

CITY OF MAPLEWOOD ADOPTED 2011 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.

2011 BUDGET PROCESS

In June, department heads started the preparation of their budget requests for the 2011 calendar year. Maplewood's fiscal year is the calendar year. During June-July, department heads submitted their budget requests to the Assistant City Manager and Finance Manager. They reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in August, the Finance Manager prepared a preliminary operating budget based upon initial revenue estimates, department budget requests and recommended revisions in department budget requests.

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

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

By November 24th, 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 6, 2010 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 2011 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. Achieve wage and benefit controls as defined in the negotiated 2011-2012 agreements with bargaining units.
- Maintain and/or strengthen public safety programs through filling of vacant police positions.
- Restoration of 2 parks and recreation positions eliminated through early retirements. Restore one vacant Public Works maintenance position to be equally shared within park and street maintenance; as well as providing for renewed investment in the Maplewood Community Center.
- 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 2010, the City Council adopted a policy stating that all efforts will be made to maintain public safety programs through the economic recession. This is continued in the 2011 program, although as changes continue with personnel, including retirements within our Police Department, positions are budgeted but will likely be vacant during the year as training and recruitment use a majority of the year to fill these positions. The budget assumes that two police position will be vacant due to the lengthy hiring process, but will be filled by year end.

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 implemented a program whereby employees were required to use all leave earned during the current year rather than "banking" unused leave for use in future years. This effectively reduced the number of hours actually worked in the current year reflecting savings to the City. This program was in place for 2009 and staff implemented this program through 2010. The mandatory leave program is discontinued at the conclusion of 2010 and not part of the operational structure in 2011.

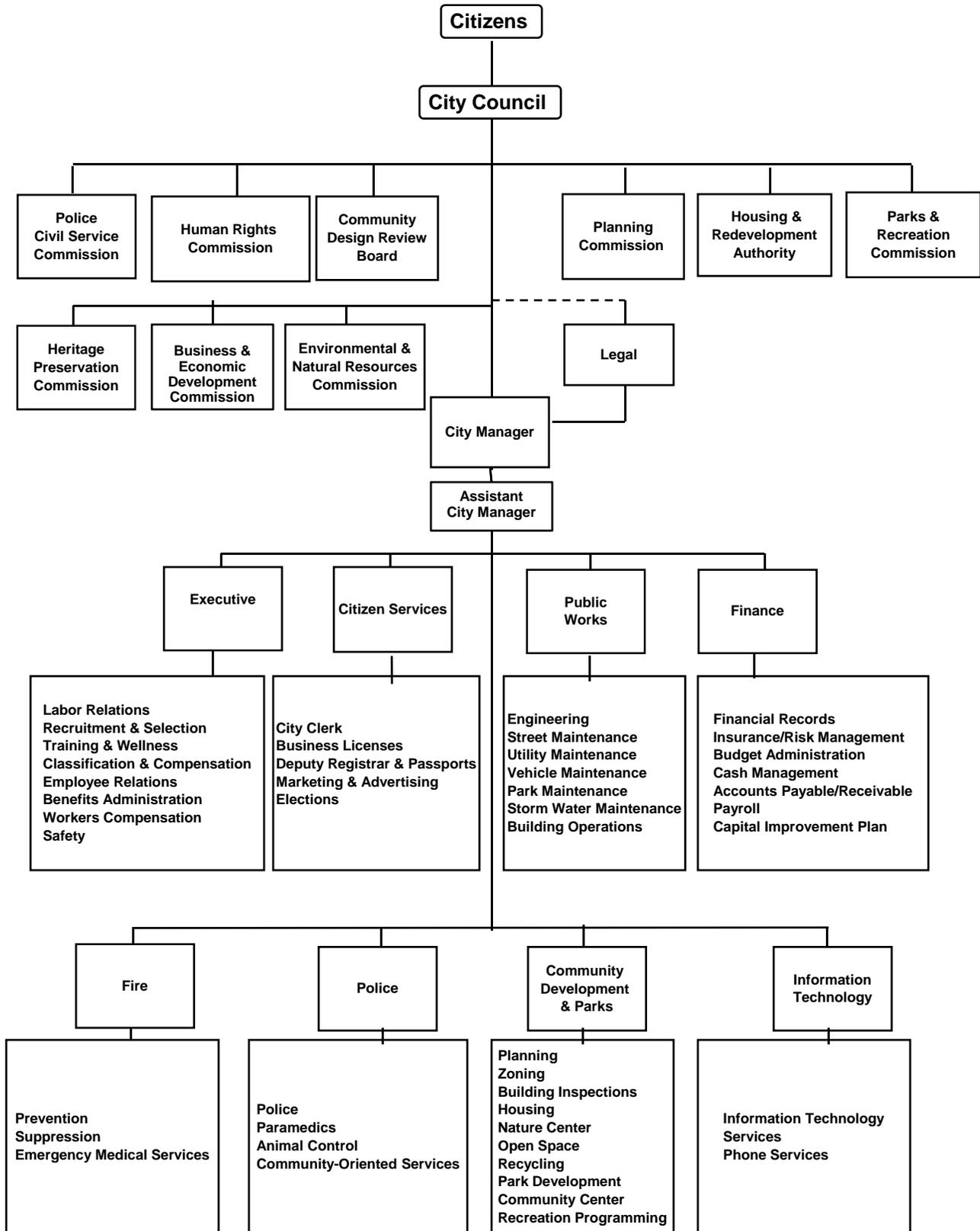
Because of the economic recession, Minnesota state revenues are down significantly and one of the responses of the state has been to withhold the payment of Market Value Homestead Credit (MVHC) and Local Government Aid (LGA) to municipalities. Maplewood has not received LGA in recent years but has received MVHC. This is a reduction to Maplewood of more than \$500,000/year for 2009, 2010 and 2011. 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 2011, the levy limit increase is 2.6%. Maplewood had previously not used all of the levy available under the levy limit restrictions and with special levies for previous year unallotments, the 2011 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 explore opportunities for new revenue sources with the expansion of deputy registrar services to car dealers and lenders.
- The newly formed Economic Development Authority will provide opportunities for the city.
- Gladstone redevelopment will continue as a focus in the Executive Department.
- The Fire Department will look at a consolidation of stations during 2011 and will delay the purchase of new and replacement equipment until that study is completed.
- 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 4 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 is being reduced in 2011 to pre-2006 levels to meet a Council goal to reduce the overall City indebtedness by \$10 million over the next 5 years.
- The administration of the City will also work toward a goal to reorganize the various departments to more closely reflect the Council goals for 2010 – 2012. This will include the formal creation of a Parks and Recreation Department and establishment of a Parks and Recreation Director/Manager position.

City of Maplewood Organization Chart



CITY OF MAPLEWOOD, MINNESOTA

PRINCIPAL CITY OFFICIALS

November 2010

CITY COUNCIL

WILLIAM ROSSBACH, MAYOR
Term Expires 1-01-2014

KATHLEEN JUENEMANN, COUNCILMEMBER
Term Expires 1-01-2014

JAMES LLANAS, COUNCILMEMBER
Term Expires 1-01-2014

JOHN NEPHEW, COUNCILMEMBER
Term Expires 1-01-2012

MARV KOPPEN, 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
Gayle Bauman	Finance Manager	May 10, 2010
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



Dear Honorable Mayor Rossbach and City Council Members:

I am pleased to transmit to you the City of Maplewood's 2011 Budget. The 2011 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 tax levy increase is 3.8% while the debt service budget has increased by 9.2%.

There are four primary considerations in the preparation of the 2011 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 although those increases are minimized with personnel retirements and vacancies. The main increase in expenditures is due to a payment on called bonds of \$4,000,000 in 2011. Without this payment, expenditures would show an increase of 5.25% from 2010 to 2011.
3. Additional levies for debt service reflect 2010 and anticipated 2011 unallotments of MVHC as well as funds required as a result of debt issued in 2010.
4. The budget reflects increases in 2011 capital improvements over the 2010 Budget mainly due to costs associated with a new Fire Training Facility, Open Space land acquisition and the rehabilitation of the final lift station in the City.

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 2011 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 37.4% of anticipated expenditures.

The 2011 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 2011 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
UP 2.2%**

Operating budget expenditures for 2011 are \$32.4 million, which is \$696,180 higher than 2010. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2011 BUDGET	AMOUNT OVER (UNDER) 2010 BUDGET	% CHANGE OVER (UNDER) 2010 BUDGET
Citizen Services	\$1,236,120	\$9,680	0.8%
Community & Parks Development	5,708,950	163,900	3.0%
Executive	1,090,700	82,260	8.2%
Finance	781,480	33,000	4.4%
Fire	4,296,430	(32,730)	-0.8%
Information Technology	745,760	3,550	0.5%
Legislative	184,140	(3,960)	-2.1%
Police	7,834,730	92,930	1.2%
Public Works	10,538,710	347,550	3.4%
Total expenditures	\$32,417,020	\$696,180	2.2%

**FULL-TIME
EMPLOYEES
DOWN 1**

The number of full-time employees included in the 2011 Budget is 162 which is one less than the previous year. Transfers of programs between departments have a neutral effect. The number of full-time equivalent positions in the 2011 Budget is 180 which is a decrease of one from 2010.

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

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

The following shows sources and uses of funds for the 2011 General Fund Budget compared to the 2010 Budget:

	2010 BUDGET	2011 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2010 BUDGET
Sources of funds:				
Taxes-current	\$12,246,340	\$12,393,500	\$147,160	1.2%
Other revenues	6,289,770	6,050,550	(239,220)	(3.8%)
Fund balance	187,460	0	(187,460)	(100.0%)
Total	\$18,723,570	\$18,444,050	\$(279,520)	(1.5%)
Use of funds:				
Expenditures	\$18,158,570	\$18,046,090	\$(112,480)	(0.6%)
Transfers (net)	565,000	150,000	(415,000)	(73.5%)
Fund balance	0	247,960	247,960	100.0%
Total	\$18,723,570	\$18,444,050	\$(279,520)	(1.5%)

It has been common for the past several years for the General Fund to reflect a deficit budget. This is because it is city budget policy to make conservative revenue estimates and liberal expenditure estimates. Consequently, the General Fund ending balance is usually higher than budgeted and provides a

resource for financing the deficit in the annual budget. For 2011, budgeted revenues have exceeded expenditures. This is necessary to maintain a fund balance sufficient to cover cash flow needs and unexpected expenditures.

**GENERAL
FUND
REVENUES
DOWN 0.5%**

The decrease in General Fund revenues amounts to \$92,060. Most of the decrease is in charges for services which are down \$309,860 mainly due to administrative charges. This decrease is partially offset by increases in property taxes and licenses and permits.

**GENERAL
FUND
EXPENDITURES
DOWN 0.6%**

The 2011 Budget includes recommended expenditures that are 0.6% lower than the 2010 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2011 BUDGET	AMOUNT OVER (UNDER) 2010 BUDGET	% CHANGE OVER 2010 BUDGET
Citizen Services	\$1,176,120	\$(50,320)	-4.1 %
Community & Parks Dev.	1,606,110	(57,210)	-3.4%
Executive	955,700	(52,740)	-5.2%
Finance	740,310	64,640	9.6%
Fire	1,789,070	(42,330)	-2.3%
Legislative	159,020	(3,960)	-2.4%
Police	7,808,730	92,930	1.2%
Public Works	3,811,030	(63,490)	-1.6%
Total expenditures	\$18,046,090	\$(112,480)	- 0.6 %

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.

**GENERAL
FUND
BALANCE
WILL BE
37.4%
OF BUDGET**

The fund balance needs to be large enough to finance cash flow needs and unexpected expenditures. Therefore, the budgeted 12-31-11 fund balance has been set at 37.4% of the 2011 budgeted expenditures. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

CAPITAL IMPROVEMENTS BUDGET

This portion of the budget covers the acquisition and construction of major facilities other than those financed by the Operating Budget. The revenues and expenditures within the Capital Improvements Budget are grouped by fund. The money within each fund is restricted for major equipment purchases and construction projects costing in excess of \$50,000. All other capital outlay is financed within the Operating Budget. The 2011 Budget

implements the first year of the 2011-2015 Capital Improvement Plan adopted by the City Council. This five-year plan is updated annually through a comprehensive capital needs planning process.

Revenues for 2011 in the Capital Improvements Budget are \$1,678,650 which is 18.6% more than 2010. Major revenue sources for the 2011 Capital Improvement Budget are taxes including tax increment revenues (\$583,250), intergovernmental revenue (\$450,000), charges for services (\$174,480) and miscellaneous revenues (\$470,920) which includes investment earnings and park availability charges.

The Capital Improvement Budget expenditures are \$3,288,090 which is 67.2% more than the 2010 Budget. The largest projects planned for 2011 include Gladstone Savanna (\$800,000), Fish Creek Open Space (\$750,000), East Metro Fire Training Facility (\$570,000), and the replacement of a fire truck (\$449,730).

DEBT SERVICE BUDGET

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

Revenues for 2011 are 4.5% less than 2010. Major revenue sources, as in past years, are property taxes (\$3,827,110), special assessments (\$1,597,020), state street aid (\$833,140) and investment earnings (\$49,440). Once again, Market Value Homestead Credit is not available for funding debt service, thereby increasing the need for increases in other revenue sources.

Expenditures for 2011 (\$13,729,300) are 44.8% more than 2010. The increase is due to an advance refunding being issued in 2010 resulting in called bonds totaling \$4,000,000 in 2011. Staff will continue to pursue opportunities to reduce debt service expenditures through responsible use of refunding of debt.

The anticipated new debt issues for 2011 total \$8,065,000 to finance public works improvements.

CAPITAL IMPROVEMENT PLAN 2011 - 2015

Based on projections in the 2011-2015 Capital Improvement Plan, the Capital Budget will range from \$7.6 million in 2012 to \$19.9 million in 2014 with 2011 capital expenditures at \$17.2 million. Major factors affecting the capital budgets will be (a) continued competitive bidding environments and (b) the number of public improvement projects that are approved for construction. Low bid prices on projects and availability of relatively low-interest rate general obligation bonds have resulted in acceleration of projects over the past three years. If these conditions reverse, staff expects to slow the rate of public improvement projects.

**DEBT SERVICE
EXPENDITURES
UP 44.8%**

**CAPITAL
IMPROVEMENT
EXPENDITURES
IN 2011-2015**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Maplewood
Minnesota**

For the Fiscal Year Beginning

January 1, 2010

President

Executive Director

AWARD FOR DISTINGUISHED BUDGET PRESENTATION

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Maplewood for its annual budget for the fiscal year beginning January 1, 2010.

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



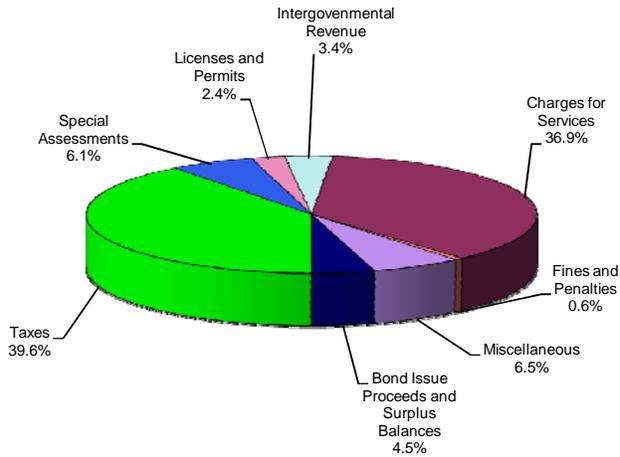
MAPLEWOOD

Together We Can

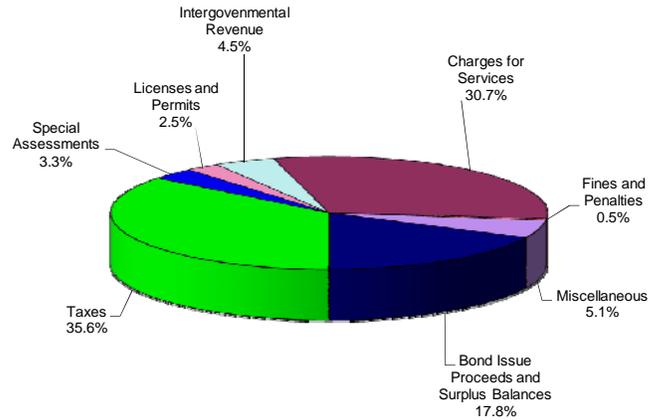
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2010 AND 2011 BUDGET - ALL BUDGETARY FUNDS

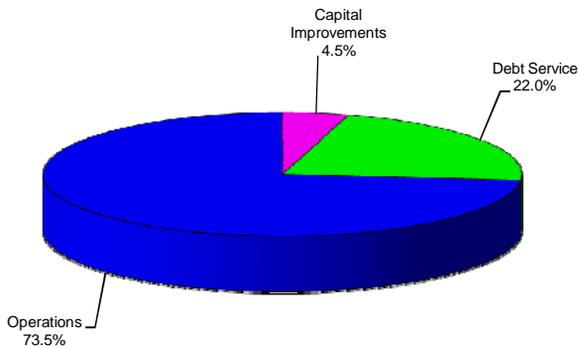
Financing Sources and Expenditures



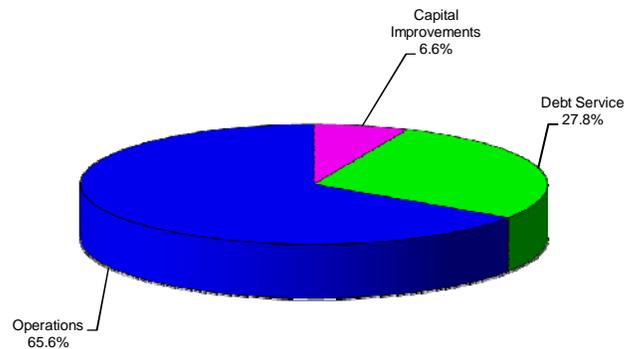
Financing Sources
2010 Budget - \$43.2 Million



Financing Sources
2011 Budget - \$49.4 Million



Expenditures By Category
2010 Budget - \$43.2 Million



Expenditures By Category
2011 Budget - \$49.4 Million

CITY OF MAPLEWOOD, MINNESOTA

2011 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:

	2009 Actual	2010 Budget	2011 Budget	2011 Percent Change
Operating Budget	\$12,122,074	\$13,020,130	\$13,180,450	1.2%
Capital Improvement Budget	563,211	574,998	583,250	1.4%
Debt Service Budget	<u>3,106,549</u>	<u>3,516,000</u>	<u>3,827,110</u>	8.9%
Totals	\$15,791,834	\$17,111,128	\$17,590,810	2.8%

Property tax collections for 2011 are anticipated to be 96.7% of the amount levied based on collection rates over the past three years.

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

	2009 Actual	2010 Budget	2011 Budget	2011 Percent Change
Operating Budget	\$40,322	\$32,600	\$37,480	15.0%
Capital Improvement Budget	20,811	0	0	0.0%
Debt Service Budget	<u>3,684,780</u>	<u>2,595,000</u>	<u>1,597,020</u>	-38.5%
Totals	\$3,745,913	\$2,627,600	\$1,634,500	-37.8%

Special assessment collections for 2011 will be 37.8% less than the 2010 Budget. 2010 included a large amount for deferred special assessments (\$1,100,000). The remaining increase of \$106,900 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 2011 they will total

\$1,218,400 and in 2010, they totaled \$1,033,100. 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 2010 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 2011 they will be \$2,239,330 compared to \$1,489,790 in 2010. Items that account for most of these revenues in 2011 are state police aid (\$361,750), state fire aid (\$142,620) and state street construction and maintenance aid (\$251,450). 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, 2010 and 2011 MVHC will be withheld. The 2011 Budget does not include MVHC in its revenues.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2010 they total \$15,910,700 and in 2011 they will total \$15,191,660. Revenues from service charges will be 4.5% less than the 2010 Budget due mainly to a decrease in administrative charges and a change in methodology for ambulance charge revenue.

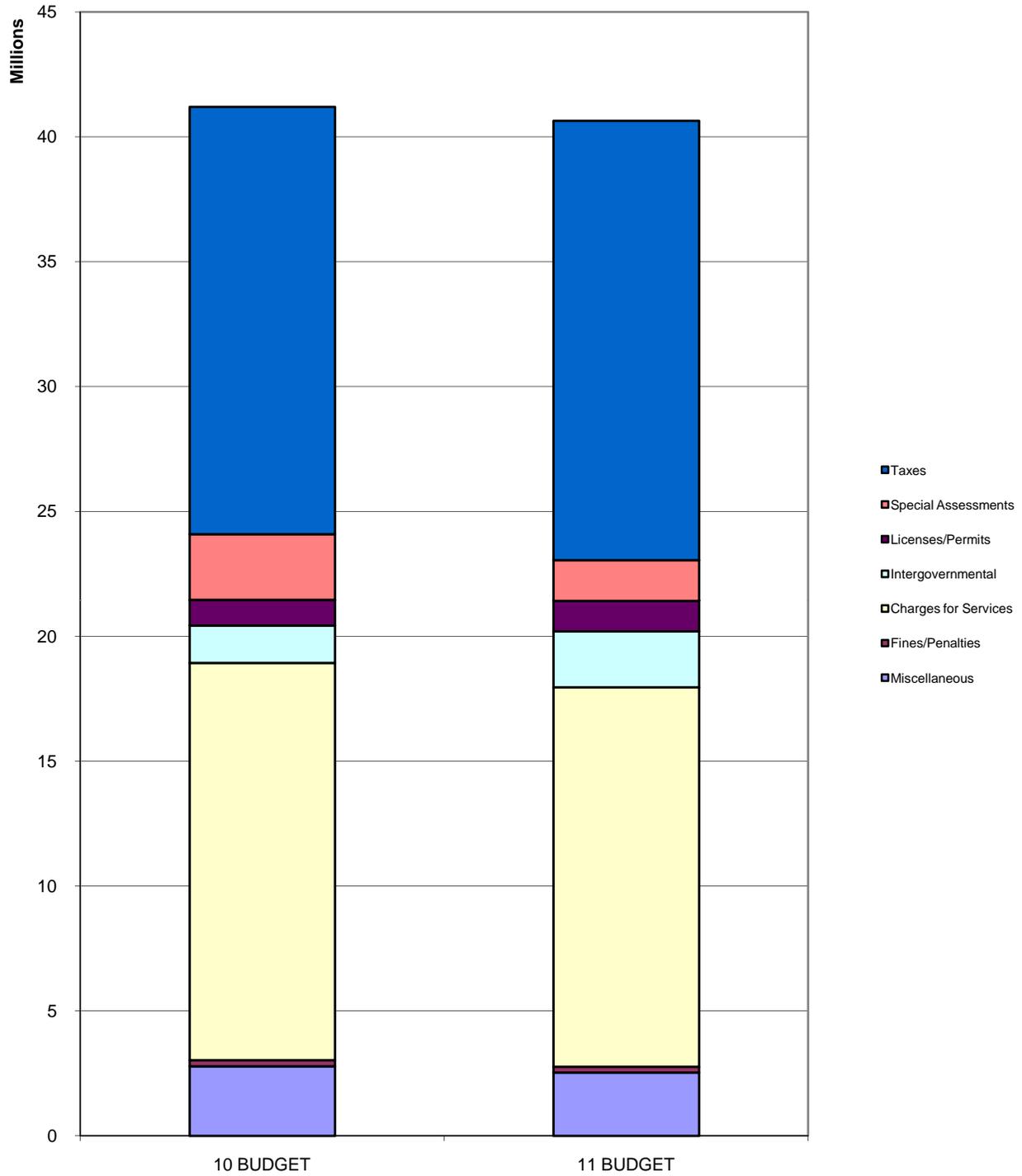
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2010 they total \$239,170 and in 2011 they will total \$231,240. Revenues from fines and penalties will be 3.3% less than budgeted for 2010 based upon average actual collections for 2006-2009.

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

	2009 Actual	2010 Budget	2011 Budget	2011 Percent Change
Operating Budget	\$2,136,147	\$2,035,610	\$2,016,750	-0.9%
Capital Improvement Budget	1,809,604	726,080	470,920	-35.1%
Debt Service Budget	<u>97,000</u>	<u>30,000</u>	<u>49,440</u>	64.8%
Totals	\$4,042,751	\$2,791,690	\$2,537,110	-9.1%

Internal information technology charges account for 23.4% of the miscellaneous revenues budgeted for 2011 compared to 21.3% for 2010.

ALL BUDGETARY FUNDS REVENUE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
REVENUE SUMMARY - ALL BUDGETARY FUNDS**

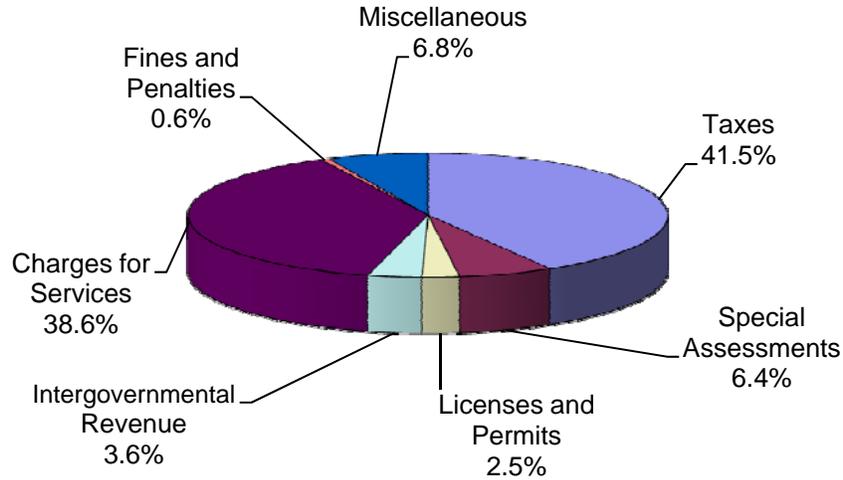
	2010 BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
<u>Total By Source</u>			
Taxes	\$17,111,128	\$17,590,810	2.8%
Special Assessments	2,627,600	1,634,500	-37.8%
Licenses and Permits	1,033,100	1,218,400	17.9%
Intergovernmental Revenue	1,489,790	2,239,330	50.3%
Charges for Services	15,910,700	15,191,660	-4.5%
Fines and Penalties	239,170	231,240	-3.3%
Miscellaneous	2,791,690	2,537,110	-9.1%
Totals	\$41,203,178	\$40,643,050	-1.4%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	\$2,789,850	\$2,271,070	-18.6%
Charitable Gambling Tax	10,050	20,050	99.5%
Community Center	2,392,510	2,368,770	-1.0%
Environmental Utility	1,766,680	1,903,300	7.7%
Fleet Management	917,100	920,200	0.3%
General	18,536,110	18,444,050	-0.5%
Information Technology	595,670	594,690	-0.2%
Police Services Fund	9,270	9,850	6.3%
Recreation Programs	679,840	631,600	-7.1%
Recycling Program	474,480	491,770	3.6%
Sanitary Sewer	4,721,330	4,736,160	0.3%
Street Light Utility	293,250	241,080	-17.8%
Taste of Maplewood	0	25,000	N/A
Tree Preservation Fund	100	100	0.0%
Total Operating Budget	\$33,186,240	\$32,657,690	-1.6%
Capital Improvements Budget:			
Capital Improvement Projects	\$53,650	\$100	-99.8%
Fire Training Facility	0	450,000	N/A
Fire Truck Replacement	1,000	900	-10.0%
Legacy Village Tax Abatement District	3,000	2,500	-16.7%
Open Space	400	350	-12.5%
Park Development	627,200	421,660	-32.8%
Public Improvements	0	0	N/A
Redevelopment	0	0	N/A
Sewer Lift Station #8	0	0	N/A
Tax Increment Economic Development District #1-5	32,099	43,460	35.4%
Tax Increment Housing District #1-1	81,934	108,420	32.3%
Tax Increment Housing District #1-2	136,733	137,040	0.2%
Tax Increment Housing District #1-3	50,767	59,080	16.4%
Tax Increment Housing District #1-4	33,740	37,440	11.0%
Tax Increment Housing District #1-5	25,812	30,740	19.1%
Tax Increment Housing District #1-6	73,871	79,370	7.4%
Tax Increment Housing District #1-7	20,467	23,100	12.9%
Tax Increment Housing District #1-8	73,245	64,950	-11.3%
Water Availability Charge - No. St. Paul	10,480	9,480	-9.5%
Water Availability Charge - St. Paul	190,530	210,060	10.3%
Total Capital Budget	\$1,414,928	\$1,678,650	18.6%
Debt Service Budget:			
Debt Service Fund	6,602,010	6,306,710	-4.5%
Grand Total	\$41,203,178	\$40,643,050	-1.4%

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

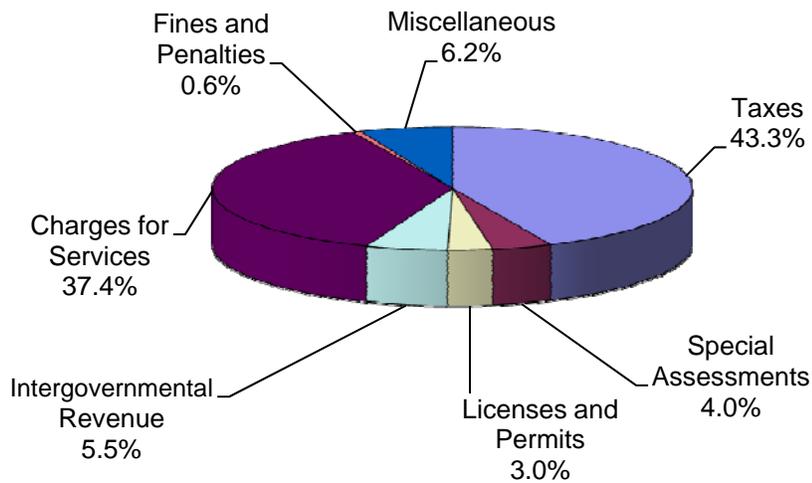
<u>SOURCE</u>	2010 BUDGET	PERCENT OF TOTAL	2011 BUDGET	PERCENT OF TOTAL
Taxes	\$17,111,128	41.5%	\$17,590,810	43.3%
Special Assessments	2,627,600	6.4%	1,634,500	4.0%
Licenses and Permits	1,033,100	2.5%	1,218,400	3.0%
Intergovernmental Revenue	1,489,790	3.6%	2,239,330	5.5%
Charges for Services	15,910,700	38.6%	15,191,660	37.4%
Fines and Penalties	239,170	0.6%	231,240	0.6%
Miscellaneous	2,791,690	6.8%	2,537,110	6.2%
Totals	<u>\$41,203,178</u>	<u>100.0%</u>	<u>\$40,643,050</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2010 BUDGET



2011 BUDGET





MAPLEWOOD

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CITY OF MAPLEWOOD, MINNESOTA

2011 BUDGET

EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 2.6% over the 2010 Budget due to step increases within pay ranges and benefit cost increases.

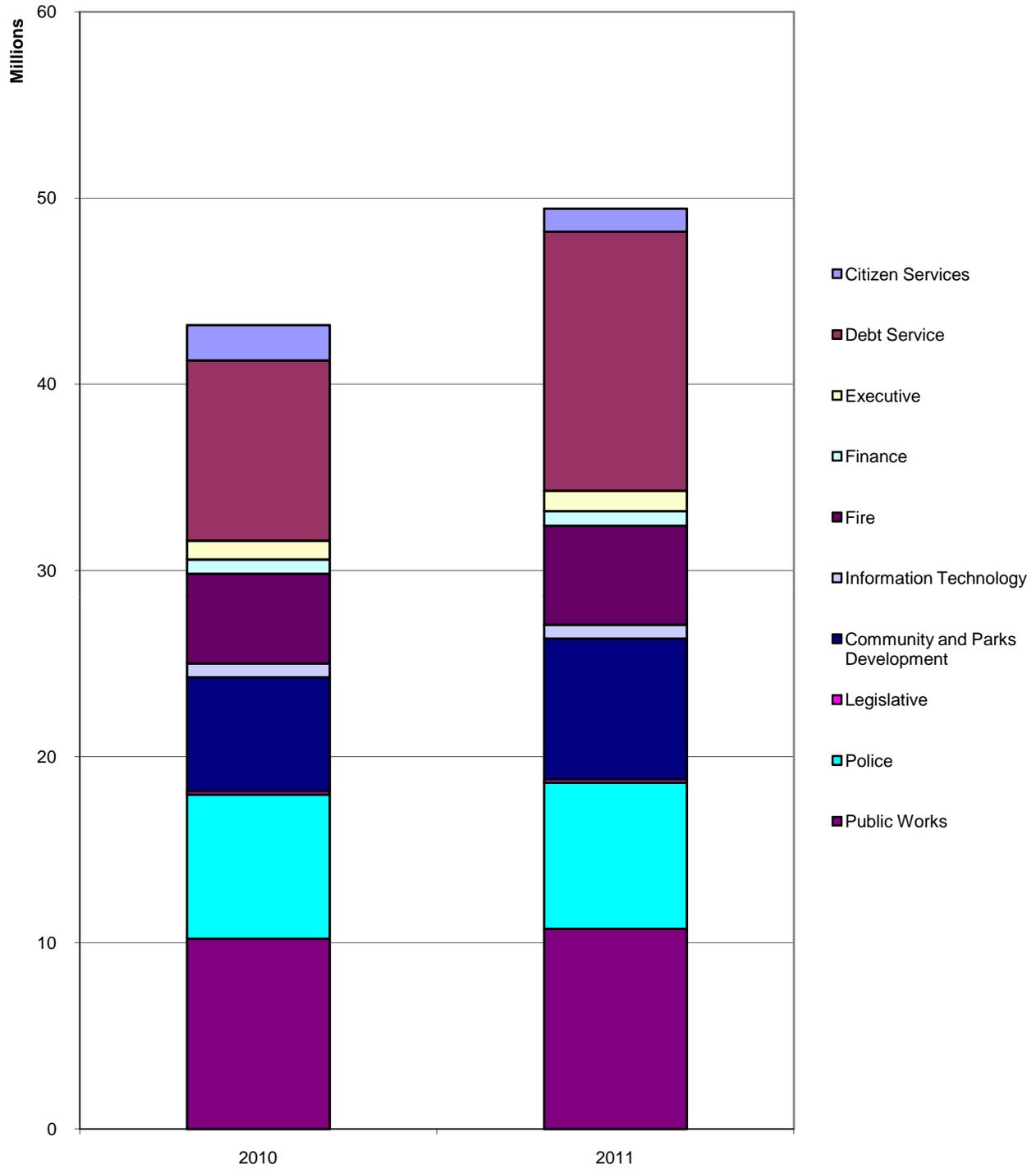
Expenditures for commodities will be 4.4% lower in 2011, due largely to required budget cuts in all departments.

Contractual services costs for 2011 will be 1.1% less than 2010.

Capital outlay and depreciation expenditures are anticipated to be 43.7% more than 2010 primarily due to increases in expenditures in the Capital Improvements Budget for parks, open space and fire truck replacement.

