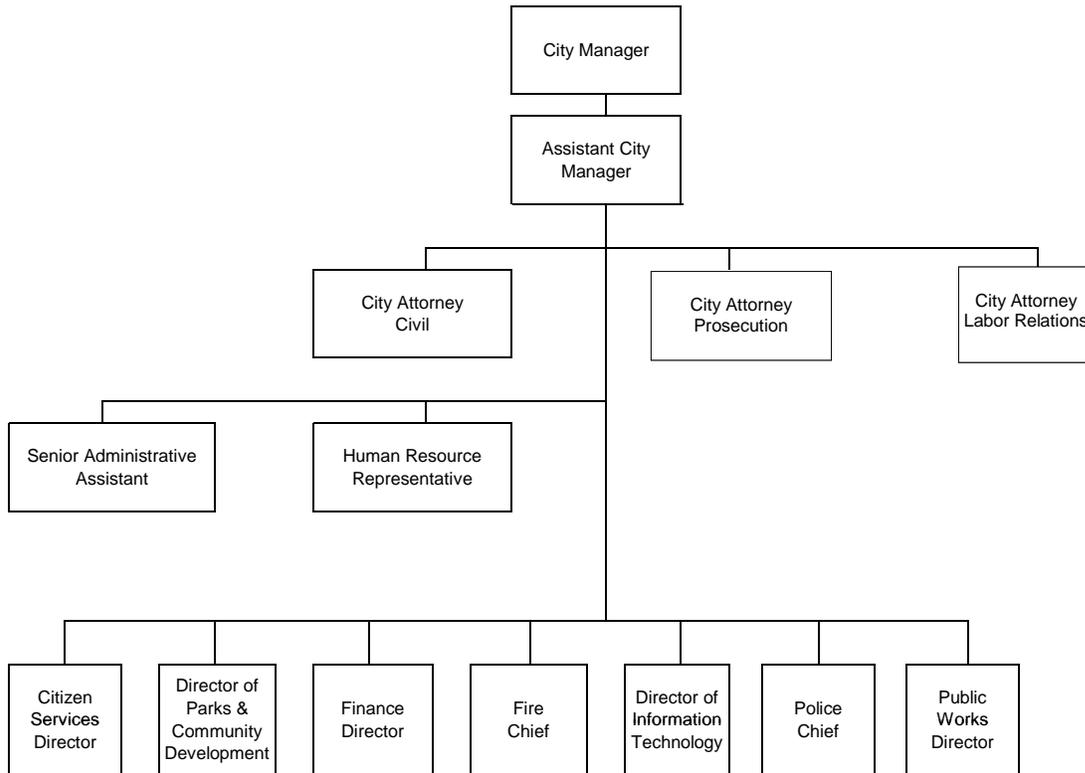
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: REDEVELOPMENT	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Assessed Market Value – before redevelopment	\$ 0	\$ 0	\$ 0	\$1,525,500
Tourist Cabins Site				
EFFECTIVENESS INDICATORS				
Market Value – after redevelopment	\$ 0	\$ 0	\$ 0	\$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. This project has been delayed and is expected to resume in 2010.				

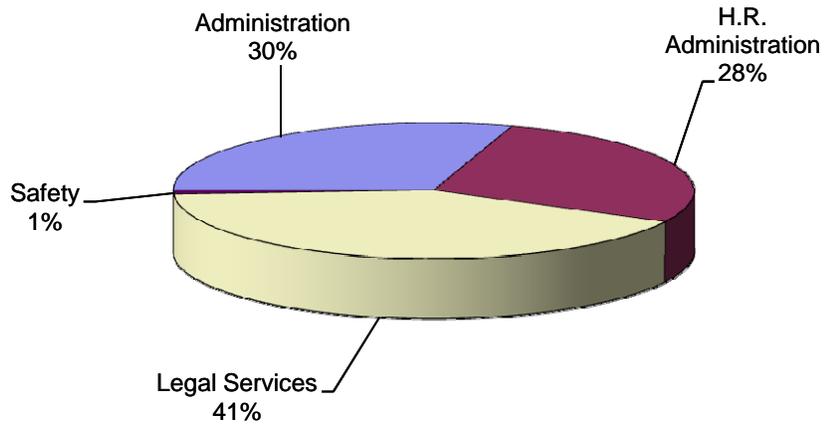
CITY OF MAPLEWOOD

EXECUTIVE DEPARTMENT

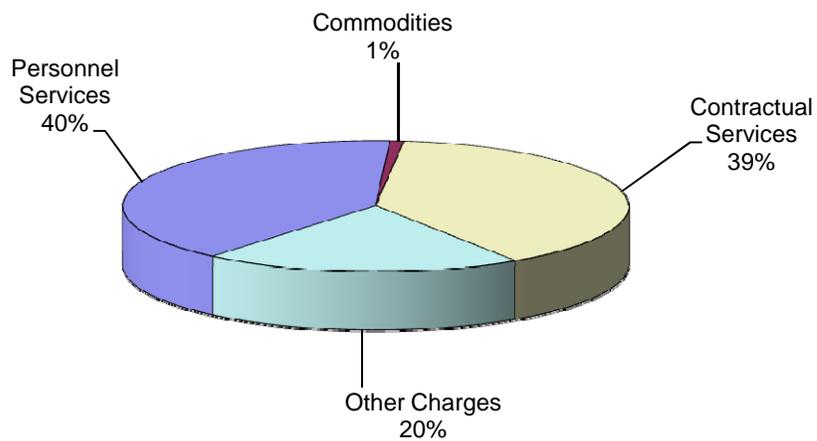
ORGANIZATION CHART



EXECUTIVE DEPARTMENT BUDGET 2010 Total By Program

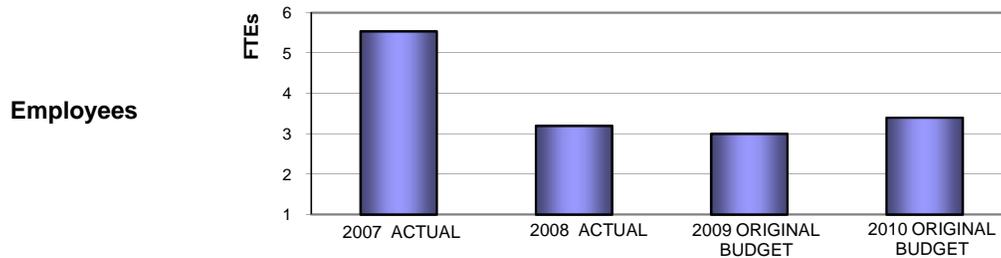
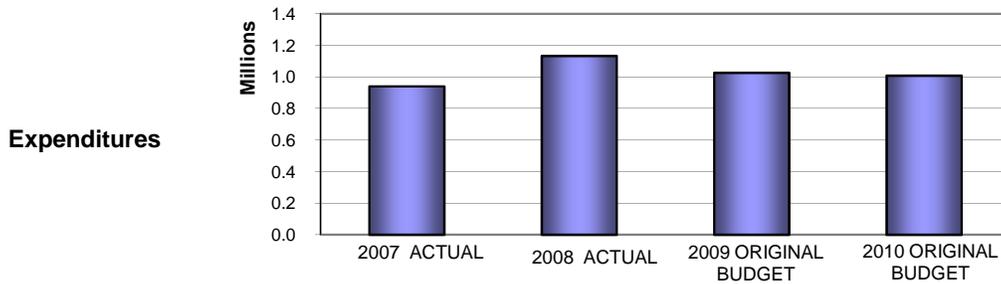


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
EXECUTIVE DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Administration	\$185,691	\$151,099	\$269,640	\$301,430	11.8%
Building Operations	0	0	0	0	N/A
H.R. Administration	328,789	265,218	284,540	280,130	-1.5%
Legal Services	286,474	491,233	462,500	417,400	-9.8%
Marketing	128,264	217,851	0	0	N/A
Safety	11,200	8,028	9,560	9,480	-0.8%
Totals	940,418	1,133,429	1,026,240	1,008,440	-1.7%
Total By Classification					
Personnel Services	322,767	310,689	353,100	401,440	13.7%
Commodities	13,061	25,197	9,370	8,950	-4.5%
Contractual Services	526,834	519,052	443,070	392,550	-11.4%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	77,756	278,491	220,700	205,500	-6.9%
Totals	940,418	1,133,429	1,026,240	1,008,440	-1.7%
Total By Fund					
General Fund	940,418	1,133,429	1,026,240	1,008,440	-1.7%
Totals	\$940,418	\$1,133,429	\$1,026,240	\$1,008,440	-1.7%
Number of Employees (FTE)	5.54	3.20	3.00	3.40	13.3%



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.

2010 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners in the 2010 City Budget by limiting the property tax increase.
2. Explore options for alternative and sustainable revenues to reduce overall reliance on state finances.
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. Continue 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.
5. 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.
6. Continue to expand the delivery of public information to Maplewood citizens.
7. Continue to recruit talented, qualified individuals as city employees.
8. Explore policies for budgetary control through early retirement incentive and leave programs.
9. Further explore policies to control medical insurance costs.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION

DEPARTMENT: EXECUTIVE

101-102

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$160,645	\$111,845	\$220,200	\$260,230
Commodities	5,633	5,138	4,630	5,650
Contractual Services	19,685	34,116	44,810	35,550
Total	\$185,963	\$151,099	\$269,640	\$301,430
Percent Change	-36.3%	-7.0%	45.4%	11.79%
Staff Hours				
No. of Employees (FTE)	1.90	1.50	1.5	1.9

BUDGET COMMENTS

The 2009 and 2010 personnel services include the shift of duties of Public Works Director to 40% Assistant City Manager.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Management Meetings	45	52	52	54
City Manager reports	0	14	46	52
News articles	6	4	6	6
EFFECTIVENESS INDICATORS				
Performance review	N/A*	N/A*	Good	Good

Notes:

* No review of City Manager or Interim City Manager performed.

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: HUMAN RESOURCE
ADMINISTRATION

DEPARTMENT: EXECUTIVE

101-116

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$141,660	\$129,935	\$132,900	\$141,210
Commodities	1,490	1,410	3,700	2,300
Contractual Services	185,971	133,997	147,940	136,620
Total	\$329,121	\$265,342	\$284,540	\$280,130
Percent Change	100.0%	-19.38%	7.24%	-1.55%
Staff Hours				
No. of Employees (FTE)	1.5	1.5	1.5	1.5

BUDGET COMMENTS

The reduction in contractual services is due to reduced litigation levels anticipated for 2009 and 2010.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: HUMAN RESOURCE ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of full-time, regular employees who left City employment during the reporting period	28	17	6	5
Number of grievances	11	4	5	7
Number of employment investigations conducted or overseen by HR	11	16	18	19
EFFECTIVENESS INDICATORS				
Turnover rate	13.8%	8.2%	3.2%	2.7%
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	25	28	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	43	48	45	45
COMMENTS				
Turnover in 2007 included dispatchers that were transferred to Ramsey County. Turnover in 2008 and 2009 results, in part, from early retirement incentives.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Budget</u>	2010 <u>Budget</u>
Direct Expenditures				
Contractual Services	\$209,084	\$212,743	\$211,900	\$211,900
Other Charges	77,756	278,491	205,500	205,500
Total	<u>\$286,840</u>	<u>\$491,234</u>	<u>\$417,400</u>	<u>\$417,400</u>
Percent Change	-12.42	71.26%	-17.69%	0.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
An allocation of \$200,000 for judgments and claims and attorney expenses are the majority of this program.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: LEGAL SERVICES	DEPARTMENT: EXECUTIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Prosecution cases opened	6,600	6,600	6,600	6,600
Civil cases processed	120	120	120	120
Meetings attended:				
Prosecution	530	530	530	530
Civil	150	150	150	150
EFFECTIVENESS INDICATORS				
% of criminal code enforcement cases favorably resolved	99%	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%	100%
COMMENTS				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: SAFETY 101-114	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION				
To ensure compliance with federal and state safety laws and regulations and City policies.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Commodities	\$433	\$1,049	\$1,040	\$1,000
Contractual Services	10,784	6,979	8,520	8,480
Total	\$11,217	\$8,028	\$9,560	\$9,480
Percent Change	-37.37%	28.43%	19.08%	-0.84%
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.				

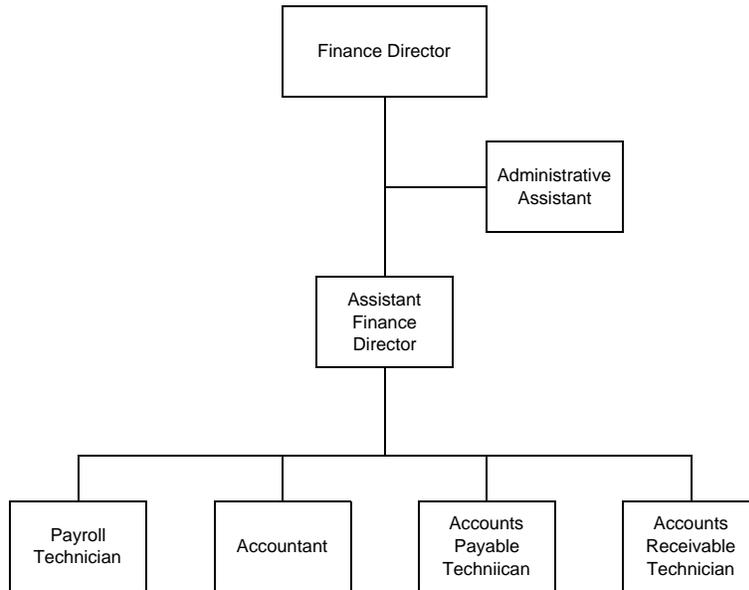
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: SAFETY	DEPARTMENT: EXECUTIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
EFFECTIVENESS INDICATORS				
Number of work-related injuries reported	40	52	34	34
Number of worker days lost due to injuries	77	48	100	20
Percent of injuries involving lost work days	20%	19%	15%	18%
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. Injured employees are brought back to do scanning if they cannot perform their regular job.</p>				

CITY OF MAPLEWOOD

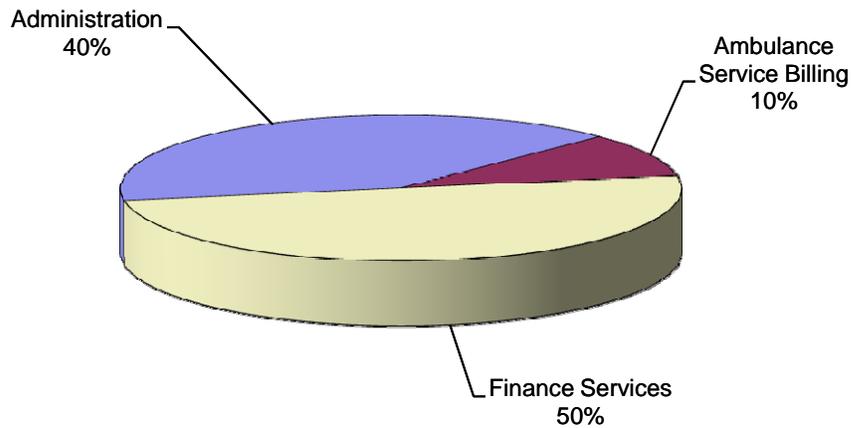
FINANCE DEPARTMENT

ORGANIZATION CHART

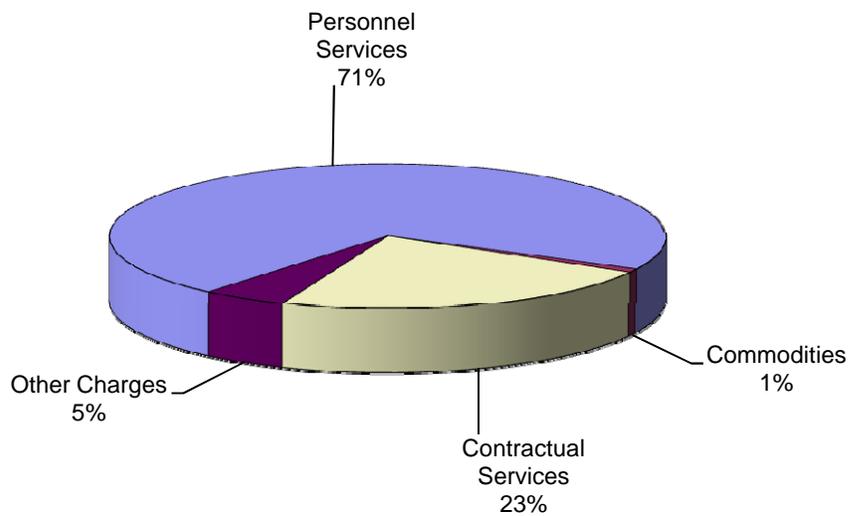


FINANCE DEPARTMENT BUDGET 2010

Total By Program

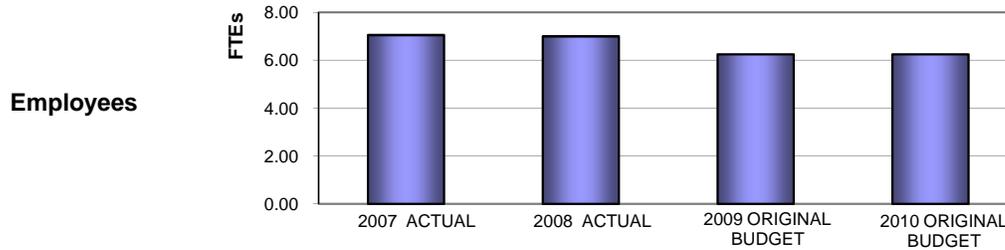
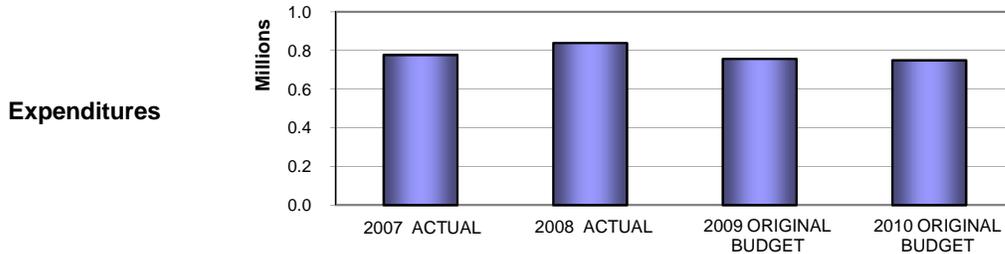


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
FINANCE DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Administration	\$277,014	\$403,961	\$301,200	\$301,760	0.2%
Ambulance Service Billing	81,701	84,719	74,290	72,810	-2.0%
Finance Services	418,389	349,759	381,140	373,910	-1.9%
Totals	777,104	838,439	756,630	748,480	-1.1%
Total By Classification					
Personnel Services	508,999	525,700	530,650	534,270	0.7%
Commodities	8,602	12,946	9,120	6,160	-32.5%
Contractual Services	219,814	232,513	177,170	171,050	-3.5%
Capital Outlay and Depreciation	0	36,891	0	0	N/A
Other Charges	39,689	30,389	39,690	37,000	-6.8%
Totals	777,104	838,439	756,630	748,480	-1.1%
Total By Fund					
General Fund	695,403	753,720	682,340	675,670	-1.0%
Ambulance Service Fund	81,701	84,719	74,290	72,810	-2.0%
Totals	\$777,104	\$838,439	\$756,630	\$748,480	-1.1%
Number of Employees (FTE)	7.05	7.00	6.25	6.25	0.0%



CITY OF MAPLEWOOD
FINANCE DEPARTMENT

MISSION STATEMENT

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

2010 OBJECTIVES

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities and explore opportunities for refunding of existing debt to move interest costs.
2. Maintain city's bond rating of Aa2 from Moody's.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2009 by May 10, 2010.
4. Prepare and distribute the 2011-2015 Capital Improvement Plan by June 24, 2010.
5. Prepare and distribute the proposed 2011 Budget for City Council review by August 19, 2010.
6. Submit 2009 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2010 Budget to Government Finance Officers Association to receive the Distinguished Budget Presentation Award.
8. Survey internal customers to determine the effectiveness of financial services by September 17, 2010.
9. Continue to review the city's system of internal controls so as to safeguard the city's assets.
10. Timely completion of the city's external audit with minimal audit adjusting entries.
11. Continued staff training, particularly in the areas of staff cross-training.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$157,356	\$186,106	\$183,610	\$188,210
Commodities	8,219	12,363	8,900	6,000
Contractual Services	75,730	205,535	108,690	107,550
Other	(1)	(43)	0	0
Total	<u>\$241,304</u>	<u>\$403,961</u>	<u>\$301,200</u>	<u>\$301,760</u>
Percent Change	-2.7%	67.4%	-25.4%	0.2%
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. Anticipated decreases in audit fees account for the reduction in contractual services.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FINANCE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of pages in budget booklet	350	300	318	330
Number of pages in capital improvement plan booklet	170	172	170	169
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 2010.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING

DEPARTMENT: FINANCE

606-203

PROGRAM MISSION

To bill, collect and account for ambulance service charges.

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$72,152	\$75,268	\$16,590	\$18,130
Commodities	383	583	180	160
Contractual Services	9,240	8,868	57,520	54,520
Total	\$81,775	\$84,719	\$74,290	\$72,810
Percent Change	3.4%	3.6%	-12.3%	-2.0%
Staff Hours				
No. of Employees (FTE)	1	1	.25	.25

BUDGET COMMENTS

During 2009, ambulance service billing transitioned to an outside provider. This accounts for the decrease in personnel services and the increase in contractual services. In 2010, 25% of the Accounts Receivable Technician's time will be charged to this program.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING	DEPARTMENT: FINANCE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of service calls billed	2,643	2,264	0	0
Number of payments posted	3,193	4,754	900	600
EFFECTIVENESS INDICATORS				
Percent of unpaid ambulance bills over two years old written off	36.0%	36.0%	36.0%	36.0%
COMMENTS				
<p>The number of payments per bill averages 1.2 because many 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 law 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. The ambulance rates have been increased to fully offset these uncollectible balances.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$279,491	\$264,326	\$330,450	\$327,930
Commodities	0	0	40	0
Contractual Services	99,554	18,110	10,960	8,980
Capital Outlay	0	36,891	0	0
Other Charges	39,690	30,432	39,690	37,000
Total	\$418,735	\$349,759	\$381,140	\$373,910
Percent Change	3.0%	-16.5%	9.0%	-1.9%
Staff Hours				
No. of Employees (FTE)	4.05	4.00	4.00	4.00

BUDGET COMMENTS

Personnel services increased in 2009 because the employee previously responsible for ambulance billing is transitioning to other roles in the Finance Services Department. Her time will continue to be allocated in 2010.

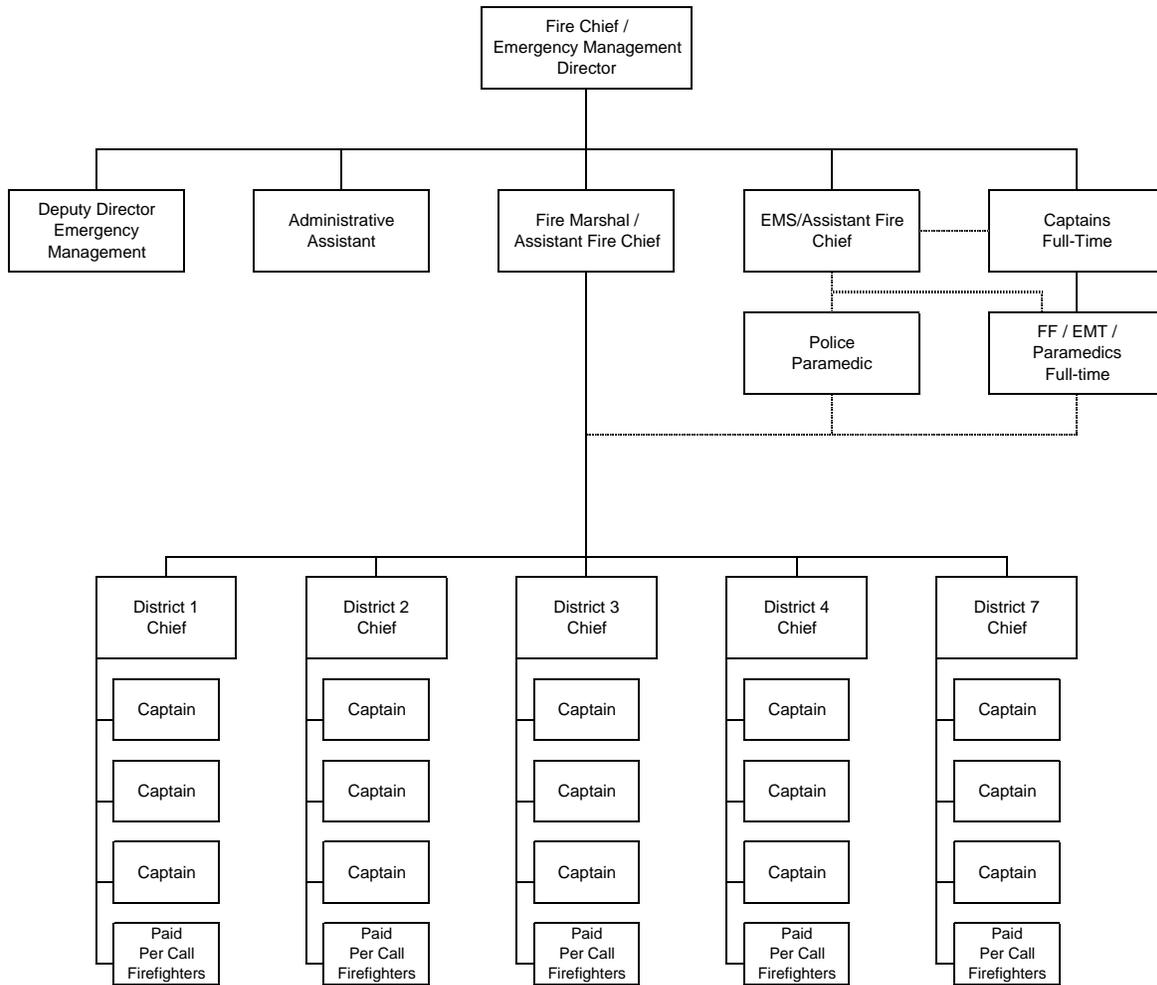
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: FINANCE SERVICES	DEPARTMENT: FINANCE			
	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Estimate</u>	2010 <u>Estimate</u>
OUTPUTS/WORKLOAD				
Number of pages in annual financial report	200	203	203	203
EFFECTIVENESS INDICATORS				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
EFFICIENCY MEASURES				
Percent of employees paid by direct deposit	70%	73%	80%	99%
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>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 were strongly encouraged to enroll beginning in 2008.</p>				

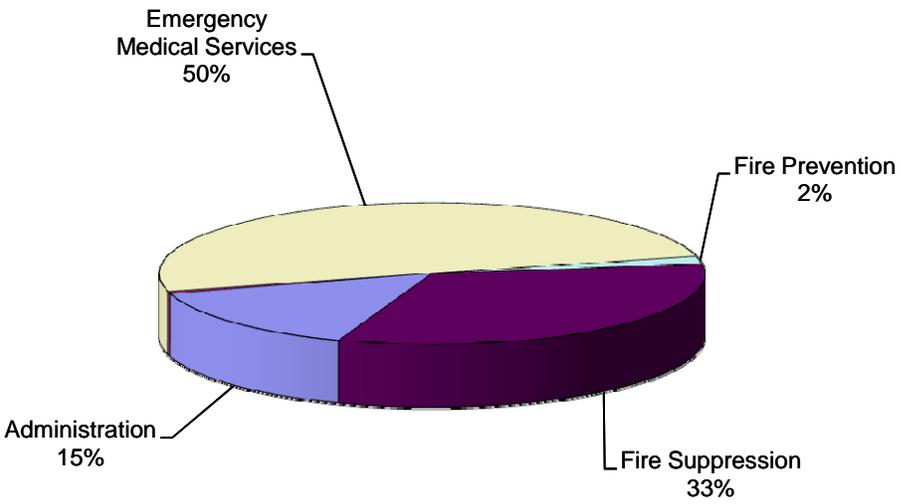
CITY OF MAPLEWOOD

FIRE DEPARTMENT

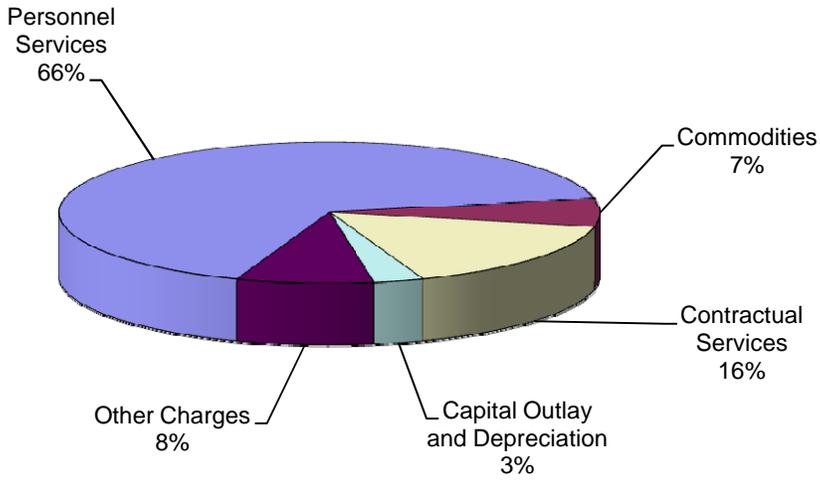
ORGANIZATION CHART



FIRE DEPARTMENT BUDGET 2010 Total By Program

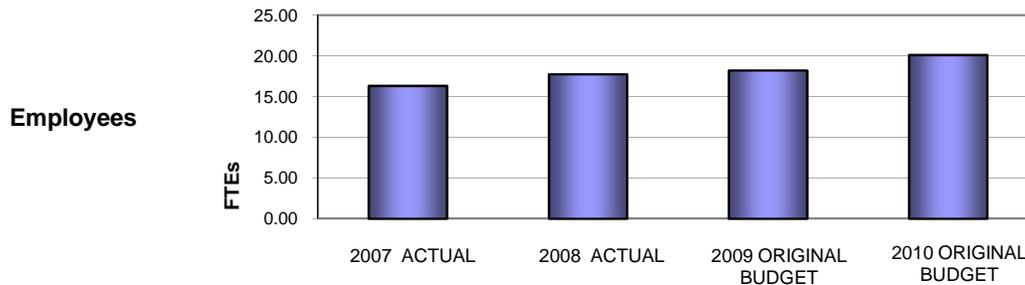
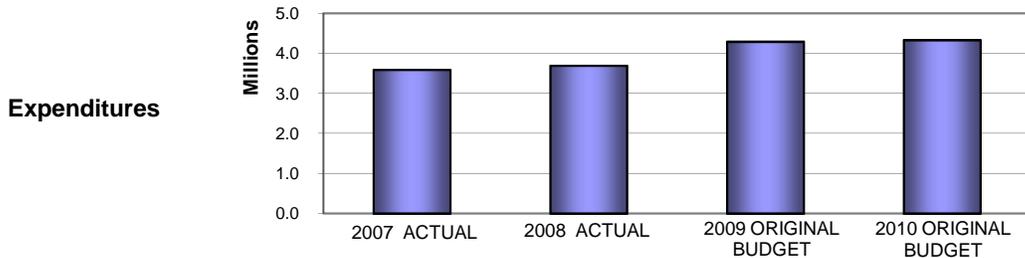


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
FIRE DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Administration	\$745,358	\$712,167	\$761,230	\$641,460	-15.7%
Emergency Management	13,877	13,347	23,060	21,420	-7.1%
Emergency Medical Services	1,559,313	1,626,438	2,009,150	2,176,620	8.3%
Fire Prevention	75,709	78,992	89,530	76,330	-14.7%
Fire Suppression	1,192,733	1,244,557	1,405,990	1,413,330	0.5%
Totals	3,586,990	3,675,501	4,288,960	4,329,160	0.9%
Total By Classification					
Personnel Services	2,413,075	2,297,849	2,800,050	2,869,330	2.5%
Commodities	200,729	342,966	265,730	280,680	5.6%
Contractual Services	426,363	528,058	659,140	696,490	5.7%
Capital Outlay and Depreciation	95,880	129,846	128,450	129,250	0.6%
Other Charges	450,943	391,400	435,590	353,410	-18.9%
Totals	3,586,990	3,690,119	4,288,960	4,329,160	0.9%
Total By Fund					
Ambulance Service Fund	1,952,135	2,021,244	2,414,640	2,497,760	3.4%
General Fund	1,634,855	1,668,875	1,874,320	1,831,400	-2.3%
Totals	\$3,586,990	\$3,690,119	\$4,288,960	\$4,329,160	0.9%
Number of Employees (FTE)	16.30	17.73	18.20	20.10	10.4%



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.