Expenditures for debt service will be 43.3% more in 2011 due to an advance refunding being issued in 2010 resulting in called bonds totaling \$4,000,000 in 2011.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS**

	2010 BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
<u>Total By Department</u>			
Citizen Services	\$1,881,770	\$1,236,120	-34.3%
Debt Service	9,690,096	13,919,690	43.6%
Executive	1,008,440	1,090,700	8.2%
Finance	765,981	787,160	2.8%
Fire	4,816,360	5,318,160	10.4%
Information Technology	742,210	745,760	0.5%
Community and Parks Development	6,111,820	7,555,930	23.6%
Legislative	188,100	184,140	-2.1%
Police	7,741,800	7,834,730	1.2%
Public Works	10,222,400	10,762,020	5.3%
Totals	\$43,168,977	\$49,434,410	14.5%
<u>Total By Type</u>			
Personal Services	\$18,546,280	\$19,032,930	2.6%
Commodities	1,732,370	1,656,510	-4.4%
Contractual Services	9,162,260	9,062,150	-1.1%
Capital Outlay and Depreciation	3,242,380	4,660,440	43.7%
Debt Service	9,683,796	13,881,120	43.3%
Other Charges	801,891	1,141,260	42.3%
Totals	\$43,168,977	\$49,434,410	14.5%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	\$2,570,570	\$2,548,530	-0.9%
Charitable Gambling Tax	25,120	25,120	0.0%
Community Center	2,701,340	2,674,840	-1.0%
Environmental Utility	1,357,360	1,643,910	21.1%
Fleet Management	758,300	759,980	0.2%
General	18,158,570	18,046,090	-0.6%
Information Technology	742,210	745,760	0.5%
Legal Contingency	0	135,000	N/A
Police Services Fund	26,000	26,000	0.0%
Recreation Programs	625,330	676,900	8.2%
Recycling Program	486,760	665,460	36.7%
Sanitary Sewer	4,065,540	4,190,650	3.1%
Street Light Utility	203,740	205,470	0.8%
Taste of Maplewood	0	60,000	N/A
Tree Preservation	0	13,310	N/A
Total Operating Budget	\$31,720,840	\$32,417,020	2.2%
Capital Improvements Budget:			
Capital Improvement Projects	140,240	45,180	-67.8%
Fire Training Facility	0	570,000	N/A
Fire Truck Replacement	437,200	451,730	3.3%
Legacy Village Tax Abatement District	150	2,500	1566.7%
Open Space	50	750,800	1501500.0%
Park Development	1,161,770	1,051,000	-9.5%
Redevelopment	330	0	-100.0%
Sewer Lift Station #8	0	217,500	N/A
Tax Increment Economic Development District #1-5	28,986	39,710	37.0%
Tax Increment Housing District #1-1	2,458	500	-79.7%
Tax Increment Housing District #1-2	4,102	500	-87.8%
Tax Increment Housing District #1-3	414	500	20.8%
Tax Increment Housing District #1-4	338	600	77.5%
Tax Increment Housing District #1-5	33,752	600	-98.2%
Tax Increment Housing District #1-6	64,217	72,440	12.8%
Tax Increment Housing District #1-7	19,475	22,210	14.0%
Tax Increment Housing District #1-8	72,246	59,010	-18.3%
Water Availability Charge - No. St. Paul	20	1,550	7650.0%
Water Availability Charge - St. Paul	1,020	1,760	72.5%
Total Capital Budget	\$1,966,768	\$3,288,090	67.2%
Debt Service Budget:			
Debt Service Fund	9,481,369	13,729,300	44.8%
Grand Total	\$43,168,977	\$49,434,410	14.5%

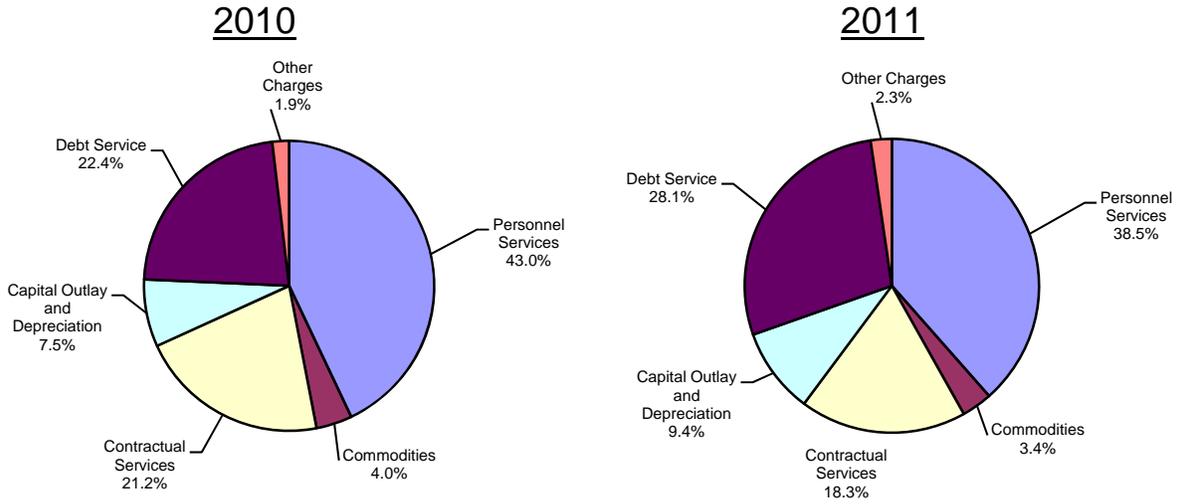
CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL

<u>TYPE</u>	2010 BUDGET	PERCENT OF TOTAL	2011 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,546,280	43.0%	\$19,032,930	38.5%
Commodities	1,732,370	4.0%	1,656,510	3.4%
Contractual Services	9,162,260	21.2%	9,062,150	18.3%
Capital Outlay and Depreciation	3,242,380	7.5%	4,660,440	9.4%
Debt Service	9,683,796	22.4%	13,881,120	28.1%
Other Charges	801,891	1.9%	1,141,260	2.3%
Totals	<u>\$43,168,977</u>	<u>100.0%</u>	<u>\$49,434,410</u>	<u>100.0%</u>

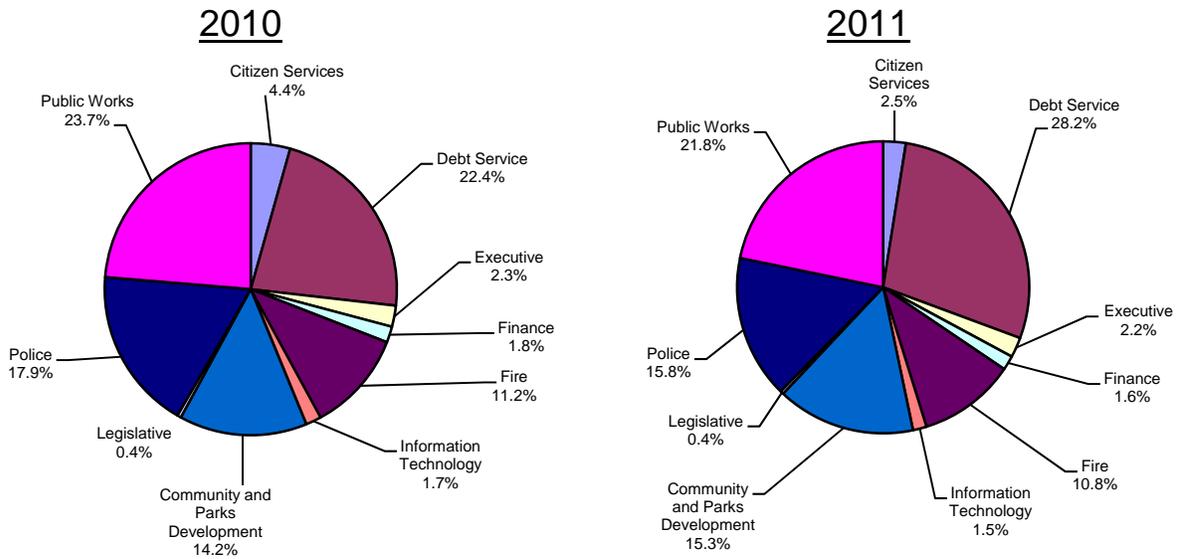
<u>DEPARTMENT</u>	2010 BUDGET	PERCENT OF TOTAL	2011 BUDGET	PERCENT OF TOTAL
Citizen Services	\$ 1,881,770	4.4%	\$ 1,236,120	2.5%
Debt Service	9,690,096	22.4%	13,919,690	28.2%
Executive	1,008,440	2.3%	1,090,700	2.2%
Finance	765,981	1.8%	787,160	1.6%
Fire	4,816,360	11.2%	5,318,160	10.8%
Information Technology	742,210	1.7%	745,760	1.5%
Community and Parks Development	6,111,820	14.2%	7,555,930	15.3%
Legislative	188,100	0.4%	184,140	0.4%
Police	7,741,800	17.9%	7,834,730	15.8%
Public Works	10,222,400	23.7%	10,762,020	21.8%
Totals	<u>\$43,168,977</u>	<u>100.0%</u>	<u>\$49,434,410</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

Type



Department



CITY OF MAPLEWOOD, MINNESOTA

2011 BUDGET

POLICIES ON FUND BALANCES AND RETAINED EARNINGS

OPERATING BUDGET:

General Fund – this is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The projected December 31, 2011 fund balance is equal to 37.4% of the budgeted 2011 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 Aa2 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.

Legal Contingency Fund - this fund was established to set aside funds for major legal issues that are or may occur.

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, 2011 fund balance is \$(18,866). 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.

Taste of Maplewood Fund - this fund accounts for expenses related to the annual Taste of Maplewood city celebration.

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

POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)

Enterprise Funds

Ambulance Service Fund – the projected 12-31-2011 cash deficit is \$2,189,030 with a receivable balance of over \$1,000,000. The deficit will be reduced gradually over the next several years.

Community Center Operations Fund – the projected 12-31-2011 cash deficit is \$597,578. A restructuring of the programs and staff began in the fall of 2010.

Environmental Utility Fund – this fund accounts for the City's storm water management program and projects. The balance in the fund will fluctuate depending on projects and program activities. At 12-31-2011, the cash balance will be \$22,703.

Recycling Program Fund - the projected 12-31-2011 cash balance is \$321,895. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-2011 cash deficit is \$893,900. Utility rates are usually set to provide working capital equal to approximately 10% of the annual budgeted expenses and to provide a reserve for future capital outlay. An unusually wet summer in 2010 resulted in reduced revenues. The balance in the fund will fluctuate depending on projects.

Street Light Utility Fund - the projected 12-31-2011 cash balance is \$159,585 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 12-31-2011 cash balance is \$120,983 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 01-01-11</u>	<u>REVENUES</u>	<u>NET OTHER INCREASES (DECREASES)</u>	<u>EXPENDITURES</u>	<u>BALANCE 12-31-11</u>
Operating Budget:					
Ambulance Service	(\$609,551)	\$2,271,070	\$0	\$2,548,530	(\$887,011)
Charitable Gambling Tax	21,863	20,050	0	25,120	16,793
Community Center	7,514,923	2,368,770	0	2,674,840	7,208,853
Environmental Utility	18,509,526	1,903,300	(754,540)	1,643,910	18,014,376
Fleet Management	2,075,428	920,200	0	759,980	2,235,648
General	6,501,087	18,444,050	(150,000)	18,046,090	6,749,047
Information Technology	268,800	594,690	0	745,760	117,730
Legal Contingency Fund	75,000	0	60,000	135,000	0
Police Services Fund	16,217	9,850	0	26,000	67
Recreation Programs	26,434	631,600	0	676,900	(18,866)
Recycling Program	509,577	491,770	0	665,460	335,887
Sanitary Sewer	12,408,467	4,736,160	(1,631,150)	4,190,650	11,322,827
Street Light Utility	155,352	241,080	0	205,470	190,962
Taste of Maplewood	0	25,000	35,000	60,000	0
Tree Preservation Fund	21,051	100	0	13,310	7,841
Total Operating Budget	\$47,494,174	\$32,657,690	(\$2,440,690)	\$32,417,020	\$45,294,154
Capital Improvements Budget:					
Capital Improvement Projects	\$84,623	\$100	(\$60,000)	\$45,180	(\$20,457)
Bruentrup Farm Restoration Grant	(14,514)	0	0	0	(14,514)
Fire Training Facility	325	450,000	120,000	570,000	325
Fire Truck Replacement	425,006	900	0	451,730	(25,824)
Legacy Village Park Development	7,135	0	0	0	7,135
Legacy Village Tax Abatement District	1,282,643	2,500	0	2,500	1,282,643
Open Space	197,859	350	755,000	750,800	202,409
Park Development	854,706	421,660	180,000	1,051,000	405,366
Public Improvement Projects	707,189	0	702,000	0	1,409,189
Public Safety Communication System	0	0	0	0	0
Public Works Building Addition	0	0	0	0	0
Redevelopment	(47,926)	0	20,000	0	(27,926)
Right of Way Fund	36,985	0	0	0	36,985
Sewer Lift Station #8 Rehab	(42,500)	0	260,000	217,500	0
Sewer Lift Station #18 Project	(1,256)	0	0	0	(1,256)
Tax Increment Economic Development District #1-5	15,165	43,460	0	39,710	18,915
Tax Increment Housing District #1-1	5,423	108,420	(107,920)	500	5,423
Tax Increment Housing District #1-2	6,849	137,040	(136,540)	500	6,849
Tax Increment Housing District #1-3	2,958	59,080	(58,580)	500	2,958
Tax Increment Housing District #1-4	1,871	37,440	(36,840)	600	1,871
Tax Increment Housing District #1-5	1,540	30,740	(30,140)	600	1,540
Tax Increment Housing District #1-6	173,503	79,370	0	72,440	180,433
Tax Increment Housing District #1-7	2,445	23,100	0	22,210	3,335
Tax Increment Housing District #1-8	34,193	64,950	0	59,010	40,133
Water Availability Charge - No. St. Paul	(56,405)	9,480	0	1,550	(48,475)
Water Availability Charge - St. Paul	(115,911)	210,060	(50,040)	1,760	42,349
Total Capital Budget	\$3,561,906	\$1,678,650	\$1,556,940	\$3,288,090	\$3,509,406
Debt Service Budget:					
Debt Service Fund	11,506,854	6,306,710	883,750	13,729,300	4,968,014
Grand Total	\$62,562,934	\$40,643,050	\$0	\$49,434,410	\$53,771,574

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



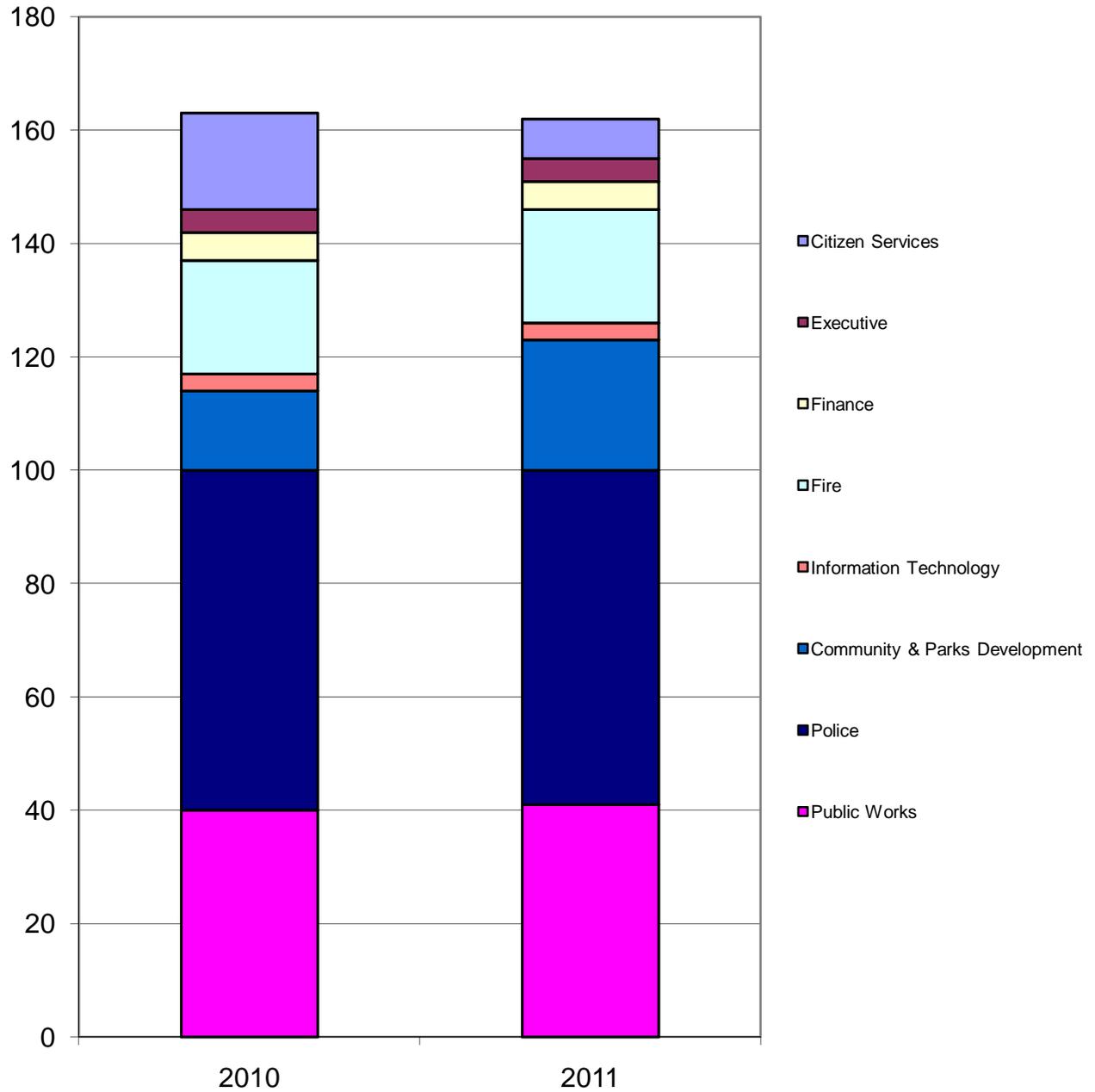
MAPLEWOOD

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SUMMARY OF PERSONNEL BY DEPARTMENT

BUDGET FULL-TIME REGULAR EMPLOYEES



City of Maplewood, Minnesota

**SUMMARY OF PERSONNEL
BY DEPARTMENT**

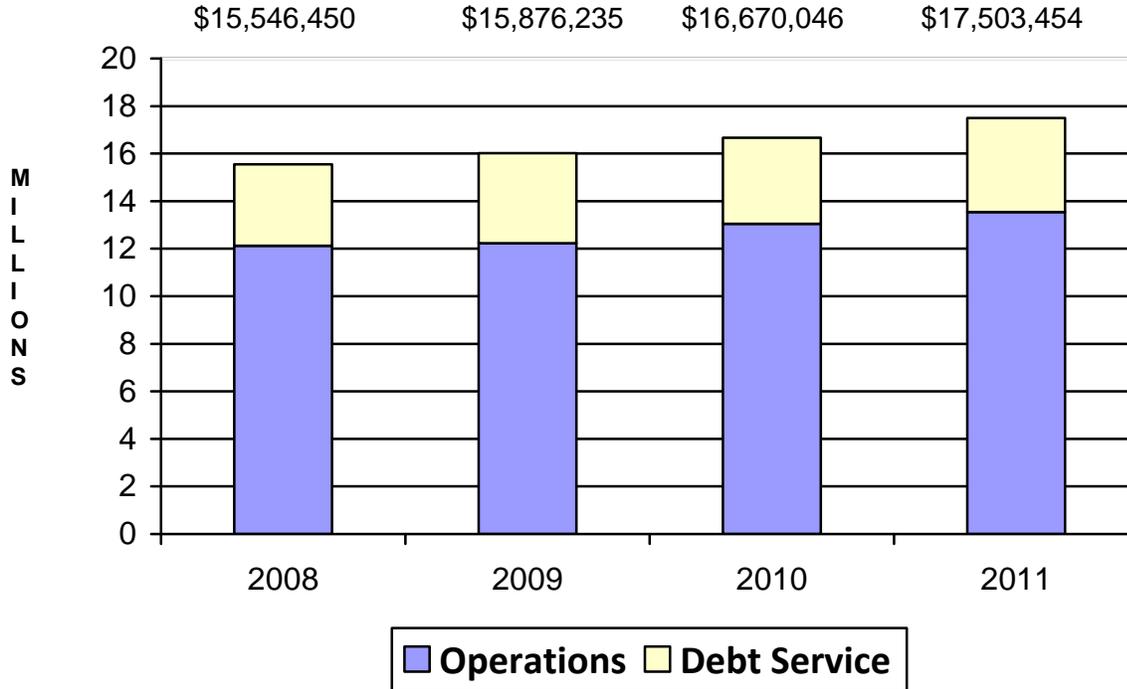
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2010		2011	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	17	11	7	5
Executive	4	0	4	0
Finance	5	1	5	1
Fire	20	0	20	0
Information Technology	3	0	3	0
Community & Parks Development	14	3	23	10
Police	60	1	59	1
Public Works	40	2	41	2
TOTALS*	163	18	162	19

* 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.

CITY OF MAPLEWOOD, MINNESOTA 2011 BUDGET TAX LEVY 2008 - 2011

The city's tax levy has increased from \$15,546,450 in 2008 to \$17,503,454 in 2011. The average annual increase has been 3.0% for these years.



The 2011 tax levy is 5.0% above the 2010 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2011:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$13,545,351	\$500,007	3.8%
Debt Service	3,958,103	333,401	9.2%
Total	\$17,503,454	\$833,408	5.0%

City taxes on a home in Maplewood whose value decreased 5% to the pay 2011 median value of \$195,100 will be approximately \$740.00. This is an increase of \$29.00 from the 2010 median value home.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
TAX LEVY BY FUND**

	<u>2010 Levy</u>	<u>2011 Levy</u>	<u>Change Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$12,560,344	\$12,980,351	\$420,007	3.3%
Community Center Operations Fund	220,000	340,000	120,000	54.5%
Recreation Programs Fund	265,000	225,000	(40,000)	-15.1%
<u>Debt Service:</u>				
Debt Service Fund	3,624,702	3,958,103	333,401	9.2%
<u>Totals – All Funds</u>	<u>\$16,670,046</u>	<u>\$17,503,454</u>	<u>\$833,408</u>	<u>5.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
CHANGES IN TAX BASE 2008 – 2011**

The assessor’s estimated taxable market values for 2008-2011 have been as follows:

2008	\$4,028,586,700	+3.5%
2009	\$3,918,194,300	-2.7%
2010	\$3,730,663,300	-4.8%
2011	\$3,526,893,800	-5.5% (estimate)

In Minnesota, the assessor’s estimated taxable market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2011 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 2008 through 2011.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2008 Taxes</u>	<u>Rate for 2009 Taxes</u>	<u>Rates for 2010 Taxes</u>	<u>Rates for 2011 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
2011 BUDGET
CHANGES IN TAX BASE 2008 – 2011**

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 2008-2011 has been as follows:

2008	\$47,968,833	+3.3%
2009	\$47,789,000	-0.4%
2010	\$45,561,700	-4.7%
2011	\$43,690,096	-4.1% (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	2008	2009	2010	2011 Estimate
Real Estate	\$50,506,824	\$49,821,773	\$47,627,596	\$44,944,337
Personal Property	452,736	448,821	442,159	488,531
Tax Increment Districts	<u>(512,854)</u>	<u>(514,485)</u>	<u>(498,312)</u>	<u>(485,260)</u>
Sub-Total	50,446,706	49,756,109	47,571,443	44,947,608
Fiscal Disparities:				
Contribution	(7,013,612)	(7,211,842)	(7,606,625)	(6,841,593)
Distribution	<u>4,535,739</u>	<u>5,244,733</u>	<u>5,596,882</u>	<u>5,584,081</u>
Total Tax Capacity	47,968,833	47,789,000	45,561,700	43,690,096

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET
CHANGES IN TAX RATES 2008 – 2011**

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 2008-2011 tax capacity rates for the city property tax levy has been as follows:

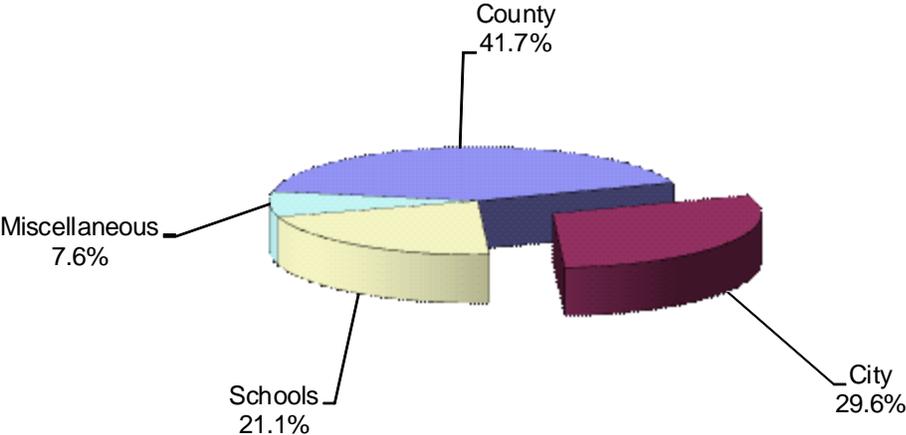
2008 – 30.800%	
2009 – 32.572%	
2010 – 35.354%	
2011 – 38.869%	(estimate)

Part of the city's tax levy each year is for principal and interest payments on the open space and fire safety bond issues that were approved in referendums. The tax levies for these bond issues are allocated to property owners based on the market value of their property. In order to allocate these tax levies, a percentage is calculated by dividing the tax levy amount by the market value of the city's tax base. This rate is then applied to the market value of property to determine the amount of taxes due. The 2008-2011 market value tax rates for the city property tax levy have been as follows:

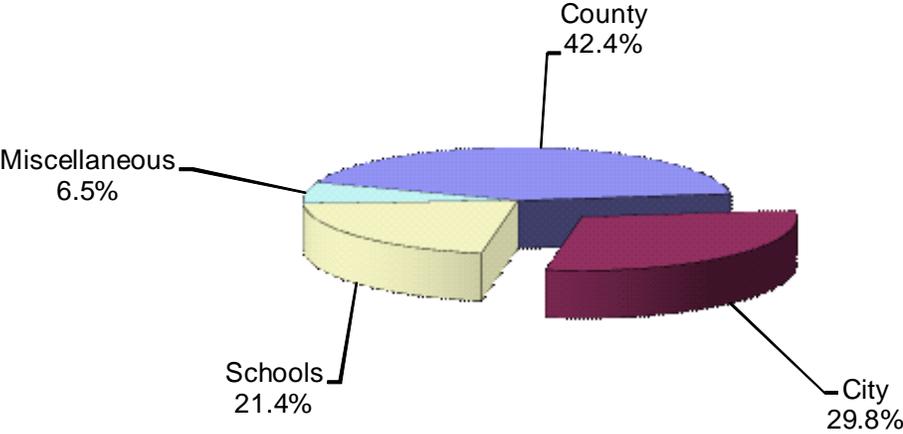
2008 – .01795%	
2009 – .01034%	
2010 – .01932%	
2011 – .02046%	(estimate)

City property taxes are a small proportion of total tax bill for property owners. In Minnesota, property taxes are also levied by school districts, counties and miscellaneous special taxing districts such as watersheds, regional transit commissions and the Metropolitan Council. The property tax bill for each property owner is equal to each taxing district's tax rate multiplied by the property value and then added together. The pie graphs on the next page indicate what portion city taxes have been of the total for 2010 and 2011.

CITY PORTION OF PROPERTY TAXES



2011 ESTIMATE



2010 ACTUAL

Note: Data for 2011 uses proposed rates.



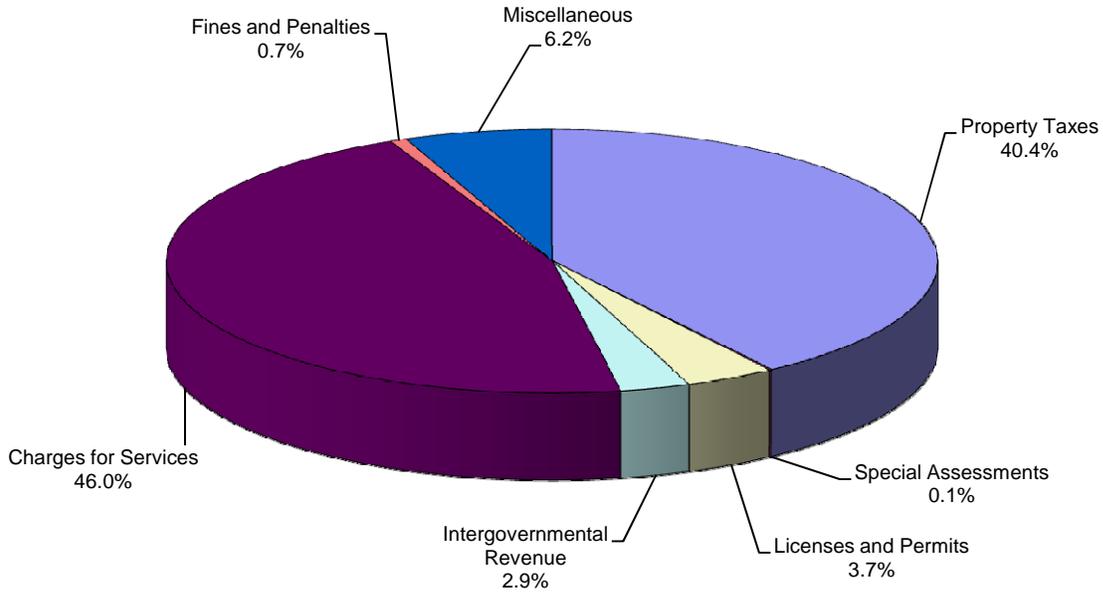
MAPLEWOOD

Together We Can

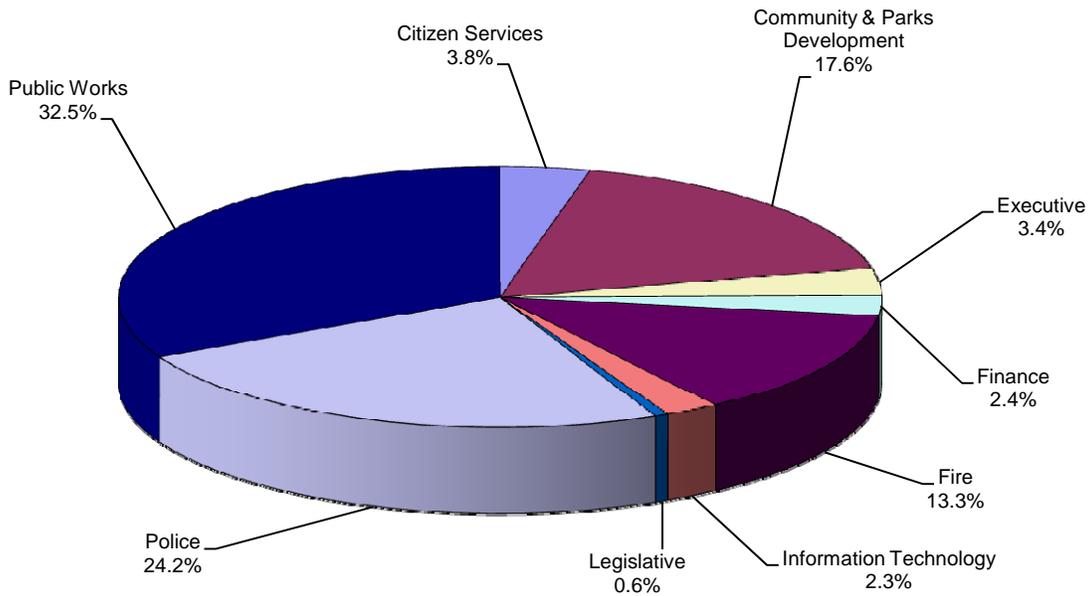
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2011 OPERATING BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$32.7 Million



Expenditures by Department
\$32.4 Million

**CITY OF MAPLEWOOD, MINNESOTA
2011 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2010 BUDGET	PERCENT OF TOTAL	2011 BUDGET	PERCENT OF TOTAL
Property Taxes	\$13,020,130	39.23%	\$13,180,450	40.36%
Special Assessments	32,600	0.10%	37,480	0.11%
Licenses and Permits	1,033,100	3.11%	1,218,400	3.73%
Intergovernmental Revenue	1,028,780	3.10%	956,190	2.93%
Charges for Services	15,796,850	47.60%	15,017,180	45.98%
Fines and Penalties	239,170	0.72%	231,240	0.71%
Miscellaneous	2,035,610	6.13%	2,016,750	6.18%
Totals	<u>\$33,186,240</u>	<u>100.0%</u>	<u>\$32,657,690</u>	<u>100.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2010 BUDGET	PERCENT OF TOTAL	2011 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,546,280	58.5%	\$19,032,930	58.7%
Commodities	1,705,000	5.4%	1,656,510	5.1%
Contractual Services	8,978,430	28.3%	9,184,200	28.3%
Capital Outlay and Depreciation	1,426,250	4.5%	1,578,210	4.9%
Other Charges	1,064,880	3.4%	965,170	3.0%
Totals	\$31,720,840	100.0%	\$32,417,020	100.0%

DEPARTMENT

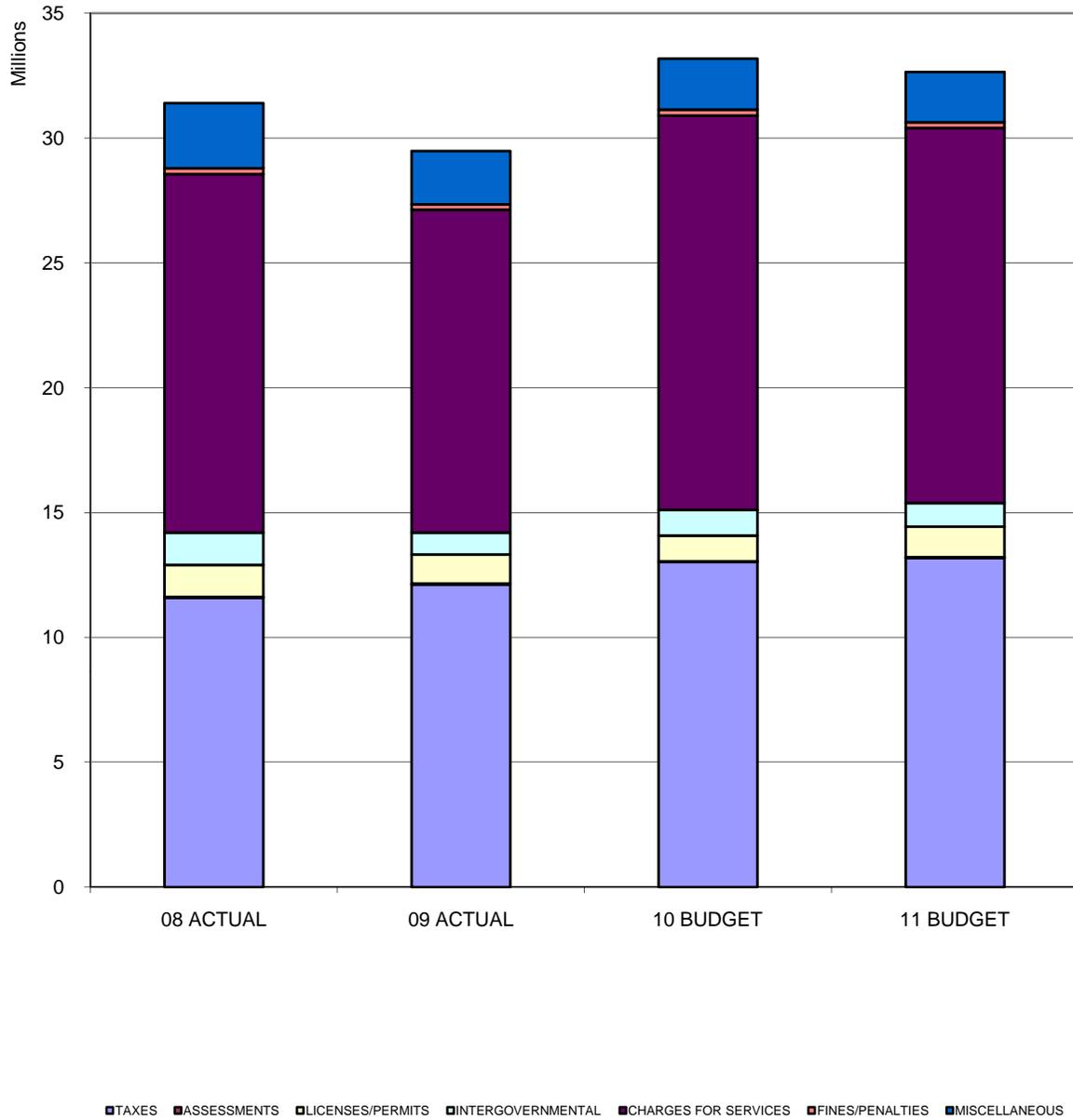
Citizen Services	\$1,226,440	3.9%	\$1,236,120	3.8%
Community & Parks Development	5,545,050	17.5%	5,708,950	17.6%
Executive	1,008,440	3.2%	1,090,700	3.4%
Finance	748,480	2.4%	781,480	2.4%
Fire	4,329,160	13.6%	4,296,430	13.3%
Information Technology	742,210	2.3%	745,760	2.3%
Legislative	188,100	0.6%	184,140	0.6%
Police	7,741,800	24.4%	7,834,730	24.2%
Public Works	10,191,160	32.1%	10,538,710	32.5%
Totals	\$31,720,840	100.0%	\$32,417,020	100.0%