2010 OBJECTIVES

1. Reduce response times to fire and EMS calls by 5%.
2. Recruit new firefighters.
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. Examine the future department needs for a new rescue truck.
7. Evaluate new ways of becoming more efficient.
8. Fire training facility funding procurement.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION 101-411 and 606-411	DEPARTMENT: FIRE			
PROGRAM MISSION To provide administrative, clerical and payroll support to all programs within the Fire Department.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$266,125	\$222,423	\$261,800	\$232,690
Commodities	15,581	12,172	15,070	14,750
Contractual Services	72,252	84,490	81,220	72,880
Capital Outlay	0	0	0	0
Other Charges	391,400	393,082	403,140	321,140
Total	\$745,358	\$712,167	\$761,230	\$641,460
Percent Change	-4.5%	4.7%	6.9%	-15.7%
Staff Hours				
No. of Employees (FTE)	3.0	2.5	2.4	2.0
BUDGET COMMENTS The decrease in contractual services is due to lower internal I.T. charges. Other charges consist of General Fund administrative charges that are assessed to the Ambulance Service Fund.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FIRE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of staff meetings held	48	48	50	50
Number of paid-per-call staff	82	78	85	80
Number of FTE	18	18	18	18
EFFECTIVENESS INDICATORS				
Per capita cost excluding ambulance service	\$56	\$51	\$54	\$50
False alarm violations	79	119	80	80
Additions of new paid on call Firefighters	10	8	8	10
COMMENTS				
False alarms violations went up from 79 in 2007 to 119 in 2008. We had more violations in 2008 than in the past. This may be due to a decrease in money not being spent on the maintenance of alarm systems by the owners. The decrease may be related to our change in the economy.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$7,356	\$4,144	\$9,540	\$8,460
Commodities	41	236	1,810	1,450
Contractual Services	6,480	8,967	11,710	11,510
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$13,877	\$13,347	\$23,060	\$21,420
Percent Change	-19.8%	-3.8%	72.8%	-7.1%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: EMERGENCY MANAGEMENT	DEPARTMENT: FIRE			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
City plan updated	Yes	Yes	Yes	Yes
Skywarn activations	4	6	6	7
Meetings/training sessions attended	55	64	60	75
EFFECTIVENESS INDICATORS				
Hours spent updating City plan	44	42	45	40
Hours spent on all hazardous planning	55	100	75	150
Number of grants	0	0	1	1
COMMENTS				
We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training. We have also been working with Ramsey County Emergency Management, Ramsey County Public Health and the State of Minnesota on developing a plan for the possibility of a pandemic influenza outbreak.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2010 Budget</u>
Direct Expenditures				
Personnel Services	\$1,228,346	\$1,256,251	\$1,477,730	\$1,595,670
Commodities	103,570	108,746	151,540	163,750
Contractual Services	108,604	204,388	288,180	325,500
Capital Outlay	0	0	0	0
Depreciation	59,250	57,053	59,250	59,250
Other Charges	59,543	0	32,450	32,450
Total	\$1,559,313	\$1,626,438	\$2,009,150	\$2,176,620
Percent Change	19.6%	4.3%	23.5%	8.3%
Staff Hours				
No. of Employees (FTE)	9.18	10.24	10.34	10.5
BUDGET COMMENTS				
The increase in personnel services is due to the hiring of two additional firefighter/paramedics. 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 2008.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total EMS calls	2,974	3,246	3,331	3,440
Total ALS transports (Advanced Life Support)	2,341	2,531	3,031	2,700
Total BLS transports (Basic Life Support)	249	92	300	100
Total number of ambulances in service	6	6	6	6
Total billable no transport calls	49	53	52	55
Average time spent per EMS Call	47 min.	48 min.	50 min.	50 min.
EFFECTIVE INDICATORS				
Avg. EMS response time	5.1 min.	5.3 min.	4.0 min.	4.0 min.
COMMENTS				
<p>In 2008, the department had an increase of 272 more EMS calls than in 2007. Of this, the department had an increase of 190 ALS transports with BLS transports decreasing by 157. This can fluctuate from year to year based on the type of medical calls that are received. This 9% increase of moving from more ALS calls than BLS calls requires more paramedics on a call.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$68,966	\$69,317	\$77,580	\$61,190
Commodities	3,979	6,422	7,590	8,400
Contractual Services	2,764	3,253	4,360	6,740
Capital Outlay	0	0	0	0
Total	\$75,709	\$78,992	\$89,530	\$76,330
Percent Change	-1.6%	4.3%	13.3%	-14.7%
Staff Hours				
No. of Employees (FTE)	.50	.50	.60	.50
BUDGET COMMENTS Personnel increases due to re-allocations of costs. The increase in commodities is mainly due to the increase of fuel costs.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: FIRE PREVENTION	DEPARTMENT: FIRE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Safety inspections	365	415	425	450
Life safety complaints investigated	34	32	35	30
Community education events	19	16	20	20
EFFECTIVENESS INDICATORS				
Number of reinspections	47	57	35	55
Number of second reinspections	34	23	30	25
Participants in fire prevention training	700	917	800	900
COMMENTS:				
<p>In 2008, the fire marshal, along with the full-time firefighters, completed 415 life safety inspections of apartment buildings, nursing homes and businesses. These life safety inspections focus on fire code violations and fire hazards. The inspections include recommendations for compliance.</p> <p>Staff held 16 community education events and delivered our message of fire prevention to over 917 attendees.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$842,282	\$745,714	\$973,400	\$971,140
Commodities	\$77,558	200,772	89,720	92,330
Contractual Services	236,263	225,278	273,670	279,860
Capital Outlay	36,630	72,793	69,200	70,000
Total	\$1,192,733	\$1,244,557	\$1,405,990	\$1,413,330
Percent Change	8.3%	13.0%	13.0%	0.5%
Staff Hours				
No. of Employees (FTE)	4.12	4.49	4.86	5.20
BUDGET COMMENTS				
Capital outlay is for two vehicles and turnout gear.				

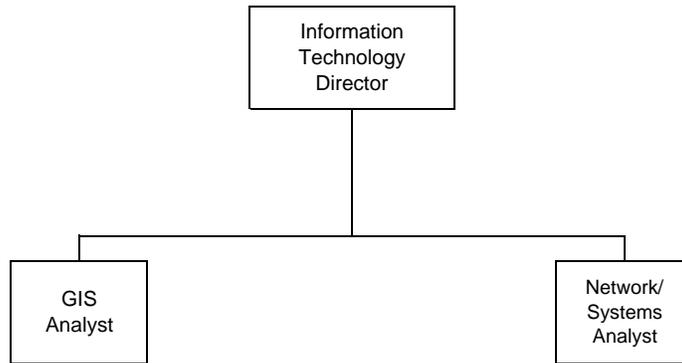
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: FIRE SUPPRESSION	DEPARTMENT: FIRE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Population served:				
MAPLEWOOD	36,667	36,922	37,213	37,667
LANDFALL	700	700	700	700
Total fire calls	689	676	710	690
Total EMS calls	3,094	3,246	3,331	3,440
EFFECTIVENESS INDICATORS				
Percentage of response time of less than four minutes	25.8%	24.1%	35%	30%
Percentage of response time of less than six minutes	59.8%	53%	64%	55%
Average number of firefighters per call	6.0	5.0	7.0	5.0
COMMENTS				
The total fire and EMS call volume for 2007 was 3783 and for 2008 it was 3,922. This is an increase of 4%. As in the past, this increase is due to the increase in visitors and workforce flow into the city and the aging of the population.				

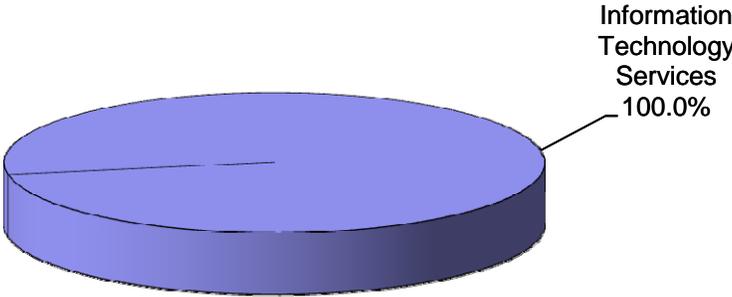
CITY OF MAPLEWOOD

INFORMATION TECHNOLOGY DEPARTMENT

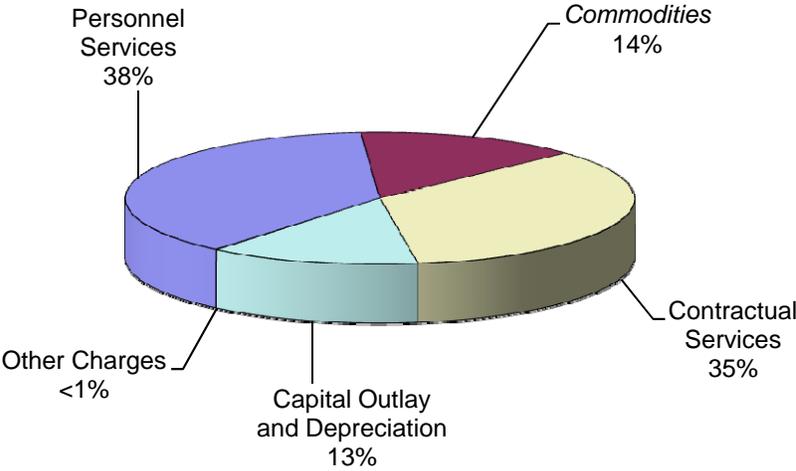
ORGANIZATION CHART



**INFORMATION TECHNOLOGY
DEPARTMENT
BUDGET 2010
Total By Program**

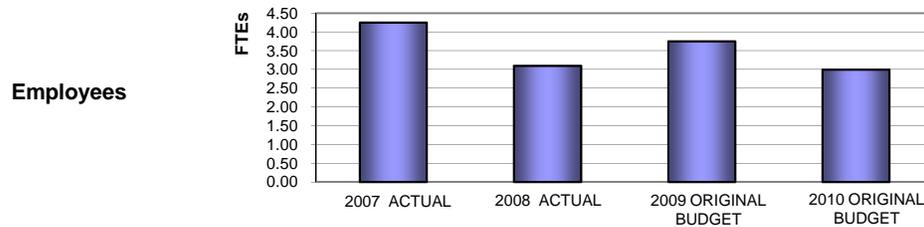
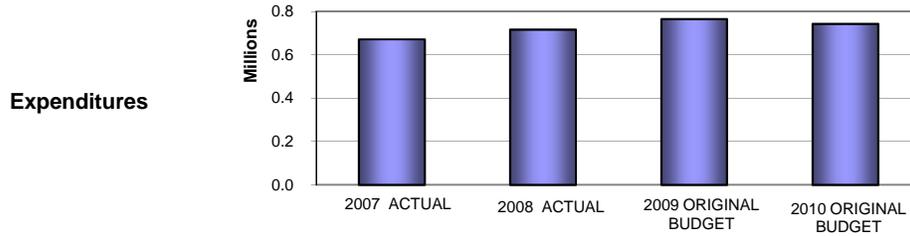


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY DEPARTMENT
EXPENDITURE SUMMARY

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Information Technology Services	\$662,513	\$710,965	\$764,290	\$742,210	-2.9%
Phone Support Services	9,019	5,975	0	0	N/A
Totals	671,532	716,940	764,290	742,210	-2.9%
Total By Classification					
Personnel Services	254,901	272,200	321,050	279,910	-12.8%
Commodities	116,477	74,975	99,170	105,220	6.1%
Contractual Services	195,055	220,535	243,770	256,780	5.3%
Capital Outlay and Depreciation	99,575	143,706	99,580	99,580	0.0%
Other Charges	5,524	5,524	720	720	0.0%
Totals	\$671,532	\$716,940	\$764,290	\$742,210	-2.9%
Total By Fund					
Information Technology Fund	\$671,532	\$716,940	\$764,290	\$742,210	-2.9%
Number of Employees (FTE)	4.25	3.10	3.75	3.00	-20.0%



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.

2010 OBJECTIVES

1. Offering additional forms on the website to aid in the capturing of citizen input.
2. Finish converting/migrating available servers to virtual servers.
3. Migrate the Maplewood Community Center security cameras to existing security software.
4. Rearrange and document video production room.
5. Test and rollout major update release for Eden Systems.
6. Partner with building operations to improve security at City buildings.
7. Prepare network infrastructure for VoIP.
8. Spearhead effort to assist staff in taking full advantage of our document management system.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$245,902	\$262,497	\$321,050	\$279,910
Commodities	116,477	94,245	99,170	105,220
Contractual Services	195,035	231,418	243,770	256,780
Depreciation	99,575	152,580	99,580	99,580
Other	0	620	720	720
Sub-Total	\$656,989	\$741,360	\$764,290	\$742,210
Percent Change	-1.5%	12.8%	3.1%	-2.9%
Less charges to other depts.	(582,560)	(748,420)	(653,420)	(593,672)
Net Total	\$74,429	\$(7,060)	\$110,870	\$148,538
Staff Hours				
No. of Employees (FTE)	3.00	3.00	3.75	3.00
BUDGET COMMENTS With the removal of funding for the ¾ IT Technician position there is a drop in Personnel Services.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Number of devices maintained	368	474	522	540
Number of workstations maintained	210	207	215	215
Number of help desk requests*	1,723	1816	2,000	2,100
Number of computers replaced	40	28	20	25
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	60%	55%	60%	60%
Percent of internal customers rating services as good or excellent	93%	89%	90%	90%
Number of web page hits by external users	850,000	1,801,500	837,416	1,000,000
EFFICIENCY MEASURES				
IT wage and benefit expenditures per workstation	\$1,171	\$1,268	\$1,327	\$1,350
COMMENTS				
<p>Estimates for Outputs/Workload in 2010 continue to rise. Due to hardware upgrades on older machines we continue to see a low number of computers replaced. However, due to the age of some of them we will see a small increase in 2010</p> <p>Website reporting has changed with the move to our new hosting company. The new reports will leave us with a more accurate picture of who is accessing our site. 2009 will be the first complete year with our new hosting company and will set the benchmark for future goals.</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
2010 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES 703-121	DEPARTMENT: INFORMATION TECHNOLOGY			
PROGRAM MISSION				
To provide and support the citywide telecommunication system.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$9,060	\$9,943	\$0	\$0
Sub-Total	9,060	9,943	0	0
Less charges to other depts.	(9,060)	(9,943)	0	0
Net Total	\$ 0	\$ 0	\$ 0	\$ 0
Percent Change	0.0%	0.0%	N/A	N/A
Staff Hours				
No. of Employees (FTE)	.10	.10	0	0
BUDGET COMMENTS				
The costs for phone support services continue to be funded from the Information Technology Services Program in 2010.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	417	427	425	425
Number of help desk calls *	117	110	115	120
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	35%	46%	55%	55%
EFFICIENCY MEASURES				
Total operating and maintenance expenditures per device.	\$22	\$23	N/A	N/A
Budget Comments				
As the phone system ages we expect an increase in service calls. 2009 has seen some server hardware replacements which we believe will continue in 2010.				

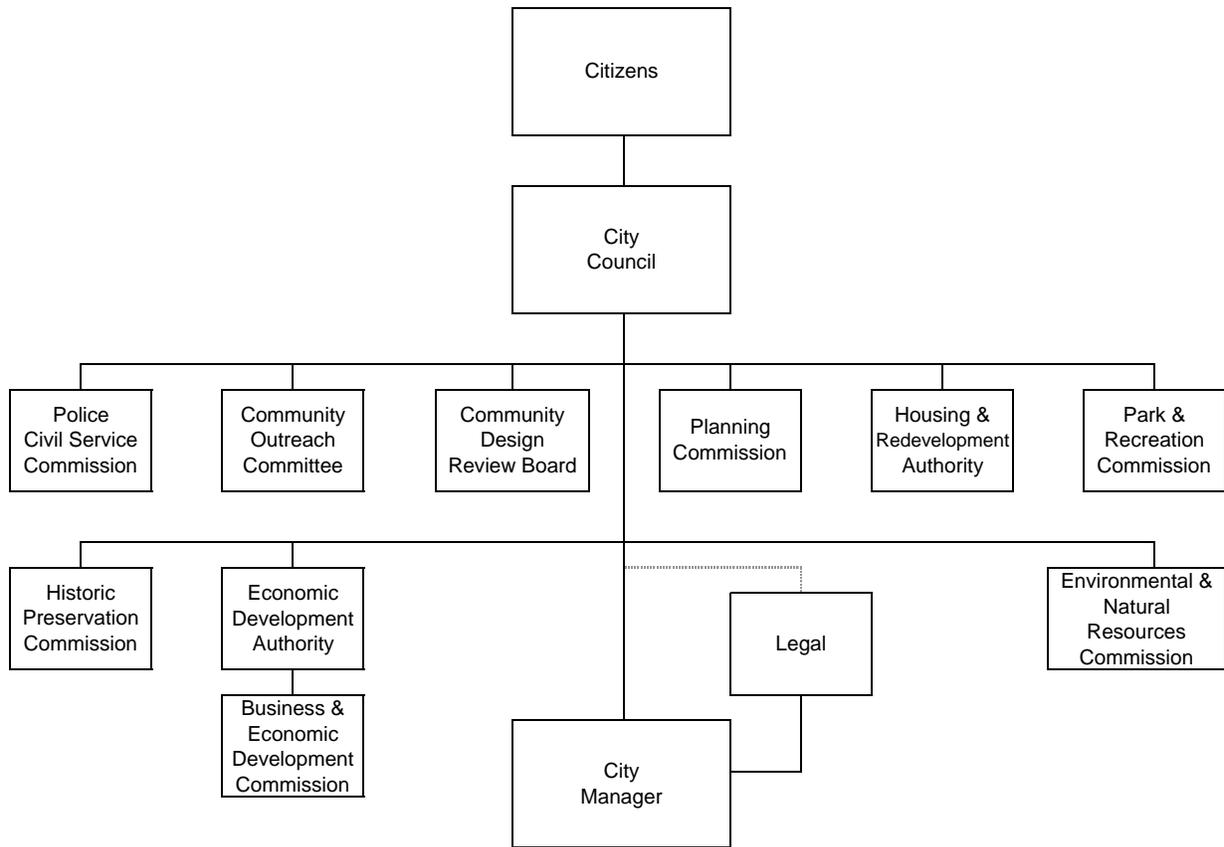
* Total calls (service calls plus project calls)

** 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

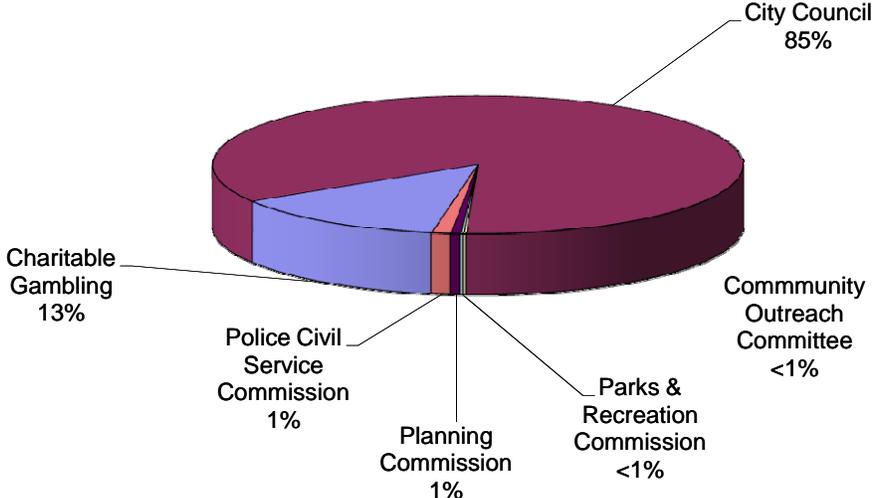
LEGISLATIVE DEPARTMENT

ORGANIZATIONAL CHART

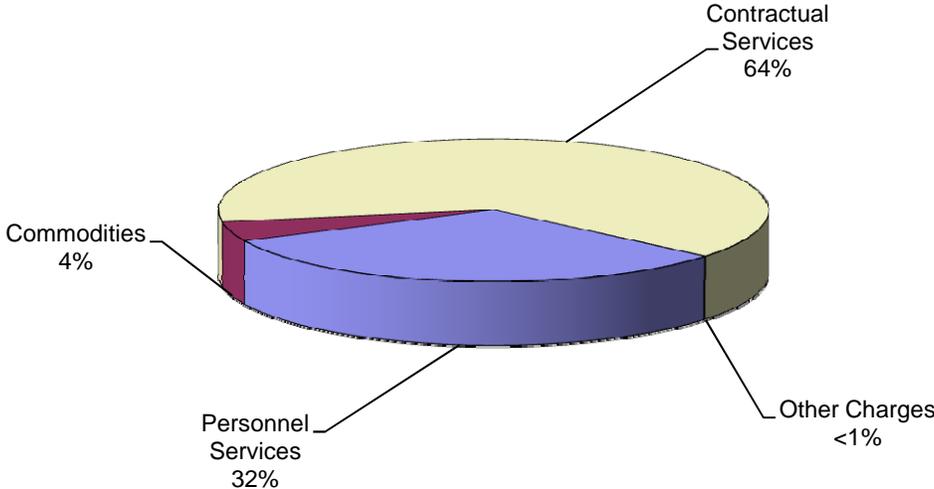


LEGISLATIVE DEPARTMENT BUDGET 2010

Total By Program

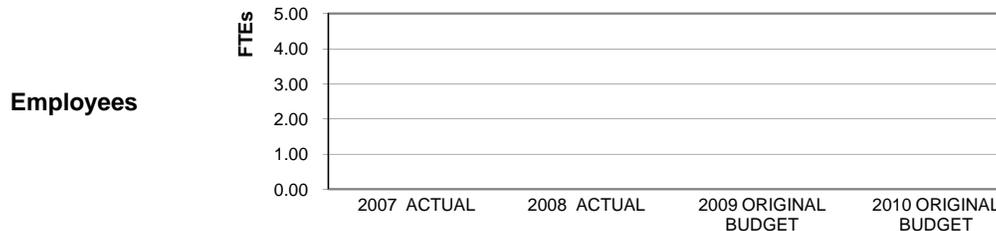
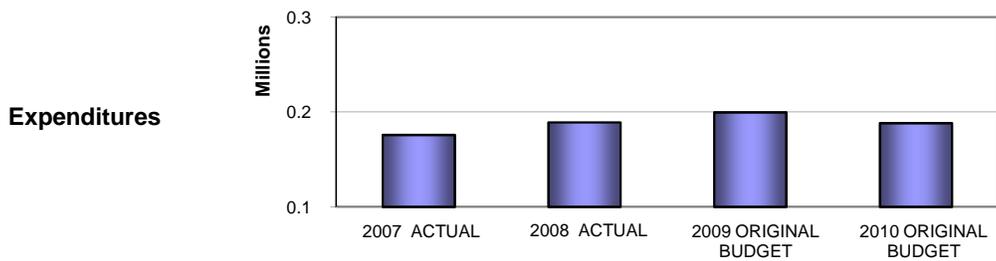


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
LEGISLATIVE DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Charitable Gambling	\$35,923	\$35,050	\$46,750	\$25,120	-46.3%
City Council	137,195	150,365	148,260	159,060	7.3%
Community Outreach Committee	6	7	630	320	-49.2%
Parks & Recreation Commission	1	1	310	310	0.0%
Planning Commission	1,358	1,049	1,200	1,110	-7.5%
Police Civil Service Commission	1,325	2,510	2,380	2,180	-8.4%
Totals	175,808	188,982	199,530	188,100	-5.7%
Total By Classification					
Personnel Services	57,179	62,469	60,620	59,860	-1.3%
Commodities	14,967	6,829	9,220	8,300	-10.0%
Contractual Services	103,446	119,634	129,470	119,820	-7.5%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	216	50	220	120	-45.5%
Totals	175,808	188,982	199,530	188,100	-5.7%
Total By Fund					
Charitable Gambling Tax Fund	35,923	35,050	46,750	25,120	-46.3%
General Fund	139,885	153,932	152,780	162,980	6.7%
Totals	\$175,808	\$188,982	\$199,530	\$188,100	-5.7%
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
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Commodities	\$ 0	\$ 0	\$ 0	\$ 0
Contractual Services	40,000	35,000	46,530	25,000
Capital Outlay	0	0	0	0
Other Charges	50	50	220	120
Total	<u>\$40,050</u>	<u>\$35,050</u>	<u>\$46,750</u>	<u>\$25,120</u>
Percent Change	4.2%	-20.1%	33%	-46.3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The requests approved by the City Council for 2010 are as follows:

- \$1,300 American Red Cross
- 1,000 Ashland Productions
- 550 City of Maplewood Scholarship Fund
- 1,050 Dispute Resolution Center
- 2,200 Friends of the Nature Center
- 480 Heritage Theatre Company
- 3,040 Maplewood Historical Society
- 3,450 Maplewood Community Center
- 700 Maplewood Firefighters Flower Fund
- 3,580 Maplewood Police Explorers
- 3,650 Maplewood Police Reserves
- 820 Poj Koob Yawm Ntxwy (PKYN)
- 2,280 Ramsey County Fair
- 500 St. Paul Composite Squadron Civilian Air Patrol
- 200 Walker at Hazel Ridge

\$24,800 Total

ESTIMATED RESERVES: \$200

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CHARITABLE GAMBLING		DEPARTMENT: LEGISLATIVE		
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Requests considered	14	9	10	16
Requests awarded	13	8	10	15
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
2010 BUDGET**