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

<u>Total By Source</u>	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Taxes	\$11,586,875	\$12,122,074	\$13,020,130	\$13,180,450	1.2%
Special Assessments	35,232	40,322	32,600	37,480	15.0%
Licenses and Permits	1,282,193	1,161,223	1,033,100	1,218,400	17.9%
Intergovernmental Revenue	1,290,509	871,054	1,028,780	956,190	-7.1%
Charges for Services	14,362,277	12,942,968	15,796,850	15,017,180	-4.9%
Fines and Penalties	239,103	211,847	239,170	231,240	-3.3%
Miscellaneous	2,613,195	2,136,147	2,035,610	2,016,750	-0.9%
Totals	\$31,409,384	\$29,485,635	\$33,186,240	\$32,657,690	-1.6%
<u>Total By Fund</u>					
Ambulance Service	\$2,598,577	\$1,358,643	\$2,789,850	\$2,271,070	-18.6%
Buffer Zone Protection Plan Grant	59	0	0	0	N/A
Charitable Gambling Tax	31,498	23,900	10,050	20,050	99.5%
Community Center	2,335,984	2,270,967	2,392,510	2,368,770	-1.0%
Enhanced 911 Service	7,539	0	0	0	N/A
Environmental Utility	1,497,374	1,625,598	1,766,680	1,903,300	7.7%
Fleet Management	924,307	983,520	917,100	920,200	0.3%
General	17,494,156	17,088,116	18,536,110	18,444,050	-0.5%
Information Technology	747,158	652,081	595,670	594,690	-0.2%
Justice Assistance Grant	1,146	0	0	0	N/A
Law Enforcement Block Grant	17	0	0	0	N/A
Police Services	24,772	7,298	9,270	9,850	6.3%
Recreation Programs	698,771	644,524	679,840	631,600	-7.1%
Recycling Program	479,096	471,017	474,480	491,770	3.6%
Sanitary Sewer	4,378,155	4,151,324	4,721,330	4,736,160	0.3%
Street Light Utility	189,186	188,495	293,250	241,080	-17.8%
Taste of Maplewood	0	19,915	0	25,000	N/A
Tree Preservation Fund	1,590	237	100	100	0.0%
Totals	\$31,409,384	\$29,485,635	\$33,186,240	\$32,657,690	-1.6%

OPERATING BUDGET

Revenues for 2008-2011

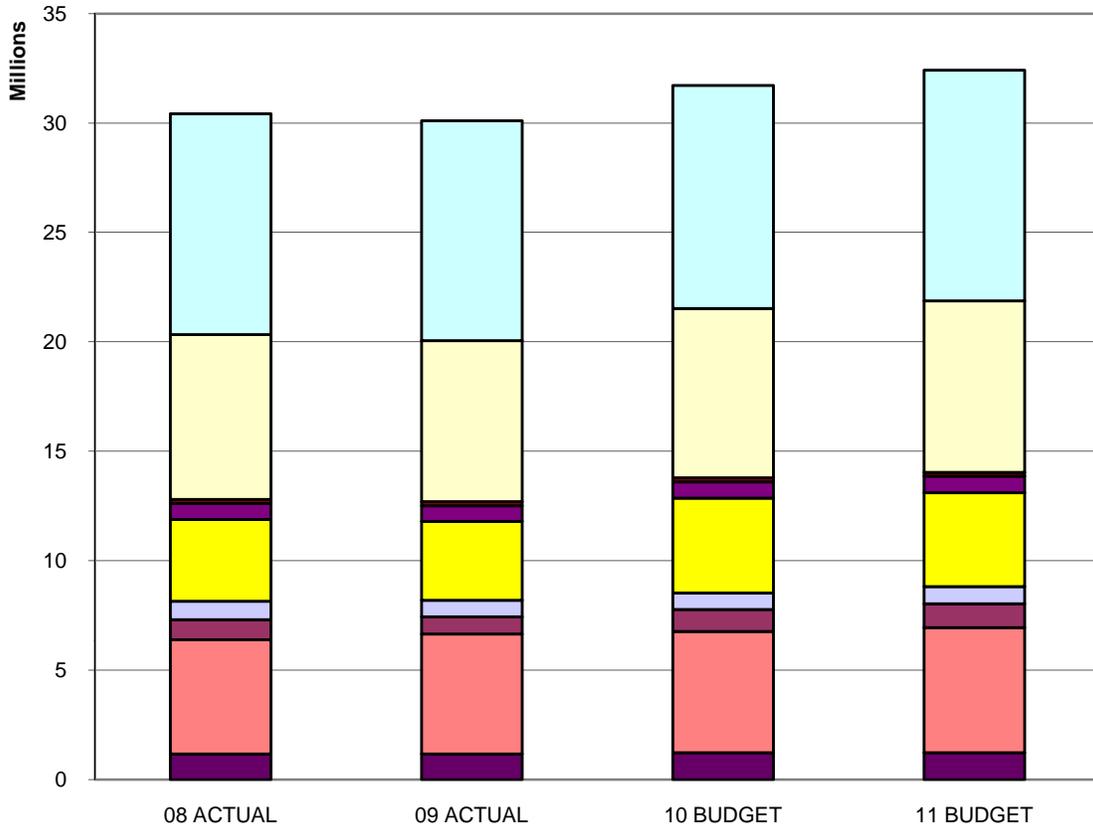


**CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURE SUMMARY**

<u>Total By Department</u>	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Citizen Services	\$1,171,469	\$1,172,538	\$1,226,440	\$1,236,120	0.8%
Community and Parks Development	5,219,225	5,476,767	5,545,050	5,708,950	3.0%
Executive	919,699	793,206	1,008,440	1,090,700	8.2%
Finance	838,439	747,041	748,480	781,480	4.4%
Fire	3,745,832	3,608,560	4,329,160	4,296,430	-0.8%
Information Technology	721,077	720,532	742,210	745,760	0.5%
Legislative	193,828	187,785	188,100	184,140	-2.1%
Police	7,528,577	7,355,294	7,741,800	7,834,730	1.2%
Public Works	10,094,589	10,050,177	10,191,160	10,538,710	3.4%
Totals	\$30,432,735	\$30,111,900	\$31,720,840	\$32,417,020	2.2%
 <u>Total By Classification</u>					
Personnel Services	\$17,115,889	\$17,332,270	\$18,546,280	\$19,032,930	2.6%
Commodities	1,827,881	1,482,789	1,705,000	1,656,510	-2.8%
Contractual Services	8,548,398	8,704,998	8,978,430	9,184,200	2.3%
Capital Outlay and Depreciation	1,616,120	1,615,528	1,426,250	1,578,210	10.7%
Other Charges	1,324,447	976,315	1,064,880	965,170	-9.4%
Totals	\$30,432,735	\$30,111,900	\$31,720,840	\$32,417,020	2.2%
 <u>Total By Fund</u>					
Ambulance Service	\$2,161,947	\$2,158,068	\$2,570,570	\$2,548,530	-0.9%
Buffer Zone Protection	6	0	0	0	N/A
Charitable Gambling Tax	39,895	44,756	25,120	25,120	0.0%
Community Center	2,480,522	2,629,769	2,701,340	2,674,840	-1.0%
Enhanced 911 Service	836	0	0	0	N/A
Environmental Utility	1,351,424	1,428,474	1,357,360	1,643,910	21.1%
Fleet Management	901,312	782,085	758,300	759,980	0.2%
General	17,560,011	16,938,835	18,158,570	18,046,090	-0.6%
Information Technology	721,077	720,532	742,210	745,760	0.5%
Justice Assistance Grant	117	0	0	0	N/A
Law Enforcement Block Grant	1	0	0	0	N/A
Legal Contingency	0	0	0	135,000	N/A
Police Services	20,310	23,773	26,000	26,000	0.0%
Recreation Programs	744,314	659,304	625,330	676,900	8.2%
Recycling Program	355,586	476,495	486,760	665,460	36.7%
Sanitary Sewer	3,903,875	4,020,855	4,065,540	4,190,650	3.1%
Street Light Utility	180,983	184,785	203,740	205,470	0.8%
Taste of Maplewood	0	38,712	0	60,000	N/A
Tree Preservation	10,519	5,457	0	13,310	N/A
Totals	\$30,432,735	\$30,111,900	\$31,720,840	\$32,417,020	2.2%

OPERATING BUDGET

Expenditures for 2008-2011



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

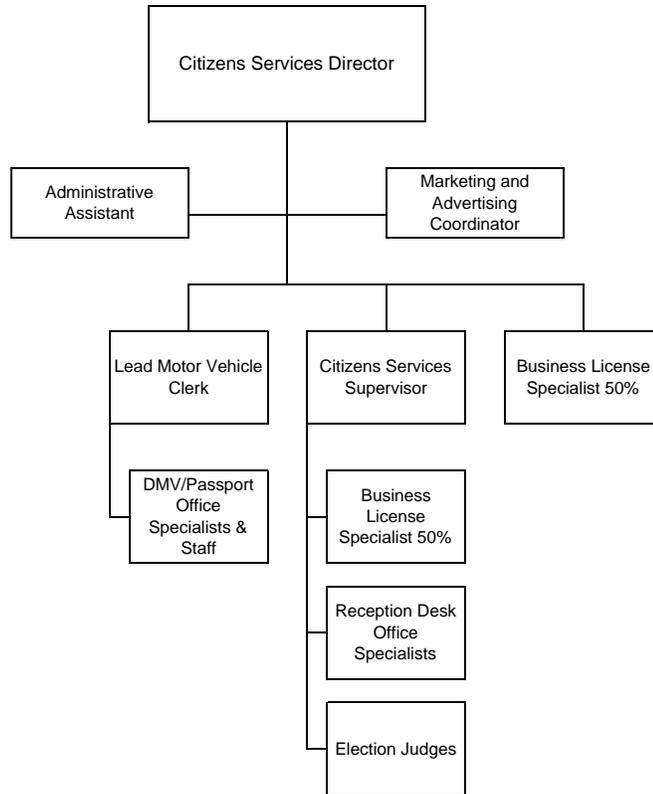
CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2011 BUDGET

DEPARTMENT	CODE	PROGRAM	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2011 BUDGET	2011 PERCENT CHANGE
POLICE	402	Police Services	\$5,294,543	\$5,425,813	\$5,689,110	\$5,812,650	2.2%
PUBLIC WORKS	508	Sanitary Sewer Oper.	3,903,875	4,020,855	4,065,540	4,190,650	3.1%
COMM DEV/PARKS	61X	Community Center Oper.	2,480,522	2,629,770	2,701,340	2,674,840	-1.0%
FIRE	403	Emer. Medical Services	1,682,152	1,697,894	2,176,620	2,186,220	0.4%
PUBLIC WORKS	512	Storm Sewer Maint.	1,125,315	1,176,349	1,106,400	1,376,100	24.4%
FIRE	404	Fire Suppression	1,244,557	1,105,187	1,413,330	1,371,950	-2.9%
POLICE	409	Investigations	998,937	1,038,972	1,179,210	1,085,910	-7.9%
PUBLIC WORKS	503	Engineering	806,030	942,766	1,004,180	940,490	-6.3%
PUBLIC WORKS	602	Park Maintenance	965,874	911,742	972,190	922,420	-5.1%
POLICE	401	Adminstration	973,992	843,136	830,040	892,730	7.6%
PUBLIC WORKS	502	Street Maintenance	681,079	702,104	733,760	787,070	7.3%
PUBLIC WORKS	509	Fleet Management	901,311	782,085	758,300	759,980	0.2%
INFO TECH	118	I.T. Services	715,102	720,532	742,210	745,760	0.5%
CITIZEN SERVICES	301	Administration	517,609	477,935	553,260	722,820	30.6%
COMM DEV/PARKS	603	Recreation Programs	744,315	659,304	625,330	676,900	8.2%
COMM DEV/PARKS	706	Recycling	355,586	476,495	486,760	665,460	36.7%
FIRE	411	Adminstration	712,167	713,042	641,460	642,780	0.2%
PUBLIC WORKS	115	Building Operations	507,322	514,923	547,000	540,950	-1.1%
EXECUTIVE	103	Legal Services	491,233	270,472	417,400	464,370	11.3%
COMM DEV/PARKS	703	Building Inspections	562,181	468,998	437,920	445,510	1.7%
FINANCE	202	Finance Services	349,758	362,808	373,910	408,630	9.3%
CITIZEN SERVICES	303	Deputy Registrar	356,558	371,490	379,080	384,030	1.3%
PUBLIC WORKS	514	Snow and Ice Control	313,992	302,271	338,110	370,480	9.6%
EXECUTIVE	102	Administration	151,099	282,623	301,430	351,090	16.5%
FINANCE	201	Administration	403,962	329,651	301,760	331,680	9.9%
COMM DEV/PARKS	701	Administration	355,659	379,311	306,180	268,600	-12.3%
EXECUTIVE	116	HR Administration	265,218	233,041	280,130	267,040	-4.7%
COMM DEV/PARKS	702	Planning	304,095	259,006	255,990	264,110	3.2%
COMM DEV/PARKS	604	Nature Center	238,586	239,365	251,750	258,100	2.5%
PUBLIC WORKS	501	Administration	488,561	297,614	279,280	249,620	-10.6%
PUBLIC WORKS	506	Street Lights and Signals	180,983	184,785	203,740	205,470	0.8%
PUBLIC WORKS	513	Street Sweeping	187,299	181,684	182,660	195,480	7.0%
COMM DEV/PARKS	601	Administration	7,301	146,918	219,690	175,870	-19.9%
LEGISLATIVE	101	City Council	150,366	139,291	159,060	154,770	-2.7%
COMM DEV/PARKS	707	Code Enforcement	64,065	63,392	109,800	111,000	1.1%
FIRE	405	Fire Prevention	78,991	73,716	76,330	82,520	8.1%
COMM DEV/PARKS	605	Open Space Mgmt.	62,346	61,326	71,090	72,260	1.6%
CITIZEN SERVICES	304	Elections	79,450	68,174	64,630	69,270	7.2%
CITIZEN SERVICES	000	Taste of Maplewood	0	38,712	0	60,000	N/A
COMM DEV/PARKS	704	Public Health Inspections	44,054	46,890	49,200	52,900	7.5%
POLICE	407	Animal Control	38,265	41,924	43,440	43,440	0.0%
FINANCE	203	Ambulance Billing	84,719	54,582	72,810	41,170	-43.5%
COMM DEV/PARKS	606	Ice Arena Operations	(10,003)	40,536	30,000	30,090	0.3%
LEGISLATIVE	000	Chaitable Gambling	39,895	44,756	25,120	25,120	0.0%
COMM DEV/PARKS	000	Tree Preservation	10,519	5,457	0	13,310	N/A
FIRE	413	Emergency Mgmt.	13,347	18,721	21,420	12,960	-39.5%
EXECUTIVE	114	Safety	8,028	7,070	9,480	8,200	-13.5%
LEGISLATIVE	105	Police Civil Service Comm.	2,510	2,764	2,180	2,180	0.0%
LEGISLATIVE	107	Planning Comm.	1,049	964	1,110	1,070	-3.6%
LEGISLATIVE	108	Human Rights Comm.	0	0	0	500	N/A
LEGISLATIVE	104	Business & Economic Dev Comm	7	9	320	320	0.0%
LEGISLATIVE	106	Parks and Rec. Comm.	1	1	310	180	-41.9%
FIRE	412	Ambulance Maint.	14,618	0	0	0	N/A
INFO TECH	121	Phone Support	5,975	0	0	0	N/A
COMM DEV/PARKS	705	Redevelopment	0	0	0	0	N/A
POLICE	406	Dispatching Services	222,840	5,449	0	0	N/A
PUBLIC WORKS	515	Transit Operations	32,949	32,998	0	0	N/A
CITIZEN SERVICES	111	Marketing	217,852	216,227	229,470	0	-100.0%
	101-119	Genl Govt miscellaneous	4,119				N/A
			<u>\$30,432,735</u>	<u>\$30,111,900</u>	<u>\$31,720,840</u>	<u>\$32,417,020</u>	<u>2.2%</u>

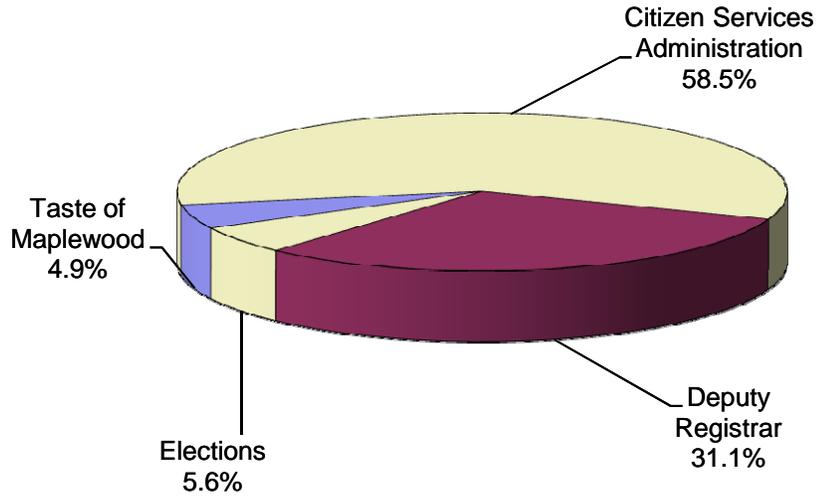
CITY OF MAPLEWOOD

CITIZEN SERVICES

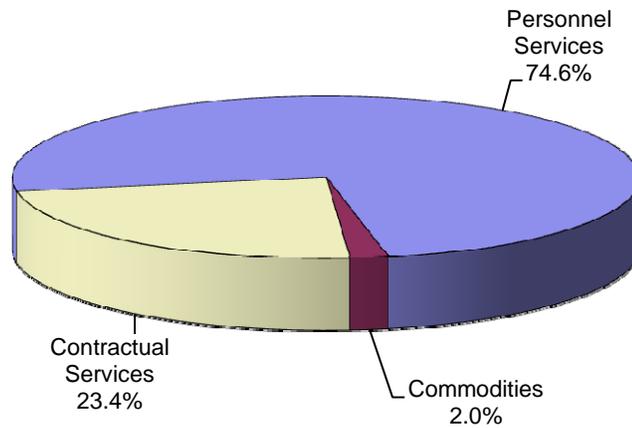
ORGANIZATION CHART



CITIZEN SERVICES BUDGET 2011 Total By Program



Total By Classification



**CITY OF MAPLEWOOD, MINNESOTA
CITIZEN SERVICES
EXPENDITURE SUMMARY**

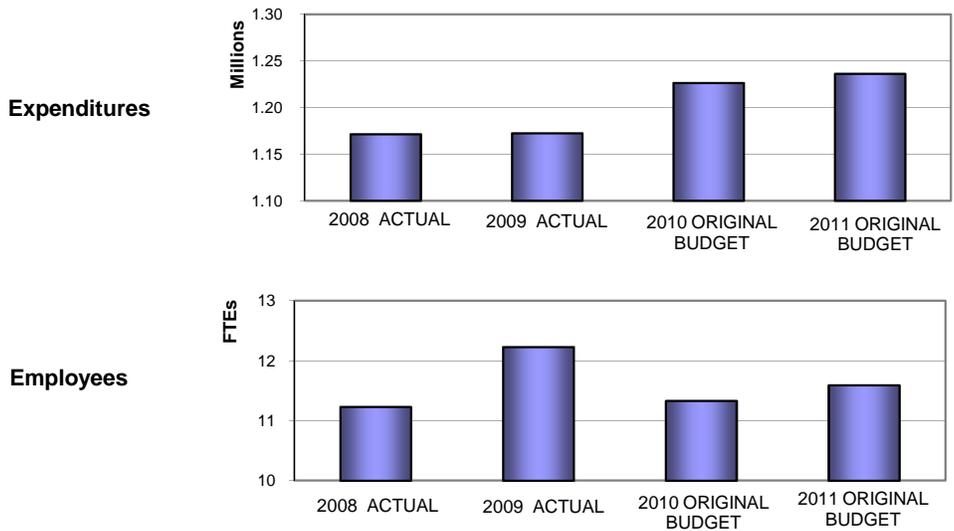
Total By Program	2008	2009	2010	2011	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
Citizen Services Administration	\$517,609	\$477,935	\$553,260	\$722,820	30.6%
Deputy Registrar	356,558	371,490	379,080	384,030	1.3%
Elections	79,450	68,174	64,630	69,270	7.2%
Marketing/Advertising	217,852	216,227	229,470	0	-100.0%
Taste of Maplewood	0	38,712	0	60,000	N/A
Totals	1,171,469	1,172,538	1,226,440	1,236,120	0.8%

Total By Classification	2008	2009	2010	2011	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
Personnel Services	873,305	859,791	884,270	921,850	4.2%
Commodities	41,678	25,468	23,910	24,510	2.5%
Contractual Services	250,619	280,643	318,260	289,760	-9.0%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	5,867	6,636	0	0	N/A
Totals	1,171,469	1,172,538	1,226,440	1,236,120	0.8%

Total By Fund	2008	2009	2010	2011	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
General Fund	1,171,469	1,133,826	1,226,440	1,176,120	-4.1%
Taste of Maplewood	0	38,712	0	60,000	N/A
Totals	\$1,171,469	\$1,172,538	\$1,226,440	\$1,236,120	0.8%

Number of Employees (FTE)	2008	2009	2010	2011	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
	11.23	12.23	11.33	11.59	2.3%

* Marketing combined with Citizen Service Administration in 2009





MAPLEWOOD

Together We Can

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CITY OF MAPLEWOOD
CITIZEN SERVICES

MISSION STATEMENT

To maintain records, administer elections and issue licenses in a timely and efficient manner.

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.

2011 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. Complete the codification process updating the city code of ordinances.
3. Revise the Retention Schedule reflecting changes in the 2010 and 2011 legislative sessions.
4. Train department heads and supervisors in current Data Practice Laws and Practices.
5. Increase the number of working agreements with Maplewood and surrounding areas based auto dealers, banks and credit unions to perform deputy registrar work.
6. Conduct the 2011 Municipal Election cycle and be involved in discussions with the State regarding legislative changes for laws that govern elections
7. Continue to explore the use of Facebook and other social networking media for marketing and advertising purposes.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION
101-301

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

To maintain accurate and complete permanent city records, to manage the issuance and processing of business licenses and permits in a timely and efficient manner, 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	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>
Direct Expenditures				
Personnel Services	\$379,635	\$354,880	\$360,060	\$483,130
Commodities	22,189	19,517	15,140	23,140
Contractual Services	109,918	96,902	178,060	216,550
Other Charges	5,867	6,636	0	0
Total	<u>\$517,609</u>	<u>\$477,935</u>	<u>\$553,260</u>	<u>\$722,820</u>
Percent Change	20.3%	-7.7%	15.8%	30.6%
Staff Hours				
No. of Employees (FTE)	4.70	4.70	4.30	5.57

BUDGET COMMENTS

Increase in budget is due to expenses from Marketing and Advertising being moved to Citizen Services Administration including personnel services. Included in the administration budget is an allocation for recodification of the city code.

Marketing staff works closely with businesses in the community to secure ads and sponsorships in educational brochures, Maplewood Monthly, flat screen, wristbands, and Recreation brochures helping to reduce the cost of the program and the cost of the publication.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: CITIZEN SERVICES			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Agenda reports	673	603	580	600
Pages of minutes	1,061	517	500	550
Number of ordinances	5	8	7	7
Number of resolutions	187	307	265	270
Business licenses / permits / registrations	1,749	2,287	1,760	2,250
Annual marketing agreements	N/A	20	20	15
Number of marketing projects	N/A	300	300	350
Testimonial marketing	N/A	8-10	8-10	8-10
EFFECTIVENESS INDICATORS				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
Revenue increases from year to year	N/A	20%	20%	10%
Percentage of marketing projects completed	N/A	98%	98%	98%
Testimonials used in marketing materials	N/A	70%	70%	N/A
Business contacts for the purpose of ad revenue and partnerships	N/A	60%	60%	60%
EFFICIENCY MEASURES				
Revenue increases	N/A	50%	25%	20%
Projects are completed on time and in a professional manner	N/A	100%	100%	100%
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	N/A	70%	70%	N/A
COMMENTS				
Administrative workload remains steady in the area of output and workload. Marketing and Advertising projects increase greatly with the annual Taste of Maplewood event which exposes the city favorably while building working relations with Maplewood and area businesses.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$354,426	\$369,078	\$375,540	\$380,490
Contractual Services	2,132	2,412	3,540	3,540
Total	\$356,558	\$371,490	\$379,080	\$384,030
Percent Change	2.3%	4.2%	2.0%	1.3%
Staff Hours				
No. of Employees (FTE)	6.03	6.03	6.03	6.03
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: DEPUTY REGISTRAR	DEPARTMENT: CITIZEN SERVICES			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of motor vehicle transactions	48,809	49,279	51,000	51,000
Number of driver's license transactions	19,096	19,287	22,000	22,500
Number of passports processed	2,553	1,962	2,200	2,000
EFFECTIVENESS INDICATORS				
Initial accuracy rate on motor vehicle reports reconciled	98%	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 and an increase in Passport Processing fees.</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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$70,212	\$55,004	\$58,400	\$58,230
Commodities	1,888	1,726	770	1,370
Contractual Services	7,350	11,444	5,460	9,670
Total	\$79,450	\$68,174	\$64,630	\$69,270
Percent Change	48.3%	-14.2%	-5.2%	7.2%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
Increase in budget due to increasing costs of absentee ballot processing and maintenance contract of electronic voting equipment.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ELECTIONS	DEPARTMENT: CITIZEN SERVICES			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of registered voters	23,500	22,658	25,000	25,000
Election judges trained	230	189	225	225
Number of ballots cast	19,000	6,062	18,000	8,000
Number of absentee ballots processed	500	308	300	320
EFFECTIVENESS INDICATORS				
Percentage of eligible voters registered to vote	70%	68%	60%	65%
COMMENTS				
Decrease in ballots cast is due to 2011 being a local municipal election where there is consistently a lower turnout of voters.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: MARKETING & ADVERTISING		DEPARTMENT: CITIZEN SERVICES		
101-111				
PROGRAM MISSION				
This program has been moved to Citizen Services Administration				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$69,032	\$80,829	\$90,270	\$0
Commodities	17,601	1,551	8,000	0
Contractual Services	131,219	133,847	131,200	0
Total	\$217,852	\$216,227	\$229,470	\$ 0
Percent Change	69.7%	-0.7%	6.1%	-100.0%
Staff Hours				
No. of Employees (FTE)	.50	1.50	1.00	0.00
BUDGET COMMENTS				
This program has been included in the Citizen Services Administration program in the 2011 budget.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: MARKETING & ADVERTISING	DEPARTMENT: CITIZEN SERVICES			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Annual marketing agreements	N/A	20	20	N/A
Number of marketing projects	N/A	300	300	N/A
Testimonial marketing	N/A	8-10	8-10	N/A
EFFECTIVENESS INDICATORS				
Revenue increases from year to year	N/A	20%	20%	N/A
Percentage of marketing projects completed	N/A	98%	98%	N/A
Testimonials used in marketing materials	N/A	70%	70%	N/A
Business contacts for the purpose of ad revenue and partnerships	N/A	60%	60%	N/A
EFFICIENCY MEASURES				
Revenue increases	N/A	50%	25%	N/A
Projects are completed on time and in a professional manner	N/A	100%	100%	N/A
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	N/A	70%	70%	N/A
COMMENTS				
<p>Marketing and advertising produces numerous projects throughout the city for all departments. Creates and designs many projects for the Parks, Recreation, Public Works and the MCC that include digital and print ads, brochures, posters, publications, CDs, flyers, newsletters, school brochures, education pieces email blasts, evaluation forms and much more.</p> <p>Marketing staff works closely with businesses in the community to secure ads and sponsorships in educational brochures, Maplewood Monthly, flat screen, wristbands, 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
2011 BUDGET**

PROGRAM: TASTE OF MAPLEWOOD 220-000	DEPARTMENT: CITIZEN SERVICES			
PROGRAM MISSION				
To account for expenses related to the annual Taste of Maplewood celebration.				
INPUTS	2008 Actual	2009 Actual	2010 Estimated	2011 Estimated
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$0
Commodities	0	2,674	0	0
Contractual Services	0	36,038	0	60,000
Total	\$ 0	\$38,712	\$ 0	\$60,000
Percent Change	N/A	100.0%	N/A	100.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The Taste of Maplewood is budgeted and additionally subsidized by funds solicited by participating vendors and sponsors.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: TASTE OF MAPLEWOOD	DEPARTMENT: CITIZEN SERVICES			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of Vendors	27	80	102	60
Number of Business Sponsors	2	13	15	20
Number of Media Sponsors	2	6	3	4
Number of Waste/Recycling Containers	NA	35/35	60/60	60/60
EFFECTIVENESS INDICATORS				
Citizens Attending the Event Approximate	3,500	4,500	8,500	10,000
Percentage of Waste Recycled	NA	15%	25%	45%
COMMENTS				
<p>The Taste of Maplewood continues to grow in size and success. As the largest city-wide event continues to grow there has been increased participation from local and surrounding vendors and sponsors. Staff also continues to work to make the event more sustainable by providing recycling bins and educational information on the importance of recycling.</p> <p>The number of vendors varies from 2008 to 2011 mainly due to the participation of local business vendors in 2009, in addition to the food vendors. In 2010, only non-food businesses that were sponsors were permitted to participate which is what we will continue in 2011. The decrease in the estimated number of vendors for 2011 is due to staff cutting back in the number of food vendors that will be participating so that those vendors that do participate will have a greater opportunity to succeed.</p>				



MAPLEWOOD

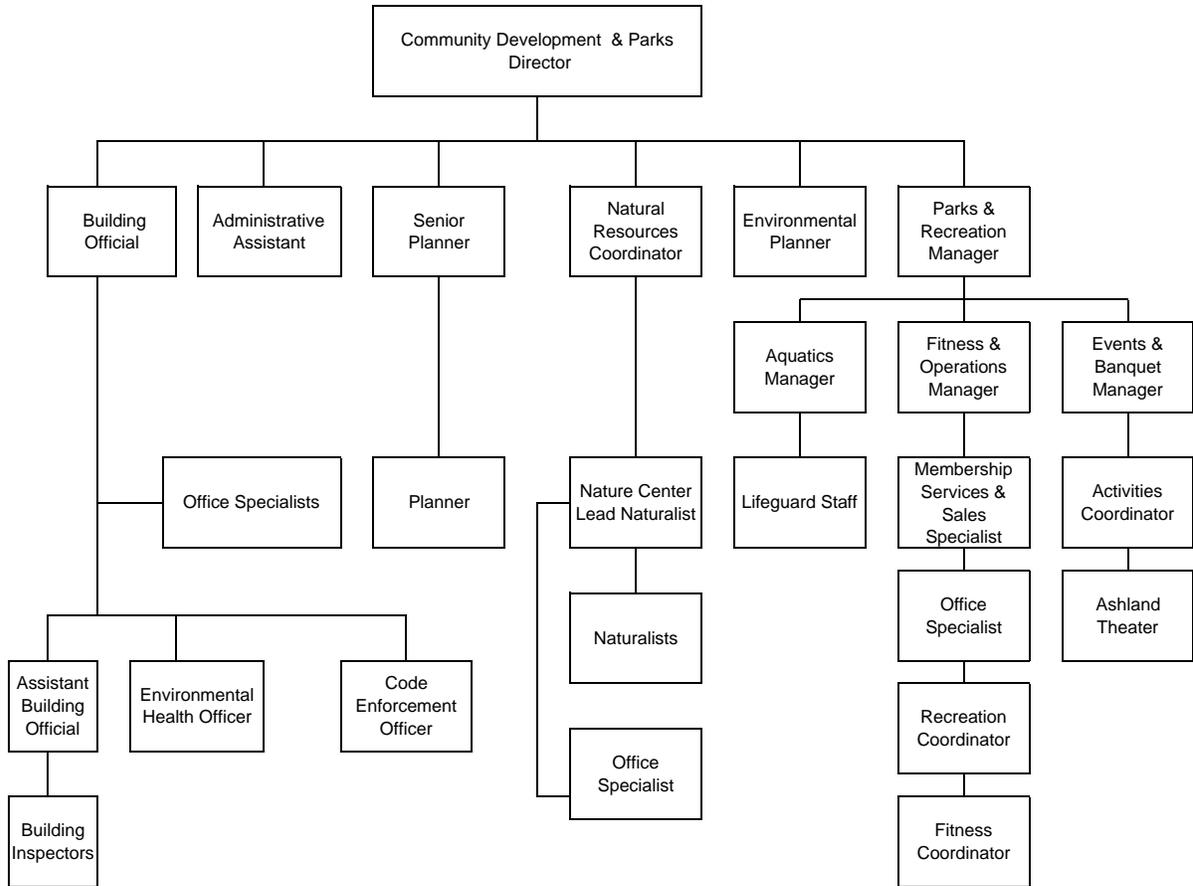
Together We Can

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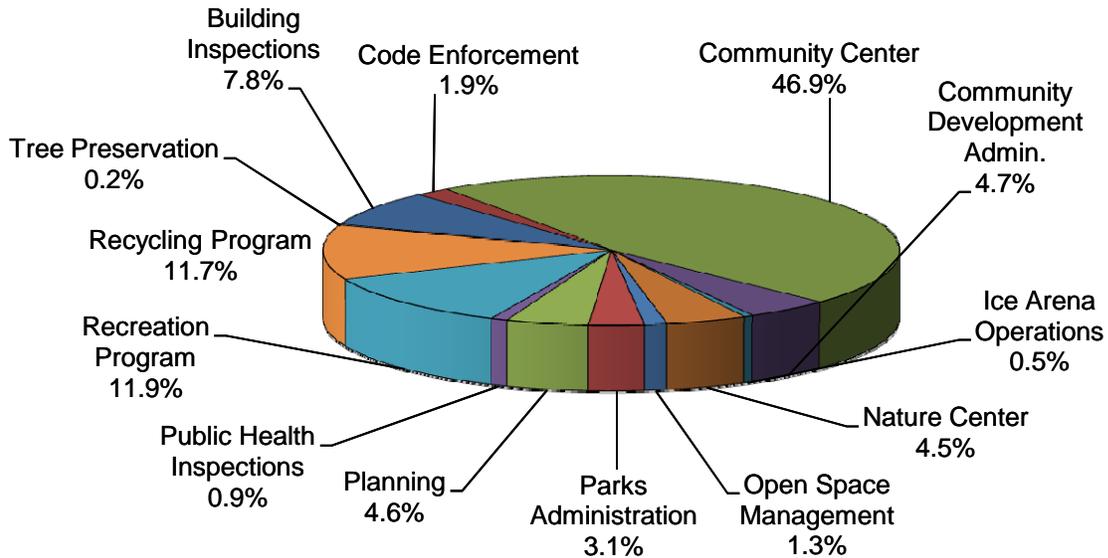
CITY OF MAPLEWOOD

COMMUNITY DEVELOPMENT & PARKS

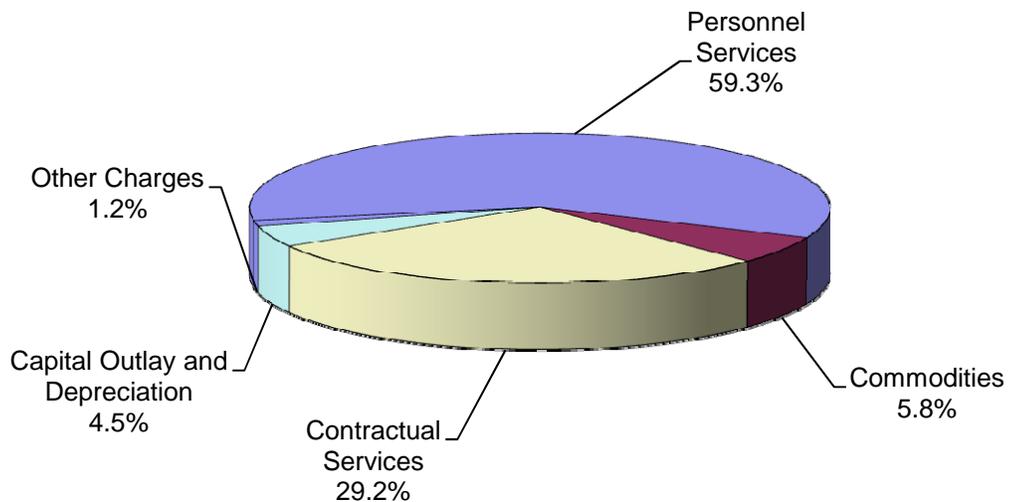
ORGANIZATION CHART



COMMUNITY DEVELOPMENT & PARKS BUDGET 2011 Total By Program

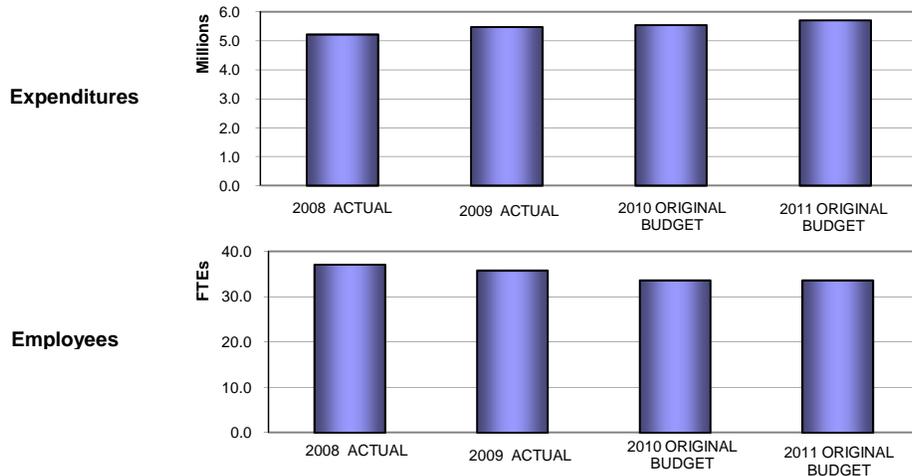


Total By Classification



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

	2008	2009	2010	2011	PERCENT
Total By Program	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
Building Inspections	\$562,181	\$468,998	\$437,920	\$445,510	1.7%
Code Enforcement	64,065	63,392	109,800	111,000	1.1%
Community Center	2,480,522	2,629,769	2,701,340	2,674,840	-1.0%
Community Development Admin.	355,659	379,311	306,180	268,600	-12.3%
Ice Arena Operations	(10,003)	40,536	30,000	30,090	0.3%
Nature Center	238,586	239,365	251,750	258,100	2.5%
Open Space Management	62,346	61,326	71,090	72,260	1.6%
Parks Administration	7,301	146,918	219,690	175,870	-19.9%
Planning	304,095	259,006	255,990	264,110	3.2%
Public Health Inspections	44,054	46,890	49,200	52,900	7.5%
Recreation Program	744,314	659,304	625,330	676,900	8.2%
Recycling Program	355,586	476,495	486,760	665,460	36.7%
Tree Preservation	10,519	5,457	0	13,310	N/A
Totals	5,219,225	5,476,767	5,545,050	5,708,950	3.0%
Total By Classification					
Personnel Services	3,128,931	3,214,633	3,300,660	3,384,120	2.5%
Commodities	335,594	340,815	320,190	333,480	4.2%
Contractual Services	1,426,858	1,587,370	1,609,620	1,666,700	3.5%
Capital Outlay and Depreciation	261,046	291,943	255,840	255,840	0.0%
Other Charges	66,796	42,006	58,740	68,810	17.1%
Totals	5,219,225	5,476,767	5,545,050	5,708,950	3.0%
Total By Fund					
General Fund	1,589,474	1,635,301	1,663,320	1,606,110	-3.4%
Community Center	2,480,522	2,629,769	2,701,340	2,674,840	-1.0%
Environmental Utility Fund	38,810	70,441	68,300	72,330	5.9%
Recreation Program Fund	744,314	659,304	625,330	676,900	8.2%
Recycling Fund	355,586	476,495	486,760	665,460	36.7%
Tree Preservation Fund	10,519	5,457	0	13,310	N/A
Totals	\$5,219,225	\$5,476,767	\$5,545,050	\$5,708,950	3.0%
Number of Employees (FTE)	37.09	35.79	33.60	33.60	0.0%



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. 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.

2011 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.
14. Increase sponsorship opportunities for all MCC related events.
15. Increase the number of MCC banquet bookings by 5% and examine current "other" uses for revenue efficiencies.
16. Increase the number of Special Events in the MCC banquet room to ten.
17. 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.
18. Increase the membership base by 5%, focusing on increasing the Maplewood resident percentage and employees of Maplewood businesses.
19. Continue to develop the volunteer recruitment program at the MCC.
20. Adopt and maintain a stringent maintenance and cleaning schedule for the MCC.
21. Develop a three year plan for replacement and additional MCC fitness and cardio equipment.
22. 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.
23. 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.

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$472,491	\$398,225	\$370,280	\$380,440
Commodities	1,846	1,346	1,000	1,000
Contractual Services	87,844	69,427	66,640	64,070
Total	\$562,181	\$468,998	\$437,920	\$445,510
Percent Change	4.8%	-16.6%	-6.6%	1.7%
Staff Hours				
No. of Employees (FTE)	5.45	4.45	3.70	3.70

BUDGET COMMENTS

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

Contractual services is used to pay the contract Electrical Inspector.

The 2011 (FTE) 3.7 includes .25 Building Official, .45 Senior Engineer Tech, 1 Assistant Building Official and 2 Building Inspectors.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: BUILDING INSPECTIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$990,956	\$872,121	\$745,000	\$965,000
Number of permit apps.	2,986	3,703	3,100	3,200
Number of plan reviews	900	1000	985	900
Number of inspections	9,265	8,838	8,300	8,500
EFFICIENCY MEASURES				
Average time to issue residential permit	5 days	6 days	7 days	7 days
Average time to issue commercial permit	20 days	25 days	30 days	30 days
Percentage of inspection completed within 24 hours	98%	98%	98%	97%
COMMENTS				
<p>The Building Department has been involved with the International Code Council, Minnesota and Maplewood code changes.</p> <p>It has also been a leader with the city's green building policies and development for sustainable buildings.</p> <p>The Building Department has been working with the Historical Preservation Commission to update the city ordinance and continues to staff this commission.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$56,761	\$56,184	\$97,850	\$102,240
Commodities	1,508	12	200	0
Contractual Services	5,796	7,196	11,750	8,760
Total	\$64,065	\$63,392	\$109,800	\$111,000
Percent Change	-37.8%	-1.1%	73.2%	1.1%
Staff Hours				
No. of Employees (FTE)	1.50	1.00	.75	.75
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: CODE ENFORCEMENT	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total number of complaint cases inspected	548	477	510	550
Total number of complaint cases that were referred to the Admin/Judicial process	41	50	50	60
Total number of re-inspections	822	716	765	810
EFFECTIVENESS INDICATORS				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	41	50	65	75
Total number of complaint cases resolved	545	442	500	525
Total number of complaint cases pending	12	12	35	45
COMMENTS				
<p>The 2011 code enforcement program is 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 and the higher number of citations issued in 2010.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: COMMUNITY CENTER
OPERATIONS

DEPARTMENT: COMMUNITY DEVELOPMENT
& PARKS

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	2008 Actual	2009 Actual	2010 Estimated	2011 Estimated
Direct Expenditures				
Personnel Services	\$1,385,067	\$1,395,730	\$1,489,290	\$1,506,320
Commodities	219,410	232,555	233,530	230,170
Contractual Services	594,387	709,963	704,370	664,200
Depreciation	261,046	291,943	255,840	255,840
Other Charges	20,612	(422)	18,310	18,310
Total	<u>\$2,480,522</u>	<u>\$2,629,769</u>	<u>\$2,701,340</u>	<u>\$2,674,840</u>
Percent Change	-2.4%	6.0%	2.7%	-1.0%
Staff Hours				
No. of Employees (FTE)	16.94	16.44	14.25	14.58

BUDGET COMMENTS

Attempting to reduce the impact on the 2011 tax levy by cutting expenses without cutting services.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: COMMUNITY CENTER OPERATIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of community center members	6,198	6,282	6,832	6,471
Number of aquatic lessons	2,650	2,200	2,900	2,400
Number of room reservations	1,200	1,300	1,350	1,300
Number of group fitness participants	52,221	46,332	56,730	48,657
Number of childcare participants	7,000	7,200	6,500	6,000
EFFECTIVENESS INDICATORS				
Rank in Business Journal's "Top 25 Fitness Centers"	6 th	N/A	N/A	N/A
Voted Best Fitness Center by Lillie News	Yes	Yes	Yes	Yes
Percentage of swim participants rating services satisfactory or better	98%	98%	98%	98%
Percentage of memberships with fitness discount	41%	35%	56%	27%
Average revenue per wedding or ballroom reservation	\$1,300	\$1,500	\$1,300	\$1,500
Number of events covered by charitable gambling	23	25	20	0
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 per month for working out 8-12 times per month.</p> <p>The aquatic program continues to have a very high satisfaction rating from end of session evaluations. Nearly all of our new Water Safety Instructors are trained in-house which allows us to choose the best students from each class for our program. We are continuing to grow our private swim lesson program.</p> <p>The Group Fitness program continues to offer over 70 classes per week for MCC members and visitors. Over 900 participants per month attend these innovative classes that offer a wide variety of formats for ages 12 and up. Approximately 17% 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, College Fair, Camping and Outdoor Expo 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 15 concerts booked for the 2011 budget.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$257,109	\$284,230	\$210,380	\$192,330
Commodities	11,097	10,159	9,220	8,250
Contractual Services	87,453	84,922	86,580	68,020
Total	\$355,659	\$379,311	\$306,180	\$268,600
Percent Change	-24.9%	6.7%	-19.3%	-12.3%
Staff Hours				
No. of Employees (FTE)	3.5	3.2	2.7	2.6
BUDGET COMMENTS				
The (FTE) 2.6 includes .3 Department Director, 1.2 Admin Assistant and 1.1 Office Specialists.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Public meeting packets	44	90	84	85
Number of permits issued	2986	3703	3000	2900
EFFECTIVENESS INDICATORS				
Percent of minutes available for next meeting	85%	90%	80%	90%
Percent of permits issued accurately	99%	98%	98%	99%
COMMENTS				
The number of public meeting packets has more than doubled due to the reorganization of the department and the addition of BEDC increasing the staffing of boards and commissions.				
The numbers of permits showed an increase in 2009 due to the July 2009 hailstorm.				
The clerical staff works with Planning, Building, Health, Code Enforcement and Parks.				

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

- 2004 – 35,892
- 2005 – 36,279
- 2006 – 36,397
- 2007 – 36,663
- 2008 – 36,717
- 2009 – 37,755
- 2010 – 38,778
- 2011 – 38,970

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ICE ARENA OPERATIONS 101-606	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Contractual Services	(\$10,003)	\$40,536	\$30,000	\$30,090
Total	(\$10,003)	\$40,536	\$30,000	\$30,090
Percent Change	-124.5%	-505.2%	-26.0%	0.3%
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
2011 BUDGET**

PROGRAM: ICE ARENA OPERATIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 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	70%	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.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$169,951	\$134,506	\$151,160	\$157,760
Commodities	8,420	10,906	7,160	7,450
Contractual Services	21,363	23,512	25,130	20,560
Other Charges	42	0	0	0
Total	\$199,776	\$168,924	\$183,450	\$185,770
Percent Change	-0.4%	-15.4%	8.6%	1.3%
Staff Hours				
No. of Employees (FTE)	2.56	2.26	2.59	2.12
BUDGET COMMENTS The increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: NATURE CENTER	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORK LOAD				
Environmental education programs held at the Nature Center & Preserves	219	336	275	260
Number of Adult programs	-	26	35	25
Service Projects completed	-	33	30	30
EFFECTIVENESS INDICATORS				
% of people satisfied or very satisfied with program	-	-	-	75%
Total number of program participants and visitors	8,535	8,035	10,000	9,000
# of volunteer hours worked	-	1115	1200	1200
Percentage of participants who are Maplewood residents	-	-	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 2011 include: 1) Install a solar demonstration panel on a city building – possibly the nature center; 2) Partner with neighboring cities and the MCC on a special events featuring sustainable environmental practices; 3) develop interpretive signage, brochures, and activities for the new sustainable landscape demonstrations at the Nature Center; 4) continue development of the Maplewood Tree Program; 5) enhance environmental information on the city website; 6) work with environmental commission in support of neighborhood block clubs.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$37,374	\$68,662	\$64,970	\$68,880
Commodities	1,289	1,317	2,200	2,200
Contractual Services	147	413	1,130	1,250
Other Charges	0	49	0	0
Total	\$38,810	\$70,441	\$68,300	\$72,330
Percent Change	-11.2%	81.5%	-3.0%	5.9%
Staff Hours				
No. of Employees (FTE)	.46	.76	.81	.73
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 increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: NATURE CENTER EU6 604-604	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
Outputs/Workload				
Number of water related programs	36	76	55	45
Effectiveness Indicators				
Number of Maplewood households who have implemented one water quality best management practice (ie installed rain barrel, compost bin)	55	190	200	260
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 2010, the Nature Center coordinated the Extreme Green Makeover, with funding from the Ramsey Washington Metro Watershed District, to stimulate homeowner interest in sustainable landscaping techniques, many of which help reduce flooding and keep non-point source pollutants from entering wetlands.</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 2011 include partnering with other cities to showcase sustainable practices such as rain barrels and low-input lawncare, and to develop interpretive materials for the sustainable landscaping demonstrations at the Nature Center.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT 101-605	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS																																													
PROGRAM MISSION To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.																																														
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Actual</th> <th style="width: 15%; text-align: center;">2010 Budget</th> <th style="width: 15%; text-align: center;">2011 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;">\$44,261</td> <td style="text-align: right;">\$37,017</td> <td style="text-align: right;">\$53,170</td> <td style="text-align: right;">\$55,230</td> </tr> <tr> <td> Commodities</td> <td style="text-align: right;">5,406</td> <td style="text-align: right;">4,627</td> <td style="text-align: right;">4,030</td> <td style="text-align: right;">3,850</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">12,679</td> <td style="text-align: right;">19,682</td> <td style="text-align: right;">13,890</td> <td style="text-align: right;">13,180</td> </tr> <tr> <td> Total</td> <td style="text-align: right; border-top: 1px solid black;">\$62,346</td> <td style="text-align: right; border-top: 1px solid black;">\$61,326</td> <td style="text-align: right; border-top: 1px solid black;">\$71,090</td> <td style="text-align: right; border-top: 1px solid black;">\$72,260</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">8.7%</td> <td style="text-align: right;">-1.6%</td> <td style="text-align: right;">15.9%</td> <td style="text-align: right;">1.6%</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;">.30</td> <td style="text-align: center;">.30</td> <td style="text-align: center;">.80</td> <td style="text-align: center;">.55</td> </tr> </tbody> </table>		2008 Actual	2009 Actual	2010 Budget	2011 Budget	Direct Expenditures					Personnel Services	\$44,261	\$37,017	\$53,170	\$55,230	Commodities	5,406	4,627	4,030	3,850	Contractual Services	12,679	19,682	13,890	13,180	Total	\$62,346	\$61,326	\$71,090	\$72,260	Percent Change	8.7%	-1.6%	15.9%	1.6%	Staff Hours					No. of Employees (FTE)	.30	.30	.80	.55
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BUDGET COMMENTS This program has expanded beyond the neighborhood preserves to natural resources throughout Maplewood.																																														

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORK LOAD				
Master plans completed	1	1	0	2
Planting projects completed	1	1	2	2
Number of sites receiving active management	6	6	6	4
Miles of trail developed and/or maintained	7	7	8	8
Number of sites monitored by volunteers	7	7	7	7
EFFECTIVENESS INDICATORS				
Percentage survival of new plants by end of season	85%	85%	90%	85%
COMMENTS				
<p>The open space management budget has historically supported natural resources management and trail development at the 14 Neighborhood Preserves. In 2010, we broadened the scope to include natural areas and natural resources citywide. Implementation of the natural resources chapter of the 2030 comprehensive plan falls to Nature Center and Open Space staff, and the Environmental Planner. Staffing in these divisions will impact the pace of implementation of the natural resources plan.</p> <p>Key land management projects for 2011 include: 1) Continue turf reduction/buffer restoration projects at Maplewood Heights Parks; 2) Continue restoration projects in the Holloway-Beaver Lake Greenway including projects at Beaver Creek Preserve, Priory Preserve and Jim's Prairie; 3) Continue management at preserves including prescribed burns and invasive species control.</p> <p>Other natural resources projects planned for 2011 include: 1) Complete boulevard tree inventory; 2) Continue work on land preservation for Fish Creek Greenway; 3) Continue greenway planning; 4) Enhance support for residents doing wetland and shoreland restoration; 5) Enhance natural resources information provided to the public; 6) Assess and prioritize natural resources based on the Land Cover Classification data gathered in 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$622	\$137,524	\$202,100	\$148,270
Commodities	621	2,471	4,500	4,200
Contractual Services	6,058	6,923	13,090	23,400
Total	\$7,301	\$146,918	\$219,690	\$175,870
Percent Change	-93.7%	1912.3%	49.5%	-19.9%
Staff Hours				
No. of Employees (FTE)	0	1.25	2.30	1.80
BUDGET COMMENTS				
The decrease in number of employees is due to the sharing of support staff with Recreation Programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PARKS ADMINISTRATION	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Enhancements to Parks	0	3	4	3
Number of Detailed Projects completed	0	1	4	2
EFFECTIVENESS INDICATORS				
Percentage of Park Surveys Completed	0	25%	50%	50%
COMMENTS				
This program area supports Park development activities in the City.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PLANNING 101-702	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
PROGRAM MISSION				
To guide and implement future development and redevelopment of residential, commercial and industrial areas as directed by the principles of the 2030 Comprehensive Plan, the city's zoning ordinance, the city's advisory boards and commissions and the city council. Also to conduct special land use studies, perform development reviews, facilitate economic development and assist residents, property owners and developers with planning building projects.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$197,829	\$215,192	\$229,310	\$236,160
Commodities	514	141	50	500
Contractual Services	105,752	43,673	26,630	27,450
Total	\$304,095	\$259,006	\$255,990	\$264,110
Percent Change	19.6%	-14.8%	-1.2%	3.2%
Staff Hours				
No. of Employees (FTE)	2.00	2.00	2.00	2.00
BUDGET COMMENTS				
In 2010, planning staff began establishing dedicated time to economic development, which has included jumpstarting the city's effort, connecting with local business groups and serving as the staff liaison to the business and economic development commission (BEDC). In addition to the BEDC, the planning program serves as staff liaison to the planning commission, the community design review board and the housing and redevelopment authority along with attending city council and other city meetings as needed. The 2030 Comprehensive Plan was formally adopted by the city council in 2010 and planning staff have been implementing the required zoning changes as well as using the documents as a vision for all of its operations.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PLANNING	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$46,138	\$35,559	\$60,000	\$49,070
Number of planning reviews	75	67	90	60
Number of building permit reviews	386	425	400	390
EFFECTIVENESS INDICATORS				
Average # of hours to do building permit reviews	2	1.5	1	1
EDA contacts	-	-	1	5
COMMENTS				
These outputs reflect the number of reviews by city planners and the staff time needed to complete the review, but do not reflect additional staff time spent reviewing applications with citizen boards and commissions.				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
101-704				
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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$43,848	\$46,408	\$47,130	\$50,790
Commodities	0	161	500	500
Contractual Services	206	321	1,570	1,610
Total	\$44,054	\$46,890	\$49,200	\$52,900
Percent Change	12.4%	6.4%	4.9%	7.5%
Staff Hours				
No. of Employees (FTE)	.60	.60	.60	.60
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Number of restaurant inspections	160	200	195	225
Number of pool inspections	60	45	50	45
Number of public health violations	25	25	21	29
Number of itinerant food sales inspections	40	60	75	75
EFFECTIVENESS INDICATORS				
Number of restaurant re-inspections	40	40	37	49
Number of hours on food sales inspections	450	600	590	640
COMMENTS				
<ol style="list-style-type: none"> 1. The larger Taste of Maplewood increases the amount of time spent on temporary food inspections—educating staff on requirements as well as talking with/meeting with vendors to ensure compliance with outdoor temporary food events. In addition, the larger event requires 100% of the health officer's time the day/weekend of the event. 2. A continued downturn in the economy can be reflected in the higher incidence of mental health issues and rate of depression; as well as less money available to property owners and families to maintain their home. All of these characteristics (high mental health and depression rate combined with less dispensable income) are evident by the increasing number of public health complaints and "garbage house" incidents. These complaints are very time consuming yet required. 3. The Environmental Health Services and Non-Community Public Water Supply delegation agreements with the Minnesota Department of Health were finalized by July 1, 2010. 				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: RECREATION PROGRAMS		DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS		
206-603				
PROGRAM MISSION				
To provide a variety of leisure time and recreational programs year-round for all ages.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$414,752	\$390,081	\$316,430	\$400,240
Commodities	61,380	56,904	50,410	54,770
Contractual Services	262,411	212,207	258,490	221,890
Other Charges	5,771	112	0	0
Total	\$744,314	\$659,304	\$625,330	\$676,900
Percent Change	-3.0%	-11.4%	-5.2%	8.2%
Staff Hours				
No. of Employees (FTE)	3.38	2.88	2.50	3.50
BUDGET COMMENTS				
An Assistant Coordinator position is proposed to be added to the 2011 budget plus there is cost sharing of support services with Parks Administration.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: RECREATION PROGRAMS	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORK LOAD				
Total number of teens enrolled	380	380	360	375
Adult softball, number of teams	143	140	140	140
Fall soccer teams	71	48	40	44
Basketball teams	120	110	125	123
T-ball teams	33	24	24	22
Youth volleyball teams	42	40	46	46
Into. to Soccer Participants	235	250	250	250
Senior High Basketball teams	60	40	40	40
Number of day camp participants	2,180	2180	2100	2100
EFFECTIVENESS INDICATORS				
Percent of non-Caucasian employees & volunteers	10%	12%	10%	15%
Percent of program evaluations rated satisfactory or better	99%	95%	95%	95%
Percent of programs formally evaluated	90%	70%	80%	85%
COMMENTS				
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.				
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.				
Demand for field permits have continued to grow. We are currently issuing over 200 permits a summer.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$48,866	\$50,874	\$68,590	\$85,460
Commodities	13,751	14,872	7,390	7,390
Contractual Services	252,765	368,595	370,350	522,220
Other Charges	40,204	42,154	40,430	50,390
Total	\$355,586	\$476,495	\$486,760	\$665,460
Percent Change	2.1%	34.0%	2.2%	36.7%
Staff Hours				
No. of Employees (FTE)	.40	0.70	0.60	0.68
BUDGET COMMENTS				
The increase in contractual services costs is due to the increase in the cost paid to provide recycling services. In the past, costs were reduced by a revenue sharing arrangement based on revenue from the sale of paper, cardboard and aluminum. With the 2009 economic downturn, revenue from the sale of recyclables has fallen dramatically as demand has fallen. However, staff is beginning to see stabilization of commodity prices.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: RECYCLING	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Education outreach opportunities	0	15,937	16,100	17,000
Number of phone calls to Recycling Hotline	0	501	600	800
Number of tons of materials recycled	0	2,580	2,600	2,600
City events that featured recycling	0	8	8	7
EFFECTIVENESS INDICATORS				
Multi-Family units not offering recycling	0	265	32	6
Average number of tons recycled per household	0	.16 (326 lbs)	.16 (326 lbs)	.16 (326 lbs)
COMMENTS				
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 70% of households to 72%.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: TREE PRESERVATION 219-000		DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS		
PROGRAM MISSION				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Commodities	\$10,352	\$5,344	\$0	\$13,200
Other	167	113	0	110
Total	\$10,519	\$5,457	\$ 0	\$13,310
Percent Change	N/A	-32.3%	-100.0%	100.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
Tree inventory activities are anticipated to be completed in 2011.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: TREE PRESERVATION	DEPARTMENT: COMMUNITY DEVELOPMENT & PARKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
# trees planted by residents thru tree rebate program	96	101	100	110
EFFECTIVENESS INDICATORS				
# residents participating in tree rebate program	79	59	60	65
COMMENTS				
<p>The tree preservation fund supports tree planting and enhancement of our urban forest. It does not include funding the diseased tree inspection program or tree removal and maintenance. Program activities include:</p> <ol style="list-style-type: none"> 1) Tree rebate cost-share program for residents. This popular program is a 50% cost-share rebate for residents planting trees. Initiated in 2008, the program has planted approximately 100 trees annually. Goals are to continue the program in 2011. 2) Tree planting on public lands by staff and volunteers. 100 trees were planted in 2008 and 50 trees were planted in 2009. Our goal for 2011 is to plant 75 trees. 3) Tree inventory. Emerald Ash Borer (EAB) was discovered in St. Paul in 2009. Maplewood is developing an EAB Management Plan to respond to this threat. To understand potential impacts and plan properly, we need an estimate of the number of trees in the city. In 2010 the city is inventorying trees in manicured areas of parks and a sampling of boulevard trees. In 2011 we will inventory an additional 1000 boulevard trees. This will not be a complete inventory but will give us a sample size adequate for estimating approximate numbers of trees. The inventory data will be useful beyond EAB planning and will enhance our ability to compete for grants. 				



MAPLEWOOD

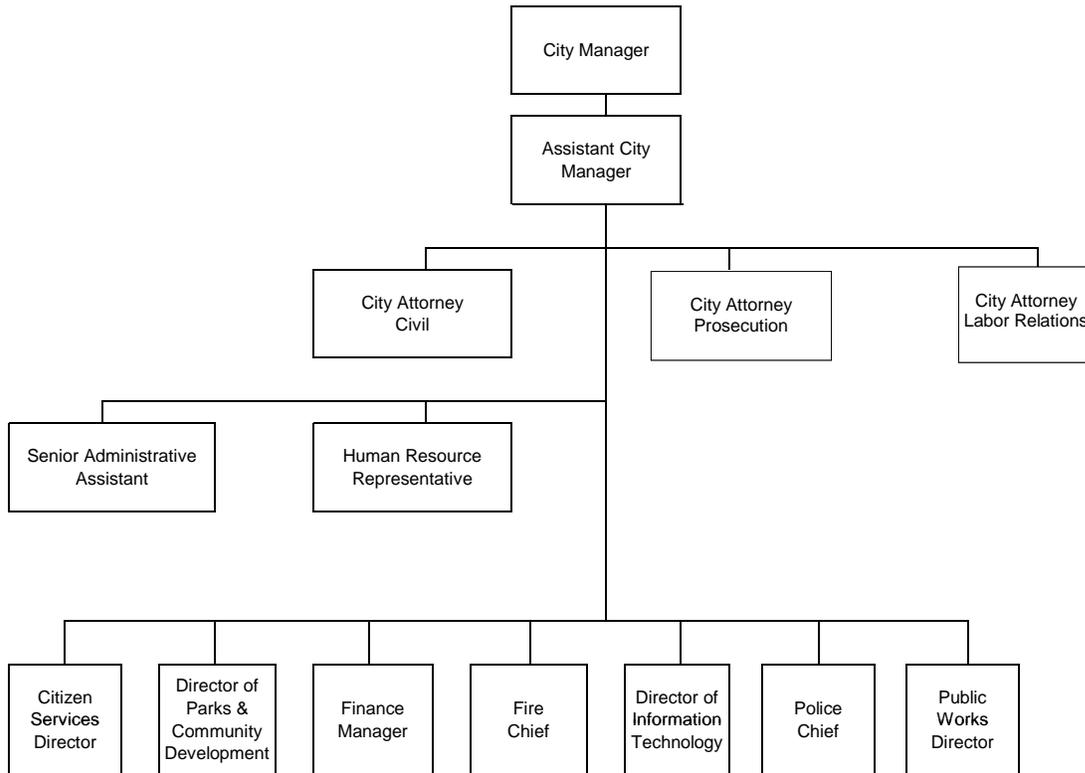
Together We Can

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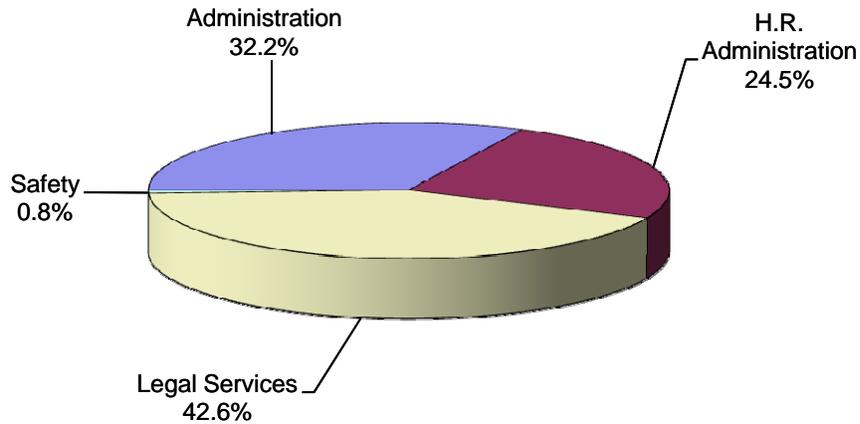
CITY OF MAPLEWOOD

EXECUTIVE DEPARTMENT

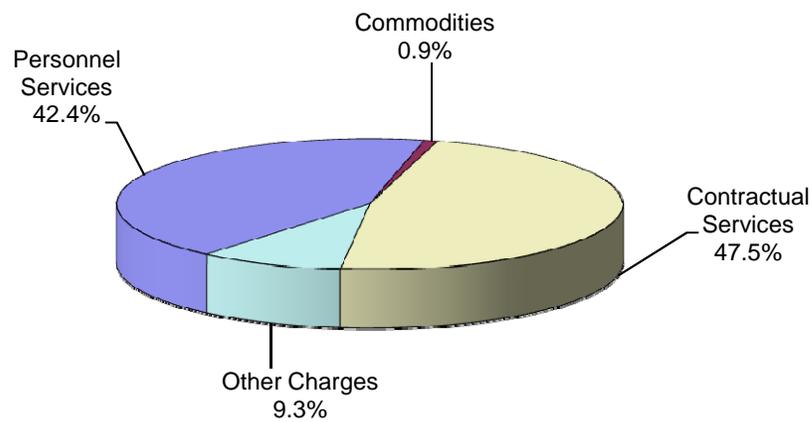
ORGANIZATION CHART



EXECUTIVE DEPARTMENT BUDGET 2011 Total By Program

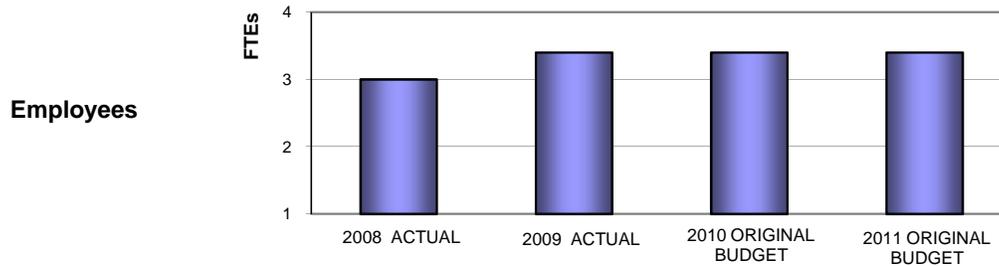
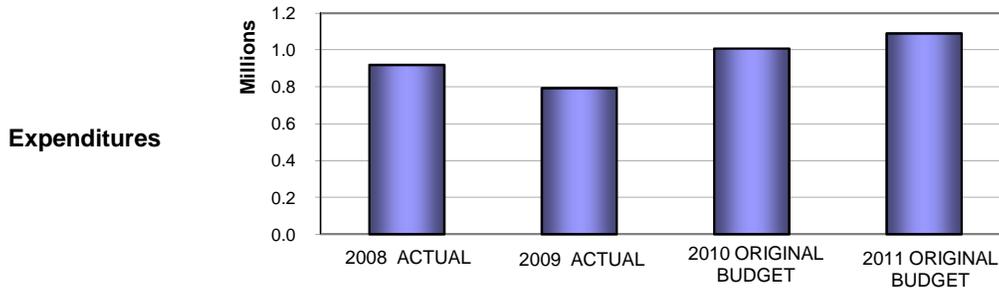


Total By Classification



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

Total By Program	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Administration	\$155,220	\$282,623	\$301,430	\$351,090	16.5%
H.R. Administration	265,218	233,041	280,130	267,040	-4.7%
Legal Services	491,233	270,472	417,400	464,370	11.3%
Safety	8,028	7,070	9,480	8,200	-13.5%
Totals	919,699	793,206	1,008,440	1,090,700	8.2%
Total By Classification					
Personnel Services	241,659	361,300	401,440	462,270	15.2%
Commodities	11,046	9,346	8,950	9,350	4.5%
Contractual Services	388,503	358,459	392,550	518,080	32.0%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	278,491	64,101	205,500	101,000	-50.9%
Totals	919,699	793,206	1,008,440	1,090,700	8.2%
Total By Fund					
General Fund	919,699	793,206	1,008,440	955,700	-5.2%
Legal Contingency Fund	0	0	0	135,000	N/A
Totals	\$919,699	\$793,206	\$1,008,440	\$1,090,700	8.2%
Number of Employees (FTE)	3.00	3.40	3.40	3.40	0.0%





MAPLEWOOD

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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.