PROGRAM: CITY COUNCIL 101-101	DEPARTMENT: LEGISLATIVE			
PROGRAM MISSION				
To establish policy, adopt laws and appoint members of advisory commissions.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$57,180	\$62,469	\$60,620	\$59,860
Commodities	12,727	6,351	7,850	7,300
Contractual Services	67,420	81,456	79,790	91,900
Total	\$137,327	\$150,276	\$148,260	\$159,060
Percent Change	15.7%	9.42%	-1.36%	7.29%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The 2010 Budget includes a salary freeze for Council members.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: CITY COUNCIL	DEPARTMENT: LEGISLATIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of City Council meetings	28	32	30	30
Number of Council/Manager Workshops	24	24	28	20
Agenda items	580	742	650	600
COMMENTS				
The above items are a small part of the workload for the City Council.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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.																																									
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2007 Actual</th> <th style="width: 15%; text-align: center;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Budget</th> <th style="width: 15%; text-align: center;">2010 Budget</th> </tr> </thead> <tbody> <tr> <td>Direct Expenditures</td> <td></td> <td></td> <td></td> <td></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;">\$600</td> <td style="text-align: right;">\$300</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">7</td> <td style="text-align: right;">7</td> <td style="text-align: right;">30</td> <td style="text-align: right;">20</td> </tr> <tr> <td> Total</td> <td style="text-align: right;">\$7</td> <td style="text-align: right;">\$7</td> <td style="text-align: right;">\$ 630</td> <td style="text-align: right;">\$320</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">0%</td> <td style="text-align: right;">0.0%</td> <td style="text-align: right;">90%</td> <td style="text-align: right;">-50.79%</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;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		2007 Actual	2008 Actual	2009 Budget	2010 Budget	Direct Expenditures					Commodities	\$ 0	\$ 0	\$600	\$300	Contractual Services	7	7	30	20	Total	\$7	\$7	\$ 630	\$320	Percent Change	0%	0.0%	90%	-50.79%	Staff Hours					No. of Employees (FTE)	0	0	0	0
	2007 Actual	2008 Actual	2009 Budget	2010 Budget																																					
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Percent Change	0%	0.0%	90%	-50.79%																																					
Staff Hours																																									
No. of Employees (FTE)	0	0	0	0																																					
BUDGET COMMENTS The Maplewood Community Outreach Committee is not active yet.																																									

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: COMMUNITY OUTREACH COMMITTEE	DEPARTMENT: LEGISLATIVE			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Contests sponsored	0	0	0	2
Community awareness events sponsored	0	0	0	2
Bias crime complaints	0	0	0	0
Businesses and Organizations Participating	0	0	0	50
Percentage of new residents contacted by the committee	0%	0%	0%	90%
EFFECTIVENESS INDICATORS				
Number of people attending community events	N/A	N/A	N/A	200
Percentage of Businesses and Organizations Participating	0%	0%	0%	50%
Percentage of New Residents Contacted by the Committee	0%	0%	0%	50%
COMMENTS				
Community Outreach to start in 2010.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PLANNING COMMISSION 101-107	DEPARTMENT: LEGISLATIVE			
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	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2010 Budget</u>
Direct Expenditures				
Commodities	\$442	\$479	\$670	\$600
Contractual Services	917	570	530	510
Total	<u>\$1,359</u>	<u>\$1,049</u>	<u>\$1,200</u>	<u>\$1,110</u>
Percent Change	54.08%	-22.81%	14.39%	-7.41%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of applications reviewed	60	60	60	50
EFFECTIVENESS INDICATORS				
Number of public meetings held	25	23	24	22
COMMENTS				
Number of development applications reviewed by the Planning Commission at public meetings.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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.																																									
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2007 Actual</th> <th style="width: 15%; text-align: center;">2008 Budget</th> <th style="width: 15%; text-align: center;">2009 Budget</th> <th style="width: 15%; text-align: center;">2010 Budget</th> </tr> </thead> <tbody> <tr> <td>Direct Expenditures</td> <td></td> <td></td> <td></td> <td></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;">\$100</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">1</td> <td style="text-align: right;">1</td> <td style="text-align: right;">210</td> <td style="text-align: right;">210</td> </tr> <tr> <td> Total</td> <td style="text-align: right;">\$ 1</td> <td style="text-align: right;">\$ 1</td> <td style="text-align: right;">\$ 310</td> <td style="text-align: right;">\$ 310</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">-98.78%</td> <td style="text-align: right;">0%</td> <td style="text-align: right;">30,900%</td> <td style="text-align: right;">0%</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;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		2007 Actual	2008 Budget	2009 Budget	2010 Budget	Direct Expenditures					Commodities	\$ 0	\$ 0	\$100	\$100	Contractual Services	1	1	210	210	Total	\$ 1	\$ 1	\$ 310	\$ 310	Percent Change	-98.78%	0%	30,900%	0%	Staff Hours					No. of Employees (FTE)	0	0	0	0
	2007 Actual	2008 Budget	2009 Budget	2010 Budget																																					
Direct Expenditures																																									
Commodities	\$ 0	\$ 0	\$100	\$100																																					
Contractual Services	1	1	210	210																																					
Total	\$ 1	\$ 1	\$ 310	\$ 310																																					
Percent Change	-98.78%	0%	30,900%	0%																																					
Staff Hours																																									
No. of Employees (FTE)	0	0	0	0																																					
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
2010 BUDGET**

PROGRAM: PARKS & RECREATION COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Number of public meetings	14	14	14	22
Commission items requiring formal action	24	24	24	20
EFFECTIVENESS INDICATORS				
Number of meetings involving the public; i.e., park planning process, community issues, etc.	8	8	8	12
Percentage of recommendations adopted by the city council	98%	98%	98%	95%
EFFICIENCY MEASURES				
Average number of days between recommendation from the commission to city council action on the item	14	14	14	28
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 Wednesday monthly but has experienced increased meetings due to public hearings for recent park development.</p> <p>Community Development and Parks staff serve 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
POLICE CIVIL SERVICE COMMISSION

MISSION STATEMENT

The Maplewood Police Civil Service Commission will help to ensure a fair and objective hiring process for sworn law enforcement positions and will investigate any grievances brought before it and render an impartial decision.

2010 OBJECTIVES RELATED TO CITY'S STRATEGIC PLANS

1. Maintain a sworn police officer list.
2. Create a promotional list if needed.
3. Respond to any complaints and requests for hearings under the jurisdiction of the Commission.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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;">2007 Actual</th> <th style="width: 15%; text-align: center;">2008 Budget</th> <th style="width: 15%; text-align: center;">2009 Budget</th> <th style="width: 15%; text-align: center;">2010 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: right;">\$1,329</td> <td style="text-align: right;">\$2,510</td> <td style="text-align: right;">\$2,380</td> <td style="text-align: right;">\$2,180</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;">\$1,329</td> <td style="text-align: right;">\$2,510</td> <td style="text-align: right;">\$2,380</td> <td style="text-align: right;">\$2,180</td> </tr> <tr> <td style="padding-left: 20px;">Percent Change</td> <td style="text-align: right;">-65.39%</td> <td style="text-align: right;">88.86%</td> <td style="text-align: right;">-5.18%</td> <td style="text-align: right;">-8.4%</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>		2007 Actual	2008 Budget	2009 Budget	2010 Budget	Direct Expenditures					Contractual Services	\$1,329	\$2,510	\$2,380	\$2,180	Total	\$1,329	\$2,510	\$2,380	\$2,180	Percent Change	-65.39%	88.86%	-5.18%	-8.4%	Staff Hours					No. of Employees (FTE)	0	0	0	0
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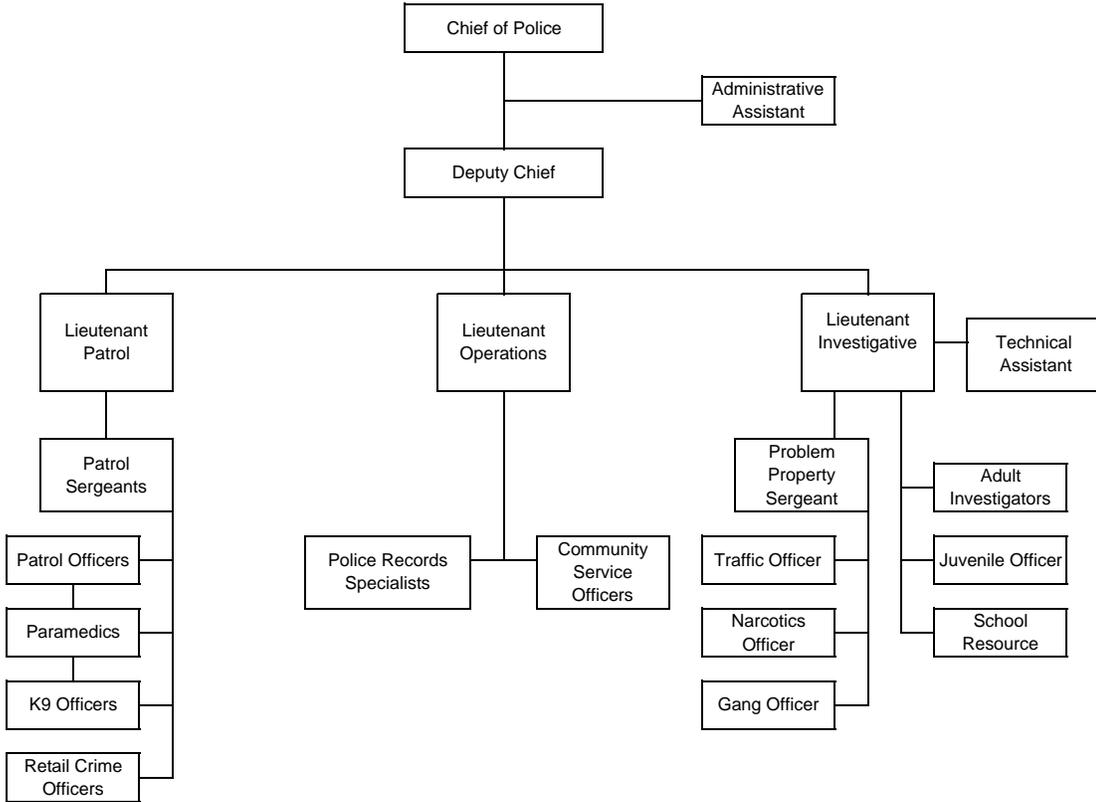
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2007 Actual</u>	<u>2008 Estimate</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Number of lists created - external	1	1	0	0
Number of lists created - internal	1	3	2	0
EFFECTIVENESS INDICATORS				
Average number of working days between approval to post position and adoption of promotional list	35	35	35	35
Average number of working days between approval to post position and adoption of external eligibility list	75	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>				

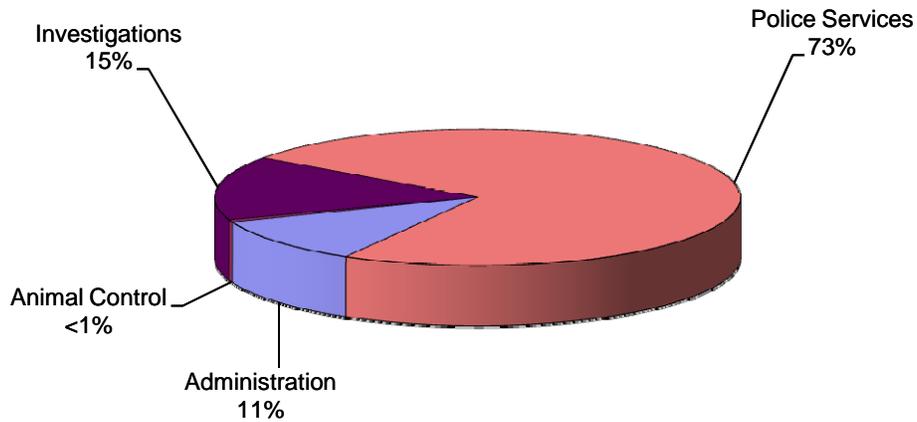
CITY OF MAPLEWOOD

POLICE DEPARTMENT

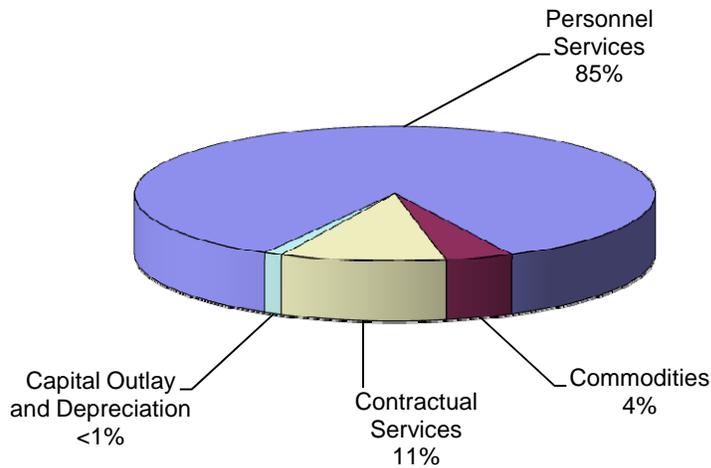
ORGANIZATION CHART



POLICE DEPARTMENT BUDGET 2010 Total By Program

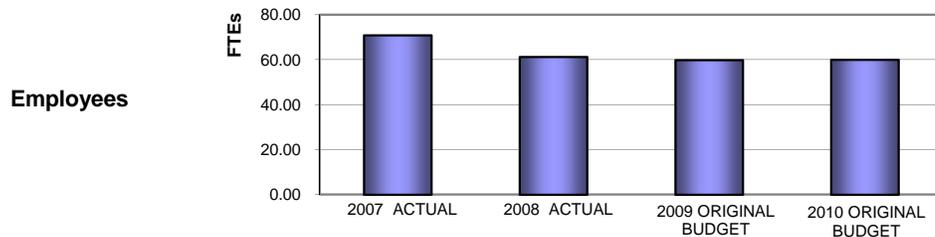
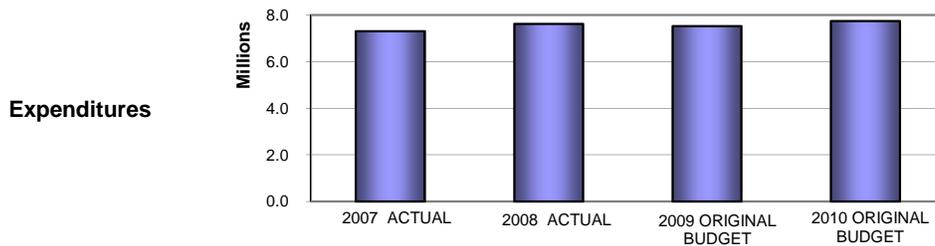


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
POLICE DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007	2008	2009	2010	PERCENT OVER(UNDER) 2009 BUDGET
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	
Administration	\$883,882	\$973,992	\$868,740	\$830,040	-4.5%
Animal Control	34,382	38,265	42,080	43,440	3.2%
Code Enforcement	0	64,065	0	0	N/A
Dispatching Services	435,654	222,004	0	0	N/A
Investigations	919,870	998,937	1,094,060	1,179,210	7.8%
Police Services	5,034,818	5,325,678	5,524,010	5,689,110	3.0%
Totals	7,308,606	7,622,941	7,528,890	7,741,800	2.8%
Total By Classification					
Personnel Services	6,076,784	6,105,680	6,132,560	6,523,180	6.4%
Commodities	330,176	467,187	355,560	328,470	-7.6%
Contractual Services	767,589	882,533	881,320	800,650	-9.2%
Capital Outlay and Depreciation	133,442	167,471	159,450	89,500	-43.9%
Other Charges	615	70	0	0	N/A
Totals	7,308,606	7,622,941	7,528,890	7,741,800	2.8%
Total By Fund					
Ambulance Service Fund	27,950	270	0	0	N/A
Enhanced 911 Service	9,724	0	0	0	N/A
General Fund	7,229,404	7,571,101	7,502,890	7,715,800	2.8%
Justice Assistance Grant	56	0	0	0	N/A
Law Enforcement Block Grant	153	0	0	0	N/A
Police Services Fund	41,319	51,570	26,000	26,000	0.0%
Totals	\$7,308,606	\$7,622,941	\$7,528,890	\$7,741,800	2.8%
Number of Employees (FTE)	70.80	61.20	59.80	59.90	0.2%



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.

2010 OBJECTIVES

1. Increase non-enforcement public contact and interaction such as community meetings and presentations.
2. Continued 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. Enhance the 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 continue to 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, crime prevention and crime-free multi housing.
10. Encourage interaction with the retail community to proactively reduce retail crime and business related criminal activity.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$629,911	\$681,077	\$568,780	\$585,580
Commodities	20,023	33,610	30,590	20,480
Contractual Services	233,960	304,335	269,370	223,980
Capital Outlay	0	105,750	0	0
Other Charges	-12	0	0	0
Total	\$883,882	\$1,124,772	\$868,740	\$830,040
Percent Change	-3.4%	27.3%	-22.8%	-4.4%
Staff Hours				
No. of Employees (FTE)	7	7.5	6	6
BUDGET COMMENTS				
Personnel services have increased slightly due to COLA increases. There have been no other increases to this program.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: POLICE			
	2007 Actual	2007 Actual	2009 Actual	2010 Estimate
OUTPUTS/WORKLOAD				
Hours of professional development training	41	41	82	85
Department expenditures	\$7.3 mil	\$7.3 mil	\$7.5 mil	\$7.5 mil
Number of FTE	71	71	61	61
EFFECTIVENESS INDICATORS				
Per capita cost for services	\$199	\$199	\$201	\$200
Percent of evaluations completed on time	100	100	100	100
COMMENTS				
Continuing professional development by administrative staff assures our citizens that law enforcement services are delivered with the highest degree of professionalism and in line with industry standards.				

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

2007 – 36,663
 2008 – 36,922
 2009 – 37,213
 2010 – 37,503

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ANIMAL CONTROL

DEPARTMENT: POLICE

101-407

PROGRAM MISSION

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

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Contractual Services	\$34,382	\$40,444	\$42,080	\$43,440
Total	\$34,382	\$40,444	\$42,080	\$43,440
Percent Change	6.7%	17.6%	4.0%	3.2%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The animal control budget will increase due to a cost of living increase for patrol hours provided to the City by the animal control officer. No increase is projected for boarding fees assuming numbers of animals remain constant.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ANIMAL CONTROL	DEPARTMENT: POLICE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total licenses monitored	554	226	550	220
Total animal complaints	692	784	704	500
Number of contacts by animal control officer	200	220	235	100
EFFECTIVENESS INDICATORS				
Hours spent per 1,000 population on animal related calls for service	5.9 hours	6.6 hours	7.1 hours	6.0 hours
COMMENTS				
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.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: DISPATCHING SERVICES 101-406	DEPARTMENT: POLICE																																																		
PROGRAM MISSION To provide professional emergency communications assistance, assurance, and guidance to the public and public safety personnel.																																																			
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No. of Employees (FTE)	10	0	0	0																																															
BUDGET COMMENTS Dispatching services are now provided on a contractual basis by Ramsey County. Costs have been allocated to the three programs (Police Services, Fire Suppression and EMS) that receive dispatching services beginning in 2009.																																																			

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: DISPATCHING SERVICES	DEPARTMENT: POLICE			
	2007 Actual	2008 Estimate	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total police & EMS calls dispatched	28,211	29,000	N/A	N/A
Total fire & EMS calls dispatched	3,783	3,900	N/A	N/A
Total phone calls handled	*	*	N/A	N/A
EFFECTIVENESS INDICATORS				
Police & EMS calls per dispatcher	*	*	N/A	N/A
Fire calls per dispatcher	*	*	N/A	N/A
Total phone calls per dispatcher	*	*	N/A	N/A
Priority 1 receipt to dispatch	3.1 min	2.5 min	N/A	N/A
COMMENTS				
Dispatching services are now provided on a contractual basis by Ramsey County. Costs have been allocated to the three programs (Police Services, Fire Suppression and EMS) that receive dispatching services beginning in 2009.				

* Indicates data not available.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$887,204	\$954,904	\$1,042,030	\$1,133,330
Commodities	8,913	19,580	18,430	16,410
Contractual Services	23,753	32,778	33,600	29,470
Total	\$919,870	\$1,007,262	\$1,094,060	\$1,179,210
Percent Change	40.5%	9.5%	8.9%	7.8%
Staff Hours				
No. of Employees (FTE)	6.8	6.8	9.6	9.8

BUDGET COMMENTS

This was a new program in 2006. Funds for this program were previously included in the Police Services Program. Additional personnel were redistributed from Police Services in 2007. The Gang Officer and an Officer assigned to the East Metro Narcotics Task Force are included in this program. Increases in this program are due to increased personnel costs. The vehicle repair budget was reduced due to historical expenses.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: INVESTIGATIONS	DEPARTMENT: POLICE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Felony cases charged	194	131	140	145
Gross misdemeanor cases charged	364	285	250	265
EFFECTIVENESS INDICATORS				
Total cases assigned to investigators	4191	3918	3900	3950
Total cases cleared	3933	3702	3700	3750
Juveniles sent to Diversion Program	166	295	296	300
COMMENTS				
<p>Total number of felony cases (crimes punishable by more than one year in prison) and gross misdemeanor (crimes punishable by not more than one year in jail and/or a fine of \$3,000 or less) have decreased due to changes in several statutes raising the felony and gross misdemeanor thresholds. These changes were effective in August 2007. The total number of cases assigned to investigators has decreased by 6.5%</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. The total number of juveniles sent to diversion rose 77% in 2008 which may be a direct correlation on fewer adult and gross misdemeanor cases being charged.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: POLICE SERVICES

DEPARTMENT: POLICE

101-402, 208-402

PROGRAM MISSION

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

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$4,267,479	\$4,650,120	\$4,521,750	\$4,804,270
Commodities	300,932	259,200	306,540	291,580
Contractual Services	332,620	399,771	536,270	503,760
Capital Outlay	133,442	159,991	133,450	89,500
Other Charges	289	70	0	0
Total	\$5,034,762	\$5,469,152	\$5,498,010	\$5,689,110
Percent Change	13.6%	8.6%	2.0%	3.5%
No. of Employees (FTE)	47.0	45.4	43.2	44.1

BUDGET COMMENTS

Personnel costs have increased slightly due to contractual COLA increases for employees. Capital outlay costs have been reduced by purchasing fewer new squad cars in 2010. The cost of dispatching services was shifted to this program in 2009 and distribution of costs reduced the amount charged to this program in 2010.

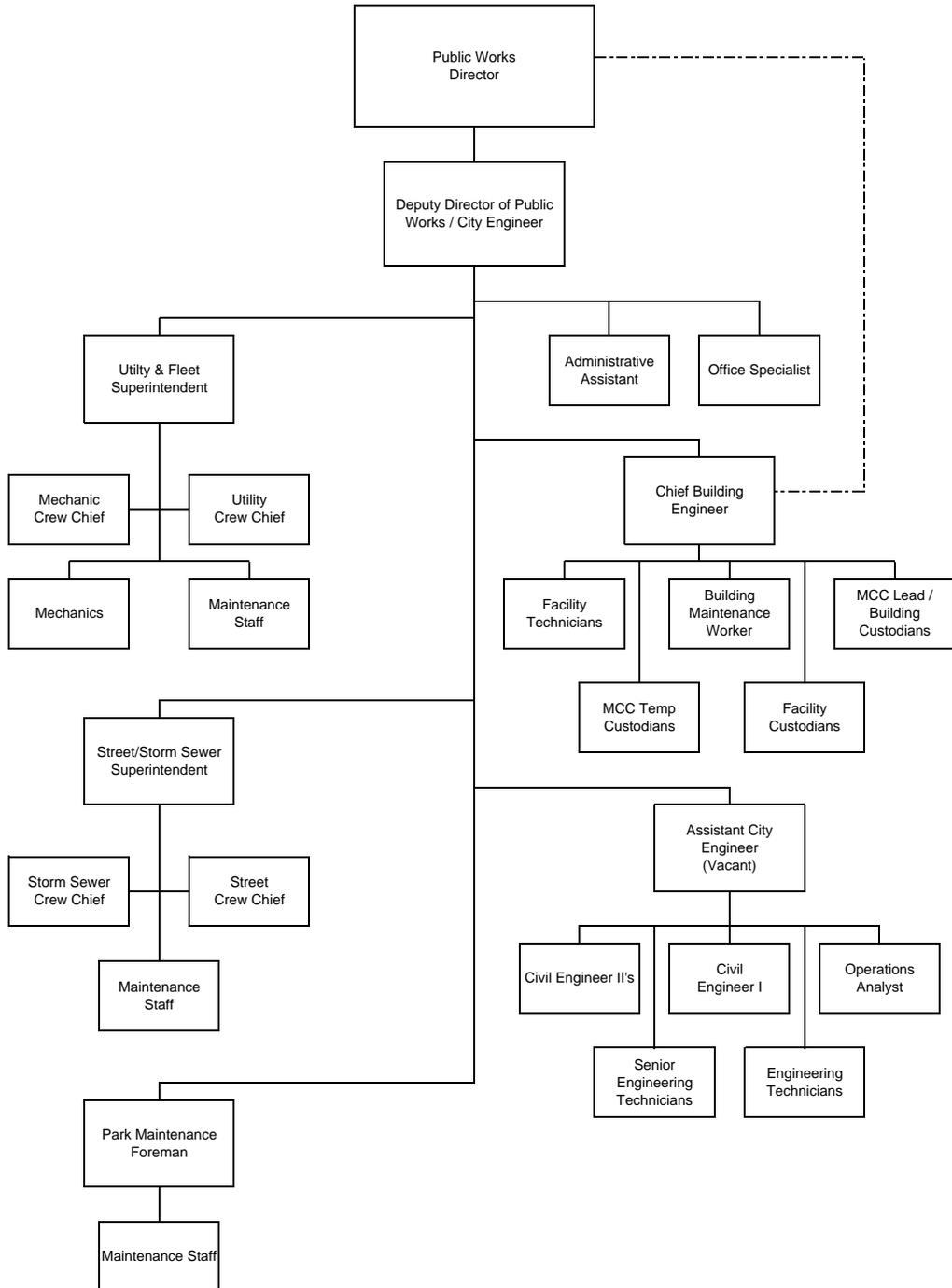
**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: POLICE SERVICES	DEPARTMENT: POLICE			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Arrests for Part I & II crimes	2567	2374	2400	2425
DUI arrests per 1,000 population	8.6	9.0	9.0	9.0
Total arrests for Part I crimes per sworn FTE	21.8	19.0	19.5	20.0
EFFECTIVENESS INDICATORS				
Part I offenses per 1,000 population	68.5	69.4	70.0	70.6
Arrests for Part I crimes per 1000 population	31.7	28.3	29.0	29.5
Response time to Priority I calls from dispatch to arrival	6.5 min	6.1 min	6.0 min	6.5 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	72.8%	74.3%	74.5%	75.0%
COMMENTS (YET TO BE CHANGED)				
<p>Total arrests for Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) and Part II crime decreased 7.5%. DUI arrests increased slightly in 2008. Road construction in and around Maplewood in 2010 may also delay responses. The department reestablished random quality assurance checks in 2006.</p>				

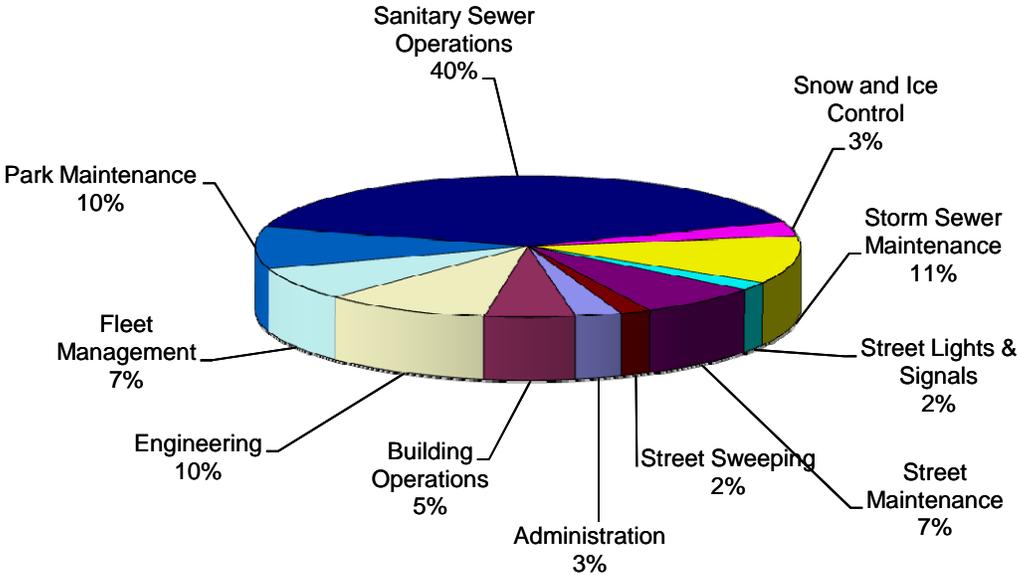
CITY OF MAPLEWOOD

PUBLIC WORKS DEPARTMENT

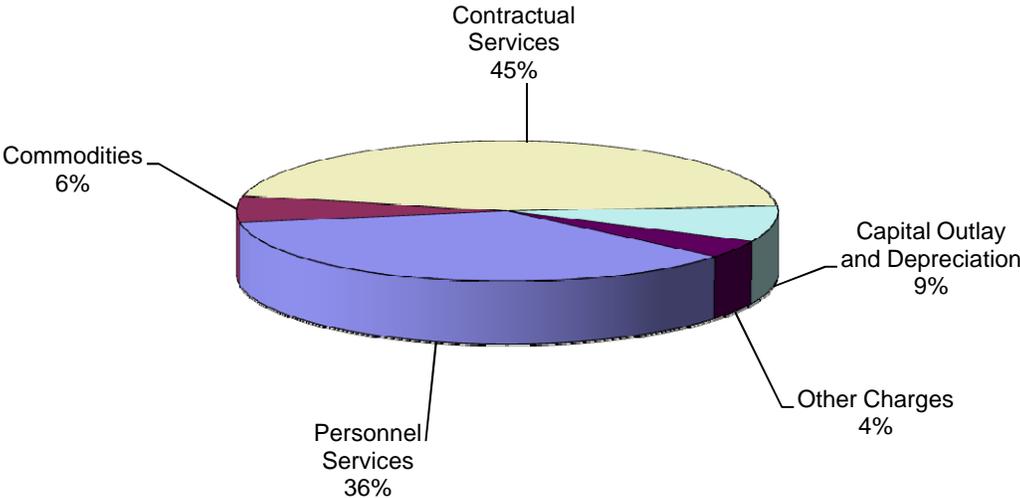
ORGANIZATION CHART



PUBLIC WORKS DEPARTMENT BUDGET 2010 Total By Program

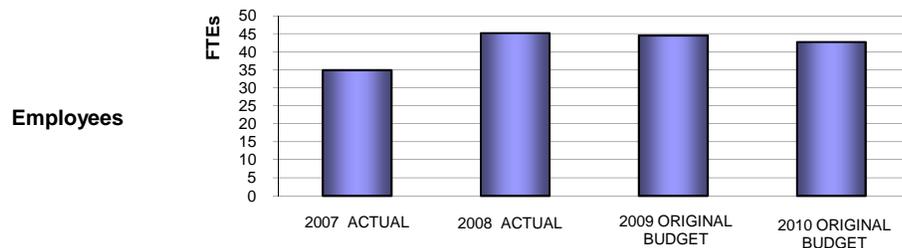
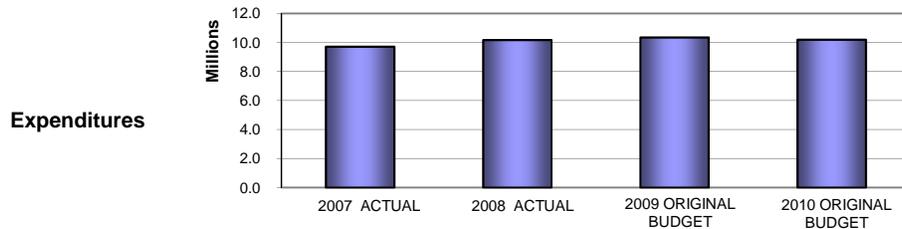


Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
PUBLIC WORKS DEPARTMENT
EXPENDITURE SUMMARY**

Total By Program	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2010 BUDGET	PERCENT OVER(UNDER) 2009 BUDGET
Administration	\$355,426	\$488,561	\$401,530	\$279,280	-30.4%
Building Operations	0	0	580,870	547,000	-5.8%
Engineering	806,044	806,029	970,010	1,004,180	3.5%
Fleet Management	727,920	823,004	772,260	758,300	-1.8%
Nature Center	243,873	238,586	0	0	N/A
Open Space Management	57,293	62,345	0	0	N/A
Park Maintenance	956,898	965,874	938,380	972,190	3.6%
Recycling Program	347,790	355,586	0	0	N/A
Sanitary Sewer Operations	3,820,562	3,903,875	4,129,030	4,065,540	-1.5%
Snow and Ice Control	269,880	313,991	326,410	338,110	3.6%
Storm Sewer Maintenance	1,010,293	1,125,316	1,083,390	1,106,400	2.1%
Street Lights & Signals	165,837	180,983	197,550	203,740	3.1%
Street Maintenance	739,376	681,079	721,900	733,760	1.6%
Street Sweeping	175,932	187,299	189,710	182,660	-3.7%
Transit Operations	31,366	32,949	33,920	0	-100.0%
Totals	9,708,490	10,165,477	10,344,960	10,191,160	-1.5%
Total By Classification					
Personnel Services	3,627,731	3,767,039	3,807,490	3,693,540	-3.0%
Commodities	440,922	492,958	573,230	623,120	8.7%
Contractual Services	4,381,591	4,531,277	4,702,000	4,612,390	-1.9%
Capital Outlay and Depreciation	837,453	928,661	852,080	852,080	0.0%
Other Charges	420,793	445,542	410,160	410,030	0.0%
Totals	9,708,490	10,165,477	10,344,960	10,191,160	-1.5%
Total By Fund					
General Fund	3,416,488	3,550,604	3,973,020	3,874,520	-2.5%
Sewer Fund	3,820,562	3,903,875	4,129,030	4,065,540	-1.5%
Environmental Utility Fund	1,229,893	1,351,425	1,273,100	1,289,060	1.3%
Recycling Program	347,790	355,586	0	0	N/A
Street Light Utility Fund	165,837	180,983	197,550	203,740	3.1%
Fleet Management Fund	727,920	823,004	772,260	758,300	-1.8%
Totals	\$9,708,490	\$10,165,477	\$10,344,960	\$10,191,160	-1.5%
Number of Employees (FTE)	34.90	45.20	44.55	42.72	-4.1%



CITY OF MAPLEWOOD
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

2010 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, parks and building maintenance 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. Continued professional administration of the right-of-way ordinance, wetland ordinance, tree ordinance and erosion control requirements.
7. Implementation of a major project to expand White Bear Avenue between Radatz and County Road D, and Century, I-94 to Lake Drive.
8. Additional investment in our aging fleet to address increased work orders.
9. Investigate the feasibility of creating a Maplewood water utility to remove reliance on the St. Paul Regional Water Services organization.
10. Prepare inventories and evaluations of our infrastructure, along with replacement and maintenance plans, including a detailed coordination of our park facilities as an analysis of park funding is developed.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION

DEPARTMENT: PUBLIC WORKS

101-501

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$244,830	\$310,716	\$268,250	\$142,720
Commodities	13,569	16,298	10,090	12,170
Contractual Services	97,361	161,547	123,190	124,390
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$355,760	\$488,561	\$401,530	\$279,280
Percent Change	0.1%	37.3%	-17.8%	-30.4%
Staff Hours				
No. of Employees (FTE)	2.20	2.30	2.20	1.55

BUDGET COMMENTS

The decrease in personnel services is due to a transfer of .65 FTE to other programs.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Council agenda reports	210	156	165	175
Informational mailings	87	117	90	80
Active projects	53	56	52	49
Neighborhood meetings	15	18	16	15
Web Page Updates	172	235	195	205
Permits Issued	207	289	140	150
E-mails to web site requiring follow-up	64	85	95	110
EFFECTIVENESS INDICATORS				
Hits to PW Web Page	107,000	123,000	135,000	140,000
COMMENTS				
The number of updates to the web page was significantly higher in 2008 because the entire City website was revised and updated. It is anticipated that the number of permits issued will be lower than previous years due to the current economic downturn.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: BUILDING OPERATIONS

DEPARTMENT: PUBLIC WORKS

101-115

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$174,419	\$199,157	\$241,190	\$218,660
Commodities	47,039	52,137	53,020	\$58,050
Contractual Services	261,828	255,502	256,660	240,290
Capital Outlay	0	0	30,000	30,000
Total	\$483,286	\$506,796	\$580,870	\$547,000
Percent Change	15.4%	4.9%	14.6%	-5.8%
Staff Hours				
No. of Employees (FTE)	3.30	3.30	3.92	3.12

BUDGET COMMENTS

The decrease in personnel services is due to not including the vacant Facility Technician burden as planned for in 2009.

The increase in commodities is due to the increased usage of supplies and putting office furniture purchases into its own line 4290 for easier tracking.

There is a slight decrease in contractual services due to delaying select projects with the delay of staffing for the additional facility technician and doing more work with existing staff.

The Capital Outlay of \$30,000 is for phase 1 of a 5 phase upgrading of the Security System at city facilities and additional devices for areas needing additional protection or security.

Note that 30% of the Chief Building Engineer wages comes out of the MCC Operations Budget and 10% out of the Recycling Budget. The Building Maintenance Worker also has 10% of his wages coming out of the Recycling budget.

The 3.125 (FTE) are .60 Chief Building Engineer, 1 Facility Technician, .90 Building Maintenance Worker, and .625 Part Time Building maintenance Worker.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Actual	2010 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	850	1,111	1,320	1,132
Number of vendor calls	1,350	1,290	247	178
Service calls	25	53	29	41
Number of janitorial tasks complete	70,000	71,400	71,196	70,860
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	85%	91%	92%	92%
Cost per sq. ft. vendor calls - MCC	NA	\$4.25	\$4.25	\$4.25
Cost per sq. ft vendor calls - CH / P/ PW/ P	NA	\$5.28	\$5.28	\$5.28
Cost per sq. ft. staff tasks - MCC	NA	\$3.44	\$3.44	\$3.44
Cost per sq. ft. staff tasks – CH / P/ PW/ P	NA	\$2.20	\$2.20	\$2.20
Cost per sq. ft. vendor calls – CH / P	\$71.94	NA	NA	NA
Cost per sq. ft. staff tasks - CH / P	\$8.20	NA	NA	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>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ENGINEERING 101-503	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION				
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$745,325	\$747,446	\$898,140	\$947,580
Commodities	5,492	10,539	8,350	5,290
Contractual Services	40,811	48,031	63,520	51,310
Capital Outlay	15,164	14	0	0
Total	\$806,792	\$806,030	\$970,010	\$1,004,180
Percent Change	2.6%	0.1%	20.3%	3.5%
Staff Hours				
No. of Employees (FTE)	9.33	9.13	9.13	9.90
BUDGET COMMENTS				
The increase in personnel services is due to the addition of .80 FTE of an Engineering Technician.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: ENGINEERING	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$1,090,000	\$1,140,800	\$1,309,900	\$1,360,000
Improvements (engineered in-house only)	\$4.7 mil	\$3.2 mil	\$5.8 mil	\$6.7 mil
Improvements (in-house and consultants)	\$11.8 mil	\$12.3 mil	\$15.7 mil	\$17.7 mil
Billable Hours	14,503	14,424	14,753	15,300
Total staff hours available	26,828	24,155	25,904	26,940
EFFECTIVENESS INDICATORS				
Staff utilization rate	54%	60%	60%	57%
Percent of improvement costs engineered in-house	40%	26%	37%	38%
Engineering as a % of Construction costs (In-House Projects)	26%	26%	26%	26%
Engineering as a % of construction costs (Consultant Projects)	36%	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 2010 is planning to perform in-house engineering on the neighborhood street reconstruction projects, while focusing consultant efforts to public improvements associated with Developer petitioned projects and stimulus/grant projects, such as Gladstone, White Bear Ave/County D, and Stillwater Rd.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$260,991	\$286,270	\$228,210	\$273,790
Commodities	161,356	188,068	211,360	165,670
Contractual Services	111,545	113,752	136,220	122,360
Depreciation	196,020	233,915	196,020	196,020
Other Charges	512	998	450	460
Sub-Total	<u>\$730,424</u>	<u>\$823,004</u>	<u>\$772,260</u>	<u>\$758,300</u>
Percent Change	19.6%	12.7%	-6.2%	-1.8%
Less charges to other depts.	<u>(831,857)</u>	<u>(736,038)</u>	<u>(855,540)</u>	<u>(863,230)</u>
Net Total	(\$101,433)	(\$86,865)	(\$83,280)	(\$104,930)
Staff Hours				
No. of Employees (FTE)	3.50	3.60	3.35	3.50

BUDGET COMMENTS

The total 2010 budget is essentially the same as the 2009 budget, except for an increase in Personnel Services costs due to an increase in wages, benefits and a re-distribution of costs among programs.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: FLEET MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total vehicles in fleet	259	266	266	266
Hours on work orders	3,798	3,714	3,900	4,100
Total staff hours	5,436	5,474	5,500	5,600
Number of work orders	1,554	1,456	1,500	1,575
Average age of equip/veh.	9.12	8.84	9.00	9.20
EFFECTIVENESS INDICATORS				
Percent of chargeable time	70.0%	68.0%	71.0%	73.0%
Work orders / vehicle	5.30	5.47	5.63	5.92
COMMENTS				
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.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PARK MAINTENANCE
101-602

DEPARTMENT: PUBLIC WORKS

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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$593,845	\$566,551	\$540,420	\$512,440
Commodities	70,903	82,450	59,350	124,240
Contractual Services	293,187	316,873	338,610	335,510
Capital Outlay	0	0	0	0
Total	\$957,935	\$965,874	\$938,380	\$972,190
Percent Change	100%	0.8%	-2.8%	3.6%
Staff Hours				
No. of Employees (FTE)	7.5	7.5	7.0	6.0

BUDGET COMMENTS

The decrease in personnel services cost is due to attrition of one FTE. This vacant position will not be filled in 2010.

Additional funds are budgeted in Commodities for asphalt that is needed to overlay the deteriorated surfaces in parking lots and trails within the park system.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: PARK MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of acres mowed	250	255	250	240
Number of times athletic fields maintained	1,900	1,950	2,100	2,150
Number of work orders for removal of graffiti	50	40	35	40
EFFECTIVENESS INDICATORS				
Percent of citizens rating the appearance of parks and recreation activities as good or excellent	85%	85%	85%	85%
Percent of citizens rating the safety of parks and recreation facilities as good or excellent	75%	75%	75%	75%
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. Safety in our parks is also becoming a very important focus of park maintenance.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS 601-508	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION				
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$458,242	\$475,571	\$560,670	\$478,850
Commodities	21,656	13,425	24,660	27,070
Contractual Services	2,723,021	2,749,493	2,903,530	2,919,450
Depreciation	310,103	339,746	310,100	310,100
Other Charges	309,106	325,640	330,070	330,070
Total	\$3,822,128	\$3,903,875	\$4,129,030	\$4,065,540
Percent Change	3.6%	2.1%	5.7%	-1.5%
Staff Hours				
No. of Employees (FTE)	5.80	6.30	6.65	6.05
BUDGET COMMENTS				
Sewage treatment is 64% of the total annual budget for this program and can fluctuate due to wet weather, resulting in high flow years and low flow years. The decrease in personnel costs are due to attrition. Capital outlay includes repair of fractured pipe (\$100,000), the sump pump elimination program (\$120,000), and sewer main replacement on three local street reconstruction projects in 2010 (\$489,000).				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Feet of sewer cleaned	268,269	281,229	310,992	320,600
Hours of sewer cleaning	464	471	545	560
Feet of sewer televised	74,028	42,168	75,000	75,000
Sumps Inspected	0	0	0	0
Total miles of sewer	153.5	154.5	155	155
Sewage volume(MG)	1,488	1,600	1,600	1,625
EFFECTIVENESS INDICATORS				
Percent of system cleaned	32.9%	34.5%	38.0%	39.3%
Number of backup calls	38	42	27	27
Number of obstructions	3	8	3	3
EFFICIENCY MEASURES				
Feet cleaned per hour	578.1	597.0	570.6	572.5
COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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 completed within 8 hours for a 4 inch snowfall; and plow all trails and sidewalks within 48 hours.

INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$144,581	\$174,166	\$167,840	\$168,630
Commodities	42,638	55,029	67,700	77,420
Contractual Services	82,914	84,797	90,870	92,060
Total	\$270,133	\$313,992	\$326,410	\$338,110
Percent Change	12.7%	16.2%	4.0%	3.6%
Staff Hours				
No. of Employees (FTE)	2.15	2.10	2.10	1.90

BUDGET COMMENTS

The 2010 budget is essentially the same as the 2009 budget. The decrease of .20 FTE is due to a shift in duties to other programs.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: SNOW AND ICE CONTROL	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Hours of plowing and sanding	1,108	1,830	1,200	1,400
Number of plowing events	16	22	12	14
Hours of sanding only	292	368	340	360
Number of sanding events	10	19	15	19
Lane miles maintained	270	270	272	273
Inches of snowfall	50	52	50	54
EFFECTIVENESS INDICATORS				
Dollars per lane-mile	\$1,000	\$1,163	\$1,200	\$1,238
EFFICIENCY MEASURES				
Avg. hours to plow event	7	7	7	7
Employee hours per sand event	29	20	23	19
COMMENTS				
This program remains very efficient. The department continues to cross-train employees within the department to assist in snow plow operations.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$386,420	\$453,410	\$455,460	\$520,600
Commodities	28,020	16,385	24,250	18,460
Contractual Services	216,238	231,693	218,180	181,980
Depreciation	315,963	354,985	315,960	315,960
Other Charges	64,220	68,781	69,540	69,400
Total	\$1,010,861	\$1,125,254	\$1,083,390	\$1,106,400
Percent Change	13.4%	11.3%	-3.7%	2.1%
Staff Hours				
No. of Employees (FTE)	5.0	5.55	5.25	5.40
BUDGET COMMENTS				
The 2010 budget is essentially the same as the 2009 budget plus the addition of .15 FTE due to a shift in duties.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>
OUTPUTS/WORKLOAD				
Total water bodies	206	206	208	208
Water bodies inspected	61	0	52	52
Total outfalls	405	405	407	407
Outfalls inspected	153	0	100	105
Employee hours of inspection	141	0	100	105
Total Sump Structures	NA	NA	91	94
Sump Structures Inspected	NA	NA	91	94
Sump Structures Cleaned	NA	NA	79	94
Tons of Sediment Removed	NA	NA	175.8	180
EFFECTIVENESS INDICATORS				
Percent of devices maintained	28.5%	0.0%	25.0%	25.0%
EFFICIENCY MEASURES				
Number of hours/water body	2.3	0	1.9	2.0
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. The hours worked in this program for inspection were dedicated to a complete inspection and inventory of all sump and weir structures. The sump structures will become part of the performance indicators, with a goal of 25% of water bodies inspected along with 100% of sumps cleaned each year.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS 607-506	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION To maintain and operate street lights and traffic signals.				
INPUTS	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Contractual Services	\$156,488	\$171,106	\$187,450	\$193,340
Other Services	9,373	9,877	10,100	10,100
Total	\$165,861	\$180,983	\$197,550	\$203,740
	-1.9%	9.1%	9.1%	-2.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Number of street lights	1,012	1,068	1,068	1,070
Number of traffic signals	47	49	51	51
EFFECTIVENESS INDICATORS				
Average cost per street light	\$164	\$169	\$184	\$181
COMMENTS				
<p>Costs were reduced in 2005 by going to a maintenance agreement program with Xcel and a joint maintenance agreement with the City of St. Paul. The increases in 2008 and 2009 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
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$421,984	\$357,650	\$354,340	\$343,910
Commodities	80,995	80,044	110,110	130,140
Contractual Services	237,051	243,386	257,450	259,710
Capital Outlay	0	0	0	0
Total	\$740,233	\$681,080	\$721,900	\$733,760
Percent Change	12.6%	-8.0%	6.0%	1.6%
Staff Hours				
No. of Employees (FTE)	4.45	4.85	4.85	4.25

BUDGET COMMENTS

The 2010 budget is essentially the same as the 2009 budget with a decrease of .45 FTE maintenance worker due to a shift in duties.

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STREET MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Total lane miles of streets	270	270	272	273
Lane miles assessed	45	41	87	93
Lane miles above 70 PCI *	145	155	163	171
Lane miles seal coated	0	0	0	0
Tonnage of repair material	909	543	500	450
EFFECTIVENESS INDICATORS				
Percent in good condition	54%	57%	60%	63%
Percent seal coated	0%	0%	0%	0%
Percent of system assessed	17%	15%	32%	34%
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 5 years. Benefits are already evident in the reduction of the amount of repair material needed on the City's roadways due to the aggressive reconstruction of the worst streets in the city in the recent years. This program is a long term investment in the infrastructure of the city of Maplewood.</p>				

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

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STREET SWEEPING 604-513	DEPARTMENT: PUBLIC WORKS			
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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Personnel Services	\$91,618	\$94,807	\$92,970	\$86,360
Commodities	1,319	1,792	4,340	4,610
Contractual Services	83,176	90,700	92,400	91,690
Total	\$176,113	\$187,299	\$189,710	\$182,660
Percent Change	4.4%	6.4%	1.3%	-3.7%
Staff Hours				
No. of Employees (FTE)	1.25	1.15	1.15	.95
BUDGET COMMENTS				
The 2010 budget is essentially the same as the 2009 budget with a decrease in personnel services costs and a decrease of .10 FTE maintenance worker due to a shift in duties to other programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: STREET SWEEPING	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Lane miles swept	1,088	1,350	1,360	1,365
Total lane miles	270	270	272	273
Employee hours sweeping	1,822	2,041	2,000	1,985
Tonnage collected	1,925	2,773	2,500	2,500
EFFECTIVENESS INDICATORS				
Times swept per year	4.03	5	5	5
1 st sweep completion date	4/9	4/29	4/15	4/15
EFFICIENCY MEASURES				
Cost per lane mile swept	\$162	\$139	\$140	\$134
Cost per capita	\$4.79	\$5.05	\$5.07	\$4.87
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 – 36,279
 2006 – 36,397
 2007 – 36,667
 2008 – 37,042
 2009 – 37,417
 2010 – 37,500

**CITY OF MAPLEWOOD, MINNESOTA
2010 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	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Direct Expenditures				
Contractual Services	\$31,401	\$32,949	\$33,920	0
Total	\$31,401	\$32,949	\$33,920	0
Percent Change	1.8%	4.9%	2.9%	-100.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS The Northeast Suburban Transit Dial-A-Ride program will be funded entirely by the Metropolitan Council in 2010. No funding will be required by Maplewood.				

**CITY OF MAPLEWOOD, MINNESOTA
2010 BUDGET**

PROGRAM: TRANSIT OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2007 Actual	2008 Actual	2009 Estimate	2010 Estimate
OUTPUTS/WORKLOAD				
Ridership	110,400	115,920	116,500	n/a
Buses	4	4	4	n/a
EFFICIENCY MEASURES				
Subsidy per passenger	\$4.60	\$4.45	\$4.46	n/a
COMMENTS				

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.

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.

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

Enterprise Funds

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

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

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

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

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

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

Internal Service Funds

Employee Benefit Fund - accounts for retirement, leave and insurance benefits provided to city employees.

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

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 RE-EST.	2010 BUDGET
Revenues:					
Taxes - current property	\$11,071,163	\$10,627,250	\$11,329,590	\$11,065,590	\$12,028,335
Taxes - other	245,419	82,223	243,310	243,310	218,000
Special assessments	28,674	35,112	28,180	28,180	32,600
Licenses and permits	1,188,195	1,251,778	1,253,260	904,346	1,028,800
Fines and forfeits	204,821	218,172	195,000	195,000	230,000
Intergovernmental	1,253,751	1,206,706	1,297,230	894,280	881,300
Charges for services	3,386,117	3,492,592	3,738,240	3,547,154	3,826,420
Miscellaneous	679,431	531,899	403,470	253,470	290,650
Total revenues	18,057,571	17,445,732	18,488,280	17,131,330	18,536,105
Expenditures:					
Citizen Services	988,963	950,918	1,223,390	1,191,595	1,256,440
Community and Parks Development	1,876,199	1,830,924	1,655,360	1,571,461	1,633,320
Executive	942,682	1,138,074	1,026,240	870,757	1,008,440
Finance	660,039	716,829	682,340	750,950	675,670
Fire	1,603,912	1,583,189	1,874,320	1,589,168	1,831,400
Legislative	140,022	153,935	152,780	138,323	162,980
Police	7,170,219	7,403,958	7,502,890	7,518,098	7,715,800
Public Works	3,404,947	3,550,606	3,973,010	3,715,494	3,874,520
Total expenditures	16,786,983	17,328,433	18,090,330	17,345,846	18,158,570
Excess (deficit) of revenues over expenditures	1,270,588	117,299	397,950	(214,516)	377,535
Other financing sources (uses):					
Capital Outlay	(135,800)	(225,655)			
Debt Service	(7,505)	(5,929)			
Proceeds - Sale of Capital Assets	17,577	48,316			
Operating transfers in (out):					
Buffer Zone Protection Grant Fund	0	1,274	0	0	0
Capital Improvement Projects Fund	(324,000)	(211,864)	(162,500)	0	0
Community Center Operations Fund	(114,000)	(46,706)	0	0	0
Debt Service Fund	0	(166,560)	(661,125)	0	(475,000)
Employee Benefits Fund	0	406,120	488,240	350,000	(40,000)
Enhanced 911 Service Fund	0	76,472	0	0	0
FireTruck Replacement Fund	0	(50,000)	(131,640)	(45,000)	(50,000)
Justice Assistance Grant Fund	0	26,354	0	0	0
Law Enforcement Block Grant Fund	0	386	0	0	0
Public Works Building Addition Fund	0	1,534	0	0	0
St. Paul WAC Fund	0	(17,040)	0	0	0
Sanitary Sewer Fund	0	20,000	0	0	0
Recreation Programs Fund	(94,000)	(30,500)	0	0	0
Total other financing sources (uses)	(657,728)	(173,798)	(467,025)	305,000	(565,000)
Net change in fund balance	612,860	(56,499)	(69,075)	90,484	(187,465)
Prior Period Adjustment	0	(134,000)	0	0	0
Fund balance - January 1	6,329,690	6,808,550	6,752,051	6,752,051	6,842,535
Fund balance - December 31	\$6,942,550	\$6,752,051	\$6,682,976	\$6,842,535	\$6,655,070
Fund balance/revenues	38.4%	38.7%	36.1%	39.9%	35.9%
Fund balance/expenditures	41.4%	39.0%	36.9%	39.4%	36.6%

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Taxes:</u>					
3021 Taxes - charitable gambling	\$44,460	\$29,377	\$30,000	\$30,000	\$10,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,336	2,121	400	400	50
Total revenues	46,796	31,498	30,400	30,400	10,050
<u>Expenditures:</u>					
4120 Program supplies	1,799	0	0	0	0
4160 Equipment supplies	0	0	0	0	0
4390 Travel & training	0	0	0	0	0
4480 Fees for service	28,242	33,316	37,970	37,970	21,550
4530 Outside rental - property & building	5,665	6,360	8,560	8,560	3,450
4610 Vehicles	0	0	0	0	0
4660 Construction - building	0	0	0	0	0
4720 Land improvement	0	0	0	0	0
4930 Investment management fees	216	219	220	220	120
Total expenditures	35,922	39,895	46,750	46,750	25,120
Excess (deficit) of revenues over expenditures	10,874	(8,397)	(16,350)	(16,350)	(15,070)
Fund balance - January 1	45,311	56,185	56,141	47,788	31,438
Fund balance - December 31	\$56,185	\$47,788	\$39,791	\$31,438	\$16,368
Fund balance/expenditures	156.4%	119.8%	85.1%	67.2%	65.2%

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Fines and Forfeits:</u>					
3403 Confiscated property	\$7,271	\$20,516	\$9,170	\$9,170	\$9,170
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	3,093	4,256	550	550	100
Total revenues	10,364	24,772	9,720	9,720	9,270
<u>Expenditures:</u>					
4165 Small equipment	0	962	0	0	0
4610 Vehicles	41,032	18,889	26,000	31,153	26,000
4930 Investment management fees	287	459	0	0	0
Total expenditures	41,319	20,310	26,000	31,153	26,000
Excess (deficit) of revenues over expenditures	(30,955)	4,462	(16,280)	(21,433)	(16,730)
Fund balance - January 1	84,066	53,111	57,573	57,573	36,140
Fund balance - December 31	\$53,111	\$57,573	\$41,293	\$36,140	\$19,410
Fund balance/expenditures	128.5%	283.5%	158.8%	116.0%	74.7%

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Taxes:</u>					
3011 Taxes - current	\$270,004	\$234,577	\$230,540	\$230,540	\$258,375
3012 Taxes - delinquent	1,366	674	0	0	0
3017 Taxes - interest	107	126	0	0	0
<u>Intergovernmental Revenue:</u>					
3523 State homestead market value credit	9,695	4,255	13,550	0	0
<u>Charges for Services:</u>					
3641 Recreation program fees	406,394	423,557	461,070	461,070	391,430
3646 Gate receipts	0	0	500	500	500
3649 Miscellaneous	0	40	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Interest on investments	0	0	120	120	0
3803 Donations & contributions	800	0	0	0	0
3862 Snack bar sales	4,091	3,978	3,000	3,000	3,000
3872 Rentals - room	16,090	31,564	26,500	26,500	26,500
Total revenues	<u>708,547</u>	<u>698,771</u>	<u>735,280</u>	<u>721,730</u>	<u>679,805</u>
Total expenditures	<u>767,390</u>	<u>744,320</u>	<u>753,440</u>	<u>753,440</u>	<u>625,330</u>
Excess (deficit) of revenues over expenditures	(58,843)	(45,549)	(18,160)	(31,710)	54,475
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	94,000	41,750	0	0	0
Employee Benefits Fund	0	0	14,440	14,440	0
Fund balance - January 1	<u>(34,745)</u>	412	<u>(3,387)</u>	<u>(3,387)</u>	<u>(20,657)</u>
Fund balance - December 31	<u>\$412</u>	<u>(\$3,387)</u>	<u>(\$7,107)</u>	<u>(\$20,657)</u>	<u>\$33,818</u>
Fund balance/expenditures	0.1%	-0.5%	-0.9%	-2.7%	5.4%

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3801	\$0	\$1,534	\$1,170	\$1,170	\$100
3803		55			
3854	37,900		0	0	0
<hr/>					
Total revenues	37,900	1,589	1,170	1,170	100
<hr/>					
<u>Expenditures:</u>					
4290	0	10,352	0	0	0
4930	0	167	0	0	0
<hr/>					
Total expenditures	\$0	\$10,519	\$0	\$0	\$0
<hr/>					
Excess (deficit) of revenues over expenditures	37,900	(8,930)	1,170	1,170	100
<hr/>					
Fund balance - January 1	0	37,900	28,970	28,970	30,140
<hr/>					
Fund balance - December 31	\$37,900	\$28,970	\$30,140	\$30,140	\$30,240
<hr/>					
Fund balance/expenditures	N/A	275.4%	N/A	N/A	N/A