2011 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners in the 2011 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
2011 BUDGET**

PROGRAM: ADMINISTRATION 101-102, 101-119		DEPARTMENT: EXECUTIVE		
PROGRAM MISSION				
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$111,846	\$247,071	\$260,230	\$308,080
Commodities	8,588	5,613	5,650	5,900
Contractual Services	34,786	29,939	35,550	37,110
Total	\$155,220	\$282,623	\$301,430	\$351,090
Percent Change	-17.0%	82.1%	6.7%	16.5%
Staff Hours				
No. of Employees (FTE)	1.5	1.9	1.9	1.9
BUDGET COMMENTS				
Beginning in 2009, personnel services include the shift of duties of Public Works Director to 40% Assistant City Manager.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Management Meetings	52	55	52	52
City Manager reports	14	37	48	52
News articles	4	8	6	10
EFFECTIVENESS INDICATORS				
Performance review	N/A*	Good	Good	Good

Notes:

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

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$129,813	\$114,229	\$141,210	\$149,020
Commodities	1,409	2,908	2,300	2,250
Contractual Services	133,996	115,904	136,620	115,770
Total	\$265,218	\$233,041	\$280,130	\$267,040
Percent Change	-19.4%	-12.1%	20.2%	-4.7%
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 2011.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: HUMAN RESOURCE ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of full-time, regular employees who left City employment during the reporting period	17	6	10	6
Number of grievances	4	1	4	4
Number of employment investigations conducted or overseen by HR	16	12	12	12
EFFECTIVENESS INDICATORS				
Turnover rate	8.2%	3.2%	5.5%	3.4%
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	28	25	20	20
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	48	45	42	42
COMMENTS				
Turnover in 2008, 2009 and 2010 results, in part, from early retirement incentives.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: LEGAL SERVICES 101-103, 221	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$5,170
Commodities	0	637	0	500
Contractual Services	212,742	205,734	211,900	357,700
Other Charges	278,491	64,101	205,500	101,000
Total	\$491,233	\$270,472	\$417,400	\$464,370
Percent Change	71.3%	-44.9%	54.3%	11.3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS The allocation for judgments and claims was decreased from \$200,000 to \$100,000 with attorney expenses being the other major part of this program.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: LEGAL SERVICES	DEPARTMENT: EXECUTIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 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
2011 BUDGET**

PROGRAM: SAFETY 101-114	DEPARTMENT: EXECUTIVE			
PROGRAM MISSION				
To ensure compliance with federal, state safety laws, regulations and City policies.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Commodities	\$1,049	\$188	\$1,000	\$700
Contractual Services	6,979	6,882	8,480	7,500
Total	\$8,028	\$7,070	\$9,480	\$8,200
Percent Change	-28.4%	-11.9%	34.1%	-13.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The Safety Consultant that was previously retained to do monthly work will provide advice whenever needed for a contracted hourly fee. The consultant will continue to do Public Works specific Safety Training, the yearly OSHA required "Aware" and "Right to Know" employee training.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: SAFETY	DEPARTMENT: EXECUTIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
EFFECTIVENESS INDICATORS				
Number of work-related injuries reported	52	37	20	20
Number of worker days lost due to injuries	48	316	35	25
Percent of injuries involving lost work days	19%	41%	15%	15%
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 office work if they cannot perform their regular job.</p>				



MAPLEWOOD

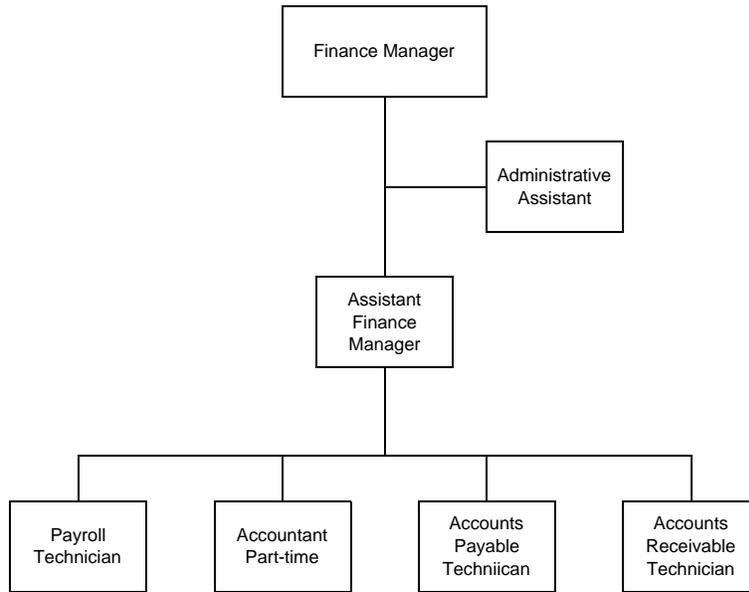
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CITY OF MAPLEWOOD

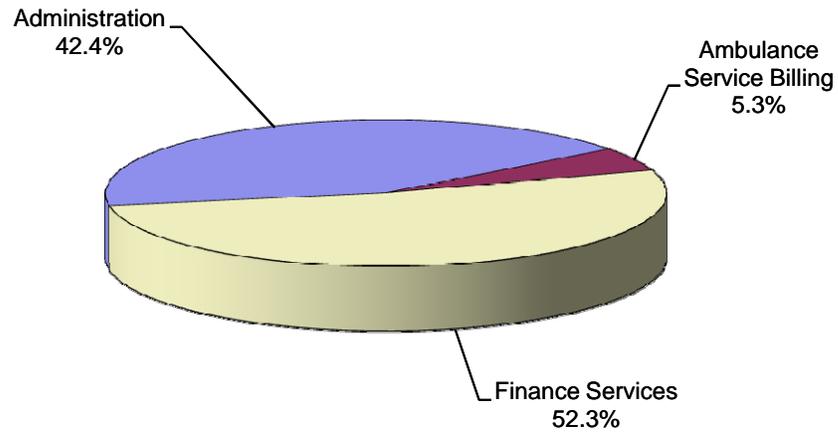
FINANCE DEPARTMENT

ORGANIZATION CHART

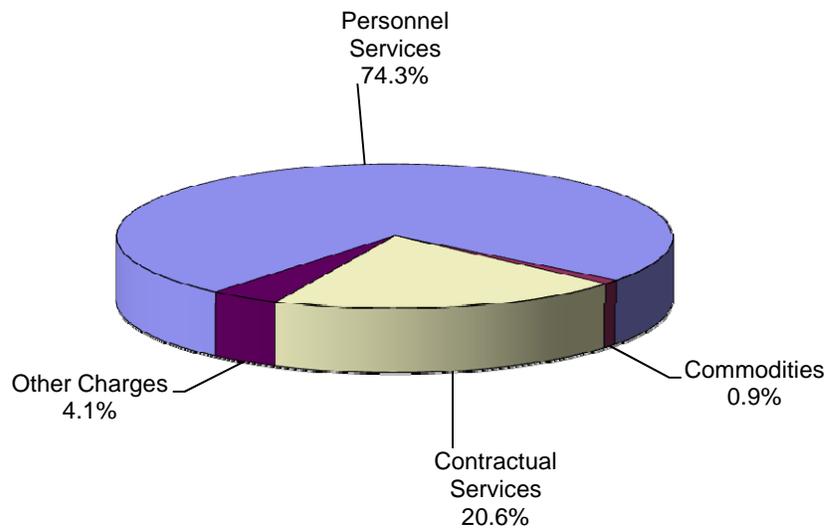


FINANCE DEPARTMENT BUDGET 2011

Total By Program

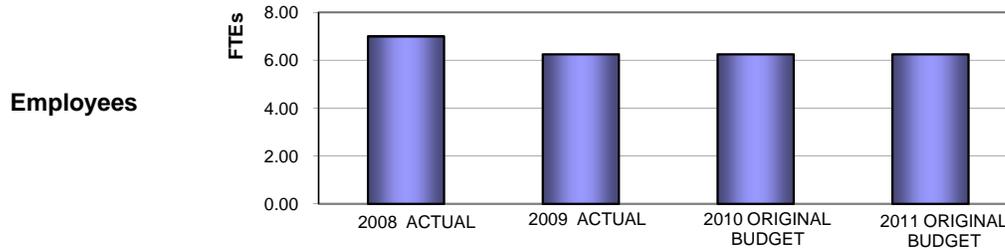
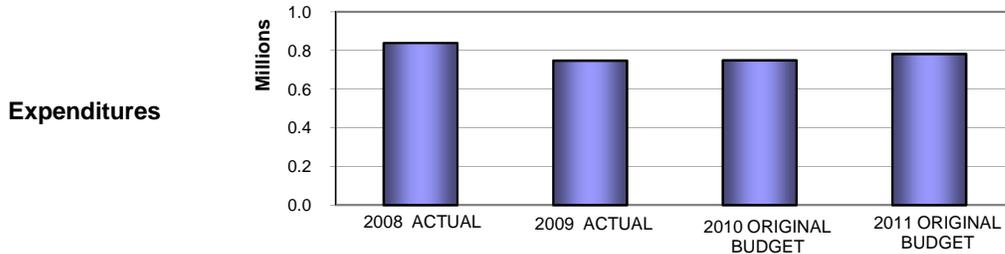


Total By Classification



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

Total By Program	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Administration	\$403,962	\$329,651	\$301,760	\$331,680	9.9%
Ambulance Service Billing	84,719	54,582	72,810	41,170	-43.5%
Finance Services	349,758	362,808	373,910	408,630	9.3%
Totals	838,439	747,041	748,480	781,480	4.4%
Total By Classification					
Personnel Services	524,814	529,886	534,270	580,780	8.7%
Commodities	12,946	9,054	6,160	7,370	19.6%
Contractual Services	232,513	179,193	171,050	161,330	-5.7%
Capital Outlay and Depreciation	36,891	0	0	0	N/A
Other Charges	31,275	28,908	37,000	32,000	-13.5%
Totals	838,439	747,041	748,480	781,480	4.4%
Total By Fund					
General Fund	753,720	692,459	675,670	740,310	9.6%
Ambulance Service Fund	84,719	54,582	72,810	41,170	-43.5%
Totals	\$838,439	\$747,041	\$748,480	\$781,480	4.4%
Number of Employees (FTE)	7.00	6.25	6.25	6.25	0.0%





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CITY OF MAPLEWOOD
FINANCE DEPARTMENT

MISSION STATEMENT

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

2011 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 AA+ from Standard and Poor's.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2010 by May 23, 2011.
4. Prepare and distribute the 2012-2016 Capital Improvement Plan by June 27, 2011.
5. Prepare and distribute the proposed 2012 Budget for City Council review by August 22, 2011.
6. Submit 2010 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2011 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 October 21, 2011.
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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$185,220	\$184,386	\$188,210	\$210,950
Commodities	12,363	9,054	6,000	7,370
Contractual Services	205,535	136,211	107,550	113,360
Other	844	0	0	0
Total	\$403,962	\$329,651	\$301,760	\$331,680
Percent Change	67.4%	-18.4%	-8.5%	9.9%
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. There is also an anticipated increase in audit fees over the 2010 Budget but still less than the 2010 actuals.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FINANCE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of pages in budget booklet	300	310	330	330
Number of pages in capital improvement plan booklet	172	142	169	160
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.</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 2011.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING 606-203		DEPARTMENT: FINANCE		
PROGRAM MISSION				
To bill, collect and account for ambulance service charges.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$75,268	\$19,155	\$18,130	\$ 0
Commodities	583	0	160	0
Contractual Services	8,868	35,427	54,520	41,170
Total	\$84,719	\$54,582	\$72,810	\$41,170
Percent Change	3.6%	-35.6%	33.4%	-43.5%
Staff Hours				
No. of Employees (FTE)	1.00	.25	.25	0
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.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING	DEPARTMENT: FINANCE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of service calls billed	2,264	0	0	0
Number of payments posted	4,754	559	150	0
EFFECTIVENESS INDICATORS				
Percent of unpaid ambulance bills over two years old written off	36.0%	N/A	N/A	N/A
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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$264,326	\$326,345	\$327,930	\$369,830
Contractual Services	18,110	7,555	8,980	6,800
Capital Outlay	36,891	0	0	0
Other Charges	30,431	28,908	37,000	32,000
Total	<u>\$349,758</u>	<u>\$362,808</u>	<u>\$373,910</u>	<u>\$408,630</u>
Percent Change	-16.5%	3.7%	3.1%	9.3%
Staff Hours				
No. of Employees (FTE)	4.00	4.00	4.00	4.25

BUDGET COMMENTS

The increase in personnel services is due to pay increases, an increase in the cost of benefits and the transfer of the remaining portion of staff time from the Ambulance Service Billing program. Investment Management Fees are anticipated to decrease in 2011 based on past history and investment earnings being down.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: FINANCE SERVICES	DEPARTMENT: FINANCE			
	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Estimate</u>	2011 <u>Estimate</u>
OUTPUTS/WORKLOAD				
Number of pages in annual financial report	203	201	201	201
EFFECTIVENESS INDICATORS				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
EFFICIENCY MEASURES				
Percent of benefit earning employees paid by direct deposit	73%	99%	100%	100%
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 benefit earning employees paid by direct deposit has gradually increased each year since 1995 when it was first offered as an option. Beginning in 2001, all new employees were required to enroll in the direct deposit program. All non-casual employees were strongly encouraged to enroll beginning in 2008.</p>				



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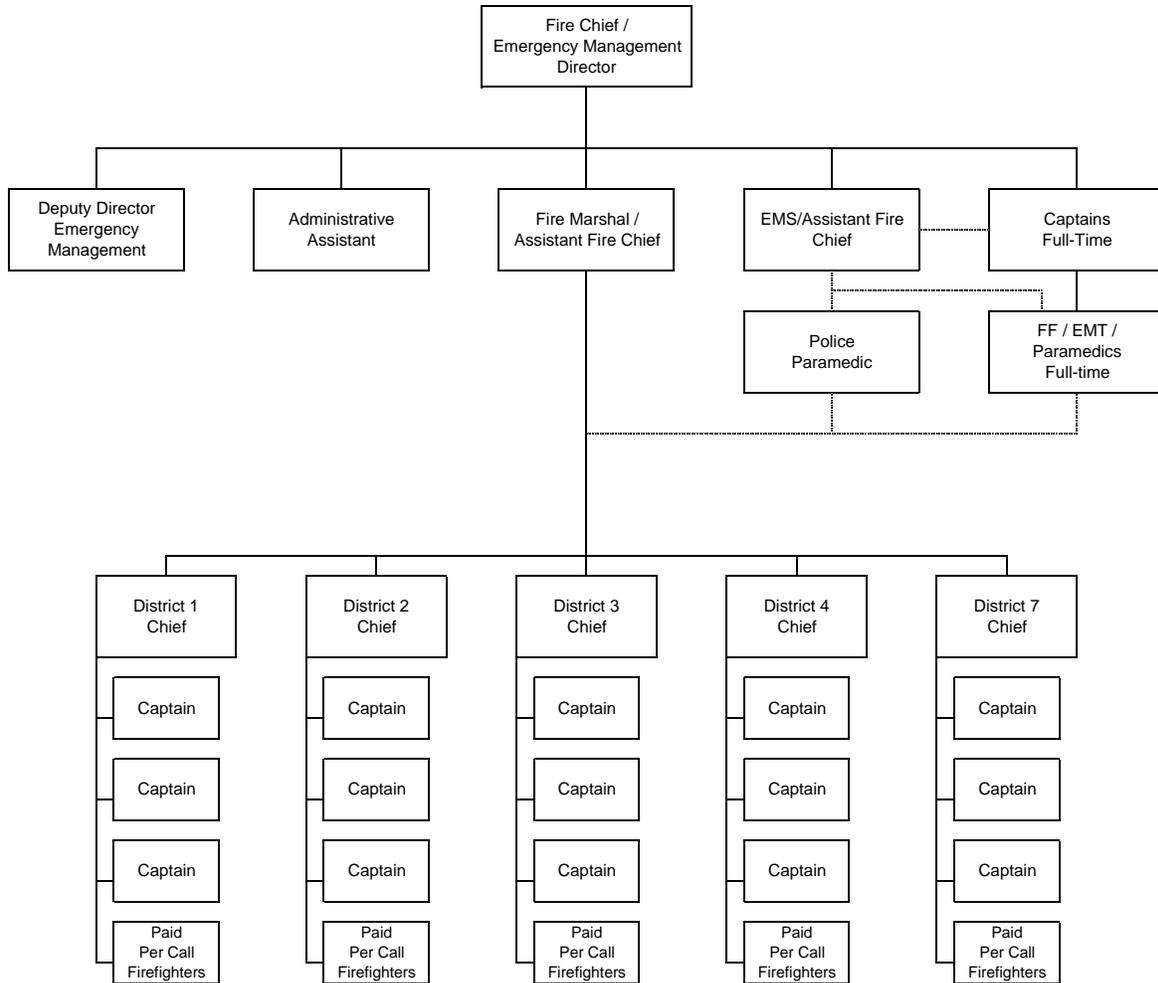
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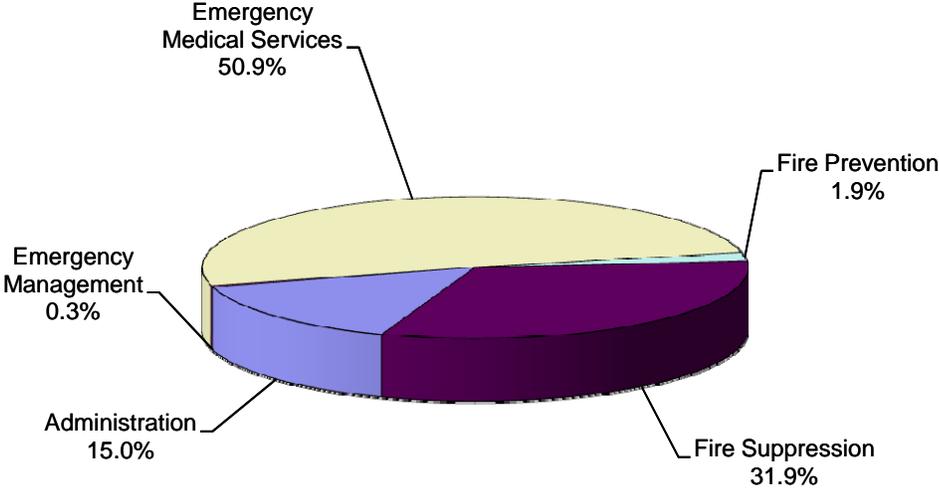
CITY OF MAPLEWOOD

FIRE DEPARTMENT

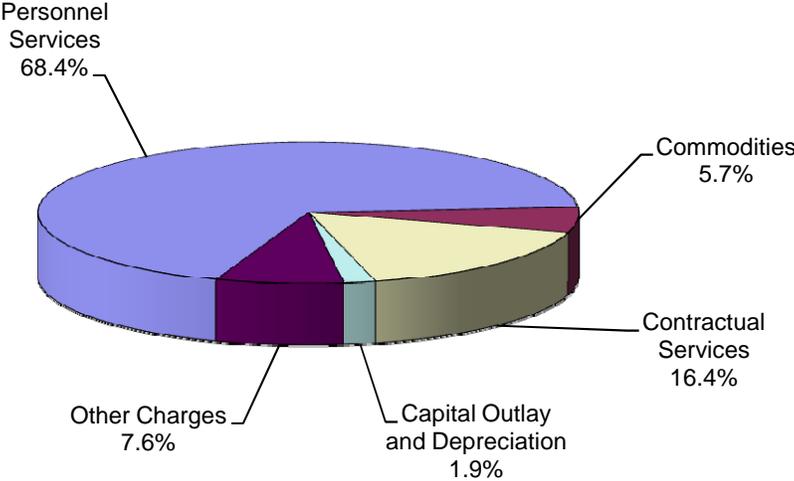
ORGANIZATION CHART



FIRE DEPARTMENT BUDGET 2011 Total By Program

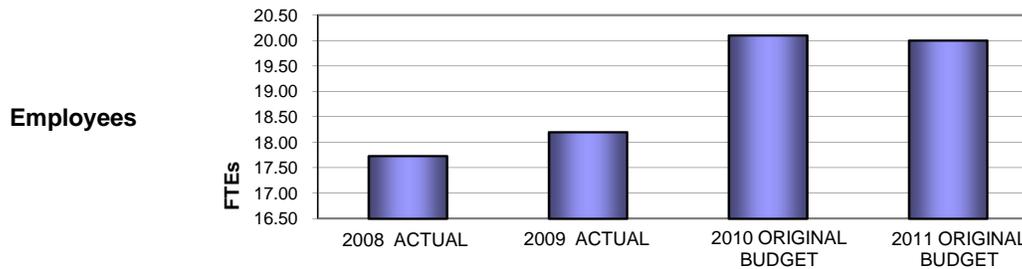
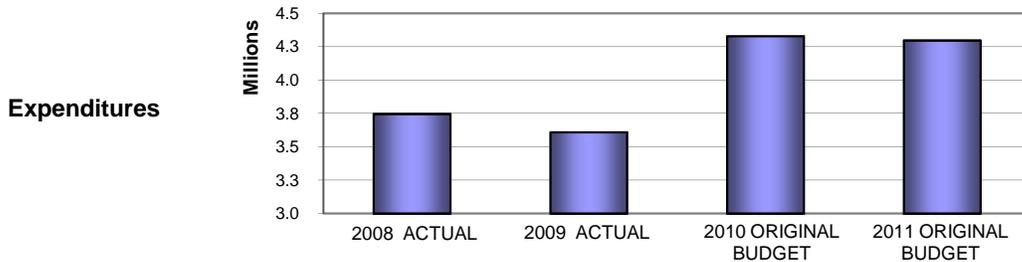


Total By Classification



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

Total By Program	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Administration	\$712,167	\$713,042	\$641,460	\$642,780	0.2%
Emergency Management	13,347	18,721	21,420	12,960	-39.5%
Emergency Medical Services	1,696,770	1,697,894	2,176,620	2,186,220	0.4%
Fire Prevention	78,991	73,716	76,330	82,520	8.1%
Fire Suppression	1,244,557	1,105,187	1,413,330	1,371,950	-2.9%
Totals	3,745,832	3,608,560	4,329,160	4,296,430	-0.8%
Total By Classification					
Personnel Services	2,297,848	2,335,405	2,869,150	2,936,830	2.4%
Commodities	342,966	207,100	280,680	244,400	-12.9%
Contractual Services	528,058	577,674	697,310	704,630	1.0%
Capital Outlay and Depreciation	129,846	85,241	129,250	82,350	-36.3%
Other Charges	447,114	403,140	352,770	328,220	-7.0%
Totals	3,745,832	3,608,560	4,329,160	4,296,430	-0.8%
Total By Fund					
Ambulance Service Fund	2,076,958	2,103,147	2,497,760	2,507,360	0.4%
General Fund	1,668,874	1,505,413	1,831,400	1,789,070	-2.3%
Totals	\$3,745,832	\$3,608,560	\$4,329,160	\$4,296,430	-0.8%
Number of Employees (FTE)	17.73	18.20	20.10	20.00	-0.5%





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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.

2011 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. Evaluate new ways of becoming more efficient.
7. Fire training facility funding procurement.
8. Implement a new staffing program
9. Station study.

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$222,423	\$224,290	\$232,690	\$251,120
Commodities	12,172	8,376	14,750	13,750
Contractual Services	86,172	77,236	73,700	57,590
Other Charges	391,400	403,140	320,320	320,320
Total	\$712,167	\$713,042	\$641,460	\$642,780
Percent Change	-4.5%	0.1%	-10.0%	0.2%
Staff Hours				
No. of Employees (FTE)	2.5	2.5	2.0	2.0
BUDGET COMMENTS The decrease in contractual services is due to moving a portion of the internal I.T. charges to the EMS fund to better account for EMS fund costs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FIRE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of staff meetings held	48	47	50	50
Number of paid-per-call staff	78	69	80	60
Number of FTE	17	17	17	19
EFFECTIVENESS INDICATORS				
Per capita cost excluding ambulance service	\$45	\$40	\$47	\$46
False alarm violations	119	111	80	95
Additions of new paid on call Firefighters	8	6	10	10
COMMENTS				
False alarm violations went down slightly from 119 in 2008 to 111 in 2009. This is still higher than we would like to see. We plan to work more with the owners of the buildings that continue to have multiple alarms.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$4,144	\$9,188	\$8,460	\$ 0
Commodities	236	110	1,450	1,450
Contractual Services	8,967	9,423	11,510	11,510
Total	\$13,347	\$18,721	\$21,420	\$12,960
Percent Change	-4.3%	40.3%	14.4%	-39.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: EMERGENCY MANAGEMENT	DEPARTMENT: FIRE			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
City plan updated	Yes	Yes	Yes	Yes
Skywarn activations	6	3	7	4
Meetings/training sessions attended	64	58	75	60
EFFECTIVENESS INDICATORS				
Hours spent updating City plan	42	36	40	35
Hours spent on all hazardous planning	100	64	150	75
Number of grants	0	1	1	1
COMMENTS				
We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training and planning.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES

DEPARTMENT: FIRE

606-403, 101-412, 606-412

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>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2011 Budget</u>
Direct Expenditures				
Personnel Services	\$1,256,251	\$1,237,312	\$1,595,670	\$1,585,360
Commodities	123,364	126,088	163,750	138,750
Contractual Services	204,388	279,488	325,500	394,960
Depreciation	57,053	55,006	59,250	59,250
Other Charges	55,714	0	32,450	7,900
Total	<u>\$1,696,770</u>	<u>\$1,697,894</u>	<u>\$2,176,620</u>	<u>\$2,186,220</u>
Percent Change	8.7%	0.1%	28.2%	0.4%
Staff Hours				
No. of Employees (FTE)	10.24	10.24	11.60	11.50

BUDGET COMMENTS

The increase in contractual services is from adding a charge for I.T. services and increased dispatching costs.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total EMS calls	3,246	3,266	3,385	3,400
Total ALS transports (Advanced Life Support)	2,531	2,369	2,475	2,600
Total BLS transports (Basic Life Support)	92	181	175	190
Total number of ambulances in service	6	6	6	6
Total billable no transport calls	53	53	55	55
Average time spent per EMS Call	48 min.	52 min.	50 min.	48 min.
EFFECTIVE INDICATORS				
Avg. EMS response time	5.3 min.	6.6 min.	5.5 min.	5.5 min.
COMMENTS				
We had a decrease in BLS transports of 68 from 2008 to 2009. This decrease is due in part to providing services to patients at the scene and not transporting to a hospital.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$69,316	\$68,622	\$61,190	\$69,380
Commodities	6,422	2,576	8,400	6,900
Contractual Services	3,253	2,518	6,740	6,240
Total	\$78,991	\$73,716	\$76,330	\$82,520
Percent Change	4.2%	-6.7%	3.5%	8.1%
Staff Hours				
No. of Employees (FTE)	.50	.60	.50	.50
BUDGET COMMENTS				
The increase in personnel services is due to pay increases and an increase in the cost of benefits.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: FIRE PREVENTION	DEPARTMENT: FIRE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Safety inspections	415	500	450	500
Life safety complaints investigated	32	27	30	30
Community education events	16	22	20	20
EFFECTIVENESS INDICATORS				
Number of reinspections	57	43	55	40
Number of second reinspections	23	22	25	25
Participants in fire prevention training	917	1,077	900	1,000
COMMENTS:				
<p>In 2009, the fire marshal, along with the full-time firefighters, completed 500 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 22 community education events and delivered our message of fire prevention to over 1,000 attendees.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>
Direct Expenditures				
Personnel Services	\$745,714	\$795,993	\$971,140	\$1,030,970
Commodities	200,772	69,950	92,330	83,550
Contractual Services	225,278	209,009	279,860	234,330
Capital Outlay	72,793	30,235	70,000	23,100
Total	<u>\$1,244,557</u>	<u>\$1,105,187</u>	<u>\$1,413,330</u>	<u>\$1,371,950</u>
Percent Change	3.9%	-11.2%	27.9%	-2.9%
Staff Hours				
No. of Employees (FTE)	4.49	4.86	6.00	6.00
BUDGET COMMENTS				
A large decrease came in the area of capital outlay by postponing purchases of vehicles and equipment.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: FIRE SUPPRESSION	DEPARTMENT: FIRE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Population served:				
MAPLEWOOD	36,717	37,755	38,778	38,970
LANDFALL	700	700	700	700
Total fire calls	676	673	690	675
Total EMS calls	3,246	3,163	3,440	3,325
EFFECTIVENESS INDICATORS				
Percentage of response time of less than four minutes	24.1%	16%	30%	30%
Percentage of response time of less than six minutes	53%	42%	55%	75%
Average number of firefighters per call	5.0	4.0	5.0	8.0
COMMENTS				
Our response time for both four minutes or less and six minutes or less have increased due to the amount of calls that are coming in back-to-back.				



MAPLEWOOD

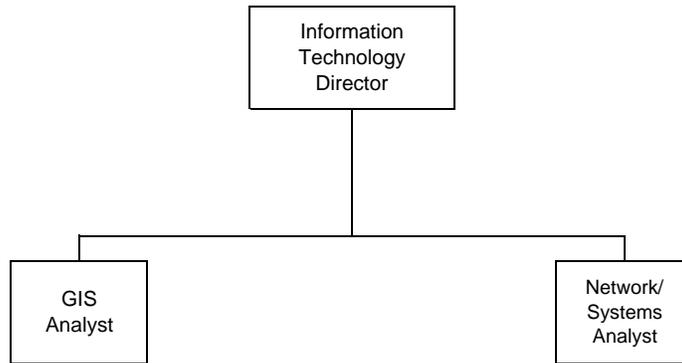
Together We Can

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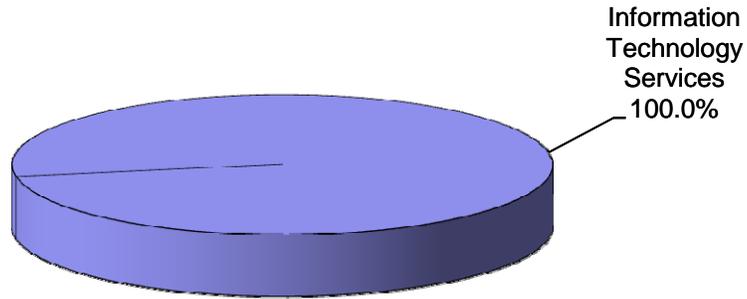
CITY OF MAPLEWOOD

INFORMATION TECHNOLOGY DEPARTMENT

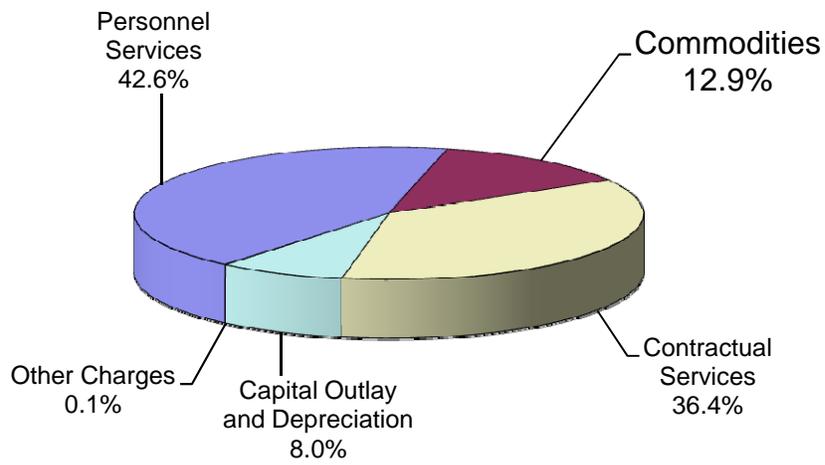
ORGANIZATION CHART



INFORMATION TECHNOLOGY DEPARTMENT BUDGET 2011 Total By Program

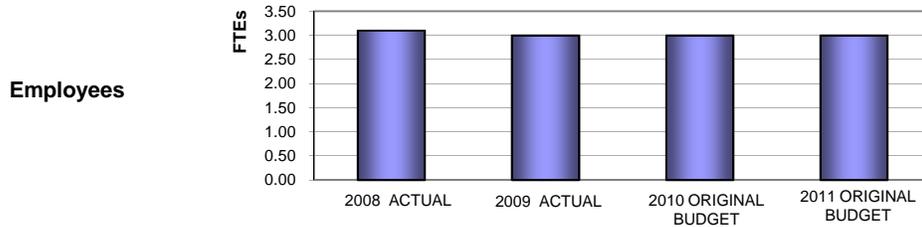
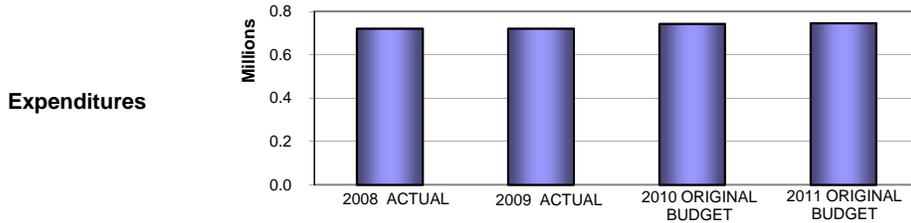


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY DEPARTMENT
EXPENDITURE SUMMARY

Total By Program	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2011 BUDGET	PERCENT OVER(UNDER) 2010 BUDGET
Information Technology Services	\$715,102	\$720,532	\$742,210	\$745,760	0.5%
Phone Support Services	5,975	0	0	0	N/A
Totals	721,077	720,532	742,210	745,760	0.5%
Total By Classification					
Personnel Services	272,200	284,050	279,910	317,700	13.5%
Commodities	74,975	89,602	105,220	96,120	-8.6%
Contractual Services	220,535	262,833	256,780	271,220	5.6%
Capital Outlay and Depreciation	143,705	83,662	99,580	60,000	-39.7%
Other Charges	9,662	385	720	720	0.0%
Totals	\$721,077	\$720,532	\$742,210	\$745,760	0.5%
Total By Fund					
Information Technology Fund	\$721,077	\$720,532	\$742,210	\$745,760	0.5%
Number of Employees (FTE)	3.10	3.00	3.00	3.00	0.0%





MAPLEWOOD

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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.

2011 OBJECTIVES

1. Increase documentation of IT systems
2. Increase documentation of IT policies & procedures
3. Improve helpdesk responsiveness
4. Improve support of City applications
5. Continue to work with Building Maintenance to improve security at City buildings
6. Begin process of rewiring at City Hall
7. Continue to work with staff in taking full advantage of our document management system

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%; text-align: center;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Actual</th> <th style="width: 15%; text-align: center;">2010 Budget</th> <th style="width: 15%; text-align: center;">2011 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;">\$266,240</td> <td style="text-align: right;">\$284,050</td> <td style="text-align: right;">\$279,910</td> <td style="text-align: right;">\$317,700</td> </tr> <tr> <td> Commodities</td> <td style="text-align: right;">74,975</td> <td style="text-align: right;">89,602</td> <td style="text-align: right;">105,220</td> <td style="text-align: right;">96,120</td> </tr> <tr> <td> Contractual Services</td> <td style="text-align: right;">220,520</td> <td style="text-align: right;">262,833</td> <td style="text-align: right;">256,780</td> <td style="text-align: right;">271,220</td> </tr> <tr> <td> Depreciation</td> <td style="text-align: right;">143,705</td> <td style="text-align: right;">83,662</td> <td style="text-align: right;">99,580</td> <td style="text-align: right;">60,000</td> </tr> <tr> <td> Other</td> <td style="text-align: right;">9,662</td> <td style="text-align: right;">385</td> <td style="text-align: right;">720</td> <td style="text-align: right;">720</td> </tr> <tr> <td> Sub-Total</td> <td style="text-align: right; border-top: 1px solid black;">\$715,102</td> <td style="text-align: right; border-top: 1px solid black;">\$720,532</td> <td style="text-align: right; border-top: 1px solid black;">\$742,210</td> <td style="text-align: right; border-top: 1px solid black;">\$745,760</td> </tr> <tr> <td>Percent Change</td> <td style="text-align: center; border-top: 1px solid black;">7.9%</td> <td style="text-align: center; border-top: 1px solid black;">0.8%</td> <td style="text-align: center; border-top: 1px solid black;">3.0%</td> <td style="text-align: center; border-top: 1px solid black;">0.5%</td> </tr> <tr> <td>Less charges to other depts.</td> <td style="text-align: right; border-top: 1px solid black;">(746,060)</td> <td style="text-align: right; border-top: 1px solid black;">(652,019)</td> <td style="text-align: right; border-top: 1px solid black;">(593,670)</td> <td style="text-align: right; border-top: 1px solid black;">(593,680)</td> </tr> <tr> <td> Net Total</td> <td style="text-align: right; border-top: 1px solid black;">(\$30,958)</td> <td style="text-align: right; border-top: 1px solid black;">\$68,513</td> <td style="text-align: right; border-top: 1px solid black;">\$148,540</td> <td style="text-align: right; border-top: 1px solid black;">\$152,080</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;">3.00</td> <td style="text-align: center;">3.00</td> <td style="text-align: center;">3.00</td> <td style="text-align: center;">3.00</td> </tr> </tbody> </table>		2008 Actual	2009 Actual	2010 Budget	2011 Budget	Direct Expenditures					Personnel Services	\$266,240	\$284,050	\$279,910	\$317,700	Commodities	74,975	89,602	105,220	96,120	Contractual Services	220,520	262,833	256,780	271,220	Depreciation	143,705	83,662	99,580	60,000	Other	9,662	385	720	720	Sub-Total	\$715,102	\$720,532	\$742,210	\$745,760	Percent Change	7.9%	0.8%	3.0%	0.5%	Less charges to other depts.	(746,060)	(652,019)	(593,670)	(593,680)	Net Total	(\$30,958)	\$68,513	\$148,540	\$152,080	Staff Hours					No. of Employees (FTE)	3.00	3.00	3.00	3.00
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BUDGET COMMENTS Due to the lack of high dollar expenditures over the past 5 years, we've seen a large decrease in depreciation and this has allowed us to absorb the costs of obtaining additional helpdesk services.																																																																		

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	474	522	540	540
Number of workstations maintained	207	210	215	215
Number of help desk requests*	1,816	1,834	2,100	2,200
Number of computers replaced	28	19	25	25
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	55%	56%	60%	65%
Percent of internal customers rating services as good or excellent	89%	89%	90%	92%
Number of web page hits by external users	1,801,500	725,973	119,174	130,000
EFFICIENCY MEASURES				
IT wage and benefit expenditures per workstation	\$1,286	\$1,352	\$1,302	\$1,478
COMMENTS				
<p>Estimates for Outputs/Workload in 2011 stay consistent with 2010 with a small rise in help desk requests as employees continue to see an increase in their use of technology in their daily work.</p> <p>Website reporting continues to change. In late 2009 we saw a large drop off that staff is working with the vendor on explaining. I believe that they are simply reporting a more true representation of actual visitors looking at our pages in which case it will give us a better idea of the amount of people we're actually reaching. 2011 estimates are based on 2010 actual numbers.</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
2011 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES 703-121	DEPARTMENT: INFORMATION TECHNOLOGY			
PROGRAM MISSION				
To provide and support the citywide telecommunication system.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$5,960	\$ 0	\$ 0	\$ 0
Contractual Services	15	0	0	0
Total	\$5,975	\$ 0	\$ 0	\$ 0
Percent Change	-33.8%	N/A	N/A	N/A
Staff Hours				
No. of Employees (FTE)	.10	0	0	0
BUDGET COMMENTS				
The costs for phone support services continue to be funded from the Information Technology Services Program in 2011.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	427	N/A	N/A	N/A
Number of help desk calls *	110	N/A	N/A	N/A
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	46%	N/A	N/A	N/A
EFFICIENCY MEASURES				
Total operating and maintenance expenditures per device.	\$23	N/A	N/A	N/A
Budget Comments				
This program is no longer tracked separately. All services are now accounted for in the Information Technology Services program.				