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3621 Ambulance fees	\$2,136,403	\$2,595,209	\$2,662,600	\$2,662,600	\$2,715,852
Total revenues	<u>2,136,403</u>	<u>2,595,209</u>	<u>2,662,600</u>	<u>2,662,600</u>	<u>2,715,852</u>
<u>Operating expenses:</u>					
Administration	392,822	391,400	405,490	405,490	353,680
Billing	81,701	84,719	74,290	74,290	72,810
Emergency medical services	1,470,718	1,572,790	1,917,450	1,919,346	2,084,920
Depreciation	59,250	57,053	59,250	59,250	59,250
Total expenses	<u>2,004,491</u>	<u>2,105,962</u>	<u>2,456,480</u>	<u>2,458,376</u>	<u>2,570,660</u>
Operating income (loss)	131,912	489,247	206,120	204,224	145,192
Nonoperating revenues (expenses):					
Property tax revenue	0	(83)	0	0	0
State fire aid	90,699	0	90,700	90,700	74,000
Miscellaneous revenues (expenses)	(266)	3,181	0	0	0
Loss on disposal of fixed assets	0	0	0	0	0
Investment earnings	0	0	0	0	0
Interest on interfund loans	(59,543)	(55,714)	(32,450)	(32,450)	(32,450)
Investment management fees	0	0	0	0	0
Total nonoperating revenues (expenses)	<u>30,890</u>	<u>(52,616)</u>	<u>58,250</u>	<u>58,250</u>	<u>41,550</u>
Net income (loss) before transfers	162,802	436,631	264,370	262,474	186,742
Transfer from Employee Benefits Fund	0	34,820	45,280	45,280	0
Change in fund equity	162,802	471,451	309,650	307,754	186,742
Fund equity - January 1	<u>(158,521)</u>	<u>4,281</u>	<u>475,732</u>	<u>475,732</u>	<u>783,486</u>
Fund equity - December 31	<u>\$4,281</u>	<u>\$475,732</u>	<u>\$785,382</u>	<u>\$783,486</u>	<u>\$970,228</u>

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$ (210,148)	\$ 50,353	\$ 323,620	\$ 321,724	\$ 245,992
Net cash flows from noncapital financing activities	238,148	26,187	(1,122,685)	(1,329,884)	0
Net cash flows from capital and related financing activities	(28,000)	(76,540)	0	0	(145,580)
Net cash flows from investing activities	0	0	0	0	0
Net increase (decrease) in cash and cash equivalents	0	0	(799,065)	(1,008,160)	100,412
Cash and cash equivalents - January 1	0	0	0	0	(1,008,160)
Cash and cash equivalents - December 31	<u>\$0</u>	<u>\$0</u>	<u>(\$799,065)</u>	<u>(\$1,008,160)</u>	<u>(\$907,748)</u>
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Other assets	810,642	1,268,123			
Current liabilities					
Due to other funds	(1,167,965)	(1,375,164)			
Other liabilities	<u>(75,243)</u>	<u>(125,472)</u>			
Net total	<u>(\$432,566)</u>	<u>(\$232,513)</u>			

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	(\$189,739)	(\$209,515)	\$66,250	\$67,641	\$12,356
Net cash flows from noncapital financing activities	188,639	372,020	(226,192)	(305,972)	0
Net cash flows from capital and related financing activities	0	(162,505)	(47,300)	(140,220)	(27,200)
Net cash flows from investing activities	0	0	0	0	0
Net increase (decrease) in cash and cash equivalents	(1,100)	0	(207,242)	(378,551)	(14,844)
Cash and cash equivalents - January 1	1,100	0	0	0	(378,551)
Cash and cash equivalents - December 31	<u>\$0</u>	<u>\$0</u>	<u>(\$207,242)</u>	<u>(\$378,551)</u>	<u>(\$393,395)</u>
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Other assets	23,048	38,900			
Current liabilities					
Due to other funds	(225,985)	(262,282)			
Other liabilities	(340,268)	(296,155)			
Net total	<u>(\$543,205)</u>	<u>(\$519,537)</u>			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3651 Environmental utility charges	\$1,402,583	\$1,483,297	\$1,650,090	\$1,650,090	\$1,765,596
Total revenues	<u>1,402,583</u>	<u>1,483,297</u>	<u>1,650,090</u>	<u>1,650,090</u>	<u>1,765,596</u>
<u>Operating expenses:</u>					
Administration	64,170	67,380	69,400	69,400	71,482
Billing	35,562	29,806	35,980	35,980	37,059
Nature center	43,668	38,810	77,920	77,920	80,258
Storm sewer maintenance	595,329	671,739	661,910	653,898	681,912
Street sweeping	175,931	187,299	189,710	181,698	195,401
Depreciation	315,963	354,986	315,960	315,960	325,439
Total expenses	<u>1,230,623</u>	<u>1,350,020</u>	<u>1,350,880</u>	<u>1,334,856</u>	<u>1,391,551</u>
Operating income (loss)	171,960	133,277	299,210	315,234	374,045
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	0	12,077	15,330	15,330	1,075
3544 Grants	472	0	0	0	0
Miscellaneous income	320	2,000	0	0	0
Interest on interfund loans	(50)	0	0	0	0
4930 Investment management fees	0	(1,401)	(140)	(140)	(140)
3899 Gain (loss) on disposal of capital assets	0	0	0	0	0
Total nonoperating revenues (expenses)	<u>742</u>	<u>12,676</u>	<u>15,190</u>	<u>15,190</u>	<u>935</u>
Net income (loss) before contributions and transfers	172,702	145,953	314,400	330,424	374,980
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(15,000)	(808,245)	(699,000)	(699,000)	(1,141,000)
Add back amounts bonded					400,000
Capital Improvements Projects Fund	(10,000)	(31,000)	0	0	0
Debt Service Fund	0		(112,660)	(112,660)	(95,000)
Employee Benefits Fund	0	18,220	24,280	24,280	0
Capital Contributions	<u>1,788,671</u>	<u>27,956</u>	<u>1,788,700</u>	<u>1,788,700</u>	<u>1,200,000</u>
Change in fund equity	1,936,373	(647,116)	1,315,720	1,331,744	738,980
Fund equity - January 1	<u>12,983,565</u>	<u>14,919,938</u>	<u>14,272,822</u>	<u>14,272,822</u>	<u>15,604,566</u>
Fund equity - December 31	<u>\$14,919,938</u>	<u>\$14,272,822</u>	<u>\$15,588,542</u>	<u>\$15,604,566</u>	<u>\$16,343,546</u>

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$440,556	\$499,089	\$615,030	\$631,054	\$699,344
Net cash flows from noncapital financing activities	(384,969)	(509,765)	118,111	118,111	0
Net cash flows from capital and related financing activities	(55,587)	0	(851,260)	(851,260)	(836,000)
Net cash flows from investing activities	0	10,676	15,330	15,330	934
Net increase (decrease) in cash and cash equivalents	0	0	(102,789)	(86,765)	(135,722)
Cash and cash equivalents - January 1	0	0	0	0	(86,765)
Cash and cash equivalents - December 31	\$0	\$0	(\$102,789)	(\$86,765)	(\$222,487)
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	434,945			
Due from other funds	93,831	93,831			
Other assets	220,247	(14,714)			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(19,549)	(8,170)			
Net total	\$294,529	\$505,892			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3534	\$68,191	\$74,613	\$74,610	\$74,610	\$73,475
3781	360,939	382,981	381,980	381,980	398,000
	<u>429,130</u>	<u>457,594</u>	<u>456,590</u>	<u>456,590</u>	<u>471,475</u>
<u>Operating expenses:</u>					
4950	36,360	38,180	39,330	39,330	39,330
	39,731	48,866	66,670	62,303	68,590
	3,042	13,751	4,530	4,530	7,390
	267,793	248,713	350,500	350,500	371,450
	<u>346,926</u>	<u>349,510</u>	<u>461,030</u>	<u>456,663</u>	<u>486,760</u>
	82,204	108,084	(4,440)	(73)	(15,285)
Nonoperating revenues (expenses):					
3801	13,848	17,448	12,460	12,460	3,000
4930	(1,222)	(2,024)	(1,450)	(1,100)	(1,100)
	<u>12,626</u>	<u>15,424</u>	<u>11,010</u>	<u>11,360</u>	<u>1,900</u>
	94,830	123,508	6,570	11,287	(13,385)
	0	0	1,970	1,970	0
	<u>317,576</u>	<u>412,406</u>	<u>535,914</u>	<u>535,914</u>	<u>549,171</u>
	<u>\$412,406</u>	<u>\$535,914</u>	<u>\$544,454</u>	<u>\$549,171</u>	<u>\$535,786</u>

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$71,077	\$10,134	(\$5,890)	(\$1,173)	(\$16,385)
Net cash flows from noncapital financing activities	(83,703)	(25,558)	481,024	481,024	0
Net cash flows from capital and related financing activities	0	0	0	0	0
Net cash flows from investing activities	12,626	15,424	12,460	12,460	3,000
Net increase (decrease) in cash and cash equivalents	0	0	487,594	492,311	(13,385)
Cash and cash equivalents - January 1	0	0	0	0	492,311
Cash and cash equivalents - December 31	\$0	\$0	\$487,594	\$492,311	\$478,926
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	225,919	479,054			
Other assets	115,581	50,482			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(23,924)	(15,889)			
Net total	\$317,576	\$513,647			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$4,301	\$9,730	\$4,300	\$4,300	\$4,300
3651 Sewer billings	4,198,118	4,297,729	4,404,670	4,404,670	4,712,997
3808 Connection charges	5,940	6,240	0	0	0
Total revenues	<u>4,208,359</u>	<u>4,313,699</u>	<u>4,408,970</u>	<u>4,408,970</u>	<u>4,717,297</u>
<u>Operating expenses:</u>					
4950 Administration	299,540	314,520	323,960	323,960	323,960
4485 Billing	35,562	52,402	36,110	36,110	36,110
4510 Sewage treatment Maintenance	2,422,165	2,474,370	2,583,830	2,595,610	2,595,610
	749,431	711,717	873,040	849,474	788,320
4795 Depreciation	310,103	339,746	310,100	310,100	310,100
Total expenses	<u>3,816,801</u>	<u>3,892,755</u>	<u>4,127,040</u>	<u>4,115,254</u>	<u>4,054,100</u>
Operating income (loss)	391,558	420,944	281,930	293,716	663,197
<u>Nonoperating revenues (expenses):</u>					
3160 Special assessment penalties & interest	14	61	10	10	0
3801 Investment earnings	43,322	50,323	22,950	22,970	0
3809 Miscellaneous revenues	400	14,071	400	0	4,030
4975 Miscellaneous expenses	(1,566)	(5,282)	0	0	(4,000)
3980 Gain/(loss) on disposal of property	6,090	0	0	0	0
4930 Investment management fees	(3,761)	(5,838)	(1,990)	(1,990)	(7,440)
Total nonoperating revenues (expenses)	<u>44,499</u>	<u>53,335</u>	<u>21,370</u>	<u>20,990</u>	<u>(7,410)</u>
Net income (loss) before contributions and transfers	436,057	474,279	303,300	314,706	655,787
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(553,100)	(831,175)	(599,600)	(599,600)	(564,000)
Debt Service Fund	(143,990)	(143,990)	(132,140)	(132,140)	(132,140)
Employee Benefits Fund	0	16,070	22,970	22,970	0
Sewer Lift Station #18 Project Beaver Lake #519 Cottage Wood #566	0	(20,000)	0	0	0
Capital contributions	<u>684,286</u>	<u>26,315</u>	<u>684,290</u>	<u>684,290</u>	<u>684,290</u>
Change in fund equity	423,253	(478,501)	278,820	290,226	643,937
Fund equity - January 1	<u>11,724,892</u>	<u>12,148,145</u>	<u>11,669,644</u>	<u>11,669,644</u>	<u>11,959,870</u>
Fund equity - December 31	<u>\$12,148,145</u>	<u>\$11,669,644</u>	<u>\$11,948,464</u>	<u>\$11,959,870</u>	<u>\$12,603,807</u>

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$527,717	\$681,924	\$590,450	\$601,836	\$965,887
Net cash flows from noncapital financing activities	(431,504)	(726,409)	578,277	578,277	0
Net cash flows from capital and related financing activities	(135,774)	0	(951,740)	(951,740)	(916,140)
Net cash flows from investing activities	39,561	44,485	22,950	22,970	0
Net increase (decrease) in cash and cash equivalents	0	0	239,937	251,343	49,747
Cash and cash equivalents - January 1	0	0	0	0	251,343
Cash and cash equivalents - December 31	\$0	\$0	\$239,937	\$251,343	\$301,090
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	742,603	555,307			
Other assets	665,287	120,470			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(43,791)	(31,446)			
Net total	\$1,364,099	\$644,331			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3032 Electric franchise tax	\$183,763	\$186,882	\$188,290	\$188,290	\$290,910
Total revenues	<u>183,763</u>	<u>186,882</u>	<u>188,290</u>	<u>188,290</u>	<u>290,910</u>
<u>Operating expenses:</u>					
Utilities	146,122	165,010	175,810	175,810	180,000
Maintenance	10,270	5,982	10,000	10,000	12,000
Total expenses	<u>156,392</u>	<u>170,992</u>	<u>185,810</u>	<u>185,810</u>	<u>192,000</u>
Operating income (loss)	27,371	15,890	2,480	2,480	98,910
Nonoperating revenues (expenses):					
3801 Investment earnings	2,345	2,304	2,340	2,340	2,340
3809 Miscellaneous	0	0	0	0	0
4370 Insurance	(96)	(114)	(100)	(100)	(100)
4485 Fees for Utility Billing	0	0	(1,540)	(1,540)	(1,540)
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	(223)	(267)	(220)	(200)	(200)
4950 Administrative Charges - General Fund	(9,150)	(9,609)	(9,900)	(9,900)	(9,900)
Bond Issuance	0	0	0	0	600,000
Total nonoperating revenues (expenses)	<u>(7,124)</u>	<u>(7,686)</u>	<u>(9,420)</u>	<u>(9,400)</u>	<u>590,600</u>
Net income (loss) before transfers	20,247	8,204	(6,940)	(6,920)	689,510
Transfers in (out):					
Public Improvement Projects Fund	0	0	(35,000)	0	(600,000)
Debt Service Fund					(83,333)
Fund equity - January 1	<u>58,411</u>	<u>78,658</u>	<u>86,862</u>	<u>86,862</u>	<u>79,942</u>
Fund equity - December 31	<u>\$78,658</u>	<u>\$86,862</u>	<u>\$44,922</u>	<u>\$79,942</u>	<u>\$86,119</u>

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$8,683	\$15,252	(\$9,280)	(\$9,260)	\$687,170
Net cash flows from noncapital financing activities	(11,028)	(17,556)	0	0	0
Net cash flows from capital and related financing activities	0	0	(35,000)	0	(600,000)
Net cash flows from investing activities	2,345	2,304	2,340	2,340	2,340
Net increase (decrease) in cash and cash equivalents	0	0	(41,940)	(6,920)	89,510
Cash and cash equivalents - January 1	0	0	1,100	0	(6,920)
Cash and cash equivalents - December 31	\$0	\$0	(\$40,840)	(\$6,920)	\$82,590
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	33,362	53,918			
Other assets	47,320	46,616			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(2,024)	(13,672)			
Net total	\$78,658	\$86,862			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3802	\$779,991	\$785,093	\$855,540	\$855,540	\$863,230
3671	51,866	54,776	51,870	51,870	51,870
Total revenues	831,857	839,869	907,410	907,410	915,100
<u>Operating expenses:</u>					
Personnel services	260,991	191,784	228,210	228,210	273,790
Materials and supplies	228,032	265,216	211,360	163,641	165,670
Contractual services	44,866	36,607	136,670	135,504	122,360
Depreciation	196,020	233,915	196,020	196,020	196,020
Total expenses	729,909	727,522	772,260	723,375	757,840
Operating income (loss)	101,948	112,347	135,150	184,035	157,260
<u>Nonoperating revenues (expenses):</u>					
3801	5,257	9,759	4,630	4,630	2,000
3804	27,831	(2,208)	0	0	0
3809	2,643	0	0	0	0
4930	(512)	(998)	(450)	(450)	(460)
Total nonoperating revenues (expenses)	35,219	6,553	4,180	4,180	1,540
Net income (loss) before contributions and transfers	137,167	118,900	139,330	188,215	158,800
<u>Transfers in (out):</u>					
P.W. Building Addition Project Fund	0	0	0	0	0
Employee Benefits Fund	0	8,570	11,810	11,810	0
Capital contributions	0	0	0	0	0
Change in fund equity	137,167	127,470	151,140	200,025	158,800
Fund equity - January 1	1,548,661	1,685,828	1,813,298	1,813,298	2,013,323
Fund equity - December 31	\$1,685,828	\$1,813,298	\$1,964,438	\$2,013,323	\$2,172,123

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$317,029	\$318,140	\$331,170	\$380,055	\$353,280
Net cash flows from noncapital financing activities	0	8,570	11,810	11,810	0
Net cash flows from capital and related financing activities	(317,727)	(210,509)	(325,800)	(325,800)	(340,180)
Net cash flows from investing activities	5,110	7,909	4,180	4,180	1,540
Net increase (decrease) in cash and cash equivalents	4,412	124,110	21,360	70,245	14,640
Cash and cash equivalents - January 1	97,154	101,566	225,676	225,676	295,921
Cash and cash equivalents - December 31	\$101,566	\$225,676	\$247,036	\$295,921	\$310,561
Cash balance/working capital	83.5%	91.8%			
Working capital:					
Current assets					
Cash and investments	101,566	225,676			
Other assets	82,721	82,721			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(62,621)	(62,621)			
Net total	\$121,666	\$245,776			

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Operating revenues:</u>					
3802	Billings to departments:				
	\$9,060	\$9,060	\$0	\$0	\$0
	582,560	582,560	653,420	653,420	593,672
	Total revenues				
	591,620	746,060	653,420	653,420	593,672
<u>Operating expenses:</u>					
<u>Phone support services:</u>					
	8,999	0	0	0	0
	20	0	0	0	0
<u>I.T. services:</u>					
	245,902	272,200	321,050	282,858	279,910
	116,477	129,746	99,170	89,170	105,220
	195,384	220,535	243,770	281,136	256,780
				3,217	720
	99,575	88,932	99,580	99,580	99,580
	Total expenses				
	666,357	711,413	763,570	755,961	742,210
	Operating income (loss)				
	(74,737)	34,647	(110,150)	(102,541)	(148,538)
Nonoperating revenues (expenses):					
3801	0	1,233	7,060	7,060	2,000
3809	0	0	0	0	0
3899	0	(135)	0	0	0
4920	(5,524)	(9,663)	0	0	0
4930	0	0	(720)	(720)	(720)
	Total nonoperating revenues (expenses)				
	(5,524)	(8,565)	6,340	6,340	1,280
	Net income (loss) before contributions and transfers				
	(80,261)	26,082	(103,810)	(96,201)	(147,258)
	Transfer from Employee Benefits Fund				
	0	8,570	11,160	11,160	0
	Capital contributions				
	0	0	0	0	0
	Change in fund equity				
	(80,261)	34,652	(92,650)	(85,041)	(147,258)
	Fund equity - January 1				
	480,408	400,147	434,799	434,799	349,758
	Fund equity - December 31				
	\$400,147	\$434,799	\$268,871	\$349,758	\$202,500

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

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Net cash flows from operating activities	\$63,444	\$82,366	(\$11,290)	(\$3,681)	(\$49,678)
Net cash flows from noncapital financing activities	(5,524)	13,307	11,160	11,160	0
Net cash flows from capital and related financing activities	(16,934)	(14,400)	0	(54,770)	0
Net cash flows from investing activities	116	649	7,060	7,060	1,000
Net increase (decrease) in cash and cash equivalents	41,102	81,922	6,930	(40,231)	(48,678)
Cash and cash equivalents - January 1	116,326	157,428	239,350	239,350	199,119
Cash and cash equivalents - December 31	<u>\$157,428</u>	<u>\$239,350</u>	<u>\$246,280</u>	<u>\$199,119</u>	<u>\$150,441</u>
Cash balance/working capital	143.5%	109.3%			
Working capital:					
Current assets					
Cash and investments	157,428	239,350			
Other assets	381	1,636			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(48,114)	(21,972)			
Net total	<u>\$109,695</u>	<u>\$219,014</u>			

CAPITAL IMPROVEMENTS BUDGET

The Capital Improvement Plan (C.I.P.) is a planning tool used to identify needed capital projects and to coordinate the timing and financing of projects. Capital projects for the Maplewood C.I.P. are defined as major equipment purchases and construction projects costing in excess of \$50,000. The 2010-2014 C.I.P. was adopted by the Council on July 27, 2009. The following tables are an excerpt from the 2010-2014 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				
		2010	2011	2012	2013	2014
BUILDINGS	\$4,365,600	\$180,000	\$521,000	\$325,100	\$3,250,800	\$88,700
REDEVELOPMENT	10,625,000	1,375,000	0	3,500,000	0	5,750,000
EQUIPMENT	3,731,660	776,810	638,240	454,570	982,800	879,240
PARKS	6,300,000	1,780,000	1,905,000	1,070,000	520,000	1,025,000
PUBLIC WORKS	52,741,500	11,974,000	7,840,000	6,700,000	8,055,000	18,172,500
TOTALS	\$77,763,760	\$16,085,810	\$10,904,240	\$12,049,670	\$12,808,600	\$25,915,440

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
AMBULANCE SERVICE FUND	\$326,010	\$0	\$105,250	\$0	\$110,380	\$110,380
BONDS-G.O. IMPROVEMENT	15,654,330	3,101,500	4,422,230	3,210,800	3,252,600	1,667,200
BONDS-M.S.A.	6,479,800	2,100,000	0	450,000	689,000	3,240,800
BONDS-SP. ASSESSMENT	16,450,100	4,538,000	2,463,000	3,427,000	2,102,000	3,920,100
BONDS-TAX INCREMENT	2,500,000	500,000	0	0	0	2,000,000
C.I.P. FUND	1,311,200	140,000	324,100	272,500	444,600	130,000
COMMUNITY CENTER OPERATIONS	738,500	0	291,000	241,400	147,400	58,700
ENVIRONMENTAL UTILITY FUND	4,841,000	1,141,000	698,000	707,500	1,165,000	1,130,000
FIRE TRUCK REPLACEMENT	903,890	436,630	0	0	0	467,260
FLEET MANAGEMENT FUND	1,952,660	340,180	363,890	340,770	606,220	301,600
GRANTS	13,900,000	850,000	100,000	1,250,000	3,000,000	8,700,000
MnDOT	2,550,000	300,000	0	0	25,000	2,225,000
PARK DEVELOPMENT FUND	4,184,000	1,160,000	1,074,000	850,000	300,000	800,000
SANITARY SEWER FUND	3,748,500	784,000	746,000	932,500	578,000	708,000
ST. PAUL WAC FUND	1,187,470	547,900	168,570	183,600	190,200	97,200
ST. PAUL WATER	885,800	146,600	148,200	183,600	198,200	209,200
VADNAIS HEIGHTS	150,000	0	0	0	0	150,000
TOTALS	\$77,763,760	\$16,085,810	\$10,904,240	\$12,049,670	\$12,808,600	\$25,915,440

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

Revenues for the 2010 Capital Improvements Budget total \$1,914,928 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$624,998 and is derived from tax increment districts. No tax levy is included in the 2010 Budget. Charges for services total \$713,850 and consist of \$103,400 from a 2% surcharge on St. Paul water bills for Maplewood property owners, \$10,450 from a \$1.00 per month surcharge on North St. Paul water bills for Maplewood property owners and \$600,000 from park availability charges. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$83,690 from water availability charges.

The projects included in the 2010 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$30,000	City Facilities Security Systems Enhancement
35,000	Community Field Upgrades
25,000	Park Equipment, Fence and Court Replacement
50,000	Fire Training Facility

	<u>Fire Truck Replacement Fund</u>
436,630	Fire Truck

	<u>Park Development Fund</u>
50,000	Open Space Improvements
150,000	Joy Park Improvements
460,000	Gladstone Savanna Improvements
250,000	Lions Park Improvements
100,000	Neighborhood Parks
150,000	Parks – Trail Development

	<u>WAC – St. Paul Water Service District</u>
355,000	White Bear Avenue, Radatz – Buerkle
155,700	Hills & Dales Area Streets
37,200	Howard/Ripley Streets

\$2,284,530	Total
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IMPACT OF CAPITAL IMPROVEMENTS ON THE OPERATING BUDGET

Most of the City’s capital improvements will be for street reconstruction. While not easily quantifiable, new street surface and subsurface cuts back on maintenance costs. Since 2007, the tons of repair material has reduced from 909 in 2007 to 450 in 2010. A corresponding reduction in man-hours for personnel has resulted in not filling a vacant maintenance position.

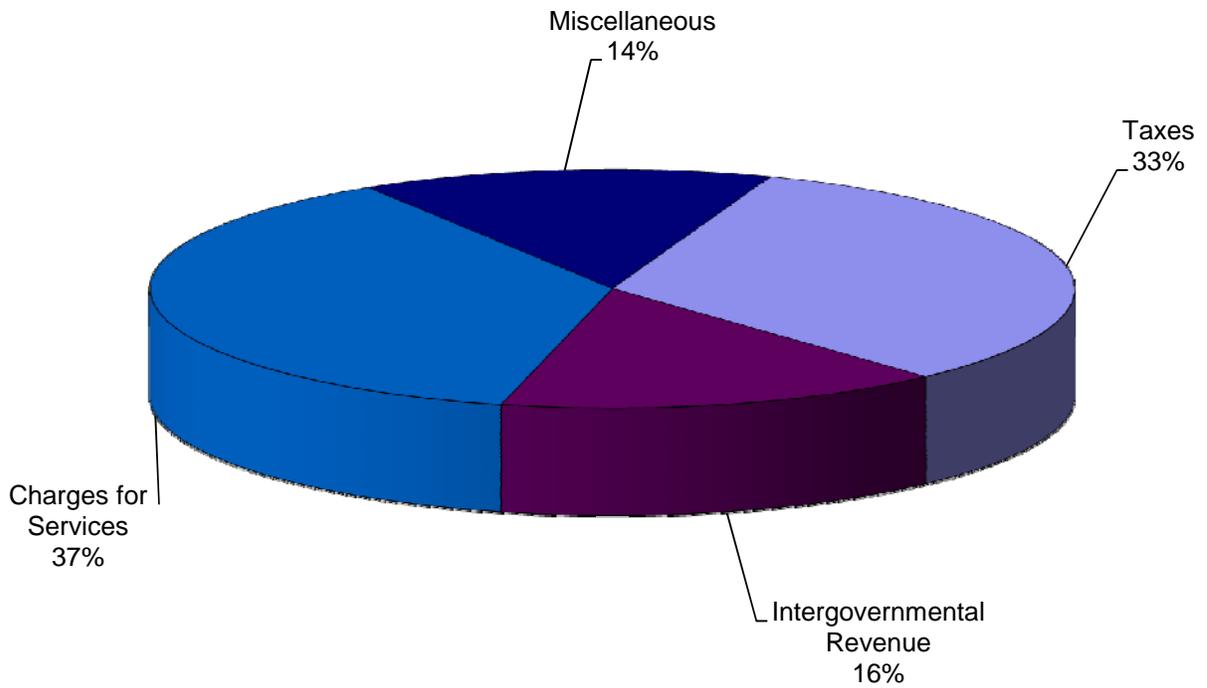
Vehicles are held until maintenance costs for them reach a level that points to replacement. These decisions are made by respective departments as well as Fleet Management.

As the City develops new parks, the on-going costs associated with the improvements may actually increase as, for instance, new trails require on-going snow removal or new park equipment will require maintenance.

The City Council and City Manager remain committed to maintenance of city infrastructure, equipment and improvements.