* 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.



MAPLEWOOD

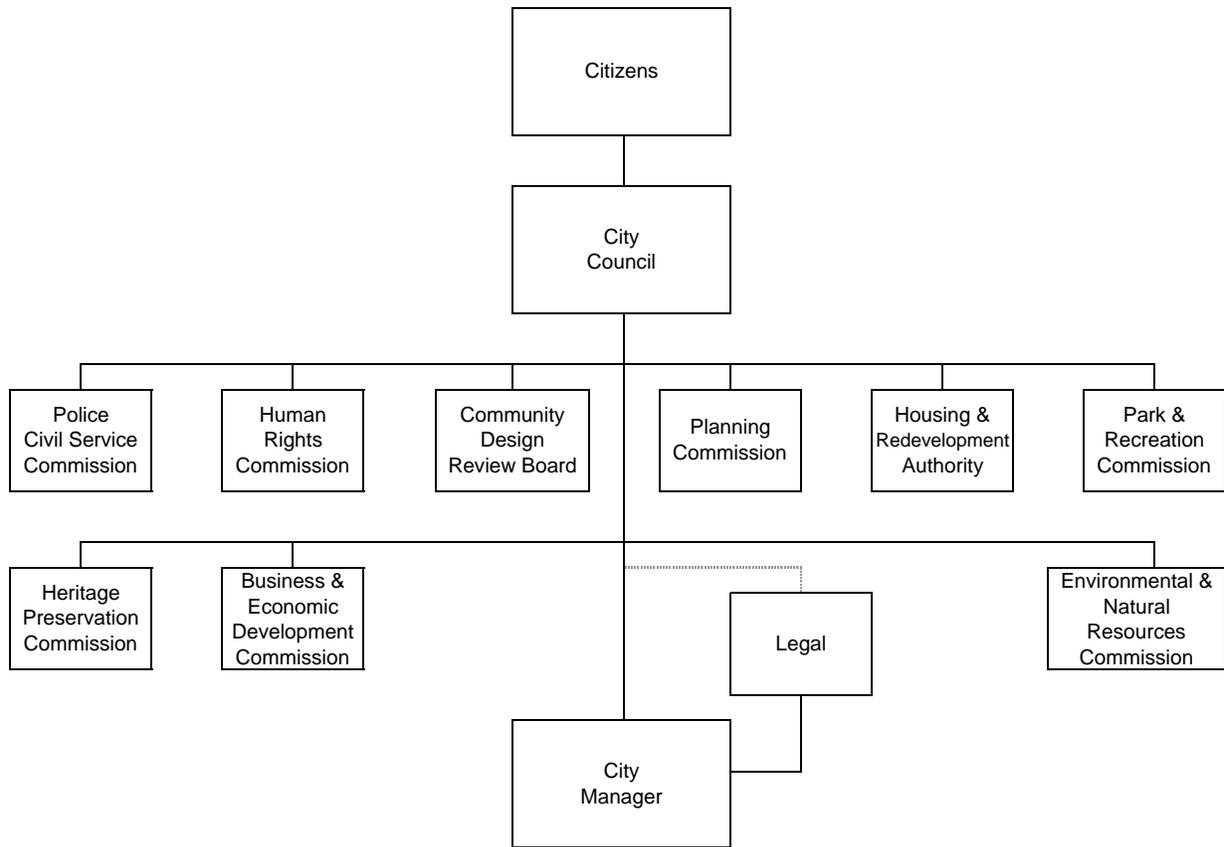
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CITY OF MAPLEWOOD

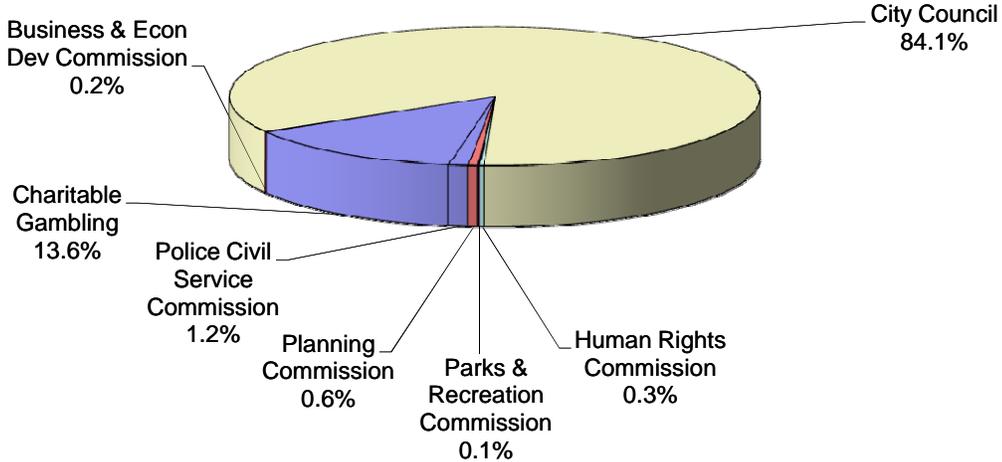
LEGISLATIVE DEPARTMENT

ORGANIZATIONAL CHART

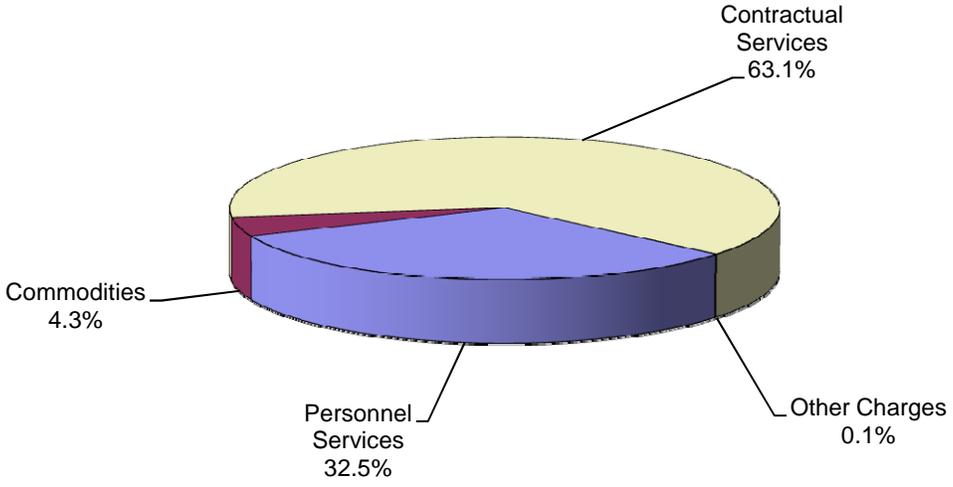


LEGISLATIVE DEPARTMENT BUDGET 2011

Total By Program

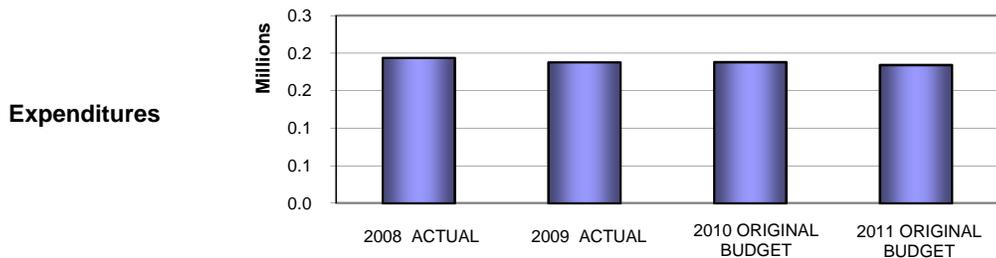


Total By Classification



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

	2008	2009	2010	2011	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
Total By Program			BUDGET		2010 BUDGET
Charitable Gambling	\$39,895	\$44,756	\$25,120	\$25,120	0.0%
Business & Econ Dev Commission	7	9	320	320	0.0%
City Council	150,366	139,291	159,060	154,770	-2.7%
Human Rights Commission	0	0	0	500	N/A
Parks & Recreation Commission	1	1	310	180	-41.9%
Planning Commission	1,049	964	1,110	1,070	-3.6%
Police Civil Service Commission	2,510	2,764	2,180	2,180	0.0%
Totals	193,828	187,785	188,100	184,140	-2.1%
Total By Classification					
Personnel Services	62,469	66,004	59,860	59,860	0.0%
Commodities	6,830	6,611	8,300	8,000	-3.6%
Contractual Services	124,310	108,825	119,820	116,160	-3.1%
Capital Outlay and Depreciation	0	6,204	0	0	N/A
Other Charges	219	141	120	120	0.0%
Totals	193,828	187,785	188,100	184,140	-2.1%
Total By Fund					
Charitable Gambling Tax Fund	39,895	44,756	25,120	25,120	0.0%
General Fund	153,933	143,029	162,980	159,020	-2.4%
Totals	\$193,828	\$187,785	\$188,100	\$184,140	-2.1%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	0.00





MAPLEWOOD

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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
2011 BUDGET**

PROGRAM: CHARITABLE GAMBLING

DEPARTMENT: LEGISLATIVE

205-000

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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Contractual Services	\$39,676	\$38,411	\$25,000	\$25,000
Capital Outlay	0	6,204	0	0
Other Charges	219	141	120	120
Total	\$39,895	\$44,756	\$25,120	\$25,120
Percent Change	11.1%	12.2%	-43.9%	0.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The requests approved by the City Council for 2011 are as follows:

- \$800 American Red Cross
- 940 Ashland Productions
- 540 Boy Scout Troop 461
- 1,050 Dispute Resolution Center
- 400 ISD #622 – ADD/ADHD Support Group
- 900 ISD #622 – Fusion Drumline
- 2,000 Friends of the Nature Center
- 800 Maple Tree Monastery Childcare Center
- 4,000 Maplewood Historical Society
- 300 Simon Youth Foundation
- 3,240 Maplewood Police Explorers
- 3,140 Maplewood Police Reserves
- 1,000 Maplewood Youth Scholarship Fund
- 700 North St. Paul Area Food Shelf
- 270 Cub Scout Pack 461
- 2,260 Ramsey County Fair
- 1,900 Tubman Family Alliance

\$24,240 Total

ESTIMATED RESERVES: \$760

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: CHARITABLE GAMBLING		DEPARTMENT: LEGISLATIVE		
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Requests considered	9	13	16	19
Requests awarded	8	12	15	17
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
2011 BUDGET**

PROGRAM: BUSINESS & ECONOMIC DEVELOPMENT COMMISSION 101-104	DEPARTMENT: LEGISLATIVE																																								
PROGRAM MISSION To advise the Maplewood Economic Development Authority on issues relating to maintaining, expanding and diversifying the economic and business opportunities in the City of Maplewood while addressing the needs of the city's residents' quality of life and its environment.																																									
INPUTS	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 15%; text-align: center;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Actual</th> <th style="width: 15%; text-align: center;">2010 Budget</th> <th style="width: 15%; text-align: center;">2011 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;">Commodities</td> <td style="text-align: right;">\$ 0</td> <td style="text-align: right;">\$ 0</td> <td style="text-align: right;">\$300</td> <td style="text-align: right;">\$300</td> </tr> <tr> <td style="padding-left: 20px;">Contractual Services</td> <td style="text-align: right;">7</td> <td style="text-align: right;">9</td> <td style="text-align: right;">20</td> <td style="text-align: right;">20</td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">\$ 7</td> <td style="text-align: right;">\$ 9</td> <td style="text-align: right;">\$ 320</td> <td style="text-align: right;">\$ 320</td> </tr> <tr> <td style="padding-left: 40px;">Percent Change</td> <td style="text-align: right;">0.0%</td> <td style="text-align: right;">28.6%</td> <td style="text-align: right;">3455.6%</td> <td style="text-align: right;">0.0%</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: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> </tbody> </table>		2008 Actual	2009 Actual	2010 Budget	2011 Budget	Direct Expenditures					Commodities	\$ 0	\$ 0	\$300	\$300	Contractual Services	7	9	20	20	Total	\$ 7	\$ 9	\$ 320	\$ 320	Percent Change	0.0%	28.6%	3455.6%	0.0%	Staff Hours					No. of Employees (FTE)	0	0	0	0
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BUDGET COMMENTS																																									

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: BUSINESS & ECONOMIC DEVELOPMENT COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Commission meetings	N/A	N/A	9	12
Business retention meetings	N/A	N/A	20	25
Local business leaders meetings	N/A	N/A	2	5
EFFECTIVENESS INDICATORS				
Number of business retention loans	N/A	N/A	0	5
Projects receiving city assistance (TIF, etc.)	1	0	1	2
COMMENTS				
<p>In 2010, the city council established the Economic Development Authority and the Business and Economic Development Commission. Both bodies met throughout 2010 establishing the base of Maplewood's economic development efforts, but expect to increase its outreach in 2011. The Business and Economic Development Commission has begun working on an economic development action plan that will be completed and enacted in 2011. This action plan will establish the city's priorities in economic development.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: CITY COUNCIL 101-101	DEPARTMENT: LEGISLATIVE			
PROGRAM MISSION To establish policy, adopt laws and appoint members of advisory commissions.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$62,469	\$66,004	\$59,860	\$59,860
Commodities	6,351	5,654	7,300	7,100
Contractual Services	81,546	67,633	91,900	88,310
Total	\$150,366	\$139,291	\$159,060	\$155,270
Percent Change	9.5%	-7.4%	14.2%	-2.4%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS The 2011 Budget includes no wage increase for Council members.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: CITY COUNCIL	DEPARTMENT: LEGISLATIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of City Council meetings	32	30	30	30
Number of Council/Manager Workshops	24	18	20	20
Agenda items	673	603	580	600
COMMENTS				
The above items are a small part of the workload for the City Council.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: HUMAN RIGHTS COMMISSION	DEPARTMENT: LEGISLATIVE			
101-108				
PROGRAM MISSION				
The Maplewood Human Rights commission will advocate for equal opportunities for all citizens of Maplewood in housing, employment, public accommodations, services and education continuously working to improve human rights within the community.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Commodities	\$ 0	\$ 0	\$0	\$500
Contractual Services	0	0	0	0
Total	\$0	\$0	\$0	\$500
Percent Change	0.0%	0.0%	0.0%	0.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
The Maplewood Human Rights Commission ordinance was passed in July 2010. Commission members were appointed in October and November 2010. The Commission will establish goals in December 2010 and will become members of the Minnesota Human Rights Commission and the League of Minnesota Human Rights Commission.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: HUMAN RIGHTS COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 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 as Sponsors	0	0	0	10
EFFECTIVENESS INDICATORS				
Number of people attending community events	N/A	N/A	0	5,000
Percentage of Businesses and Organizations Participating	0%	0%	0%	5%
COMMENTS				
The Human Rights Commission will have its first meeting in December 2010 and will become well established in 2011.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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;">2008 Actual</th> <th style="width: 15%; text-align: center;">2009 Budget</th> <th style="width: 15%; text-align: center;">2010 Budget</th> <th style="width: 15%; text-align: center;">2011 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;">\$ 0</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;">180</td> </tr> <tr> <td> Total</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1</td> <td style="text-align: right; border-top: 1px solid black;">\$ 310</td> <td style="text-align: right; border-top: 1px solid black;">\$ 180</td> </tr> <tr> <td> Percent Change</td> <td style="text-align: right;">0.0%</td> <td style="text-align: right;">0.0%</td> <td style="text-align: right;">30900.0%</td> <td style="text-align: right;">-41.9%</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>		2008 Actual	2009 Budget	2010 Budget	2011 Budget	Direct Expenditures					Commodities	\$ 0	\$ 0	\$100	\$ 0	Contractual Services	1	1	210	180	Total	\$ 1	\$ 1	\$ 310	\$ 180	Percent Change	0.0%	0.0%	30900.0%	-41.9%	Staff Hours					No. of Employees (FTE)	0	0	0	0
	2008 Actual	2009 Budget	2010 Budget	2011 Budget																																					
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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
2011 BUDGET**

PROGRAM: PARKS & RECREATION COMMISSION	DEPARTMENT: LEGISLATIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of public meetings	14	14	22	22
Commission items requiring formal action	24	24	20	20
EFFECTIVENESS INDICATORS				
Number of meetings involving the public; i.e., park planning process, community issues, etc.	8	8	12	12
Percentage of recommendations adopted by the city council	98%	98%	95%	95%
EFFICIENCY MEASURES				
Average number of days between recommendation from the commission to city council action on the item	14	14	28	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, MINNESOTA
2011 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
101-107				
PROGRAM MISSION				
To advise the City Council on zoning and land use requests and to periodically review and revise the city's comprehensive land use plan.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Commodities	\$479	\$957	\$600	\$600
Contractual Services	570	7	510	470
Total	\$1,049	\$ 964	\$1,110	\$1,070
Percent Change	-22.8%	-8.1%	15.1%	-3.6%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of applications reviewed	60	49	50	50
EFFECTIVENESS INDICATORS				
Number of public meetings held	23	18	22	22
COMMENTS				
Number of development applications reviewed by the Planning Commission at public meetings.				



MAPLEWOOD

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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.

2011 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
2011 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.																																				
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No. of Employees (FTE)	0	0	0	0																																
BUDGET COMMENTS																																				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION	DEPARTMENT: LEGISLATIVE			
	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Number of lists created - external	1	0	0	1
Number of lists created - internal	3	0	0	1
EFFECTIVENESS INDICATORS				
Average number of working days between approval to post position and adoption of promotional list	35	N/A	N/A	35
Average number of working days between approval to post position and adoption of external eligibility list	75	N/A	N/A	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>				



MAPLEWOOD

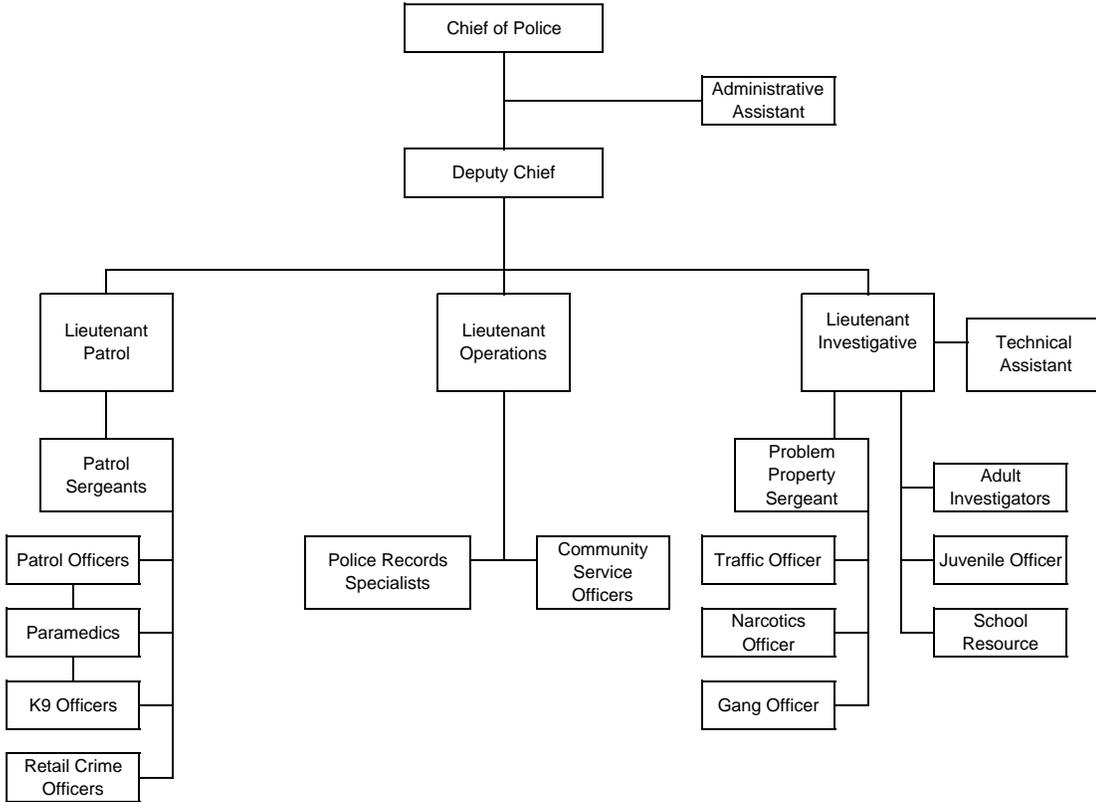
Together We Can

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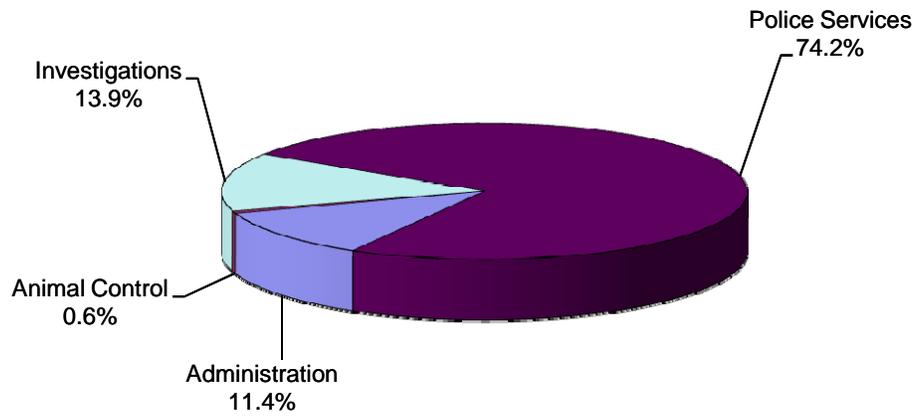
CITY OF MAPLEWOOD

POLICE DEPARTMENT

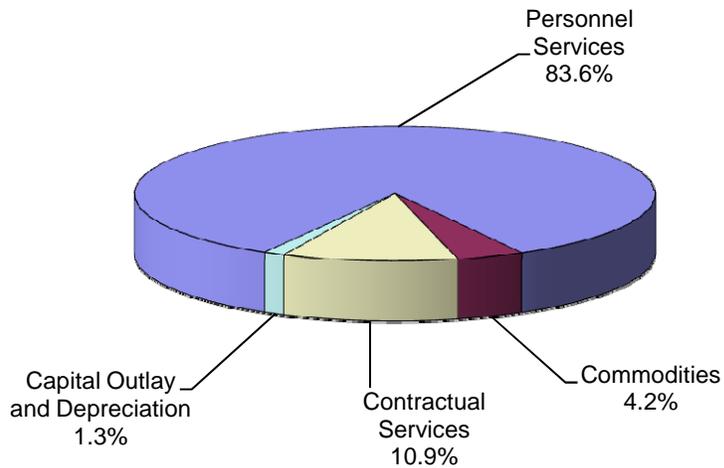
ORGANIZATION CHART



POLICE DEPARTMENT BUDGET 2011 Total By Program

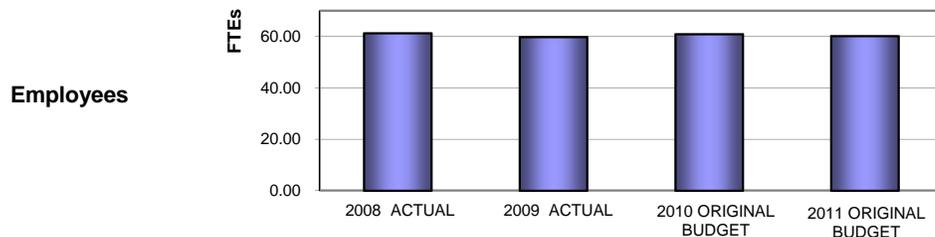
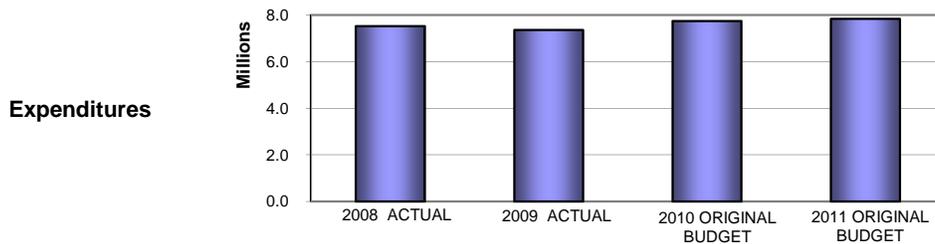


Total By Classification



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

Total By Program	2008	2009	2010	2011	PERCENT OVER(UNDER) 2010 BUDGET
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	
Administration	\$973,992	\$843,136	\$830,040	\$892,730	7.6%
Animal Control	38,265	41,924	43,440	43,440	0.0%
Dispatching Services	222,840	5,449	0	0	N/A
Investigations	998,937	1,038,972	1,179,210	1,085,910	-7.9%
Police Services	5,294,543	5,425,813	5,689,110	5,812,650	2.2%
Totals	7,528,577	7,355,294	7,741,800	7,834,730	1.2%
Total By Classification					
Personnel Services	6,048,919	6,039,633	6,523,180	6,548,840	0.4%
Commodities	485,531	290,324	328,470	328,470	0.0%
Contractual Services	876,737	883,549	800,650	853,420	6.6%
Capital Outlay and Depreciation	115,971	141,559	89,500	104,000	16.2%
Other Charges	1,419	229	0	0	N/A
Totals	7,528,577	7,355,294	7,741,800	7,834,730	1.2%
Total By Fund					
Ambulance Service Fund	270	339	0	0	N/A
Buffer Zone Protection Plan Grant	6	0	0	0	N/A
Enhanced 911 Service	836	0	0	0	N/A
General Fund	7,507,037	7,331,182	7,715,800	7,808,730	1.2%
Justice Assistance Grant	117	0	0	0	N/A
Law Enforcement Block Grant	1	0	0	0	N/A
Police Services Fund	20,310	23,773	26,000	26,000	0.0%
Totals	\$7,528,577	\$7,355,294	\$7,741,800	\$7,834,730	1.2%
Number of Employees (FTE)	61.20	59.80	60.90	60.16	-1.2%





MAPLEWOOD

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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.

2011 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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$575,214	\$534,534	\$585,580	\$620,460
Commodities	97,160	18,490	28,480	20,480
Contractual Services	301,618	290,112	223,980	251,790
Total	\$973,992	\$843,136	\$838,040	\$892,730
Percent Change	10.1%	-13.4%	-0.6%	6.5%
Staff Hours				
No. of Employees (FTE)	7.50	6.00	6.00	6.16
BUDGET COMMENTS				
The increase in personnel services is due to pay increases, an increase in the cost of benefits and the sharing of support services. An increase to fees for service was also added to cover the cost of impounded vehicle storage. There have been no other increases to this program.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: POLICE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Hours of professional development training	41	82	85	85
Department expenditures	\$7.5 mil	\$7.3 mil	\$7.7 mil	\$7.8 mil
Number of FTE	71	61	61	61
EFFECTIVENESS INDICATORS				
Per capita cost for services	\$205	\$195	\$200	\$201
Percent of evaluations completed on time	100	100	100	100
COMMENTS				
Continuing professional development by administrative staff assures our citizens that law enforcement services are delivered with the highest degree of professionalism and in line with industry standards.				

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

2008 – 36,717
 2009 – 37,755
 2010 – 38,778
 2011 – 38,970

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ANIMAL CONTROL 101-407	DEPARTMENT: POLICE			
PROGRAM MISSION				
To provide animal control within the city and insure compliance with animal related ordinances.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Contractual Services	\$38,265	\$41,924	\$43,440	\$43,440
Total	\$38,265	\$41,924	\$43,440	\$43,440
Percent Change	11.2%	9.6%	3.6%	0.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				
There is no increase proposed to the Animal Control budget for 2011. No increase is projected for boarding fees assuming numbers of animals remain constant.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ANIMAL CONTROL	DEPARTMENT: POLICE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total licenses monitored	226	729	220	640
Total animal complaints	784	584	450	440
Number of contacts by animal control officer	220	179	200	200
EFFECTIVENESS INDICATORS				
Hours spent per 1,000 population on animal related calls for service	6.6 hours	6.1 hours	6.3 hours	6.3 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
2011 BUDGET**

PROGRAM: DISPATCHING SERVICES 101-406, 606-406	DEPARTMENT: POLICE			
PROGRAM MISSION				
To provide professional emergency communications assistance, assurance, and guidance to the public and public safety personnel.				
INPUTS	2008 Actual	2009 Budget	2010 Budget	2011 Budget
Direct Expenditures				
Contractual Services	\$222,004	\$5,449	\$ 0	\$ 0
Other	836	0	0	0
Total	\$222,840	\$5,449	\$ 0	\$ 0
Percent Change	-48.9%	-97.6%	-100.0%	0.0%
Staff Hours				
No. of Employees (FTE)	0	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
2011 BUDGET**

PROGRAM: DISPATCHING SERVICES	DEPARTMENT: POLICE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total police & EMS calls dispatched	29,000	N/A	N/A	N/A
Total fire & EMS calls dispatched	3,900	N/A	N/A	N/A
Total phone calls handled	*	N/A	N/A	N/A
EFFECTIVENESS INDICATORS				
Police & EMS calls per dispatcher	*	N/A	N/A	N/A
Fire calls per dispatcher	*	N/A	N/A	N/A
Total phone calls per dispatcher	*	N/A	N/A	N/A
Priority 1 receipt to dispatch	2.5 min	N/A	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
2011 BUDGET**

PROGRAM: INVESTIGATIONS 101-409	DEPARTMENT: POLICE			
PROGRAM MISSION				
To provide investigative services to the Police Department and community and provide follow-up work to prepare cases for criminal charging.				
INPUTS	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>
Direct Expenditures				
Personnel Services	\$957,612	\$991,623	\$1,133,330	\$1,040,030
Commodities	16,339	11,644	16,410	16,410
Contractual Services	24,986	35,705	29,470	29,470
Total	<u>\$998,937</u>	<u>\$1,038,972</u>	<u>\$1,179,210</u>	<u>\$1,085,910</u>
Percent Change	8.5%	4.0%	13.5%	-7.9%
Staff Hours				
No. of Employees (FTE)	8.3	9.6	9.8	8.8
BUDGET COMMENTS				
An Officer assigned to the Ramsey County Violent Crimes Enforcement Team is included in this program. This program shows decreases due to the loss of a Metro Gang Strike Force Officer and a cut in the overtime budget.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: INVESTIGATIONS	DEPARTMENT: POLICE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Felony cases charged	131	130	154	138
Gross misdemeanor cases charged	285	294	300	293
EFFECTIVENESS INDICATORS				
Total cases assigned to investigators	3918	3383	3070	3226
Total cases cleared	3702	3296	3200	3250
Juveniles sent to Diversion Program	295	271	244	270
COMMENTS				
<p>Total number of felony cases (crimes punishable by more than one year in prison) and gross misdemeanors (crimes punishable by not more than one year in jail and/or a fine of \$3,000 or less) have fluctuated possibly to overall crime reductions in 2009. The total number of cases assigned to investigators has decreased which is also possibly related to the reduction in reported crime.</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 decreased 8.1% in 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$4,516,093	\$4,513,476	\$4,804,270	\$4,888,350
Commodities	372,032	260,190	291,580	291,580
Contractual Services	289,864	510,359	503,760	528,720
Capital Outlay	115,971	141,559	89,500	104,000
Other Charges	583	229	0	0
Total	\$5,294,543	\$5,425,813	\$5,689,110	\$5,812,650
Percent Change	4.1%	2.5%	4.9%	2.2%
 No. of Employees (FTE)	45.4	44.2	45.1	45.2

BUDGET COMMENTS

Personnel costs have increased slightly due to negotiated step and benefit increases for employees. Capital outlay consists of purchasing four new squad cars in 2011. The cost of dispatching services was shifted to this program in 2009 and the police departments share of this cost will increase 16.1% in 2011 per the contract with Ramsey County

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: POLICE SERVICES	DEPARTMENT: POLICE			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Arrests for Part I & II crimes	2374	2317	2419	2370
DUI arrests per 1,000 population	9.0	6.9	7.0	7.6
Total arrests for Part I crimes per sworn FTE	19.0	19.8	19.0	19.2
EFFECTIVENESS INDICATORS				
Part I offenses per 1,000 population	69.4	67.3	68.4	68.3
Arrests for Part I crimes per 1000 population	28.3	19.8	20.5	22.8
Response time to Priority I calls from dispatch to arrival	6.1 min	6.2 min	6.2 min	6.2 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	74.3%	73.5%	90.0%	75.0%
COMMENTS				
Total arrests for Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) and Part II crime decreased 2.4%. DUI arrests decreased slightly in 2009. Road construction in and around Maplewood in 2010 and 2011 may also delay response times. The department reestablished random quality assurance checks in 2006.				



MAPLEWOOD

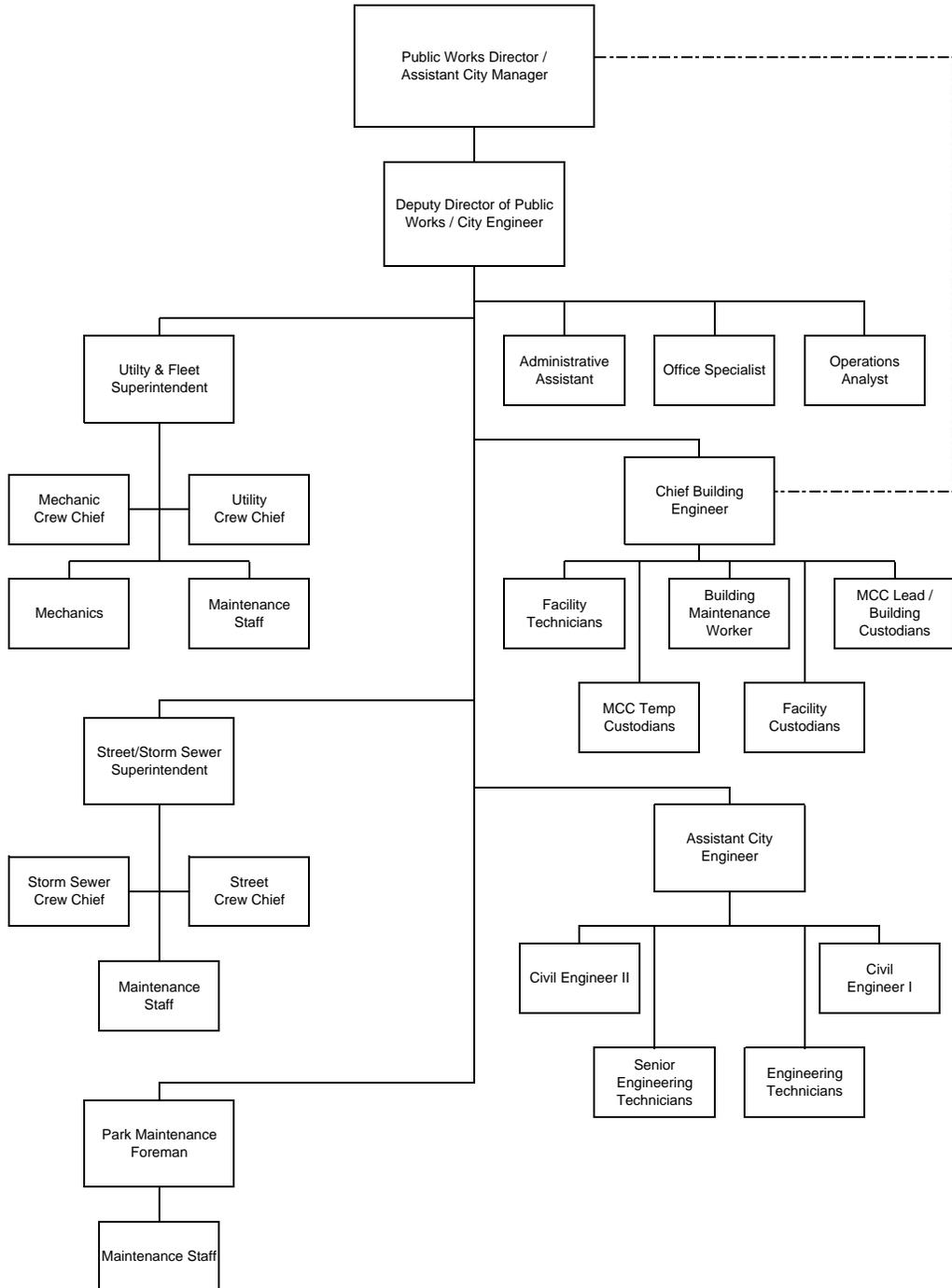
Together We Can

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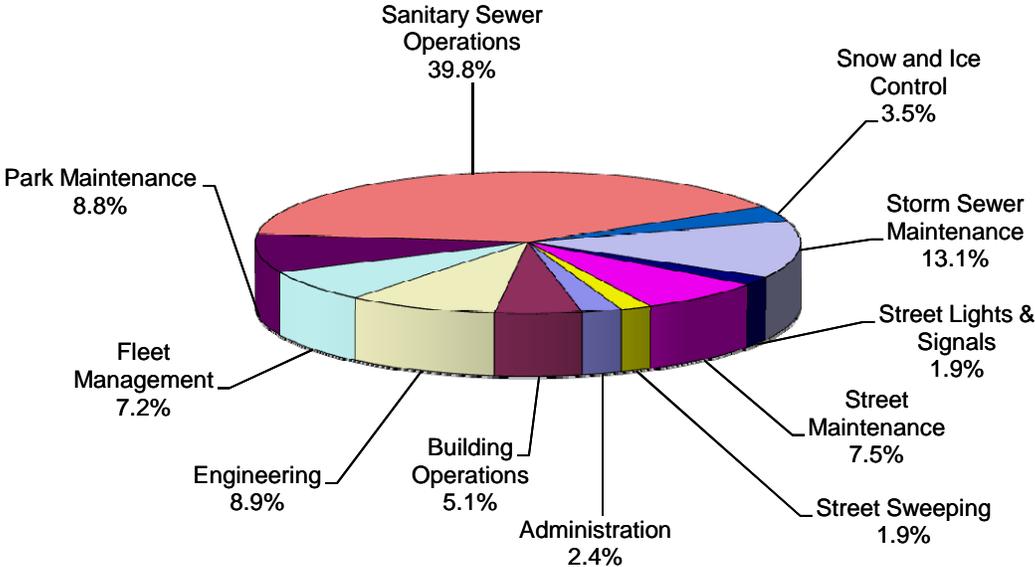
CITY OF MAPLEWOOD

PUBLIC WORKS DEPARTMENT

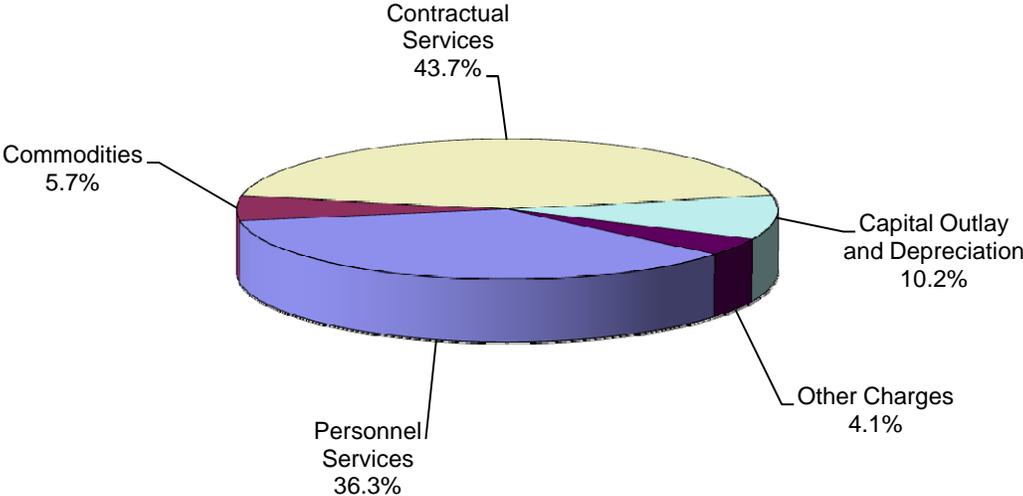
ORGANIZATION CHART



PUBLIC WORKS DEPARTMENT BUDGET 2011 Total By Program

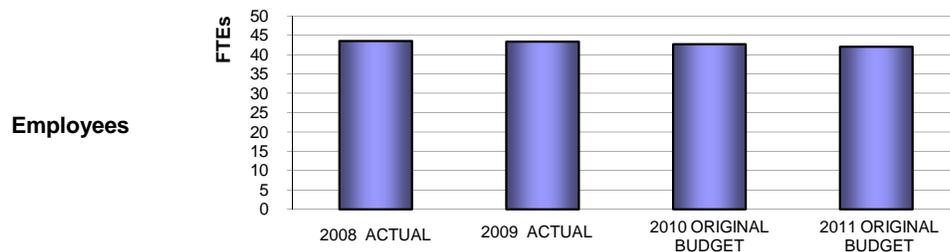
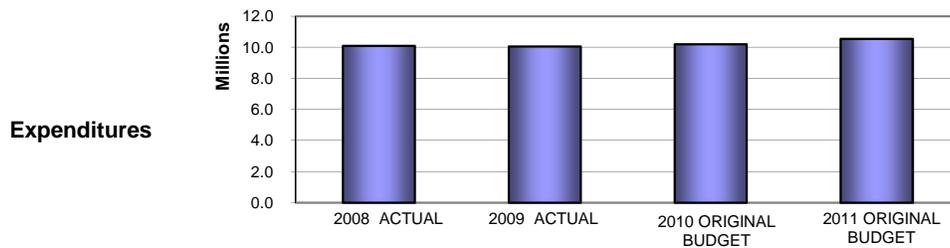


Total By Classification



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

	2008	2009	2010	2011	PERCENT
Total By Program	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2010 BUDGET
Administration	\$488,561	\$297,614	\$279,280	\$249,620	-10.6%
Building Operations	507,321	514,924	547,000	540,950	-1.1%
Engineering	806,030	942,766	1,004,180	940,490	-6.3%
Fleet Management	901,312	782,085	758,300	759,980	0.2%
Park Maintenance	965,874	911,742	972,190	922,420	-5.1%
Sanitary Sewer Operations	3,903,875	4,020,855	4,065,540	4,190,650	3.1%
Snow and Ice Control	313,991	302,271	338,110	370,480	9.6%
Storm Sewer Maintenance	1,125,315	1,176,349	1,106,400	1,376,100	24.4%
Street Lights & Signals	180,983	184,785	203,740	205,470	0.8%
Street Maintenance	681,079	702,104	733,760	787,070	7.3%
Street Sweeping	187,299	181,684	182,660	195,480	7.0%
Transit Operations	32,949	32,998	0	0	N/A
Totals	10,094,589	10,050,177	10,191,160	10,538,710	3.4%
Total By Classification					
Personnel Services	3,665,744	3,641,568	3,693,540	3,820,680	3.4%
Commodities	516,315	504,469	623,120	604,810	-2.9%
Contractual Services	4,500,265	4,466,452	4,612,390	4,602,900	-0.2%
Capital Outlay and Depreciation	928,661	1,006,919	852,080	1,076,020	26.3%
Other Charges	483,604	430,769	410,030	434,300	5.9%
Totals	10,094,589	10,050,177	10,191,160	10,538,710	3.4%
Total By Fund					
General Fund	3,795,805	3,704,419	3,874,520	3,811,030	-1.6%
Sewer Fund	3,903,875	4,020,855	4,065,540	4,190,650	3.1%
Environmental Utility Fund	1,312,614	1,358,033	1,289,060	1,571,580	21.9%
Street Light Utility Fund	180,983	184,785	203,740	205,470	0.8%
Fleet Management Fund	901,312	782,085	758,300	759,980	0.2%
Totals	\$10,094,589	\$10,050,177	\$10,191,160	\$10,538,710	3.4%
Number of Employees (FTE)	43.56	43.36	42.72	42.05	-1.6%





MAPLEWOOD

Together We Can

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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.

2011 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
2011 BUDGET**

PROGRAM: ADMINISTRATION 101-501	DEPARTMENT: PUBLIC WORKS			
PROGRAM MISSION				
To provide accurate and timely administrative, clerical and financial support services for public works programs and to handle service requests, complaints and inquiries from the public in a courteous & helpful manner.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$310,716	\$192,195	\$142,720	\$121,360
Commodities	16,298	9,646	12,170	12,170
Contractual Services	161,547	95,773	124,390	116,090
Total	\$488,561	\$297,614	\$279,280	\$249,620
Percent Change	37.3%	-39.1%	-6.2%	-10.6%
Staff Hours				
No. of Employees (FTE)	2.30	1.80	1.55	1.18
BUDGET COMMENTS				
The decrease in personnel services is due to attrition and a transfer of .25 FTE to another program.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Council agenda reports	156	107	125	130
Informational mailings	117	88	80	85
Active projects	56	56	49	38
Neighborhood meetings	18	14	15	13
Web Page Updates	235	183	190	200
Permits Issued	289	136	135	120
E-mails to web site requiring follow-up	85	83	80	80
EFFECTIVENESS INDICATORS				
Hits to PW Web Page	123,000	156,080	160,000	165,000
COMMENTS. It is anticipated that the number of active projects and permits issued will be lower than previous years due to the continued economic downturn.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: BUILDING OPERATIONS

DEPARTMENT: PUBLIC WORKS

101-115, 101-110, 101-117

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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$199,157	\$205,818	\$218,660	\$234,260
Commodities	52,223	73,772	58,050	64,890
Contractual Services	255,941	235,334	240,290	241,800
Capital Outlay	0	0	30,000	0
Total	\$507,321	\$514,924	\$547,000	\$540,950
Percent Change	5.0%	1.5%	6.4%	-1.1%
Staff Hours				
No. of Employees (FTE)	3.23	3.93	3.12	3.13

BUDGET COMMENTS

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

The increase in commodities is due to the increased usage of supplies, adding Glycol to the heating system water closed loop to prevent freezing, and putting office furniture purchases into its own line 4290 for easier tracking.

The increase in contractual services is due to scheduling delayed maintenance/equipment projects from 2010 along with the delay of staffing for the additional facility technician and doing more work with contractors assisting the existing staff.

The Capital Outlay projects for 2011 have been deferred to future years.

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			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of work orders/tasks	1,111	1,320	1,132	1,251
Number of vendor calls	1,290	247	178	212
Service calls	53	29	41	57
Number of janitorial tasks complete	71,400	71,196	70,860	67,214
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	91%	92%	92%	88%
Cost per sq. ft. vendor calls – Mplwd Community Center	\$4.25	\$4.25	\$4.25	\$0.27
Cost per sq. ft vendor calls – City Hall / Police	\$5.28	\$5.28	\$5.28	\$0.12
Cost per sq. ft. vendor calls – Public Works / Parks & Recreation	NA	NA	NA	\$0.09
Cost per sq. ft. staff tasks – Mpwd Community Center	\$3.44	\$3.44	\$3.44	\$1.50
Cost per sq. ft. staff tasks – City Hall / Police	\$2.20	\$2.20	\$2.20	\$0.74
Cost per sq. ft. staff tasks - Public Works / Parks & Recreation	NA	NA	NA	\$0.29
COMMENTS:				
MCC: 86,144 SQ. FT., CH/P: 43,588 SQ. FT., PW: 58,750 SQ. FT. P & REC: 9,954 SQ. FT.				
The number of work orders relates to the help desk requests 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 for 2011 are being adjusted to reflect a more accurate number tied to square footage of the related facilities. There is only 7 months of data in these numbers. IT has upgraded the "Help Desk" with a new vendor that has more detail by category and more detailed tracking capabilities.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$747,446	\$875,826	\$947,580	\$889,690
Commodities	10,540	5,012	5,290	5,290
Contractual Services	48,030	61,928	51,310	45,510
Capital Outlay	14	0	0	0
Total	\$806,030	\$942,766	\$1,004,180	\$940,490
Percent Change	-0.1%	17.0%	6.5%	-6.3%
Staff Hours				
No. of Employees (FTE)	9.13	9.13	9.90	8.45
BUDGET COMMENTS The decrease in personnel services is due to transfers of 1.45 FTE to other programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: ENGINEERING	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$1,140,819	\$1,295,597	\$1,361,000	\$1,325,000
Improvements (engineered in-house only)	\$3.2 mil	\$4.8 mil	\$6.7 mil	\$6.0 mil
Improvements (in-house and consultants)	\$12.3 mil	\$7.5 mil	\$17.7 mil	\$11.7 mil
Billable Hours	14,424	14,059	15,300	12,900
Total staff hours available	24,155	25,904	26,940	19,760
EFFECTIVENESS INDICATORS				
Staff utilization rate	60%	54%	57%	65%
Percent of improvement costs engineered in-house	26%	64%	38%	51%
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 2011 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, such as Gladstone.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$286,270	\$250,546	\$273,790	\$291,000
Commodities	188,069	155,113	165,670	150,130
Contractual Services	113,752	125,008	122,360	122,370
Depreciation	233,915	228,227	196,020	196,020
Other Charges	79,306	23,191	460	460
Sub-Total	\$901,312	\$782,085	\$758,300	\$759,980
Percent Change	23.4%	-13.2%	-3.0%	0.2%
Less charges to other depts.	(785,093)	(863,232)	(863,230)	(863,230)
Net Total	\$116,219	(\$81,147)	(\$104,930)	(\$103,250)
Staff Hours				
No. of Employees (FTE)	3.45	3.35	3.50	3.50

BUDGET COMMENTS

The total 2011 budget is essentially the same as the 2010 budget, except for an increase in Personnel Services costs due to an increase in wages, benefits and a re-distribution of costs among programs. Commodities are lower due to lower fuel costs.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: FLEET MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total vehicles in fleet	266	263	266	263
Hours on work orders	3,714	3,497	4,100	3,640
Total staff hours	5,474	5,158	5,600	5,200
Number of work orders	1,456	1,637	1,575	1,640
Average age of equip/veh.	8.84	9.0	9.20	9.20
EFFECTIVENESS INDICATORS				
Percent of chargeable time	68.0%	68.0%	73.0%	70.0%
Work orders / vehicle	5.47	6.22	6.19	6.23
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
2011 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	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>
Direct Expenditures				
Personnel Services	\$566,551	\$526,537	\$512,440	\$493,860
Commodities	82,450	54,906	124,240	93,040
Contractual Services	316,873	330,299	335,510	335,520
Total	<u>\$965,874</u>	<u>\$911,742</u>	<u>\$972,190</u>	<u>\$922,420</u>
Percent Change	0.8%	-5.6%	6.6%	-5.1%
Staff Hours				
No. of Employees (FTE)	6.5	6.0	6.0	6.0
BUDGET COMMENTS The decrease in personnel services cost is due to attrition. Fewer funds are budgeted in Commodities for asphalt since more asphalt was used in 2010 for trail and parking lot upgrades than is anticipated for 2011.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: PARK MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of acres mowed	255	250	240	230
Number of times athletic fields maintained	1,950	1,980	2,150	2,200
Number of work orders for removal of graffiti	40	45	40	50
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
2011 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
601-508				
PROGRAM MISSION				
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$475,571	\$501,727	\$478,850	\$504,610
Commodities	13,425	28,412	27,070	38,860
Contractual Services	2,749,493	2,800,900	2,919,450	2,919,070
Depreciation	339,746	362,024	310,100	400,000
Other Charges	325,640	327,792	330,070	328,110
Total	\$3,903,875	\$4,020,855	\$4,065,540	\$4,190,650
Percent Change	2.1%	3.0%	1.1%	3.1%
Staff Hours				
No. of Employees (FTE)	6.30	6.70	6.05	5.84
BUDGET COMMENTS				
Sewage treatment is 63% of the total annual budget for this program and can fluctuate due to wet weather, resulting in high flow years and low flow years. Capital outlay includes sewer main replacement for three local street reconstruction projects in 2011 (\$1,102,000).				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Feet of sewer cleaned	281,229	385,522	320,600	305,000
Hours of sewer cleaning	471	623	560	530
Feet of sewer televised	42,168	74,373	75,000	60,000
Sumps Inspected	0	0	0	0
Total miles of sewer	154.5	155	155	155
Sewage volume(MG)	1,600	1,600	1,625	1,625
EFFECTIVENESS INDICATORS				
Percent of system cleaned	34.5%	47%	39.3%	38%
Number of backup calls	42	32	27	32
Number of obstructions	8	3	3	3
EFFICIENCY MEASURES				
Feet cleaned per hour	597	618	572.5	575
COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: SNOW AND ICE CONTROL

DEPARTMENT: PUBLIC WORKS

101-514

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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$174,165	\$157,329	\$168,630	\$196,760
Commodities	55,029	52,700	77,420	81,650
Contractual Services	84,797	92,242	92,060	92,070
Total	\$313,991	\$302,271	\$338,110	\$370,480
Percent Change	16.2%	-3.7%	11.9%	9.6%
Staff Hours				
No. of Employees (FTE)	1.90	1.90	1.90	2.20

BUDGET COMMENTS

The increase in personnel services is due to an increase of .30 FTE due to a shift in duties from other programs.

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: SNOW AND ICE CONTROL	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Hours of plowing and sanding	1,830	1,171	1,400	1,400
Number of plowing events	22	15	14	15
Hours of sanding only	368	311	360	365
Number of sanding events	19	15	19	20
Lane miles maintained	270	270	270	270
Inches of snowfall	52	47	54	54
EFFECTIVENESS INDICATORS				
Dollars per lane-mile	\$1,163	\$1,120	\$1,252	\$1,372
EFFICIENCY MEASURES				
Avg. hours to plow event	7	7	7	7
Employee hours per sand event	20	21	19	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
2011 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE 604-512	DEPARTMENT: PUBLIC WORKS			
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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$453,411	\$452,050	\$520,600	\$594,640
Commodities	16,445	31,160	18,460	18,460
Contractual Services	231,692	207,063	181,980	190,640
Depreciation	354,986	416,668	315,960	480,000
Other Charges	68,781	69,408	69,400	92,360
Total	\$1,125,315	\$1,176,349	\$1,106,400	\$1,376,100
Percent Change	11.3%	4.5%	-5.9%	24.4%
Staff Hours				
No. of Employees (FTE)	5.45	5.25	5.40	5.90
BUDGET COMMENTS The increase in personnel services is due to an increase of .50 FTE due to a shift in duties from other programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Estimate</u>	<u>2011 Estimate</u>
OUTPUTS/WORKLOAD				
Total water bodies	206	206	208	208
Water bodies inspected	0	0	104	104
Total outfalls	405	405	405	405
Outfalls inspected	0	0	100	100
Employee hours of inspection	0	184	114	120
Total Sump Structures	NA	116	143	145
Sump Structures Inspected	NA	116	143	145
Sump Structures Cleaned	NA	97	60	60
Tons of Sediment Removed	NA	44.25	35	35
EFFECTIVENESS INDICATORS				
Percent of devices maintained	0.0%	100%	100%	100%
EFFICIENCY MEASURES				
Number of hours/water body	0	0	2.0	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
2011 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
607-506				
PROGRAM MISSION				
To maintain and operate street lights and traffic signals.				
INPUTS	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Contractual Services	\$171,106	\$174,407	\$193,640	\$192,100
Other Services	9,877	10,378	10,100	13,370
Total	\$180,983	\$184,785	\$203,740	\$205,470
	9.1%	2.1%	10.3%	0.8%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Number of street lights	1,068	1,068	1,070	1,075
Number of traffic signals	49	49	51	52
EFFECTIVENESS INDICATORS				
Average cost per street light	\$169	\$173	\$190	\$191
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 2009 and 2010 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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$357,650	\$383,060	\$343,910	\$395,820
Commodities	80,044	92,390	130,140	135,710
Contractual Services	243,385	226,654	259,710	255,540
Total	\$681,079	\$702,104	\$733,760	\$787,070
Percent Change	-8.0%	3.1%	4.5%	7.3%
Staff Hours				
No. of Employees (FTE)	4.25	4.25	4.25	4.70
BUDGET COMMENTS The increase in personnel services is due to an increase of .45 FTE maintenance worker due to a shift in duties from other programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: STREET MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Total lane miles of streets	270	270	270	270
Lane miles assessed	41	115	93	90
Lane miles above 70 PCI *	155	168	171	176
Lane miles seal coated	0	0	0	0
Tonnage of repair material	543	669	550	550
EFFECTIVENESS INDICATORS				
Percent in good condition	57%	62%	63%	65%
Percent seal coated	0%	0%	0%	0%
Percent of system assessed	15%	43%	34%	33%
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 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
2011 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	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Direct Expenditures				
Personnel Services	\$94,807	\$96,480	\$86,360	\$98,680
Commodities	1,792	1,358	4,610	4,610
Contractual Services	90,700	83,846	91,690	92,190
Total	\$187,299	\$181,684	\$182,660	\$195,480
Percent Change	6.4%	-3.0%	0.5%	7.0%
Staff Hours				
No. of Employees (FTE)	1.05	1.05	1.05	1.15
BUDGET COMMENTS				
The increase in personnel services is due to an increase of .10 FTE maintenance worker due to a shift in duties from other programs.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: STREET SWEEPING	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Lane miles swept	1,350	1,350	1,350	1,350
Total lane miles	270	270	270	270
Employee hours sweeping	2,041	1,865	1,850	1,850
Tonnage collected	2,773	2,219	2,200	2,200
EFFECTIVENESS INDICATORS				
Times swept per year	5	5	5	5
1 st sweep completion date	4/29	4/16	4/15	4/15
EFFICIENCY MEASURES				
Cost per lane mile swept	\$139	\$135	\$135	\$144
Cost per capita	\$5.10	\$4.81	\$4.71	\$5.01
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 first 15 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 – 36,663
2008 – 36,717
2009 – 37,755
2010 – 38,778
2011 – 38,970

**CITY OF MAPLEWOOD, MINNESOTA
2011 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	2008 <u>Actual</u>	2009 <u>Actual</u>	2010 <u>Budget</u>	2011 <u>Budget</u>
Direct Expenditures				
Contractual Services	\$32,949	\$32,998	\$ 0	\$ 0
Total	\$32,949	\$32,998	\$ 0	\$ 0
Percent Change	4.9%	0.1%	-100.0%	0.0%
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 the future. No funding will be required by Maplewood.				

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

PROGRAM: TRANSIT OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2008 Actual	2009 Actual	2010 Estimate	2011 Estimate
OUTPUTS/WORKLOAD				
Ridership	115,920	114,320	n/a	n/a
Buses	4	4	n/a	n/a
EFFICIENCY MEASURES				
Subsidy per passenger	\$4.45	\$4.45	n/a	n/a
COMMENTS				



MAPLEWOOD

Together We Can

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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.

Legal Contingency Fund – established to set aside funds for major legal issues.

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

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

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

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

Enterprise Funds

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

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

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

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

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

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

Internal Service Funds

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

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

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

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

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
Taxes - current property	\$10,627,520	\$11,069,531	\$11,998,340	\$11,717,920	\$12,109,850
Taxes - other	233,239	328,212	248,000	283,650	283,650
Special assessments	35,112	41,560	32,600	37,430	37,430
Licenses and permits	1,272,465	1,152,252	1,028,800	1,160,320	1,204,400
Fines and forfeits	218,172	205,491	230,000	221,490	221,490
Intergovernmental	1,206,708	722,195	881,300	768,600	812,940
Charges for services	3,343,640	3,340,844	3,826,420	3,368,310	3,516,560
Miscellaneous	508,871	110,045	246,650	195,260	184,410
Total revenues	17,445,727	16,970,130	18,492,110	17,752,980	18,370,730
<u>Expenditures:</u>					
Citizen Services	1,171,469	1,133,826	1,226,440	1,129,450	1,176,120
Community and Parks Development	1,589,474	1,635,301	1,663,320	1,606,990	1,606,110
Executive	919,698	793,206	1,008,440	883,310	955,700
Finance	753,720	692,459	675,670	724,460	740,310
Fire	1,668,874	1,505,413	1,831,400	1,770,270	1,789,070
Legislative	153,933	143,029	162,980	159,680	159,020
Police	7,507,037	7,331,182	7,715,800	7,597,550	7,808,730
Public Works	3,795,807	3,704,419	3,874,520	3,874,530	3,811,030
Total expenditures	17,560,012	16,938,835	18,158,570	17,746,240	18,046,090
Excess (deficit) of revenues over expenditures	(114,285)	31,295	333,540	6,740	324,640
<u>Other financing sources (uses):</u>					
Proceeds - Sale of Capital Assets	48,316	118,099	44,000	73,320	73,320
<u>Operating transfers in (out):</u>					
Buffer Zone Protection Grant Fund	1,274	0	0	0	0
Capital Improvement Projects Fund	(186,280)	0	0	0	0
Community Center Operations Fund	(46,706)	0	0	0	0
Debt Service Fund	(166,560)	(350,000)	(475,000)	0	0
Employee Benefits Fund	406,120	0	(40,000)	0	0
Enhanced 911 Service Fund	76,472	0	0	0	0
FireTruck Replacement Fund	(50,000)	(45,000)	(50,000)	0	0
Justice Assistance Grant Fund	26,354	0	0	0	0
Legal Contingency Fund	0	0	0	(75,000)	(60,000)
Law Enforcement Block Grant Fund	386	0	0	0	0
Public Works Building Addition Fund	1,534	0	0	0	0
Park Development Fund (equipment)	0	0	0	0	(30,000)
Open Space Fund	0	0	0	0	(5,000)
Housing Replacement Fund	0	0	0	0	(10,000)
Commercial Property Redevelopment	0	0	0	0	(10,000)
PIP fund	(5,585)	5,695	0	8,500	0
St. Paul WAC Fund	(17,040)	0	0	0	0
Taste of Maplewood	0	0	0	(65,130)	(35,000)
Public Safety Communication System Fund	0	0	0	40,517	0
Recreation Programs Fund	(30,500)	0	0	0	0
Total other financing sources (uses)	57,786	(271,206)	(521,000)	(17,793)	(76,680)
Net change in fund balance	(56,499)	(239,911)	(187,460)	(11,053)	247,960
Prior Period Adjustment	(134,000)	0	0	0	0
Fund balance - January 1	6,942,550	6,752,051	6,842,535	6,512,140	6,501,087
Fund balance - December 31	\$6,752,051	\$6,512,140	\$6,655,075	\$6,501,087	\$6,749,047
Fund balance/revenues	38.7%	38.4%	36.0%	36.6%	36.7%
Fund balance/expenditures	38.5%	38.4%	36.6%	36.6%	37.4%

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Taxes:</u>					
3021 Taxes - charitable gambling	\$29,377	\$23,617	\$10,000	\$20,000	\$20,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,121	284	50	50	50
Total revenues	31,498	23,900	10,050	20,050	20,050
<u>Expenditures:</u>					
4120 Program supplies	0	0	0	0	0
4160 Equipment supplies	0	0	0	0	0
4390 Travel & training	0	0	0	0	0
4480 Fees for service	33,316	29,851	21,550	21,550	21,550
4530 Outside rental - property & building	6,360	8,560	3,450	3,450	3,450
4610 Vehicles	0	0	0	0	0
4640 Equipment - other	0	6,204	0	0	0
4720 Land improvement	0	0	0	0	0
4930 Investment management fees	219	141	120	120	120
Total expenditures	39,895	44,756	25,120	25,120	25,120
Excess (deficit) of revenues over expenditures	(8,397)	(20,855)	(15,070)	(5,070)	(5,070)
Fund balance - January 1	56,185	47,788	31,438	26,933	21,863
Fund balance - December 31	\$47,788	\$26,933	\$16,368	\$21,863	\$16,793
Fund balance/expenditures	119.8%	60.2%	65.2%	87.0%	66.9%

CITY OF MAPLEWOOD, MINNESOTA
LEGAL CONTINGENCY FUND (221)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
Investment earnings	\$0	\$0	\$0	\$0	\$0
<hr/>					
Total revenues	0	0	0	0	0
<hr/>					
<u>Expenditures:</u>					
Other	0	0	0	0	135,000
<hr/>					
Total expenditures	0	0	0	0	135,000
<hr/>					
Excess (deficit) of revenues over expenditures	0	0	0	0	(135,000)
<u>Other financing sources (uses):</u>					
Operating transfers in (out):					
General Fund	0	0	0	75,000	60,000
<hr/>					
Net increase (decrease) in fund balance	0	0	0	75,000	(75,000)
Fund balance - January 1	0	0	0	0	75,000
<hr/>					
Fund balance - December 31	\$0	\$0	\$0	\$75,000	\$0
<hr/> <hr/>					
Fund balance/expenditures	N/A	N/A	N/A	N/A	0.0%

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Fines and Forfeits:</u>					
3403 Confiscated property	\$20,516	\$6,356	\$9,170	\$9,170	\$9,750
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	4,256	442	100	100	100
3803 Donations & contributions	0	500	0	0	0
Total revenues	<u>24,772</u>	<u>7,298</u>	<u>9,270</u>	<u>9,270</u>	<u>9,850</u>
<u>Expenditures:</u>					
4165 Small equipment	19,851		0	0	0
4480 Fees for service	0	1,122	0	0	0
4610 Vehicles	0	22,422	26,000	34,000	26,000
4930 Investment management fees	459	229	0	150	0
Total expenditures	<u>20,310</u>	<u>23,773</u>	<u>26,000</u>	<u>34,150</u>	<u>26,000</u>
Excess (deficit) of revenues over expenditures	4,462	(16,475)	(16,730)	(24,880)	(16,150)
Fund balance - January 1	<u>53,110</u>	<u>57,572</u>	<u>36,140</u>	<u>41,097</u>	<u>16,217</u>
Fund balance - December 31	<u>\$57,572</u>	<u>\$41,097</u>	<u>\$19,410</u>	<u>\$16,217</u>	<u>\$67</u>
Fund balance/expenditures	283.5%	172.9%	74.7%	47.5%	0.3%

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Taxes:</u>					
3011 Taxes - current	\$235,377	\$232,972	\$258,410	\$258,375	\$209,850
<u>Intergovernmental Revenue:</u>					
3523 State homestead market value credit	4,255	0	0	0	0
<u>Charges for Services:</u>					
3641 Recreation program fees	423,557	373,095	391,430	373,095	\$391,750
3646 Gate receipts	0	827	500	827	\$500
3649 Miscellaneous	246	469	0	469	\$0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	0	(22)	0	(22)	\$0
3803 Donations & contributions	0	1,362	0	1,362	\$0
3809 Miscellaneous	(205)	(507)	0	(507)	\$0
3862 Snack bar sales	3,978	2,363	3,000	2,363	\$3,000
3872 Rentals - room	31,564	33,964	26,500	33,964	\$26,500
<hr/>					
Total revenues	698,771	644,524	679,840	669,927	631,600
<hr/>					
Total expenditures	744,315	659,304	625,330	625,330	676,900
<hr/>					
Excess (deficit) of revenues over expenditures	(45,544)	(14,780)	54,510	44,597	(45,300)
<u>Other financing sources (uses):</u>					
General Fund	30,500	0	0	0	0
Employee Benefits Fund	11,250	0	0	0	0
<hr/>					
Fund balance - January 1	(659)	(4,453)	(20,657)	(19,233)	25,364
<hr/>					
Fund balance - December 31	(\$4,453)	(\$19,233)	\$33,853	\$25,364	(\$19,936)
<hr/>					
Fund balance/expenditures	-0.6%	-2.9%	5.4%	4.1%	-2.9%

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Licenses and Permits:</u>					
Miscellaneous	\$0	\$4,970	\$0	\$13,408	\$10,000
<u>Miscellaneous Revenue:</u>					
Investment earnings	0	(28)	0	(24)	0
Other	0	6,507	0	585	0
Advertising	0	8,466	0	16,600	15,000
Total revenues	<u>0</u>	<u>19,915</u>	<u>0</u>	<u>30,570</u>	<u>25,000</u>
<u>Expenditures:</u>					
Personnel	0	0	0	5,659	0
Commodities	0	2,674	0	7,464	0
Contractual services	0	36,038	0	63,779	60,000
Other	0	0	0	0	0
Total expenditures	<u>0</u>	<u>38,712</u>	<u>0</u>	<u>76,903</u>	<u>60,000</u>
Excess (deficit) of revenues over expenditures	0	(18,797)	0	(46,333)	(35,000)
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	0	0	65,130	35,000
Net increase (decrease) in fund balance	0	(18,797)	0	18,797	0
Fund balance - January 1	<u>0</u>	<u>0</u>	<u>0</u>	<u>(18,797)</u>	<u>0</u>
Fund balance - December 31	<u>\$0</u>	<u>(\$18,797)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Fund balance/expenditures	N/A	-48.6%	N/A	0.0%	0.0%

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3801	\$1,534	\$237	\$100	\$100	\$100
3803	56	0	0	0	0
3854	0	0	0	0	0
<hr/>					
Total revenues	1,590	237	100	100	100
<hr/>					
<u>Expenditures:</u>					
4290	10,352	5,344	0	2,700	13,200
4930	167	113	0	100	110
<hr/>					
Total expenditures	\$10,519	\$5,457	\$0	\$2,800	\$13,310
<hr/>					
Excess (deficit) of revenues over expenditures	(8,929)	(5,220)	100	(2,700)	(13,210)
<hr/>					
Fund balance - January 1	37,900	28,971	30,140	23,751	21,051
<hr/>					
Fund balance - December 31	\$28,971	\$23,751	\$30,240	\$21,051	\$7,841
<hr/>					
Fund balance/expenditures	275.4%	435.2%	N/A	751.8%	58.9%