2010 CAPITAL IMPROVEMENTS BUDGET

Summary of Revenues

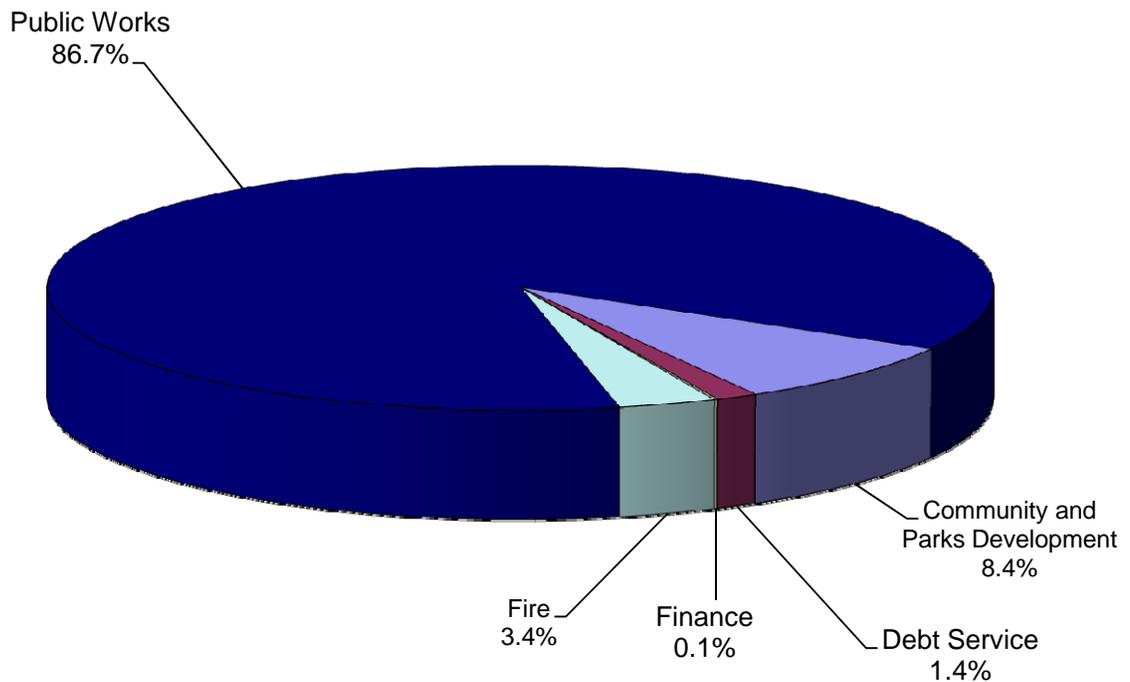


Revenues by Source
\$1.9 Million

**CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
REVENUE SUMMARY**

<u>Total By Fund</u>	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2010 BUDGET
Capital Improvement Projects	\$37,590	\$18,623	\$20	\$53,650
Fire Truck Replacement	14,474	15,336	6,430	51,000
Hazelwood Properties Tax Abatement District	0	0	0	0
Legacy Village Park Development District	5,446	4,235	0	0
Legacy Village Tax Abatement District	72,221	65,333	0	3,000
Open Space	9,493	9,212	0	400
Park Development	420,212	803,016	468,800	627,200
Public Improvement Projects	3,336,116	2,813,335	0	450,000
Public Safety Communication System	11,138	5,721	0	0
Public Works Building Addition	828	72	0	0
Redevelopment	17	4	300,000	0
Sewer Lift Station #18	899	210	0	0
Street Construction State Aid	0	0	0	0
Tax Increment Economic Development District #1-5	34,077	33,380	32,099	32,099
Tax Increment Housing District #1-1	84,290	83,181	81,934	81,934
Tax Increment Housing District #1-2	134,768	137,786	136,733	136,733
Tax Increment Housing District #1-3	50,081	51,489	50,767	50,767
Tax Increment Housing District #1-4	31,646	31,646	32,750	33,740
Tax Increment Housing District #1-5	24,413	25,210	24,996	25,812
Tax Increment Housing District #1-6	72,535	75,746	71,781	73,871
Tax Increment Housing District #1-7	20,372	21,019	20,467	20,467
Tax Increment Housing District #1-8	71,129	73,451	73,245	73,245
Water Availability Charge - No. St. Paul	1,565	1,354	9,640	10,480
Water Availability Charge - St. Paul	123,934	136,317	181,132	190,530
Right-of-Way	5,245	11,397	0	0
Bruentrup Farm Restoration	25	80,000	0	0
Totals	4,562,514	4,497,073	1,490,794	1,914,928
 <u>Total By Source</u>				
Taxes	508,502	518,059	521,162	624,998
Special Assessments	26,738	936	0	0
Intergovernmental Revenue	2,264,219	2,533,348	0	300,000
Charges for Services	591,455	77,099	637,192	713,850
Miscellaneous	1,171,600	1,367,631	332,440	276,080
Totals	\$4,562,514	\$4,497,073	\$1,490,794	\$1,914,928
Percent Change Over Prior Year	-23.8%	-1.4%	-66.8%	28.5%

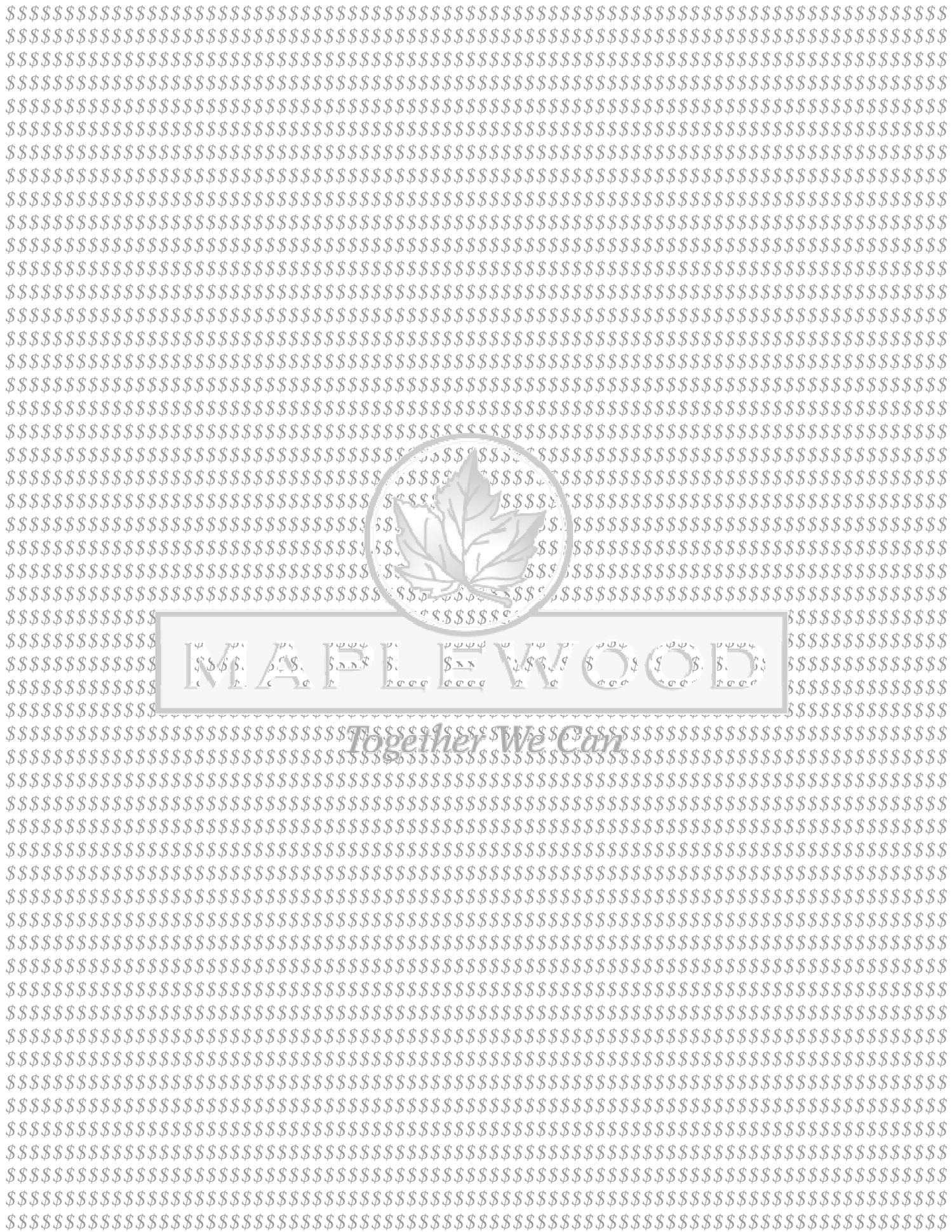
2010 CAPITAL IMPROVEMENTS BUDGET
Summary of Expenditures



Expenditures by Department
\$0.4 Million

**CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
EXPENDITURE SUMMARY**

<u>Total By Fund</u>	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2010 BUDGET
Capital Improvement Projects	\$381,345	\$54,613	\$186,278	\$140,240
Bruentrup Farm Restoration		83,984		
Fire Truck Replacement	1,332	1,583	420	437,200
Hazelwood Properties Tax Abatement District	0	10,519	0	0
Legacy Village Park Development District	26,351	437	0	0
Legacy Village Tax Abatement District	186,826	13,660	0	150
Open Space	905	3,915	0	50
Park Development	52,656	432,507	51,220	1,161,770
Public Improvement Projects	14,632,645	14,045,329	9,900,000	12,574,000
Public Safety Communication System	175,496	54	0	0
Public Works Building Addition	98	7	0	0
Redevelopment	2,055	1,862	930	330
Right-of-Way		29		
Sewer Lift Station #18	9,384	23	0	0
Street Construction State Aid	0	0	0	0
Tax Increment Economic Development District #1-5	30,340	31,275	28,986	28,986
Tax Increment Housing District #1-1	396	5,043	2,458	2,458
Tax Increment Housing District #1-2	463	5,021	4,102	4,102
Tax Increment Housing District #1-3	371	5,001	414	414
Tax Increment Housing District #1-4	31,383	31,384	338	338
Tax Increment Housing District #1-5	24,192	29,581	12,666	33,752
Tax Increment Housing District #1-6	59,407	64,376	62,335	64,217
Tax Increment Housing District #1-7	19,011	21,556	19,475	19,475
Tax Increment Housing District #1-8	63,331	67,397	72,246	72,246
Water Availability Charge - No. St. Paul	150	157	10	20
Water Availability Charge - St. Paul	2,858	2,989	1,020	1,020
Totals	15,700,993	14,912,302	10,342,898	14,540,768
<u>Total By Department</u>				
Community and Parks Development	401,389	140,459	112,150	1,222,100
Debt Service	224,858	230,140	185,759	208,727
Finance	4,035	30,494	17,261	17,501
Fire	1,332	1,583	420	487,200
General Government	0	0	0	0
Legislative	0	0	0	0
Park Maintenance	79,912	436,859	0	0
Police	175,496	54	126,278	0
Public Works	14,813,972	14,072,713	9,901,030	12,605,240
Totals	15,700,993	14,912,302	10,342,898	14,540,768
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	174,300	83,142	0	0
Contractual Services	197,111	193,602	19,641	3,200
Capital Outlay and Depreciation	13,363,493	13,988,376	10,137,498	14,310,630
Debt Service	404,836	230,140	185,759	208,727
Other Charges	1,561,253	417,042	0	18,211
Totals	\$15,700,993	\$14,912,302	\$10,342,898	\$14,540,768
Percent Change Over Prior Year	78.9%	-5.0%	-30.6%	40.6%



MAPLEWOOD

Together We Can

FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 4 Capital Project Funds that have anticipated financial activity in 2010. 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
2010 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 2010 Budget – all of these projects are funded within the operations portion of the budget

Community Field Upgrades - \$35,000.

General upgrades of various community fields. This proposal will provide the City with resources to begin updating and/or replacing basketball and tennis courts, fields and fences. Included in this proposal are upgrades to Goodrich and Wakefield fences, restoration of ball fields at Goodrich and site enhancements to each of these parks. Additional upgrades of other parks determined by the Park Commission is also included in this fund..

Park Equipment, Fence and Court Replacement - \$25,000.

This project will provide for the periodic replacement of equipment in the City's park system. It will be used for park equipment, fences, basketball and tennis courts requiring replacement over time.

City Facilities Security Systems Enhancement - \$30,000

This Project is for the addition of Security Cameras, additional Card Readers Access for doors, related equipment/hardware, Monitor Points, Installation and enhanced monitoring capabilities of the City Campus/Buildings including City Hall, Police Department, Public Works, MCC, Parks & Recreation, Nature Center, and Fire Departments.

Fire Training Facility - \$50,000

This facility will allow firefighters to enhance their skills in a safe environment. It will allow for better training with the additions of a burn building, confined space area, tower burn building, a training room and other training props as needed. The facility will be built on five acres and will be environmentally friendly utilizing wind solar and geothermal.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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 2010 Budget

Replacement of Fire Truck - \$436,630

This fire truck will replace a 27 year old piece of apparatus whose body has significant rust issues. The truck will have more cabinet space than the present one and it will also have additional technology. This truck will be designed as a fire/rescue truck and will be developed to meet our needs over the next 20 years.

Budget Comments

The next fire truck replacement is scheduled for 2014.

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**CITY OF MAPLEWOOD, MINNESOTA
2010 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 2010 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 was anticipated that the final payments on this note would be made in 2006.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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 2010 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

2010 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 2010 Budget

Joy Park Improvements - \$150,000

The park is located at the intersection of Joy Road and Century Avenue. Joy Park is arguably one of the most beautiful land forms in the city park system. Joy Park has had no physical improvements in the past 20 years. The proposal for 2010-2014 is to continue to implement outcomes of the master plan as well as lake shore protection measures such as installation of BMP's.

Gladstone Savanna Improvements - \$460,000

Gladstone Savanna is a 23-acre neighborhood preserve that formerly housed railroad maintenance facilities. The improvements at the preserve will add much to the neighborhood and will celebrate Maplewood's cultural and natural heritage.

Lions Park Improvements - \$250,000

Lions Park is in extremely poor condition. This expenditure will provide for development of a park plan and application for grants.

Parks – Trail Development - \$150,000

The Master Trail Plan will identify numerous projects with the City pursuing grants and assistance from outside agencies for the construction of a trail corridor each year. The use of the PAC money is proposed to assist with the acquisition of trail rights of way. This Master Trail Plan will use fund other than PAC fees for the construction of trails.

Open Space Improvements - \$50,000

Provide funding for open space improvements. Priorities include installing trail systems at Joy Park Preserve, Spoon Lake Preserve, and Carver Preserve and add additional trails at Prairie Farm Preserve and Kohlman Creek Preserve. Woodland restoration at Kohlman Creek Preserve, Carver Preserve and Spoon Lake Preserve, and Prairie restoration at Beaver Creek Preserve and Priory Preserve.

Neighborhood Parks - \$100,000

The planned annual allocation provides funding for open space improvements.

CITY OF MAPLEWOOD, MINNESOTA 2010 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 2010 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 2010 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 2010-2014 are ordered by the City Council.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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 2010 Budget

None.

**CITY OF MAPLEWOOD, MINNESOTA
2010 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 2010 Budget

An interest payment to the developer in the amount of \$28,023 is included in the 2010 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
2010 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 2010 Budget

A \$74,441 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2010 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
2010 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 2010 Budget

A \$104,251 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2010 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
2010 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 2010 Budget

A \$46,156 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2010 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
2010 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 2010 Budget

A transfer of \$36,523 to the debt service fund is included in the 2010 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
2010 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 2010 Budget

An interest payment to the developer in the amount of \$33,417 is included in the 2010 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
2010 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 2010 Budget

An interest payment to the developer in the amount of \$63,405 is included in the 2010 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
2010 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 2010 Budget

An interest payment to the developer in the amount of \$18,861 is included in the 2010 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
2010 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 2010 Budget

An interest payment to the developer in the amount of \$65,021 is included in the 2010 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
2010 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 2010 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
2010 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 2010 Budget

White Bear Avenue, Radatz – Buerkle - \$355,000

The Mall Area Traffic Study recommended a major improvement of White Bear Avenue between Radatz Avenue and Buerkle Road. The improvement will be a cooperative project with Ramsey County. The proposed improvement will occur in 2010 with the reconstruction of White Bear Avenue, between Radatz and County Road D. Partial funding will be provided through the St. Paul Water Service District (407).

Hills & Dales Area Streets - \$155,700

The Majority of the streets in the project area require full reconstruction. There is little to no storm water management in the area and many drainage problems exist

Howard/Ripley Streets - \$37,200

Howard Street from Larpenteur Avenue to Holloway Avenue is in poor condition and in need of repair. Ripley Street from Furness Street to McKnight Road also needs improvement. Neither street has curb and gutter and limited storm sewer exists.

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.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$50,000
3012 Delinquent	37	(15)	0	0	0
3017 Interest	2	16	0	0	0
<u>Special Assessments:</u>					
3130 Delinquent	0	2	0	0	0
3160 Penalties/Interest	0	0	0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	0	0	0	0	0
3530 State grant	0	18,619	0	51,870	0
3544 Cable commission grant	37,551	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	287	0	20	20	3,650
3804 Sale of property	0	0	300,000	300,000	0
3809 Other	0	0	0	0	0
Total revenues	37,877	18,622	300,020	351,890	53,650
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4490 Fees - Consulting	0	0	0	0	0
4640 City Hall Security System Enhancement	0	0	0	0	30,000
4640 Police Cameras	0	0	126,278	126,280	0
4720 City Hall campus improvements	381,324	53,464	0	0	0
4730 Fire Training Facility	0	0	0	0	50,000
4730 Park Improvements	0	0	60,000	60,000	60,000
4759 City-wide sidewalk improvements	0	934	0	0	0
4920 Interest-Interfund Loans	0	215	0	0	0
4930 Investment management fees	22	0	0	0	240
Total expenditures	381,346	54,613	186,278	186,280	140,240
Excess (deficit) of revenues over expenditures	(343,469)	(35,991)	113,742	165,610	(86,590)
Other financing sources (uses):					
Transfers in (out):					
General Fund	324,000	186,280	162,500	0	0
Enhanced 911 Fund	0	156,000	0	0	0
Environmental Utility Fund	10,000	10,000	0	0	0
Net increase (decrease) in fund balance	(9,469)	316,289	276,242	165,610	(86,590)
Fund balance - January 1	10,274	805	317,094	317,094	482,704
Fund balance - December 31	\$805	\$317,094	\$593,336	\$482,704	\$396,114

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$0
3012 Delinquent	(7)	4	0	0	0
3017 Interest	1		0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	0	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	14,480	15,332	6,430	6,430	1,000
3804 Sale of property	0	0	0	0	0
3809 Other		0			
Total revenues	14,474	15,336	6,430	6,430	1,000
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4610 Fire trucks	0	0	0	0	436,630
4930 Investment management fees	1,331	1,583	420	420	570
Total expenditures	1,331	1,583	420	420	437,200
Excess (deficit) of revenues over expenditures	13,143	13,753	6,010	6,010	(436,200)
Transfer from General Fund		50,000	131,640	45,000	50,000
Fund balance - January 1	302,568	315,711	379,464	379,464	430,474
Fund balance - December 31	\$315,711	\$379,464	\$517,114	\$430,474	\$44,274

CITY OF MAPLEWOOD, MINNESOTA
LEGACY VILLAGE PARK DEVELOPMENT FUND (433)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$5,446	\$4,235	\$0	\$0	\$0
<hr/>					
Total revenues	5,446	4,235	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	25,822	0	0	84,654	0
4930 Investment management fees	528	437	0	0	0
<hr/>					
Total expenditures	26,350	437	0	84,654	0
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Excess (deficit) of revenues over expenditures	(20,904)	3,798	0	(84,654)	0
<hr/>					
Other financing sources (uses): Bond proceeds	0	0	0	0	0
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Net increase (decrease) in fund balance	(20,904)	3,798	0	(84,654)	0
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Fund balance - January 1	101,760	80,856	84,654	84,654	0
<hr/>					
Fund balance - December 31	\$80,856	\$84,654	\$84,654	\$0	\$0
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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.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$72,221	\$65,333	\$0	\$0	\$3,000
Total revenues	72,221	65,333	0	0	3,000
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4710 Land purchase	0	0	0	0	0
4930 Investment management fees	6,848	13,660	0	0	150
Total expenditures	6,848	13,660	0	0	150
Excess (deficit) of revenues over expenditures	65,373	51,673	0	0	2,850
Other financing sources (uses):					
Note Payments	(179,978)	0	0	(201,053)	0
Bond proceeds	0	0	0	0	0
Net increase (decrease) in fund balance	(114,605)	51,673	0	(201,053)	2,850
Fund balance - January 1	1,543,269	1,428,664	1,480,337	1,480,337	1,279,284
Fund balance - December 31	\$1,428,664	\$1,480,337	\$1,480,337	\$1,279,284	\$1,282,134

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$9,493	\$9,212	\$0	\$0	\$400
Total revenues	9,493	9,212	0	0	400
<u>Expenditures:</u>					
4720 Land Improvement	0	2,963	0	0	0
4930 Investment management fees	904	952	0	0	50
Total expenditures	904	3,915	0	0	50
Excess (deficit) of revenues over expenditures	8,589	5,298	0	0	350
Fund balance - January 1	183,579	192,168	197,466	197,466	197,466
Fund balance - December 31	\$192,168	\$197,466	\$197,466	\$197,466	\$197,816

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$74	\$26	\$0	\$0	\$0
3017 Interest	7	0	0	0	0
<u>Intergovernmental Revenue:</u>					
3534 County - other grants/aid	0	0	0	0	0
3544 Other Governments	4	5,000	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	49,583	78,327	18,800	18,800	27,200
3805 Developer charges	0	0	0	0	0
3809 Miscellaneous	0	0	0	0	0
3851 Park availability charges - residential	114,750	676,102	450,000	450,000	500,000
3852 Park availability charges - non-residential	255,794	43,560	0	0	100,000
<hr/>					
Total revenues	420,212	803,015	468,800	468,800	627,200
<hr/>					
<u>Expenditures:</u>					
4490 Consulting	0	146,391	0	0	0
4530 Outside Rental-Property/Bldgs	0	2,500			
4720 Park development projects	48,323	128,230	50,000	51,590	1,160,000
4730 Building improvement	0	0	0	0	0
4751 Awarded Construction Contracts		145,758			
4820 Interest payments	0	0	0	0	0
4930 Investment management fees	4,334	8,717	1,220	1,220	1,770
4960 Engineering Charges - Gen Fund		911			
<hr/>					
Total expenditures	52,657	432,507	51,220	52,810	1,161,770
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Excess (deficit) of revenues over expenditures	367,555	370,508	417,580	415,990	(534,570)
Other financing sources (uses):					
Transfers in (out):					
Public Improvement Project Fund	0	31,000	0	0	0
<hr/>					
Net increase (decrease) in fund balance	367,555	401,508	417,580	415,990	(534,570)
Fund balance - January 1	884,950	1,252,505	1,654,013	1,654,013	2,070,003
<hr/>					
Fund balance - December 31	\$1,252,505	\$1,654,013	\$2,071,593	\$2,070,003	\$1,535,433

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Special Assessments:</u>					
3140	\$24,954	\$0	\$0	\$0	\$0
3160	1,784	933	0	0	0
<u>Intergovernmental Revenue:</u>					
3525	2,166,668	2,429,729	0	0	300,000
3534	0	0	0	0	0
3544	60,000	0			
<u>Miscellaneous Revenue:</u>					
3801	344,633	248,822	200,000	200,000	100,000
3804	0	0	0	0	0
3805	102,440	5,883	100,000	100,000	50,000
3809	635,637	127,968	0	0	0
<hr/>					
Total revenues	3,336,116	2,813,335	300,000	300,000	450,000
<hr/>					
<u>Expenditures:</u>					
Capital projects					
4920	14,604,457	13,659,990	9,900,000	9,900,000	11,974,000
4930	28,188	26,643	0	0	0
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Total expenditures	14,632,645	14,045,329	9,900,000	9,900,000	11,974,000
<hr/>					
Excess (deficit) of revenues over expenditures	(11,296,529)	(11,231,994)	(9,600,000)	(9,600,000)	(11,524,000)
<hr/>					
Other financing sources (uses):					
Bond sale proceeds	14,889,239	9,950,098	7,000,000	7,000,000	8,400,000
Transfers in (out):	693,100	2,171,123			
Park Development Fund	0	0	0	0	0
Environmental Utility Fund	0	0	699,000	699,000	1,141,000
Street Construction State Aid Fund	0	0	0	0	0
Street Light Utility Fund	0	0	35,000	35,000	0
Sewer Fund	0	0	599,600	599,600	784,000
St. Paul WAC Fund	0	0	0	0	547,900
<hr/>					
Net increase (decrease) in fund balance	4,285,810	889,227	(1,266,400)	(1,266,400)	(651,100)
<hr/>					
Fund balance - January 1	(3,182,712)	1,103,098	1,992,325	1,992,325	725,925
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Fund balance - December 31	\$1,103,098	\$1,992,325	\$725,925	\$725,925	\$74,825

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3534 County - other grants/aid	\$0	\$0	\$0	\$0	\$0
3801 Investment earnings	11,138	5,721	0	0	0
3902 Premium on Bond Proceeds	0	0			
Total revenues	11,138	5,721	0	0	0
<u>Expenditures:</u>					
4160 Supplies - equipment	0	0	0	0	0
4165 Police	174,294	0			
4430 Repairs and Maintenance / Equipment	0	54			
4480 Fees for Service	0	0			
4761 Legal and Fiscal	0	0			
4920 Interest on interfund loan	0	0	0	0	0
4930 Investment management fees	1,201	0	0	0	0
Total expenditures	175,495	54	0	0	0
Excess (deficit) of revenues over expenditures	(164,357)	5,667	0	0	0
Other financing sources (uses):					
Transfers in (out):					
General Fund	0	0	0	(123,416)	0
Bond proceeds	0	0	0	0	0
Net increase (decrease) in fund balance	(164,357)	5,667	0	(123,416)	0
Fund balance - January 1	282,106	117,749	123,416	123,416	0
Fund balance - December 31	\$117,749	\$123,416	\$123,416	\$0	\$0

CITY OF MAPLEWOOD, MINNESOTA
PUBLIC WORKS BUILDING ADDITION PROJECT FUND (427)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$828	\$72	\$0	\$0	\$0
Total revenues	828	72	0	0	0
<u>Expenditures:</u>					
4160 Supplies - Equipment	0	0	0	0	0
4165 Small Equipment	0	0	0	0	0
4480 Fees for service	0	0	0	0	0
4530 Outside rental	0	0	0	0	0
4630 Equipment - Office	0	0	0	0	0
4660 Building	0	0	0	0	0
4720 Land Improvements	0	0	0	0	0
4752 Outside engineering	0	0	0	0	0
4930 Investment management fees	98	7	0	0	0
Total expenditures	98	7	0	0	0
Excess (deficit) of revenues over expenditures	730	65	0	0	0
Other financing sources (uses):					
Proceeds from CIP bonds	0	0	0	0	0
Transfers in (out):					
Environmental Utility Fund	0	0	0	0	0
Fleet Management Fund	0	(1,534)	0	0	0
Net increase (decrease) in fund balance	730	(1,469)	0	0	0
Fund balance - January 1	739	1,469	0	0	0
Fund balance - December 31	\$1,469	\$0	\$0	\$0	\$0

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

ACCT NO.		2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Property Taxes:</u>						
3011	Current	\$0	\$0	\$0	\$0	\$0
3012	Delinquent	17	4	0	0	0
3017	Interest	2	0	0	0	0
<u>Intergovernmental Revenue:</u>						
3544	Other Govt. - Misc grants	0	0	0	0	0
<u>Miscellaneous Revenue:</u>						
3801	Investment earnings	0	0	0	0	0
3802	Rent	0	0	0	0	0
3804	Sale of property	0	0	0	0	0
3809	Other	(2)	0	300,000	300,000	0
Total revenues		17	4	300,000	300,000	0
<u>Expenditures:</u>						
4120	Program supplies	0	0	0	0	0
4480	Fees for service	0	0	0	0	0
4490	Consulting	0	0	0	0	0
4720	Land improvement	0	0	0	0	0
4752	Outside engineering	0	0	0	0	0
4920	Interest on interfund loans	2,055	1,862	900	900	300
4930	Investment management fees	0	0	30	30	30
Total expenditures		2,055	1,862	930	930	330
Excess (deficit) of revenues over expenditures		(2,038)	(1,858)	299,070	299,070	(330)
Fund balance - January 1		(43,543)	(45,581)	(47,439)	(47,439)	251,631
Fund balance - December 31		(\$45,581)	(\$47,439)	\$251,631	\$251,631	\$251,301

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$899	\$210	\$0	\$0	\$0
Total revenues	899	210	0	0	0
<u>Expenditures:</u>					
4751 Awarded Construction Contracts	0	0	0	0	0
4752 Outside engineering	9,286	0	0	0	0
4759 Other construction costs	0	0	0	0	0
4930 Investment management fees	98	23	0	0	0
Total expenditures	9,384	23	0	0	0
Excess (deficit) of revenues over expenditures	(8,485)	187	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Sewer Fund	0	0	0	0	0
Net increase (decrease) in fund balance	(8,485)	187	0	0	0
Fund balance - January 1	7,002	(1,483)	(1,296)	(1,296)	(1,296)
Fund balance - December 31	(\$1,483)	(\$1,296)	(\$1,296)	(\$1,296)	(\$1,296)

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$33,316	\$32,099	\$32,099	\$32,099	\$32,099
3801 Investment earnings	761	1,281	0	0	0
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Total revenues	34,077	33,380	32,099	32,099	32,099
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<u>Expenditures:</u>					
4480 Fees for service	297	2,263	270	270	270
4820 Interest payments	29,985	28,889	28,023	28,023	28,023
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment Management Fees	59	123	0	0	0
4950 Administrative charges - General Fund	0	0	693	693	693
<hr/>					
Total expenditures	30,341	31,275	28,986	28,986	28,986
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Excess (deficit) of revenues over expenditures	3,736	2,105	3,113	3,113	3,113
Fund balance - January 1	1,476	5,212	7,317	7,317	10,430
Fund balance - December 31	\$5,212	\$7,317	\$10,430	\$10,430	\$13,543

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$83,122	\$81,934	\$81,934	\$81,934	\$81,934
3801 Investment earnings	1,168	1,246	0	0	0
Total revenues	84,290	83,180	81,934	81,934	81,934
<u>Expenditures:</u>					
4480 Fees for service	288	4,899	260	260	260
4930 Investment management fees	107	144	10	10	10
4950 Administrative charges - General Fund	0	0	2,188	2,188	2,188
Total expenditures	395	5,043	2,458	2,458	2,458
Excess (deficit) of revenues over expenditures	83,895	78,137	79,476	79,476	79,476
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(84,580)	(81,771)	(84,580)	(84,580)	(74,441)
Net increase (decrease) in fund balance	(685)	(3,634)	(5,104)	(5,104)	5,035
Fund balance - January 1	4,388	3,703	69	69	(5,035)
Fund balance - December 31	\$3,703	\$69	(\$5,035)	(\$5,035)	\$0

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$133,004	\$136,733	\$136,733	\$136,733	\$136,733
3801 Investment earnings	1,764	1,053	0	0	0
Total revenues	134,768	137,786	136,733	136,733	136,733
<u>Expenditures:</u>					
4480 Fees for service	288	4,899	260	260	260
4930 Investment management fees	175	122	10	10	10
4950 Administrative charges - General Fund	0	0	3,832	3,832	3,832
Total expenditures	463	5,021	4,102	4,102	4,102
Excess (deficit) of revenues over expenditures	134,305	132,765	132,631	132,631	132,631
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(161,090)	(114,182)	(161,090)	(161,090)	(104,251)
Net increase (decrease) in fund balance	(26,785)	18,583	(28,459)	(28,459)	28,380
Fund balance - January 1	8,281	(18,504)	79	79	(28,380)
Fund balance - December 31	(\$18,504)	\$79	(\$28,380)	(\$28,380)	\$0

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$49,393	\$50,767	\$50,767	\$50,767	\$50,767
3801 Investment earnings	688	722	0	0	0
Total revenues	50,081	51,489	50,767	50,767	50,767
<u>Expenditures:</u>					
4480 Fees for service	307	4,918	280	280	280
4930 Investment management fees	64	83	0	0	0
4950 Administrative charges - General Fund	0	0	134	134	134
Total expenditures	371	5,001	414	414	414
Excess (deficit) of revenues over expenditures	49,710	46,488	50,353	50,353	50,353
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(51,140)	(51,140)	(51,140)	(51,140)	(46,156)
Net increase (decrease) in fund balance	(1,430)	(4,652)	(787)	(787)	4,197
Fund balance - January 1	2,672	1,242	(3,410)	(3,410)	(4,197)
Fund balance - December 31	\$1,242	(\$3,410)	(\$4,197)	(\$4,197)	\$0

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$29,943	\$31,029	\$32,750	\$32,750	\$33,740
3801 Investment earnings	417	617	0	0	0
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Total revenues	30,360	31,646	32,750	32,750	33,740
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<u>Expenditures:</u>					
4480 Fees for service	251	297	270	270	270
4820 Interest payments	29,943	31,030	0	0	0
4930 Investment management fees	43	57	10	10	10
4950 Administrative charges - General Fund	0	0	58	58	58
<hr/>					
Total expenditures	30,237	31,384	338	338	338
<hr/>					
Excess (deficit) of revenues over expenditures	123	262	32,412	32,412	33,402
 Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds			(32,412)	(32,412)	(36,523)
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Fund balance - January 1	5,736	5,859	6,121	6,121	6,121
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Fund balance - December 31	\$5,859	\$6,121	\$6,121	\$6,121	\$3,000
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-5 FUND (417)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$23,841	\$24,627	\$23,930	\$23,930	\$25,752
3801 Investment earnings	572	583	120	120	60
<hr/>					
Total revenues	24,413	25,210	24,050	24,050	25,812
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<u>Expenditures:</u>					
4480 Fees for service	297	4,908	270	270	270
4820 Interest payments	23,842	24,627	12,331	12,331	33,417
4930 Investment management fees	53	46	10	10	10
4950 Administrative charges - General Fund	0	0	55	55	55
<hr/>					
Total expenditures	24,192	29,581	12,666	12,666	33,752
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Excess (deficit) of revenues over expenditures	221	(4,371)	11,384	11,384	(7,940)
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Fund balance - January 1	6,350	6,571	2,200	2,200	13,584
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Fund balance - December 31	\$6,571	\$2,200	\$13,584	\$13,584	\$5,644

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$64,872	\$68,148	\$62,335	\$62,335	\$71,261
3801 Investment earnings	7,663	7,598	2,610	2,610	2,610
<hr/>					
Total revenues	72,535	75,746	64,945	64,945	73,871
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	297	2,262	270	270	270
4820 Interest payments	58,384	61,334	61,523	61,523	63,405
4930 Investment management fees	724	780	170	170	170
4950 Administrative charges - General Fund	0	0	372	372	372
<hr/>					
Total expenditures	59,405	64,376	62,335	62,335	64,217
<hr/>					
Excess (deficit) of revenues over expenditures	13,130	11,370	2,610	2,610	9,654
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Fund balance - January 1	134,073	147,203	158,573	158,573	161,183
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Fund balance - December 31	\$147,203	\$158,573	\$161,183	\$161,183	\$170,837
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-7 FUND (428)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$19,876	\$20,468	\$20,467	\$20,467	\$20,467
3801 Investment Earnings	496	551	0	0	0
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Total revenues	20,372	21,019	20,467	20,467	20,467
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<u>Expenditures:</u>					
4480 Fees for service	288	2,253	260	260	260
4820 Interest payments	18,683	19,239	18,861	18,861	18,861
4920 Interest on interfund loans	0	0	20	20	20
4930 Investment Management Fees	40	64	0	0	0
4950 Administrative charges - General Fund	0	0	334	334	334
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Total expenditures	19,011	21,556	19,475	19,475	19,475
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Excess (deficit) of revenues over expenditures	1,361	(537)	992	992	992
Fund balance - January 1	(514)	847	310	310	1,302
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Fund balance - December 31	\$847	\$310	\$1,302	\$1,302	\$2,294

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$69,928	\$72,245	\$72,245	\$72,245	\$72,245
3801 Investment earnings	1,201	1,206	1,000	1,000	1,000
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Total revenues	71,129	73,451	73,245	73,245	73,245
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<u>Expenditures:</u>					
4480 Fees for service	288	2,253	260	260	260
4820 Interest payments	62,936	65,021	65,021	65,021	65,021
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	108	123	10	10	10
4950 Administrative charges - General Fund	0	0	6,955	6,955	6,955
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Total expenditures	63,332	67,397	72,246	72,246	72,246
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Excess (deficit) of revenues over expenditures	7,797	6,054	999	999	999
<hr/>					
Fund balance - January 1	7,900	15,697	21,751	21,751	22,750
<hr/>					
Fund balance - December 31	\$15,697	\$21,751	\$22,750	\$22,750	\$23,749

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.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$0	\$9,500	\$9,500	\$10,450
3801 Investment earnings	1,565	1,354	140	140	30
3808 Water availability charge	0	0	0	0	0
Total revenues	1,565	1,354	9,640	9,640	10,480
<u>Expenditures:</u>					
4485 Fees for utility billing	0	0	0	0	0
4930 Investment management fees	150	157	10	10	20
Total expenditures	150	157	10	10	20
Excess (deficit) of revenues over expenditures	1,415	1,197	9,630	9,630	10,460
Other financing sources (uses):					
Operating transfers in (out):					
Capital Improvement Fund		(34,500)		(80,000)	
Net increase (decrease) in fund balance	1,415	(33,303)	9,630	(70,370)	10,460
Fund balance - January 1	29,964	31,379	(1,924)	(1,924)	(72,294)
Fund balance - December 31	\$31,379	(\$1,924)	\$7,706	(\$72,294)	(\$61,834)

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$84,415	\$52,608	\$94,000	\$94,000	\$103,400
3801 Investment earnings	5,463	6,610	3,440	3,440	3,440
3808 Water availability charge	34,056	77,099	83,692	83,690	83,690
<hr/>					
Total revenues	123,934	136,317	181,132	181,130	190,530
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4485 Fees for utility billing	2,374	2,223	800	800	800
4759 Capital projects	0	0	0	0	0
4930 Investment management fees	484	766	220	220	220
<hr/>					
Total expenditures	2,858	2,989	1,020	1,020	1,020
<hr/>					
Excess (deficit) of revenues over expenditures	121,076	133,328	180,112	180,110	189,510
 Other financing sources (uses):					
Operating transfers in (out):					
General Fund					
Public Improvement Project Fund	(158,460)	(475,000)	0	(128,300)	(547,900)
1993 G.O. Imp. Refunding Bonds	0	(33,460)	(33,460)	(33,460)	(33,460)
<hr/>					
Net increase (decrease) in fund balance	(37,384)	(358,092)	146,652	18,350	(391,850)
Fund balance - January 1	123,905	86,521	(271,571)	(271,571)	(253,221)
Fund balance - December 31	<u>\$86,521</u>	<u>(\$271,571)</u>	<u>(\$124,919)</u>	<u>(\$253,221)</u>	<u>(\$645,071)</u>

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.

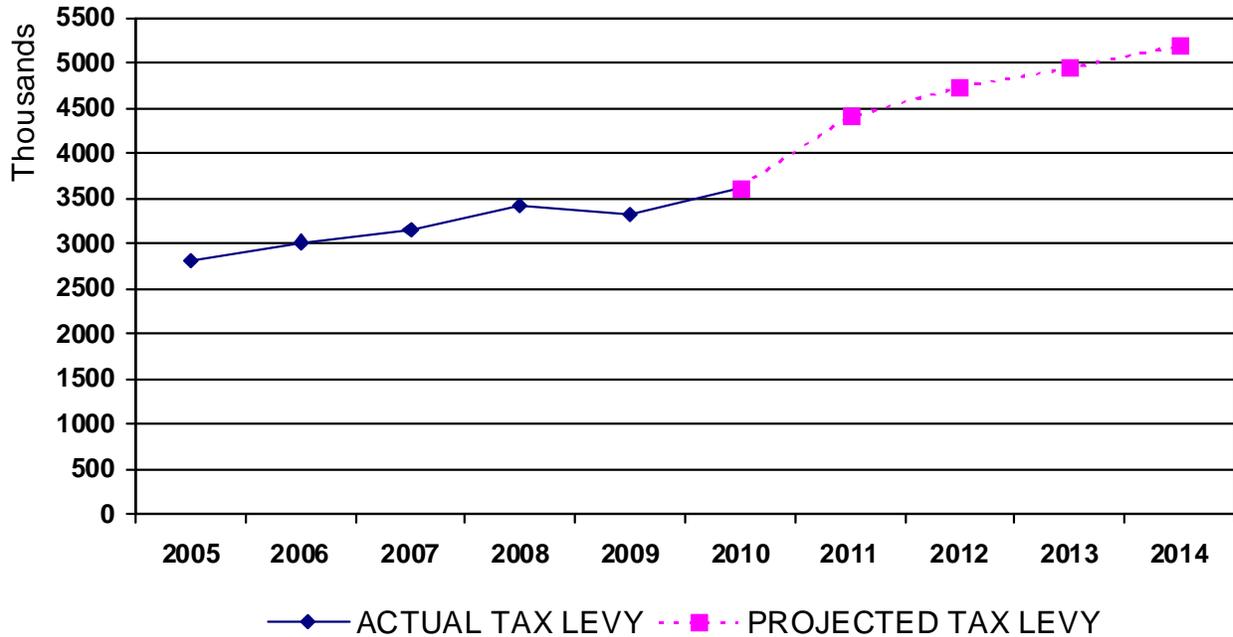
The 2010 Budget for the Debt Service Fund includes a tax levy of \$3,624,702 which is a 9.5% decrease over 2009. The following table lists a breakdown by bond issue type along with a comparison for 2009:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2009	2010	
\$1,918,015	\$2,173,082	Public Works Improvement Bonds
729,921	532,940	Tax Increment Bonds
403,500	402,800	Open Space Bonds
191,969	130,000	Tax Abatement Bonds
68,250	70,980	Equipment Certificates
0	314,900	Fire Safety Bonds
\$3,311,655	\$3,624,702	TOTAL

Annually the tax levies scheduled for each bond issue are adjusted. The adjustment of levies originally scheduled is based upon an amortization of the projected surplus or deficit for each bond issue. Also, there is an adjustment to “even out” the annual increase over the next five years.

The graph below shows how debt service tax levies have changed annually over the past six years and how they will change annually through 2014. The amounts listed are for existing bond issues. Debt service tax levies in future operating budgets through the year 2014 will increase annually by an average of 12.7%.

DEBT SERVICE TAX LEVIES 2005 TO 2014 - ACTUAL AND PROJECTED



Revenues for the 2010 Debt Service Budget total \$6,602,010 and consist of property taxes, special assessments, state street aid and investment interest. Property tax revenue totals \$3,624,702 and is based upon the assumption that 97.5% of the tax levy will be collected. Anticipated 2010 revenues from special assessments are \$2,595,000, state street aid is \$461,010 and investment interest will be approximately \$30,000.

Expenditures for the 2010 Debt Service Budget total \$9,481,369 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, 2009, the City's debt outstanding will be \$72,617,297. This is a decrease of 0.2% from the balance on December 31, 2008. On December 31, 2010, the City's debt outstanding will be \$74,372,297, which is an increase of 2.4% from the balance on December 31, 2009.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2009	2010
Tax Increment Bonds	\$3,942,297	\$3,267,297
Open Space Bonds	2,020,000	1,715,000
Public Works Improvement Bonds	53,335,000	55,085,000
Sewer Revenue Bonds	995,000	915,000
Equipment Certificates	185,000	125,000
Fire Safety Bonds	5,435,000	2,725,000
Tax Abatement Bonds	4,565,000	4,205,000
MSA Bonds	4,275,000	4,005,000
Capital Improvement Plan Bonds	600,000	575,000
Total debt payable – January 1	75,352,297	72,617,297
New debt issues	7,370,000	11,240,000
Debt retired/refunded	10,105,000	9,485,000
Total debt payable - December 31	72,617,297	74,372,297
Escrow balance for bonds to be called	0	0
Net debt outstanding – December 31	\$72,617,297	\$74,372,297
Percent increase (decrease)	-0.2%	2.4%

The anticipated new debt for 2010 of \$11,240,000 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 2014.

LEGAL DEBT LIMIT

The State legal debt limit is 3.0% of the assessor's market value of the City's tax base. Bond issues covered by this limit are those that are financed by property taxes unless at least 20% of the annual debt service costs are financed by special assessments or tax increments. Maplewood will have four bond issues that will be subject to the debt limit: the Open Space Bonds, Series 2002D; Refunding Bonds, Series 2004A; Capital Improvement Plan Bonds, Series 2004D; and Equipment Certificates, Series 2006B.

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 2010-2014. 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

	2010	2011	2012	2013	2014
Market value of taxable property	\$3,919,846,000	\$3,976,779,000	\$4,074,405,000	\$4,215,269,000	\$4,355,435,000
Statutory debt limit: 3.0% of market value	117,595,380	119,303,370	122,232,150	126,458,070	130,663,050
<u>Amount of debt applicable to debt limit:</u>					
Open Space Refunding Bonds 2002D	1,400,000	1,070,000	725,000	365,000	0
Refunding Bonds 2004A	2,540,000	2,355,000	2,145,000	1,935,000	1,715,000
Capital Improvement Plan Bonds 2004D	545,000	515,000	485,000	455,000	420,000
Equipment Certificates 2006B	65,000	0	0	0	0
Total debt applicable to debt limit	4,550,000	3,940,000	3,355,000	2,755,000	2,135,000
Legal debt margin	113,045,380	115,363,370	118,877,150	123,703,070	128,528,050

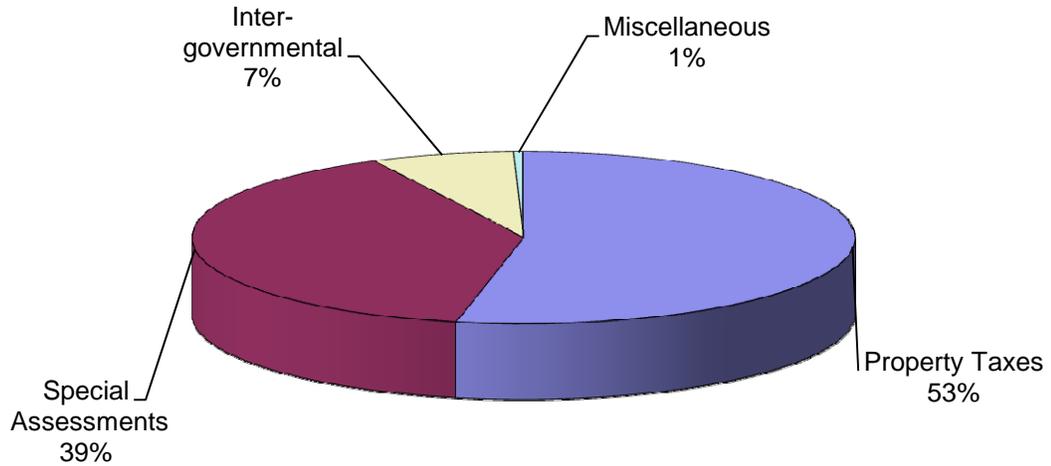
BOND RATINGS

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.

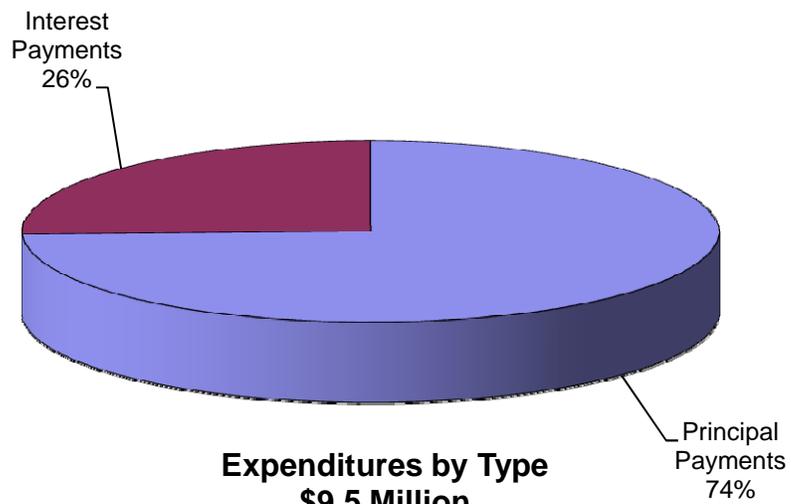
In 1997 Moody's revised their rating scale and the "Aa" rating was replaced with "Aa2" and "Aa3" ratings. Maplewood has the "Aa2" rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were "Aa2" or better in November 2005. There are only two ratings higher than "Aa2"; they are "Aa1" and "Aaa". The rating was most recently affirmed on November 19, 2009.

2010 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$6.6 Million



Expenditures by Type
\$9.5 Million

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Revenues:					
<u>Property Taxes:</u>					
3011 Current	\$2,989,640	\$3,224,311	\$3,311,655	\$3,311,655	\$3,516,000
3012 Delinquent	16,293	13,429	0	0	0
3017 Interest	1,392	0	0	0	0
<u>Special Assessments:</u>					
3110 Current	1,130,531	1,512,544	1,600,000	1,600,000	1,495,000
3130 Delinquent	24,321	26,921	0	0	0
3140 Deferred	2,878,608	1,155,208	0	0	1,100,000
3160 Penalties	5,840	17,421	0	0	0
<u>Intergovernmental Revenue:</u>					
3523 State homestead credit aid	82,636	38,910	0	0	0
3525 State street construction aid	270,000	270,000	270,000	270,000	270,000
3526 State street maintenance aid	191,013	182,913	191,010	191,010	191,010
<u>Miscellaneous Revenue:</u>					
Miscellaneous	0	84,306			
3801 Investment earnings	399,544	417,339	151,920	151,920	30,000
Total revenues	7,989,818	6,943,302	5,524,585	5,524,585	6,602,010

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

ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL BUDGET	2009 RE-EST.	2010 BUDGET
Expenditures:					
<u>Debt Service:</u>					
4810 Principal:					
Regular	4,220,000	5,460,000	5,905,000	5,905,000	7,030,000
Called bonds	0	0	0	0	0
4820 Interest	2,324,423	2,775,731	3,009,575	3,009,575	2,407,419
4840 Paying agent fees	7,319	24,108	7,410	7,410	7,410
<u>Other Charges:</u>					
4480 Fees for service	5,697	5,901	6,300	6,300	6,300
4920 Interest on interfund loans	22,414		12,240	12,240	12,240
4930 Investment management fees	28,294	34,872	28,300	28,300	18,000
Total expenditures	6,608,146	8,300,612	8,968,825	8,968,825	9,481,369
Excess (deficit) of revenues over expenditures	1,381,672	(1,357,310)	(3,444,240)	(3,444,240)	(2,879,359)
Other financing sources (uses):					
Bond proceeds (net)	309,784	1,227,508	0	0	0
Transfers in (out):					
Debt Service Sub-Fund (in)	474,260	591,103	0	0	0
Debt Service Sub-Fund (out)	0	0	0	0	0
Street Light Utility Fund	0	0	0	0	83,333
Environmental Utility Fund	0	0	112,660	112,660	95,000
General Fund	0	0	661,125	0	475,000
Sewer Fund	0	0	132,140	132,140	132,140
Tax Increment Funds	0	0	258,092	258,092	294,831
WAC Fund - St. Paul District	0	0	0	0	0
Net increase (decrease) in fund balance	2,165,716	461,301	(2,280,223)	(2,941,348)	(1,799,055)
Fund balance - January 1	10,042,069	12,207,785	12,669,085	12,669,085	9,727,737
Fund balance - December 31	\$12,207,785	\$12,669,085	\$10,388,862	\$9,727,737	\$7,928,682

Note: Excess funds in various Public Improvement Projects will be closed and transferred into this fund at the end of 2009. These amounts are not yet known but will be in the range of \$500,000 - \$2,000,000 and are not shown in this statement.

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

BASIS OF ACCOUNTING/BUDGETING

The modified accrual basis was used for the budgets for most of the funds in the budget. Under this basis, revenues are recognized in the accounting period that they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable. The accrual basis was used for the budgets of the enterprise and internal service funds in the Operating Budget. Under this basis, revenues are recognized in the accounting period that they are earned and measurable; expenses are recognized in the accounting period that they are incurred, if measurable. The basis of budgeting is the same as the basis of accounting.

BALANCED BUDGET

The annual operating budget shall be prepared such that current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures. One-time revenues or drawdown of excess reserves will not be used to fund on-going expenditures. These one-time funding sources shall only be used to fund capital improvements, capital equipment, or other one-time expenditures.

BUDGETARY CONTROL

The legal level of budgetary control is at the department level in the General Fund and at the fund level in all other funds.

The City legally adopts annual budgets for the General Fund and the Recreation Programs Special Revenue Fund. The City also adopts annual budgets for the Special Revenue, Debt Service and Capital Project Funds which are prepared on the modified accrual basis of accounting, except for the Justice Assistance Grant and the Buffer Zone Protection Grant Special Revenue Funds and the Right-of-Way and Bruentrup Farm Restoration Capital Project Funds. Budgets were not adopted for these funds in 2010 and therefore, individual budget schedules are not presented. The budgets adopted for the Special Revenue and Capital Project Funds indicate the amount that can be expended by fund based upon detailed budget estimates for individual expenditure accounts. The General Fund budget is by department and the budget for the Debt Service fund is adopted as totals for all bond issues. Budgets are also adopted as needed to calculate user charges for the Enterprise and Internal Service Funds and to determine debt service tax levies.

BUDGET AMENDMENT PROCESS

Budget appropriations are by department total within the General Fund rather than by

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

line item (i.e., account). Budget changes that involve the transfer of appropriations among accounts only require the approval of the City Manager or his/her designee. Council approval is required for budget changes that involve a transfer of appropriations between funds or from contingency accounts. The budget changes can be made at any Council meeting.

For budget changes that can be approved by the City Manager or designee, the procedure involves the appropriate department head completing a budget transfer request form on which the following is indicated: budget transfer amount, accounts involved, purpose, justification, date approved by department head, and department head initials. This form is submitted to the Finance Director for review. Upon approval by the Finance Director, a copy of the form is given to the department head.

FINANCIAL POLICIES

Objectives

The objectives of this Financial Policy are:

- To provide both short term and long term future financial stability by ensuring adequate funding for providing services needed by the community;
- To protect the City council's policy-making ability by ensuring that important policy decisions are not dictated by financial problems or emergencies to prevent financial difficulties in the future;
- To provide sound principles to guide the decisions of the City Council and management;
- To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, distribute the cost of municipal services fairly, and provide adequate funding to operate desired programs;
- To provide essential public facilities and prevent deterioration of the City's public facilities and infrastructure;
- To protect and enhance the City's credit rating and prevent default on any municipal debt;
- To create a document that staff and Council members can refer to during financial planning, budget preparation and other financial management issues.

Accounting, Budgeting and Financial Planning

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

1. The Annual Operating Budget shall be prepared such that current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures.
2. One-time revenues or drawdown of excess reserves will not be used to fund on-going expenditures. These one-time funding sources shall only be used to fund capital improvements, capital equipment or other one-time expenditures.
3. Charges for services and other revenues will be examined annually during the budget process and adjusted as deemed necessary to respond to cost increases or any other changing circumstances.
4. The City shall annually submit the Budget to the Government Finance Officers Association (GFOA) for the purpose of earning the Distinguished Budget Presentation Award.
5. The City shall annually submit the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for the purpose of earning the Certificate of Achievement for Excellence in Financial Reporting.
6. The City's CAFR and annual Budget shall be made available to citizens and the general public upon request and available on the City's website. The City shall strive to maintain full transparency and accountability of all of its financial resources and assets.
7. The City will establish and maintain accounting practices that conform to generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.
8. An independent certified public accounting firm will perform an annual audit and a CAFR shall be issued no later than six months following year-end.

Revenue Management

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of city revenue: property taxes and fees/charges.

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

A. Property Taxes

- When possible, property tax increases should accommodate incremental adjustments. Further, when discussing property taxes, the City should simultaneously explore other revenue and expenditure alternatives that will maximize the City's future financial flexibility and ability to provide services. This may include considering options such as debt management, fees and charges, cost allocation, use of reserves, and expenditure cuts.

Possible factors for considering an increase in property tax include:

- Maintenance of City services.
- Long-term protection of the City's infrastructure
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain or improve the City's bond rating.
- Funding City development and redevelopment projects that will clearly result in future tax base increases. The expenditures of development and redevelopment funds must be in accordance with a defined strategy as shown in the City's Comprehensive Plan, Capital Improvement Program and other Council documents.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.

B. Service Fees and Charges

The City will consider service fees and charges wherever appropriate for the twin purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. Service fees and charges broaden the base to include tax exempt properties, which still have municipal costs associated with the property. Specifically, the City may:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

- As part of the City's enterprise effort, evaluate City services and pursue actions to accomplish the following:
 - Find community based partners to share in service delivery.
 - Make services financially self supporting or, when possible, profitable.
- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services and a policy for establishing fees will be set for each. Included as part of this process may be a market analysis that compares our fees to comparable market cities.
- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.
- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

C. Non-recurring Revenues

Several revenue sources, such as intergovernmental transfers, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The City Manager and Finance Director shall insure that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for on-going operating costs.

Fund Reserves

The City's fund reserves are primarily based on the timing of property tax payments. The first significant payment of property taxes in each year is received in June.

1. **General Fund** - The City's unreserved fund balance in the General Fund shall be maintained at a minimum level of 36.0% of annual general fund expenditures.
2. **Special Revenue Funds** – Temporary deficits in these funds will be financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

3. **Debt Service Funds** - The City's fund balance in the Debt Service fund shall be at a minimum level of 50% of annual debt service expenditures. Because the majority of annual debt service is paid on February 1 and August 1 of each year, funds must be on hand for payment of February 1 debt service.
4. **Capital Improvement and Project Improvement Funds** – The fund balances in these funds within the Capital Improvement Budget vary annually based upon the timing of construction projects. Normally the year-end fund balance is positive except for the Public Improvement Projects Funds which may have a temporary deficit pending the issuance of public improvement bonds.
5. **Enterprise Funds** – These funds are operated as in a for-profit business. The focus of enterprise funds, with the exception of the Community Center Operations Fund is on maintaining positive cash balances. Rates and fees in these funds will be analyzed annually for a five year period so as to provide for level rate changes with a target of achieving/maintaining positive cash balances equal to 30 days (8.3%) of budgeted expenditures.
6. **Internal Service Funds** – These funds are used to allocate common costs among the various funds and programs of the city. Deficits and surpluses are allowed however the goal is to maintain reserves at 10% of budgeted expenditures.

Property Tax Supported Debt

1. The ratio of debt service fund levies combined with capital expenditure levies to total levies shall be targeted to maintain a level in the range of 15 - 25%. This policy will help to ensure that the city is always maintaining its infrastructure, either through use of debt or current funding.

Environmental Utility Fund

1. The City will operate the Environmental Utility Fund as an enterprise fund with rates and charges supporting the full costs of all expenses and operations.

CITY OF MAPLEWOOD, MINNESOTA FINANCIAL POLICIES AND PROCEDURES

2. The City shall conduct a rate review of Environmental Utility charges every year. The rates will be set, subject to final City Council approval, to cover the required costs of the City's stormwater management program and necessary drainage improvements.
3. The City's goal is to maintain working capital equal to a minimum of 30 days (8.3%) of the annual expenses. Revenues collected that would bring the reserve in excess of a 60-day level (16.7%) will be used for one-time expenditures.

Debt Management

1. Debt financing which includes general obligation bonds, permanent improvement bonds, revenue bonds, certificates of obligation, lease/purchase agreements and other obligations allowed under Minnesota law shall be used to acquire or construct land and improvements that cannot be funded by current revenues. The term of debt shall not exceed the expected useful life of the capital asset being financed.
2. Each year the City will adopt a capital improvement plan. The plan will recommend specific funding of projects for the following five fiscal years.
3. The City is committed to providing continuing disclosure to certain financial and operating data and material event notices as required by Securities and Exchange Commission (SEC) Rule 15c2-12. The Finance Department shall be responsible for the preparation of all disclosure documents and releases required under Rule 15c2-12.
4. The City shall use a competitive bidding process for the sale of debt unless the use of a negotiated process is warranted due to adverse market conditions, such as a high degree of volatility in the bond market, market timing requirements (refunding), or a unique pledge or debt structure. The City will award competitively issued debt on the true interest cost (TIC) basis.
5. The city welcomes ideas and proposals from investment bankers and will seek to give first consideration to those firms that submit unique and innovative ideas that benefit the City. Unsolicited

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

proposals should be submitted to the City's Finance Department and the City's Financial Advisor.

6. An advance or current refunding of outstanding debt shall only be considered when present value savings of at least 3.50% of the principal amount of the refunded bonds are produced, unless a debt restructuring or bond covenant revisions are necessary. Savings from refundings will be distributed evenly over the life of the refunded bonds unless special circumstances warrant another savings structure.

Investments

1. Investments shall be made in conformance with the City's Investment Policy, with the primary objectives of :
 - a. Safety – preservation of capital in the investment portfolio;
 - b. Liquidity – portfolio remain sufficiently liquid to meet operating requirements; and
 - c. Yield – attain a market rate of return taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above.

Grants

1. The City will aggressively pursue all available grant opportunities. Each grant shall be evaluated on the long-term financial impact to the City. The City will only accept grants for one-time or capital items or when the continued funding of the program can be incorporated into the City's future budgets.
2. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended according to the wishes and instructions of the donor.

Retirement Funds

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

1. All retirement funds will be examined annually to ensure that adequate balances and funding progress are maintained.

Risk Management

1. The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
 - a) Loss prevention – prevent losses where possible
 - b) Loss control – reduce or mitigate losses
 - c) Loss financing – provide a means to finance losses
 - d) Loss information management – collect and analyze data to make prudent prevention, control and financing decisions
2. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the result of the City's risk management program for the preceding year.

Economic Development Authority

The Economic Development Authority (EDA) was created by the City Council. The City Council acted to appoint the members of the City council to serve as the Board of Commissioners. Under Minnesota Statutes Chapter 469-Economic Development, cities are permitted to establish an EDA.

CITY OF MAPLEWOOD, MINNESOTA FINANCIAL POLICIES AND PROCEDURES

Among the HRA powers in Minnesota law is the authority to collect a “special benefits” tax up to 0.0144 percent of taxable market value in the City. Approval of the City Council is required before the EDA may levy the tax. The Revenue Management Policy of the City, as included in this Financial Management Plan, sets policy for when a tax levy may be considered. Of note, the HRA is a separate levy, and is not subject to the statutory levy limits. The EDA is subject to the statutory levy limits, except for a debt levy.

This policy section sets policy for the “amount” of tax levy that will be considered for the EDA.

Funding

The EDA, with approval by the City Council, shall annually appropriate money to the EDA from a tax levy or other available source. The appropriation shall be equivalent to the “maximum” that could be provided by a tax levy for economic development purposes. The annual tax levy shall be set based on the amount needed when combined with other available sources achieves the funding level set by this policy.

To provide other sources (non-tax) of funding to the EDA, the City Council shall annually review the fund balance in the General Fund to determine whether sufficient unreserved fund balance is available for transfer from the General Fund to the EDA. The decision on transfer of funds shall be made at the time the annual EDA tax levy is established. If other sources of revenue are not available, the EDA may set the tax levy at the maximum allowed.

Procedure for Using Funds

Expenditures may be made from the EDA based on the following criteria:

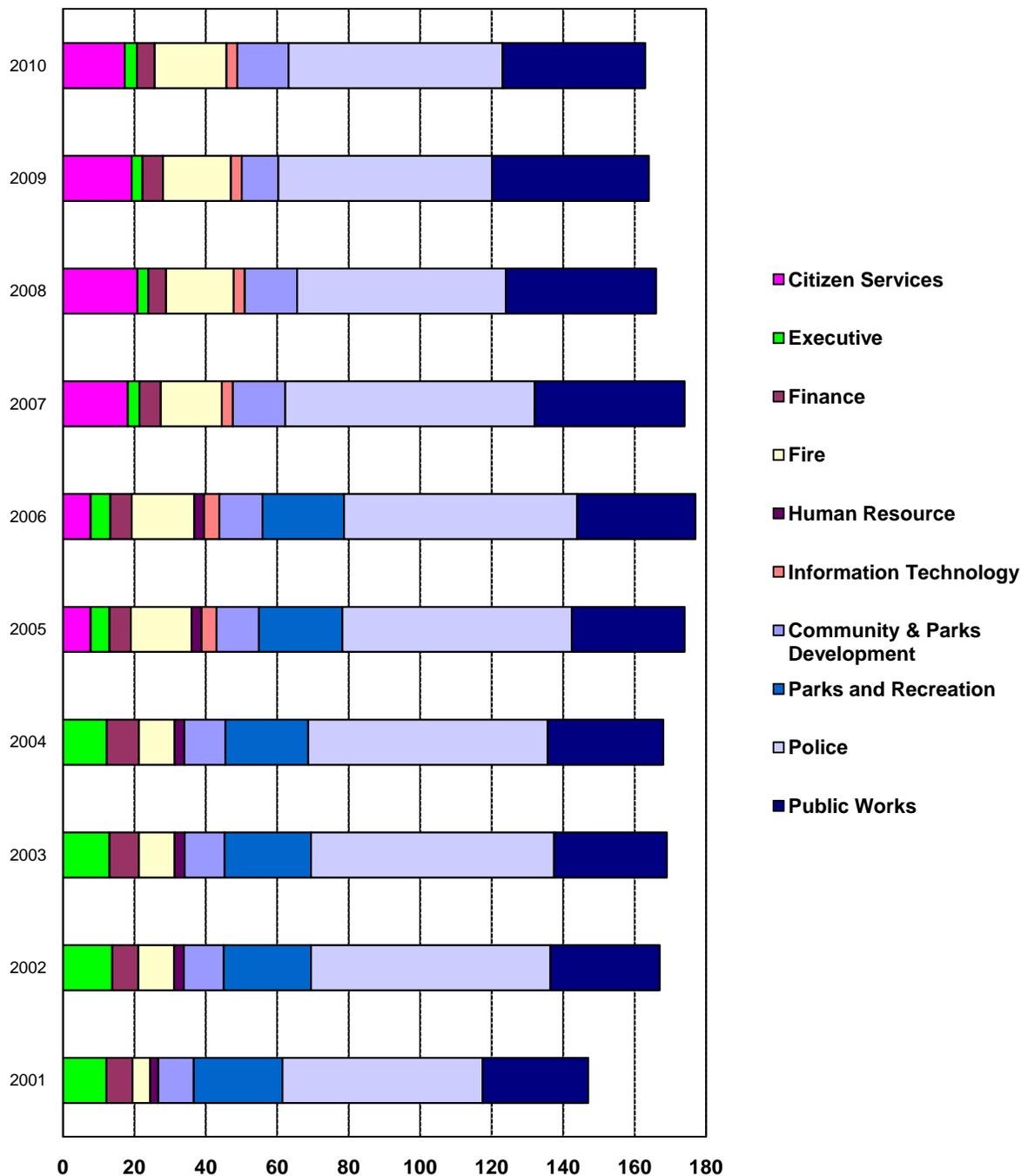
- A.** The EDA appropriates the funds as part of the annual budget, or
- B.** The EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.

SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

2001-2010



CITY OF MAPLEWOOD, MINNESOTA

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

By Department and Fund
2001-2010

By Department:	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Citizen Services	-	-	-	-	7.75	7.75	18.20	20.90	19.30	17.30
Executive	12.23	13.85	13.04	12.25	5.27	5.54	3.20	3.00	3.00	3.40
Finance	7.26	7.26	8.26	9.00	6.00	6.00	6.00	5.00	5.75	5.00
Fire	5.00	10.00	10.00	10.00	17.00	17.50	17.09	18.89	19.00	20.10
Human Resource	2.22	2.75	2.75	2.75	2.75	2.75	0.00	0.00	0.00	0.00
Information Technology	-	-	-	-	4.25	4.25	3.10	3.10	3.00	3.00
Community & Parks Development	9.94	11.16	11.20	11.48	11.85	12.10	14.66	14.66	10.20	14.35
Parks and Recreation	24.80	24.43	24.20	23.17	23.33	22.76	0.00	0.00	0.00	0.00
Police	56.00	67.00	68.00	67.00	64.20	65.20	69.80	58.40	59.80	59.90
Public Works	29.55	30.55	31.55	32.35	31.60	33.15	41.95	42.05	43.95	39.95
Totals	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00

By Fund:	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
General Fund	122.98	143.78	144.63	139.46	131.72	135.84	132.29	124.27	125.32	122.80
Information Technology Fund	1.26	1.26	2.26	3.00	4.25	4.25	3.10	3.10	3.00	3.00
Rec. Programs Fund	4.30	4.30	4.30	4.10	4.10	4.10	3.60	3.38	2.88	2.00
Community Center Fund	8.80	8.00	8.15	6.03	7.08	6.81	7.60	8.00	7.50	8.40
Environmental Utility Fund	-	-	-	5.50	5.75	5.55	6.50	6.50	5.60	6.00
Ambulance Service Fund	-	-	-	-	11.60	10.70	11.71	11.25	10.40	11.35
Recycling Fund	-	-	-	0.25	0.25	0.25	0.35	0.40	0.40	0.60
Sewer Fund	6.33	6.33	6.33	6.08	6.00	6.25	5.60	5.90	5.80	5.60
Fleet Management Fund	3.33	3.33	3.33	3.58	3.25	3.25	3.25	3.20	3.10	3.25
Totals	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-111	Public Relations:				
	Marketing/Public Relations	0.00	0.00	1.00	1.00
	Events & Marketing Coordinator	0.00	0.00	0.50	0.00
101-301	Administration:				
	Citizen Services Director	1.00	1.00	1.00	0.90
	Citizen Services Supervisor	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	0.80	0.80	0.00
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Office Specialists	0.00	1.00	0.00	0.00
101-303	Deputy Registrar:				
	Licensing Specialist	2.00	3.60	2.63	2.00
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
602-611	Community Center Administration:				
	Director	1.00	1.00	0.10	0.10
	Fitness/Operations Director	0.50	0.50	1.00	1.00
	Membership Sales/Retention	1.00	1.00	1.00	1.00
	Customer Service Supervisor	0.70	0.75	1.00	1.00
	Customer Service Representative	1.00	1.00	1.00	1.00
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.40	0.40	0.40	0.30
	Lead Building Custodian	1.00	1.00	1.00	1.00
	Facility Technician	1.00	1.00	1.00	2.00
602-612	Community Center Recreation Activities:				
	Aquatics Program Supervisor	1.00	1.00	1.00	1.00
206-603	Recreation Programs:				
	Events/Marketing Coordinator	0.20	0.20	0.50	0.00
	Recreation Program Supervisor	2.00	2.00	2.00	2.00
	Recreation Program Supervisor II	1.00	1.00	0.00	0.00
	Office Specialists	0.40	0.40	0.38	0.00
	Citizen Services Department Total	18.20	20.65	19.30	17.30

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>EXECUTIVE DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.00	0.00	0.00	0.00
	Facility Technician	0.00	0.00	0.00	0.00
	Building Maintenance Worker	0.00	0.00	0.00	0.00
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager/Public Works Director	0.00	0.00	0.00	0.40
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				
	Human Resource Representative	1.00	1.00	1.00	1.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-111	Public Relations:				
	Marketing/Public Relations Specialist	0.10	0.00	0.00	0.00
	Sales Director	0.10	0.00	0.00	0.00
	Executive Department Total	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>	<u>3.40</u>
<u>FINANCE</u>					
101-202	Accounting:				
	Assistant Finance Director	1.00	1.00	1.00	1.00
	Accounting Technician	1.00	0.00	0.75	0.75
	Payroll Technician	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Director	0.00	0.00	1.00	1.00
	Director of Finance and Administration Manager	1.00	1.00	0.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
606-203	Ambulance Service Billing:				
	Accounting Technician	1.00	1.00	1.00	0.25
	Finance Department Total	<u>6.00</u>	<u>5.00</u>	<u>5.75</u>	<u>5.00</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>FIRE DEPARTMENT</u>					
101-411	Administration:				
	Fire Chief	1.00	1.00	1.00	1.00
	Assistant Fire Chief/Fire Marshal	0.50	0.40	0.40	0.50
	Administrative Assistant	1.00	1.00	1.00	1.00
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.50	0.60	0.60	0.50
101-404	Fire Suppression:				
	Captain	0.70	0.72	0.70	1.20
	EMS Director	0.05	0.05	0.00	0.00
	Paramedic Coordinator	0.00	0.00	0.05	0.00
	Firefighter	3.33	3.70	4.81	4.80
606-403	Emergency Medical Services:				
	Captain	1.30	1.28	1.30	1.20
	Sergeant	0.30	0.20	0.30	0.30
	EMS Director	0.95	0.95	0.00	0.00
	Paramedic Coordinator	0.00	0.00	0.95	1.00
	Police Officer	1.00	0.90	0.90	0.90
	Firefighter	5.67	6.93	6.93	7.70
	Fire Department Total	<u>16.30</u>	<u>17.73</u>	<u>18.94</u>	<u>20.10</u>
<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
703-121	Phone Services:				
	Operations Analyst	0.10	0.10	0.00	0.00
	Information Technology Total	<u>3.10</u>	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>COMMUNITY & PARKS DEVELOPMENT</u>					
101-701	Administration:				
	Community & Parks Development Director	0.00	0.00	0.25	0.30
	Building Official	0.50	0.50	0.50	0.00
	Senior Planner	1.00	1.00	0.00	0.00
	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	0.50	0.50	0.50	0.25
	Assistant Building Official	1.00	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00	3.00
	Building Inspector Apprentice	1.00	1.00	0.00	0.00
	Senior Engineering Technician	0.95	0.95	0.95	0.45
101-115	Building Operations:				
	Chief Building Engineer	0.60	0.60	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
101-707	Code Enforcement				
	Firefighter	0.11	0.11	0.00	0.00
	Building Official	0.00	0.00	0.00	0.75
	Code Enforcement Inspector	1.00	1.00	0.00	0.00
101-702	Planning:				
	Senior Planner	0.00	0.00	1.00	1.00
	Associate Planner	2.00	2.00	1.00	1.00
	Environmental Planner	0.00	0.00	1.00	1.00
101-601	Administration:				
	Director	0.00	0.00	0.00	0.30
	Parks and Recreation Manager	0.00	0.00	0.00	1.00
	Administrative Assistant	0.00	0.00	0.00	1.00
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.00	0.00	0.00	0.55
101-604	Nature Center:				
	Lead Naturalist	0.00	0.00	0.00	0.45
101-605	Open Space				
	Naturalist	0.00	0.00	0.00	0.30
605-706	Recycling				
	Environmental Manager	0.00	0.00	0.00	0.00
Community & Parks Development Total		<u>14.66</u>	<u>14.66</u>	<u>10.20</u>	<u>14.35</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>POLICE DEPARTMENT</u>					
101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Public Safety Manager	1.00	1.00	0.00	0.00
	Deputy Police Chief	0.00	0.00	1.00	1.00
	Administrative Operations Manager	1.00	1.00	0.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Police Records Specialist	3.00	3.00	3.00	3.00
101-409	Investigations				
	Lieutenant	1.00	1.00	1.00	1.00
	Police Officer	5.80	5.80	7.60	7.80
	Technical Assistant	0.00	0.00	1.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	6.70	5.10	7.70	5.70
	Police Officer	37.30	37.30	34.50	36.40
101-406	Dispatching Services:				
	Public Safety Communications Manager	1.00	0.00	0.00	0.00
	Communications Center Supervisor	1.00	0.00	0.00	0.00
	Dispatcher	7.00	0.00	0.00	0.00
606-406	Ambulance Dispatching:				
	Dispatcher	1.00	0.00	0.00	0.00
	Police Department Total	<u>69.80</u>	<u>58.20</u>	<u>59.80</u>	<u>59.90</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>PUBLIC WORKS DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.60	0.60	0.50	0.60
	Facility Technician	1.00	1.00	1.90	1.00
	Building Maintenance Worker	1.00	1.00	0.90	0.90
101-501	Administration:				
	Public Works Director	1.00	1.00	1.00	0.35
	Operations Analyst	0.20	0.20	0.20	0.20
	Administrative Assistant	0.75	0.75	0.75	0.75
101-503	Engineering:				
	Assistant Public Works Dir./City Engineer	0.00	0.00	0.00	1.00
	Assistant City Engineer	1.00	1.00	1.00	0.00
	Civil Engineer I	2.75	1.75	1.75	1.00
	Civil Engineer II	0.00	1.00	1.00	2.00
	Naturalist	0.20	0.00	0.00	0.00
	Senior Engineering Technician	2.30	3.05	3.05	3.10
	Engineering Technician	2.75	2.00	2.00	2.00
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.25	0.25	0.55	0.00
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	0.95	0.95	1.00
	Heavy Equipment Mechanic	2.00	1.90	1.90	2.00
101-604	Nature Center:				
	Lead Naturalist	0.75	0.75	0.45	0.00
101-605	Open Space				
	Naturalist	0.30	0.30	0.30	0.00
101-602	Park Maintenance:				
	Foreman	1.00	1.00	1.00	1.00
	Maintenance Worker	6.50	6.50	6.50	5.00
601-508	Sanitary Sewer Operations:				
	Assistant Public Works Dir./City Engineer	0.00	0.00	0.00	0.25
	Operations Analyst	0.30	0.30	0.30	0.35
	Superintendent	0.75	0.75	0.75	0.75
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	3.30	3.50	3.50	3.00
	Administrative Assistant	0.25	0.25	0.25	0.25
101-514	Snow and Ice Control:				
	Superintendent	0.20	0.20	0.20	0.20
	Crew Chief	0.30	0.30	0.30	0.30
	Maintenance Worker	1.65	1.60	1.40	1.40

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2007-2010

<u>CODE</u>		<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
604-512	Storm Sewer Maintenance:				
	Deputy Director	0.00	0.00	0.00	0.20
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	1.05	0.90	0.90	0.90
	Maintenance Worker	2.00	1.85	1.75	1.75
	Naturalist	0.50	0.70	0.70	0.70
	Operations Analyst	0.30	0.25	0.25	0.25
	Civil Engineer I	0.25	0.25	0.25	0.45
	Environmental Planner	0.00	1.00	0.00	0.00
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.45	0.60	0.60	0.60
	Maintenance Worker	3.65	3.75	3.75	3.15
604-513	Street Sweeping:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.20	0.20	0.20	0.20
	Maintenance Worker	0.90	0.80	0.70	0.70
605-706	Recycling				
	Deputy Director	0.00	0.00	0.00	0.20
	Chief Building Engineer	0.00	0.00	0.00	0.10
	Building Maintenance Worker	0.00	0.00	0.00	0.10
	Operations Analyst	0.10	0.15	0.15	0.20
	Environmental Manager	0.25	0.25	0.25	0.00
	Public Works Department Total	<u>41.20</u>	<u>42.05</u>	<u>43.95</u>	<u>39.95</u>
	TOTALS - ALL DEPARTMENTS	173.71	165.69	163.94	163.00

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 2010 estimate for leave benefits is based upon actual leave hours used in 2008 and projected 2010 pay rates. The estimate for retirement benefits is based on projected 2010 pay rates and employer required contribution rates. Insurance benefits expense for 2010 is based upon quoted rates and estimates for the second half of 2010 in health insurance premium rates and projected 2010 pay rates.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

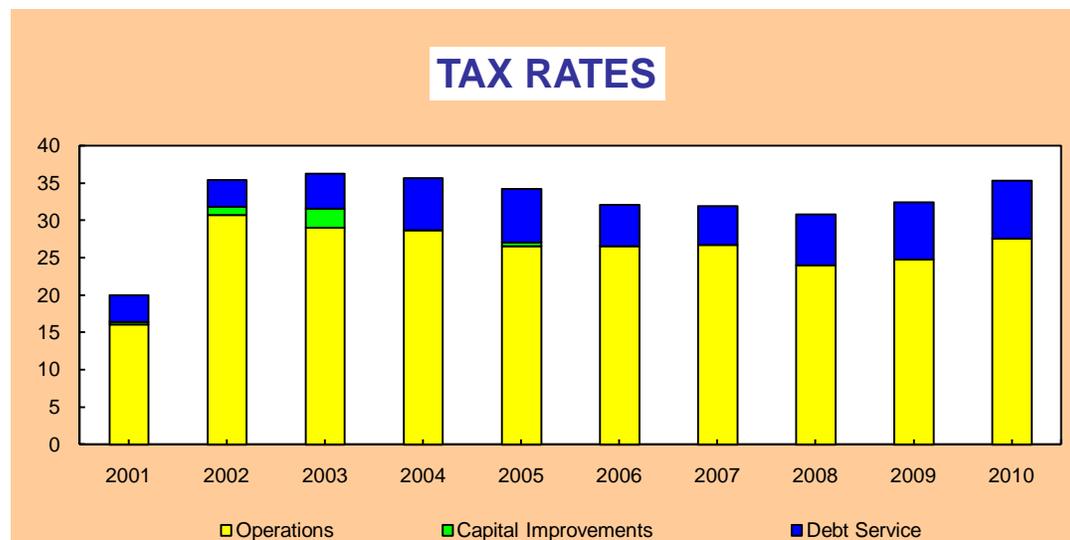
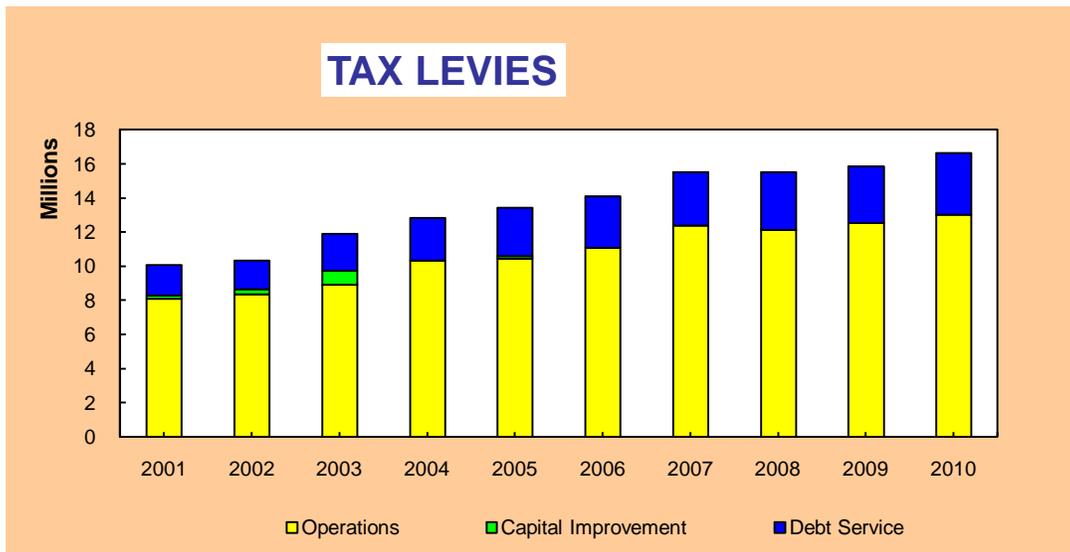
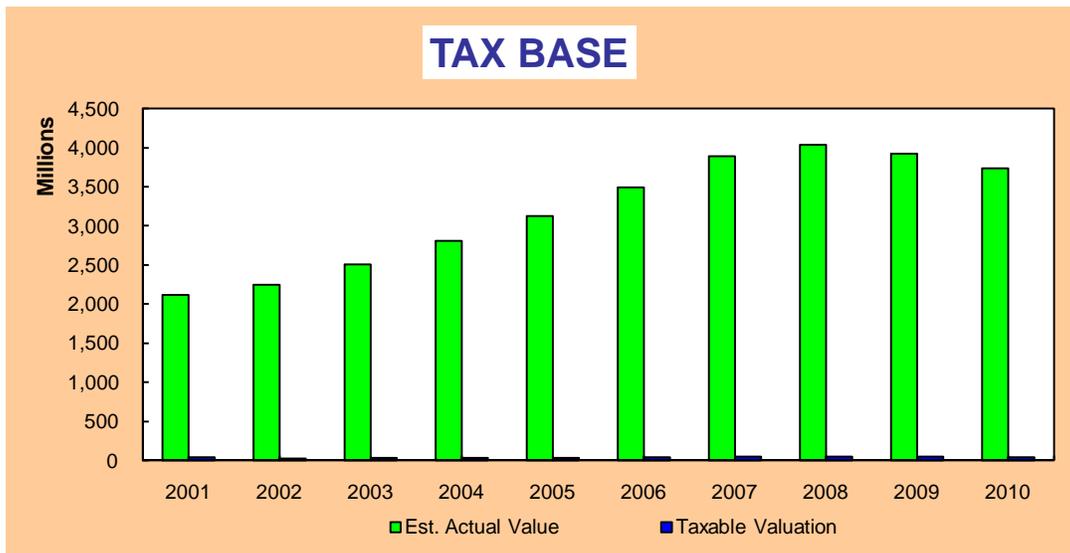
ACCT NO.	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL ESTIMATE	2009 RE-EST.	2010 ESTIMATE
<u>Operating revenues:</u>					
3833 Charges for leave benefits	\$1,739,856	\$1,643,134	\$1,690,720	\$1,660,740	\$1,896,732
3834 Charges for retirement benefits	2,013,408	2,033,747	2,118,840	2,109,720	2,056,028
3835 Charges for insurance benefits	2,051,004	1,973,280	2,010,260	2,004,240	2,107,834
Total revenues	5,804,268	5,650,161	5,819,820	5,774,700	6,060,594
<u>Operating expenses:</u>					
Leave benefits	1,560,926	1,750,984	1,690,720	1,690,720	1,757,000
Retirement benefits	1,863,541	2,060,724	2,118,840	2,118,840	2,050,000
Insurance benefits	1,566,529	1,833,547	1,942,680	1,942,680	2,433,000
Miscellaneous service charges	7,645	11,537	7,640	7,640	7,640
Total expenses	4,998,641	5,656,793	5,759,880	5,759,880	6,247,640
Operating income (loss)	805,627	(6,632)	59,940	14,820	(187,046)
<u>Nonoperating revenues (expenses):</u>					
3530 State aid	32,410	32,410	32,410	32,410	32,410
3801 Investment earnings	85,617	101,584	68,190	53,320	25,000
3809 Miscellaneous	0	0	0	0	0
Total nonoperating revenues (expenses)	118,027	133,994	100,600	85,730	57,410
Income (loss) before transfers	923,654	127,362	160,540	100,550	(129,636)
Transfers in/(out)	0	(535,760)	(656,240)	(446,615)	51,000
Change in fund equity	923,654	(408,398)	(495,700)	(346,065)	(78,636)
Fund equity - January 1	(387,894)	535,760	127,362	127,362	(218,703)
Fund equity - December 31	\$535,760	\$127,362	(\$368,338)	(\$218,703)	(\$297,339)

CITY OF MAPLEWOOD, MINNESOTA
EMPLOYEE BENEFITS FUND (701)
STATEMENT OF CASH FLOWS

	2007 ACTUAL	2008 ACTUAL	2009 ORIGINAL ESTIMATE	2009 RE-EST.	2010 ESTIMATE
Net cash flows from operating activities	\$703,463	\$269,652	\$92,350	\$47,230	(\$154,636)
Net cash flows from noncapital financing activities	339,820	(153,127)	(656,240)	(446,615)	51,000
Net cash flows from capital and related financing activities	0	0	0	0	0
Net cash flows from investing activities	76,533	86,819	68,190	53,320	25,000
Net increase (decrease) in cash and cash equivalents	1,119,816	203,344	(495,700)	(346,065)	(78,636)
Cash and cash equivalents - January 1	658,319	1,778,135	1,981,479	1,981,479	1,635,414
Cash and cash equivalents - December 31	<u>\$1,778,135</u>	<u>\$1,981,479</u>	<u>\$1,485,779</u>	<u>\$1,635,414</u>	<u>\$1,556,778</u>

TAX BASE, TAX LEVIES AND TAX RATES

Years 2000 through 2009



CITY OF MAPLEWOOD, MINNESOTA

TAX BASE, TAX LEVIES AND TAX RATES
Years 2001 through 2010

TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
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%
2008	4,034,213,000	48,060,912	3.5%
2009	3,921,346,000	47,838,233	-0.5%
2010	3,734,046,000	45,621,314	-4.6%

TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
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%
2008	12,124,525	-	3,421,925	15,546,450	0.0%
2009	12,564,580	-	3,311,655	15,876,235	2.1%
2010	13,045,344	-	3,624,702	16,670,046	5.0%

TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
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
2008	24.021	-	6.779	30.800	0.01792
2009	24.819	-	7.666	32.485	0.01033
2010	27.626	-	7.676	35.302	0.01646

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 2009, the population was estimated by the Metropolitan Council to be 37,213.

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 2010 the City will have 163 full-time employees serving in various departments, including fire and police protection, and approximately 347 part-time, casual and temporary employees. Police protection is provided to all parts of the City through a 55-employee police force. Fire protection services are provided by 16 full-time firefighters and 79 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	35,258	13.9	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	35,258	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
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GO	General Obligation
HRA	Housing and Redevelopment Authority
HRC	Human Relations Commission
HVAC	Heating, Ventilating, Air Conditioning
ISD 622	Independent School District No. 622
LEBG	Law Enforcement Block Grant
LELS	Law Enforcement Labor Services
MAA	Maplewood Athletic Association
MCC	Maplewood Community Center
MIS	Management Information Systems
PAC	Park Availability Charge
PERA	Public Employees Retirement Association
PC	Personal Computer
PIP	Public Improvement Projects
SAC	Sewer Availability Charge
SCBA	Self-Contained Breathing Apparatus
TH	Trunk Highway
TIF	Tax Increment Financing
VEM	Vehicle and Equipment Maintenance
WAC	Water Availability Charge