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

	2008	2009	2010 ORIGINAL	2010 RE-EST.	2011 BUDGET
	ACTUAL	ACTUAL	BUDGET		
<u>Operating revenues:</u>					
Ambulance fees	\$2,595,209	\$1,294,178	\$2,715,850	\$2,050,000	\$2,201,300
Total revenues	<u>2,595,209</u>	<u>1,294,178</u>	<u>2,715,850</u>	<u>2,050,000</u>	<u>2,201,300</u>
<u>Operating expenses:</u>					
Administration	393,082	405,253	321,140	322,720	321,140
Billing	84,719	54,582	72,810	54,480	41,170
Emergency medical services	1,571,379	1,643,227	2,084,920	1,969,330	2,119,070
Depreciation	57,053	55,006	59,250	59,250	59,250
Total expenses	<u>2,106,233</u>	<u>2,158,068</u>	<u>2,538,120</u>	<u>2,405,780</u>	<u>2,540,630</u>
Operating income (loss)	488,976	(863,890)	177,730	(355,780)	(339,330)
<u>Nonoperating revenues (expenses):</u>					
Property tax revenue	(83)	(188)	0	90	0
Special Assessments	59	(1,290)	0	(640)	0
State fire aid	0	74,390	74,000	71,990	69,770
Market value homestead credit	0	0	0	0	0
Miscellaneous revenues (expenses)	3,392	3,489	0	2,980	0
Loss on disposal of fixed assets	0	0	0	0	0
Interest on interfund loans	(55,714)	(11,935)	(32,450)	(4,500)	(7,900)
Total nonoperating revenues (expenses)	<u>(52,346)</u>	<u>64,466</u>	<u>41,550</u>	<u>69,920</u>	<u>61,870</u>
Net income (loss) before contributions	436,630	(799,425)	219,280	(285,860)	(277,460)
Transfer in from Ee Benefits Fund	34,820	0	0	0	0
Capital contributions	0	0	0	0	0
Change in fund equity	471,450	(799,425)	219,280	(285,860)	(277,460)
Fund equity - January 1	<u>4,283</u>	<u>475,733</u>	<u>783,486</u>	<u>(323,691)</u>	<u>(609,551)</u>
Fund equity - December 31	<u>\$475,733</u>	<u>(\$323,691)</u>	<u>\$1,002,766</u>	<u>(\$609,551)</u>	<u>(\$887,011)</u>

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss) before contributions	\$436,630	(\$799,425)	\$219,280	(\$285,860)	(\$277,460)
Add depreciation	57,053	55,006	59,250	59,250	59,250
Decrease in current assets	0	732,461	0	0	0
Increase in current liabilities	5,200		0	0	0
Disposal of fixed assets			0	0	0
Transfer in	34,820	0	0	0	0
Total	533,703	(11,958)	278,530	(226,610)	(218,210)
<u>Applications of cash:</u>					
Purchase of fixed assets	76,540	148,220	145,580	17,990	117,500
Increase in current assets	504,031	0	0	0	0
Decrease in other liabilities	0	26,511	0	0	0
Total	580,571	174,731	145,580	17,990	117,500
Net increase (decrease) in cash	(46,868)	(186,689)	132,950	(244,600)	(335,710)
Cash balance - January 1	(1,375,163)	(1,422,032)	(1,008,160)	(1,608,720)	(1,853,320)
Cash balance - December 31	(\$1,422,032)	(\$1,608,720)	(\$875,210)	(\$1,853,320)	(\$2,189,030)
Cash balance/working capital	-648.0%	239.0%			
<u>Working capital:</u>					
Current assets					
Cash and investments	(1,422,032)	(1,608,720)			
Other assets	1,772,156	1,039,695			
Current liabilities					
Other liabilities	(130,671)	(104,161)			
Net total	\$219,453	(\$673,186)			

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

PROG NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
001	\$1,291,574	\$1,193,938	\$1,330,610	\$1,200,000	\$1,229,630
002	265,043	273,231	279,600	270,000	294,020
003	4,770	4,917	0	4,000	0
021	46,586	39,650	68,000	68,000	65,000
022	124,270	142,133	124,500	124,500	121,000
023	3,370	6,512	6,000	7,500	6,500
024	21,583	21,523	25,000	20,000	19,500
025	130,988	121,787	127,000	130,000	134,000
060	0	0	0	11,800	12,200
061	10,668	10,866	11,260	15,000	12,000
062	27,767	46,968	57,370	25,000	30,500
063	6,225	3,386	1,450	3,000	2,400
064	44,510	56,526	3,120	17,000	2,700
065	25,534	24,784	25,400	25,000	24,620
067	19,677	20,271	2,000	0	0
068	23,870	24,500	24,000	24,500	20,000
069	0	0	25,200	10,000	18,400
070	0	0	18,330	10,000	18,400
071	0	0	16,780	12,000	13,400
072	0	0	5,580	4,500	4,600
073	0	0	4,800	3,500	2,840
074	0	0	8,210	8,500	8,420
075	0	0	6,200	6,200	4,830
076	0	0	2,500	2,500	2,280
077	0	0	1,600	1,000	1,510
078	0	0	3,500	1,000	2,920
Other	0	0	0	0	0
Total revenues	2,046,433	1,990,992	2,178,010	2,004,500	2,051,670
<u>Operating expenses:</u>					
001	568,985	549,514	617,090	625,000	639,300
002	162,979	132,786	145,910	145,910	141,260
003	53,852	108,452	39,940	60,000	39,940
021	2,998	19,370	22,920	22,920	27,250
022	18,526	18,672	11,580	25,000	19,890
023	32,617	27,956	39,540	24,000	31,640
024	10,801	13,030	14,980	15,600	13,610
025	42,891	47,954	47,060	50,500	46,720
060	0	0	0	10,000	9,970
061	257,320	269,357	283,810	283,810	284,130
062	9,041	22,021	11,480	9,000	6,450
063	156	102	300	150	300
064	159,314	176,262	168,330	160,000	141,110
065	15,547	17,957	15,200	17,500	15,430
067	12,064	11,364	11,800	700	0
068	11,256	9,831	12,910	12,910	9,960
069	0	0	17,550	17,550	12,760
070	0	0	13,350	20,000	13,950
071	0	0	8,700	8,000	6,700
072	0	0	3,720	2,000	2,300
073	0	0	2,860	1,750	1,200
074	0	0	4,220	3,750	4,300
075	0	0	2,380	2,380	1,570
076	0	0	1,680	1,400	1,140
077	0	0	980	1,500	2,490
078	0	0	2,160	1,500	1,460
614	861,129	913,200	926,740	930,000	925,860
Total expenses	2,219,476	2,337,826	2,427,190	2,452,830	2,400,690
Operating income (loss) before depreciation	(173,043)	(346,833)	(249,180)	(448,330)	(349,020)
Other revenues (expenses):					
Property tax revenue	265,739	280,518	214,500	214,500	317,100
Intergovernmental - state aid	4,934	0	0	0	0
Transfer in from General Fund	46,706	0	0	0	0
Transfer in from Employee Benefit	31,070	0	0	0	0
Miscellaneous revenues (expenses)	10,056	1,558	0	0	0
Depreciation	(261,046)	(291,943)	(255,840)	(290,000)	(255,840)
Interest on interfund loans	0	(2,101)	(18,310)	(18,310)	(18,310)
Total other revenues (expenses)	97,458	(11,968)	(59,650)	(93,810)	42,950
Net loss	(75,584)	(358,801)	(308,830)	(542,140)	(306,070)
Fund equity - January 1	8,645,001	8,569,416	8,178,756	8,210,615	7,668,475
Fund equity - December 31	\$8,569,416	\$8,210,615	\$7,869,926	\$7,668,475	\$7,362,405

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	(\$75,584)	(\$358,801)	(\$308,830)	(\$542,140)	(\$306,070)
Add depreciation	261,046	291,943	255,840	290,000	255,840
Increase in deferred revenue	0	31,755	0	0	0
Decrease in current assets	0	16,526	0	0	0
Increase in other liabilities	0	227	0	0	0
Non cash activity:					
Disposal of fixed assets	712	0	0	0	0
Total	186,174	(18,351)	(52,990)	(252,140)	(50,230)
<u>Applications of cash:</u>					
Purchase of fixed assets	162,505	14,576	27,200	0	0
Decrease in deferred revenue	15,237	0	0	0	0
Increase in current assets	15,853	0	0	0	0
Decrease in other liabilities	28,876	0	0	0	0
Total	222,471	14,576	27,200	0	0
Net increase (decrease) in cash	(36,297)	(32,927)	(80,190)	(252,140)	(50,230)
Cash balance - January 1	(72,432)	(108,729)	(378,551)	(141,656)	(393,796)
Cash balance - December 31	(\$108,729)	(\$141,656)	(\$458,741)	(\$393,796)	(\$444,026)
Cash balance/working capital	29.7%	31.7%			
<u>Working capital:</u>					
Current assets					
Cash and investments	(108,729)	(141,656)			
Other assets	38,900	22,374			
Current liabilities					
Other liabilities	(296,156)	(328,138)			
Net total	(\$365,985)	(\$447,420)			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3651 Environmental utility charges	\$1,483,297	\$1,617,338	\$1,765,600	\$1,730,550	\$1,903,610
3633 Miscellaneous	2,000	0	0	0	0
Total revenues	<u>1,485,297</u>	<u>1,617,338</u>	<u>1,765,600</u>	<u>1,730,550</u>	<u>1,903,610</u>
<u>Operating expenses:</u>					
Administration	67,380	69,408	69,400	69,400	92,300
Billing	29,806	46,544	36,300	36,300	36,300
Building operations	0	0	0	0	0
Nature center	38,810	70,441	68,300	68,300	72,330
Storm sewer maintenance	671,742	643,729	684,740	705,490	767,500
Street sweeping	187,299	181,684	182,660	182,660	195,480
Depreciation	354,986	416,668	315,960	480,000	480,000
Total expenses	<u>1,350,023</u>	<u>1,428,474</u>	<u>1,357,360</u>	<u>1,542,150</u>	<u>1,643,910</u>
Operating income (loss)	135,275	188,864	408,240	188,400	259,700
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	12,077	(1,717)	1,080	760	(310)
3809 Miscellaneous income	0	9,977	0	0	0
3899 Gain/(loss) on disposal of property	0	0	0	0	0
4930 Investment management fees	(1,401)	0	0	(1,750)	0
Total nonoperating revenues (expenses)	<u>10,676</u>	<u>8,260</u>	<u>1,080</u>	<u>(990)</u>	<u>(310)</u>
Net income (loss) before contributions and transfers	145,951	197,124	409,320	187,410	259,390
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(798,245)	(127,000)	(991,000)	(591,000)	(1,900,000)
Amount to be bonded for	0	0	400,000	0	1,600,000
Public Works Building Addition Fund	0	0	0	0	0
G.O. Improvement Bonds - 2007A	0	(45,660)	0	(48,430)	(52,560)
G.O. Improvement Bonds - 2007B	0	0	0	(126,220)	(63,110)
G.O. Improvement Bonds - 2008A	0	(67,000)	(95,000)	0	(45,140)
G.O. Improvement Bonds - 2010A	0	0	0	0	(33,730)
Capital Improvements Projects Fund	(10,000)	0	0	0	0
Fire Training Facility Fund	0	0	0	(15,000)	(60,000)
Park Development Fund	(31,000)	0	0	0	(200,000)
Employee Benefits Fund	18,220	0	0	0	0
Capital Contributions	27,956	3,672,480	1,200,000	1,200,000	0
Change in fund equity	(647,118)	3,629,944	923,320	606,760	(495,150)
Fund equity - January 1	<u>14,919,940</u>	<u>14,272,822</u>	<u>15,604,566</u>	<u>17,902,766</u>	<u>18,509,526</u>
Fund equity - December 31	<u>\$14,272,822</u>	<u>\$17,902,766</u>	<u>\$16,527,886</u>	<u>\$18,509,526</u>	<u>\$18,014,376</u>

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$145,951	\$197,124	\$409,320	\$187,410	\$259,390
Add depreciation	354,986	416,668	315,960	480,000	480,000
Decrease in current assets	2,095	0	0	0	0
Increase in current liabilities	6,732	0	0	0	0
Proceeds on sale of fixed assets	0	0	0	0	0
 Total	 509,765	 613,792	 725,280	 667,410	 739,390
<u>Applications of cash:</u>					
Purchase of fixed assets	0	0	0	0	0
Increase in current assets	0	2,790	0	0	0
Decrease in current liabilities	0	2,820	141	0	0
Transfers out (net of bonded amounts)	821,025	239,660	686,000	780,650	754,540
 Total	 821,025	 245,271	 686,141	 780,650	 754,540
Net increase (decrease) in cash	(311,260)	368,522	39,139	(113,240)	(15,150)
Cash balance - January 1	93,831	(217,429)	(86,765)	151,093	37,853
Cash balance - December 31	(\$217,429)	\$151,093	(\$47,626)	\$37,853	\$22,703
Cash balance/working capital	850.8%	43.3%			
<u>Working capital:</u>					
Current assets					
Cash and investments	(217,429)	151,093			
Other assets	218,152	220,943			
Current liabilities					
Other liabilities	(26,281)	(23,460)			
Net total	(\$25,557)	\$348,575			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3534	\$74,613	\$72,570	\$73,480	\$73,480	\$73,480
3781	382,980	392,550	398,000	396,000	415,800
	<u>457,593</u>	<u>465,120</u>	<u>471,480</u>	<u>469,480</u>	<u>489,280</u>
<u>Operating expenses:</u>					
4950	38,180	39,330	39,330	39,330	49,290
	48,866	50,874	68,590	63,520	85,460
	13,751	14,872	7,390	6,800	7,390
	<u>252,765</u>	<u>368,595</u>	<u>370,350</u>	<u>389,230</u>	<u>522,220</u>
	<u>353,562</u>	<u>473,671</u>	<u>485,660</u>	<u>498,880</u>	<u>664,360</u>
	104,031	(8,551)	(14,180)	(29,400)	(175,080)
Nonoperating revenues (expenses):					
3801	17,448	4,198	3,000	2,590	2,490
3809	4,054	1,700	0	6,440	0
4930	<u>(2,024)</u>	<u>(2,824)</u>	<u>(1,100)</u>	<u>(1,560)</u>	<u>(1,100)</u>
	<u>19,478</u>	<u>3,074</u>	<u>1,900</u>	<u>7,470</u>	<u>1,390</u>
	123,510	(5,478)	(12,280)	(21,930)	(173,690)
Transfers in (out):					
	1,070	0	0	0	0
	124,580	(5,478)	(12,280)	(21,930)	(173,690)
	<u>412,405</u>	<u>536,985</u>	<u>549,171</u>	<u>531,507</u>	<u>509,577</u>
	<u>\$536,985</u>	<u>\$531,507</u>	<u>\$536,891</u>	<u>\$509,577</u>	<u>\$335,887</u>

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$123,510	(\$5,478)	(\$12,280)	(\$21,930)	(\$173,690)
Decrease in current assets	0	0	0	0	0
Increase in current liabilities	0	44,336	0	0	0
Transfer in	1,070	0	0	0	0
Total	124,580	38,858	(12,280)	(21,930)	(173,690)
<u>Applications of cash:</u>					
Increase in current assets	8,112	398	0	0	0
Decrease in current liabilities	15,226	0	0	0	0
Total	23,337	398	0	0	0
Net increase (decrease) in cash	101,243	38,460	(12,280)	(21,930)	(173,690)
Cash balance - January 1	377,812	479,055	492,311	517,515	495,585
Cash balance - December 31	<u>\$479,055</u>	<u>\$517,515</u>	<u>\$480,031</u>	<u>\$495,585</u>	<u>\$321,895</u>
Cash balance/working capital	89.2%	97.4%			
<u>Working capital:</u>					
Current assets					
Cash and investments	479,055	517,515			
Other assets	58,593	58,991			
Current liabilities					
Other liabilities	(663)	(44,999)			
Net total	<u>\$536,985</u>	<u>\$531,507</u>			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$9,730	\$4,001	\$4,300	\$4,530	\$4,000
3651 Sewer billings	4,297,729	4,132,607	4,713,000	4,358,010	4,731,420
3808 Connection charges	6,240	0	0	0	0
Total revenues	4,313,699	4,136,608	4,717,300	4,362,540	4,735,420
<u>Operating expenses:</u>					
4950 Administration	314,520	323,960	323,960	323,960	323,960
4485 Billing	52,402	23,780	36,110	35,000	36,110
4510 Sewage treatment Maintenance	2,474,370	2,561,797	2,595,610	2,570,600	2,625,260
	711,717	745,462	788,320	695,310	801,170
4795 Depreciation	339,746	362,024	310,100	380,000	400,000
Total expenses	3,892,755	4,017,023	4,054,100	4,004,870	4,186,500
Operating income (loss)	420,944	119,586	663,200	357,670	548,920
<u>Nonoperating revenues (expenses):</u>					
3160 Special assessment penalties & interest	61	53	0	50	50
3801 Investment earnings	50,323	7,455	0	1,460	690
3809 Miscellaneous revenues	14,071	6,632	4,030	0	0
4975 Miscellaneous expenses	(5,282)	0	(4,000)	0	(4,120)
3980 Gain/(loss) on disposal of property	0	576	0	0	0
4930 Investment management fees	(5,838)	(3,833)	(7,440)	(750)	(30)
Total nonoperating revenues (expenses)	53,336	10,883	(7,410)	760	(3,410)
Net income (loss) before contributions and transfers	474,280	130,469	655,790	358,430	545,510
<u>Transfers in (out):</u>					
Public Improvement Projects Fund (net)	(851,176)	(428,600)	(564,000)	(834,260)	(402,000)
G.O. Sewer Rev Bonds - 2003B/2010B	(143,990)	(132,140)	(132,140)	(130,140)	(130,140)
G.O. Improvement Bonds - 2007B	0	0	0	(54,260)	(27,130)
G.O. Improvement Bonds - 2008A	0	(156,900)	0	0	(111,880)
G.O. Improvement Bonds - 2009A	0	(4,885)	0	0	0
Sewer Lift Station #18 Project	0	0	0	0	0
Sewer Lift Station #8 Project	0	0	0	0	(260,000)
Fish Creek Open Space	0	0	0	0	(700,000)
Employee Benefits Fund	16,070	0	0	0	0
Capital contributions	26,315	1,306,819	684,290	684,290	0
Change in fund equity	(478,501)	714,763	643,940	24,060	(1,085,640)
Fund equity - January 1	12,148,145	11,669,644	11,959,870	12,384,407	12,408,467
Fund equity - December 31	\$11,669,644	\$12,384,407	\$12,603,810	\$12,408,467	\$11,322,827

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Income (loss) before contribution and transfers	\$474,280	\$130,469	\$655,790	\$358,430	\$545,510
Add depreciation	339,746	362,024	310,100	380,000	400,000
Decrease in current assets	0	86,391	0	0	0
Increase in current liabilities	0	0	0	0	0
Transfers in	0	0	0	0	0
Total	814,026	578,884	965,890	738,430	945,510
<u>Applications of cash:</u>					
Purchase of fixed assets	0	0	220,000	220,000	0
Increase in current assets	118,906	0	0	0	0
Decrease in current liabilities	20,001	3,015	0	0	0
Transfers out	979,096	722,525	696,140	1,018,660	1,631,150
Total	1,118,003	725,540	916,140	1,238,660	1,631,150
Net increase (decrease) in cash	(303,977)	(146,656)	49,750	(500,230)	(685,640)
Cash balance - January 1	742,603	438,626	251,343	291,970	(208,260)
Cash balance - December 31	<u>\$438,626</u>	<u>\$291,970</u>	<u>\$301,093</u>	<u>(\$208,260)</u>	<u>(\$893,900)</u>
Cash balance/working capital	36.6%	30.1%			
<u>Working capital:</u>					
Current assets					
Cash and investments	438,626	291,970			
Other assets	784,193	697,802			
Current liabilities					
Other liabilities	(23,790)	(20,774)			
Net total	\$1,199,030	\$968,998			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3032 Electric franchise tax	\$186,882	\$187,412	\$290,910	\$238,640	\$240,000
Total revenues	<u>186,882</u>	<u>187,412</u>	<u>290,910</u>	<u>238,640</u>	<u>240,000</u>
<u>Operating expenses:</u>					
Administration	9,610	9,904	9,900	9,900	13,170
Utilities	165,010	169,654	180,000	160,000	180,000
Maintenance	6,096	4,754	13,640	3,800	12,100
Total expenses	<u>180,716</u>	<u>184,311</u>	<u>203,540</u>	<u>173,700</u>	<u>205,270</u>
Operating income (loss)	6,166	3,101	87,370	64,940	34,730
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	2,304	1,083	2,340	120	1,080
3809 Miscellaneous	0	0	0	0	0
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	(267)	(474)	(200)	(280)	(200)
Total nonoperating revenues (expenses)	<u>2,037</u>	<u>609</u>	<u>2,140</u>	<u>(160)</u>	<u>880</u>
Net income (loss) before contributions and transfers	8,203	3,710	89,510	64,780	35,610
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	0	0	(600,000)	0	(600,000)
Amount to be bonded for	0	0	600,000	0	600,000
Debt Service Fund	0	0	(83,333)	0	0
Change in fund equity	8,203	3,710	6,177	64,780	35,610
Fund equity - January 1	<u>78,659</u>	<u>86,862</u>	<u>79,942</u>	<u>90,572</u>	<u>155,352</u>
Fund equity - December 31	<u>\$86,862</u>	<u>\$90,572</u>	<u>\$86,119</u>	<u>\$155,352</u>	<u>\$190,962</u>

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$8,203	\$3,710	\$89,510	\$64,780	\$35,610
Decrease in current assets	0	0	0	0	0
Increase in current liabilities	11,649	1,678	0	0	0
Total	19,852	5,388	89,510	64,780	35,610
<u>Applications of cash:</u>					
Increase in current assets	2,295	111	0	0	0
Decrease in current liabilities	0	0	0	0	0
Transfers out (net of bonded amounts)	0	0	83,333	0	0
Total	2,295	111	83,333	0	0
Net increase (decrease) in cash	17,557	5,276	6,177	64,780	35,610
Cash balance - January 1	36,362	53,919	(6,920)	59,195	123,975
Cash balance - December 31	\$53,919	\$59,195	(\$743)	\$123,975	\$159,585
Cash balance/working capital	62.1%	65.4%			
<u>Working capital:</u>					
Current assets					
Cash and investments	53,919	59,195			
Other assets	46,616	46,727			
Current liabilities					
Other liabilities	(13,672)	(15,350)			
Net total	\$86,862	\$90,572			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3802	\$785,093	\$863,232	\$863,230	\$863,230	\$863,230
3671	54,776	55,883	51,870	59,000	55,880
Total revenues	839,869	919,115	915,100	922,230	919,110
<u>Operating expenses:</u>					
Personnel services	286,270	250,546	273,790	273,790	291,000
Materials and supplies	188,069	155,113	165,670	170,000	150,130
Contractual services	113,752	125,008	122,360	125,000	122,370
Depreciation	233,915	228,228	196,020	225,000	196,020
Total expenses	822,006	758,895	757,840	793,790	759,520
Operating income (loss)	17,863	160,220	157,260	128,440	159,590
<u>Nonoperating revenues (expenses):</u>					
3801	9,759	2,141	2,000	880	1,090
3804	(2,209)	40,149	0	27,740	0
3809	(1,420)	124	0	0	0
4930	(998)	(1,199)	(460)	(460)	(460)
Total nonoperating revenues (expenses)	5,132	41,215	1,540	28,160	630
Net income (loss) before contributions and transfers	22,996	201,435	158,800	156,600	160,220
<u>Transfers in (out):</u>					
P.W. Building Addition Project Fund	0	0	0	0	0
Employee Benefits Fund	8,570	0	0	0	0
Capital Contributions	0	0	0	0	0
Change in fund equity	31,566	201,435	158,800	156,600	160,220
Fund equity - January 1	1,685,827	1,717,393	2,013,323	1,918,828	2,075,428
Fund equity - December 31	\$1,717,393	\$1,918,828	\$2,172,123	\$2,075,428	\$2,235,648

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$22,996	\$201,435	\$158,800	\$156,600	\$160,220
Add depreciation	233,915	228,228	196,020	225,000	196,020
Decrease in current assets	15,137	0	0	0	0
Increase in current liabilities	0	4,253	0	0	0
Transfers in	8,570	0	0	0	0
Proceeds on sale of fixed assets	2,209	21,992	0	0	0
Total	282,827	455,907	354,820	381,600	356,240
<u>Applications of cash:</u>					
Purchase of fixed assets	210,509	381,810	340,180	340,180	325,000
Increase in current assets	0	27,233	0	0	0
Decrease in current liabilities	44,112	0	0	0	0
Transfers out	0	0	0	0	0
Total	254,621	409,043	340,180	340,180	325,000
Net increase (decrease) in cash	28,205	46,864	14,640	41,420	31,240
Cash balance - January 1	101,566	129,771	295,921	176,635	218,055
Cash balance - December 31	<u>\$129,771</u>	<u>\$176,635</u>	<u>\$310,561</u>	<u>\$218,055</u>	<u>\$249,295</u>
Cash balance/working capital	72.6%	71.0%			
<u>Working capital:</u>					
Current assets					
Cash and investments	129,771	176,635			
Other assets	67,584	94,817			
Current liabilities					
Other liabilities	<u>(18,509)</u>	<u>(22,762)</u>			
Net total	\$178,846	\$248,690			

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Operating revenues:</u>					
3802	Billings to departments:				
	\$0	\$0	\$0	\$0	\$0
	Phone support services				
	746,060	652,019	593,670	593,680	593,680
	I.T. services				
	746,060	652,019	593,670	593,680	593,680
	Total revenues				
	746,060	652,019	593,670	593,680	593,680
<u>Operating expenses:</u>					
<u>Phone support services:</u>					
	5,960	0	0	0	0
	Personnel services				
	15	0	0	0	0
	Contractual services				
<u>I.T. services:</u>					
	266,240	284,050	279,910	290,000	317,700
	Personnel services				
	129,748	89,602	105,220	100,000	96,120
	Commodities				
	220,520	262,832	256,780	256,780	271,220
	Contractual services				
	88,932	83,662	99,580	45,000	60,000
	Depreciation				
	711,415	720,146	741,490	691,780	745,040
	Total expenses				
	34,645	(68,127)	(147,820)	(98,100)	(151,360)
	Operating income (loss)				
Nonoperating revenues (expenses):					
3801	(8,430)	63	2,000	1,270	1,010
	Investment earnings				
3809	0	0	0	0	0
	Miscellaneous				
3899	(135)	0	0	0	0
	Gain (loss) on disposal of property				
4930	0	(386)	(720)	(720)	(720)
	Investment management fees				
	(8,564)	(323)	1,280	550	290
	Total nonoperating revenues (expenses)				
	26,081	(68,450)	(146,540)	(97,550)	(151,070)
	Net income (loss) before contributions and transfers				
	8,570	0	0	0	0
	Transfer in				
	0	0	0	0	0
	Capital contributions				
	34,651	(68,450)	(146,540)	(97,550)	(151,070)
	Change in fund equity				
	400,149	434,800	349,758	366,350	268,800
	Fund equity - January 1				
	\$434,800	\$366,350	\$203,218	\$268,800	\$117,730
	Fund equity - December 31				

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Sources of cash:</u>					
Net income (loss)	\$26,081	(\$68,450)	(\$146,540)	(\$97,550)	(\$151,070)
Add depreciation	88,932	83,662	99,580	45,000	60,000
Decrease in current assets	0	1,500	0	0	0
Increase in current liabilities	0	8,540	0	0	0
Transfer in	8,570	0	0	0	0
Non cash activity:					
Disposal of fixed assets	0	0	0	0	0
Total	123,583	25,252	(46,960)	(52,550)	(91,070)
<u>Applications of cash:</u>					
Acquisition of capital assets	14,265	0	0	0	0
Increase in current assets	1,255	0	0	0	0
Decrease in current liabilities	26,140	0	0	0	0
Total	41,661	0	0	0	0
Net increase (decrease) in cash	81,922	25,252	(46,960)	(52,550)	(91,070)
Cash balance - January 1	157,428	239,351	199,119	264,603	212,053
Cash balance - December 31	<u>\$239,351</u>	<u>\$264,603</u>	<u>\$152,159</u>	<u>\$212,053</u>	<u>\$120,983</u>
Cash balance/working capital	109.3%	113.0%			
Working capital:					
Current assets					
Cash and investments	239,351	264,603			
Other assets	1,636	136			
Current liabilities					
Other liabilities	(21,972)	(30,512)			
Net total	\$219,015	\$234,227			



MAPLEWOOD

Together We Can

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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 2011-2015 C.I.P. was adopted by the Council on July 26, 2010. The following tables are an excerpt from the 2011-2015 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				
		2011	2012	2013	2014	2015
BUILDINGS	\$3,849,000	\$570,000	\$3,100,000	\$60,000	\$119,000	\$0
REDEVELOPMENT	14,550,000	5,300,000	0	400,000	3,100,000	5,750,000
EQUIPMENT	3,089,185	892,230	303,800	420,700	707,145	765,310
PARKS	6,900,000	3,770,000	45,000	2,695,000	95,000	295,000
PUBLIC WORKS	37,347,200	6,680,000	4,125,000	5,354,700	15,850,000	5,337,500
TOTALS	\$65,735,385	\$17,212,230	\$7,573,800	\$8,930,400	\$19,871,145	\$12,147,810

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
AMBULANCE SERVICE FUND	\$238,525	\$117,500	\$0	\$0	\$121,025	\$0
BONDS-G.O. IMPROVEMENT	9,021,810	2,533,000	1,270,110	2,221,200	998,900	1,998,600
BONDS-M.S.A.	3,750,800	100,000	1,361,000	400,000	1,889,800	0
BONDS-SP. ASSESSMENT	13,656,600	4,146,000	1,124,000	1,680,000	2,960,500	3,746,100
BONDS-TAX INCREMENT	2,700,000	700,000	0	0	0	2,000,000
C.I.P. FUND	335,000	105,000	95,000	45,000	45,000	45,000
COMMUNITY CENTER OPERATIONS	179,000	0	0	60,000	119,000	0
ENVIRONMENTAL UTILITY FUND	3,574,500	2,185,000	175,000	396,000	166,500	652,000
FIRE TRUCK REPLACEMENT	931,010	449,730	0	0	0	481,280
FLEET MANAGEMENT FUND	1,498,850	325,000	303,800	300,700	285,320	284,030
GRANTS	16,300,000	1,350,000	3,000,000	2,000,000	8,450,000	1,500,000
INFORMATION TECH FUND	420,800	0	0	120,000	300,800	0
MnDOT	5,850,000	1,600,000	0	250,000	4,000,000	0
PARK DEVELOPMENT FUND	1,800,000	900,000	0	650,000	0	250,000
RAMSEY COUNTY	700,000	700,000	0	0	0	0
SANITARY SEWER FUND	2,606,500	1,102,000	189,000	521,000	325,500	469,000
ST. PAUL WAC FUND	564,090	179,400	7,290	143,100	104,400	129,900
ST. PAUL WATER	807,900	119,600	48,600	143,400	104,400	391,900
STREET LIGHT UTILITY FUND	600,000	600,000	0	0	0	0
VADNAIS HEIGHTS	200,000	0	0	0	0	200,000
TOTALS	\$65,735,385	\$17,212,230	\$7,573,800	\$8,930,400	\$19,871,145	\$12,147,810

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

Revenues for the 2011 Capital Improvements Budget total \$1,678,650 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$583,250 and is derived from tax increment districts. No tax levy is included in the 2011 Budget. Charges for services total \$174,480 and consist of \$165,000 from a 4% surcharge on St. Paul water bills for Maplewood property owners and \$9,480 from a \$1.00 per month surcharge on North St. Paul water bills for Maplewood property owners. This revenue will be used to finance future water system improvements

that cannot be financed by special assessments. Miscellaneous revenues consist of \$45,360 from water availability charges, \$417,800 from park availability charges and \$7,760 from investment earnings.

The projects included in the 2011 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$25,000	Community Field Upgrades
20,000	Park Equipment, Fence and Court Replacement
	<u>Fire Training Facility Fund</u>
570,000	East Metro Fire Training Facility
	<u>Fire Truck Replacement Fund</u>
449,730	Fire Truck
	<u>Open Space Land Acquisition Fund</u>
750,000	Fish Creek Open Space
	<u>Park Development Fund</u>
100,000	Goodrich Park Improvements
50,000	Lions Park Improvements
100,000	Joy Park Improvements
800,000	Gladstone Savanna Improvements
	<u>Sewer Lift Station No. 8 Rehab Fund</u>
217,500	Lift Station Upgrade Program
<hr/>	
\$3,082,230	Total

IMPACT OF CAPITAL IMPROVEMENTS ON THE OPERATING BUDGET

Most of the City's capital improvements will be for street reconstruction. While not easily quantifiable, new street surface and subsurface cuts back on maintenance costs. Since 2007, the tons of repair material has reduced from 909 in 2007 to 550 in 2011. A corresponding reduction in man-hours for personnel has resulted in not filling a vacant maintenance position.

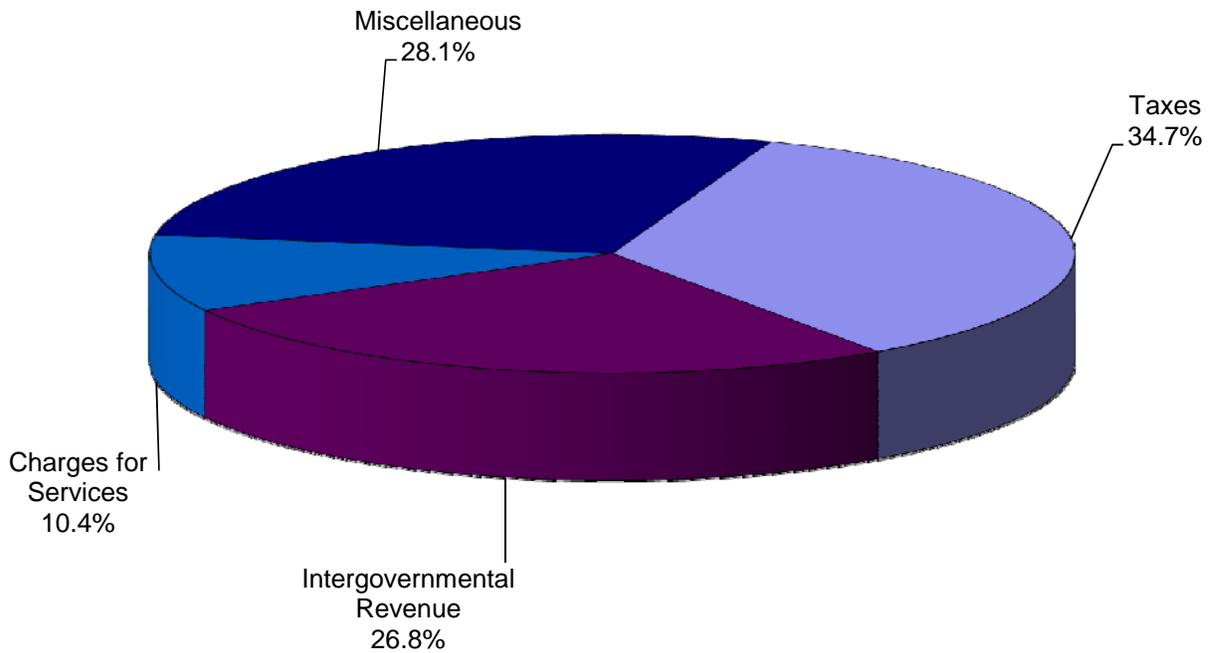
Vehicles are held until maintenance costs for them reach a level that points to replacement. These decisions are made by respective departments as well as Fleet Management.

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.

2011 CAPITAL IMPROVEMENTS BUDGET

Summary of Revenues

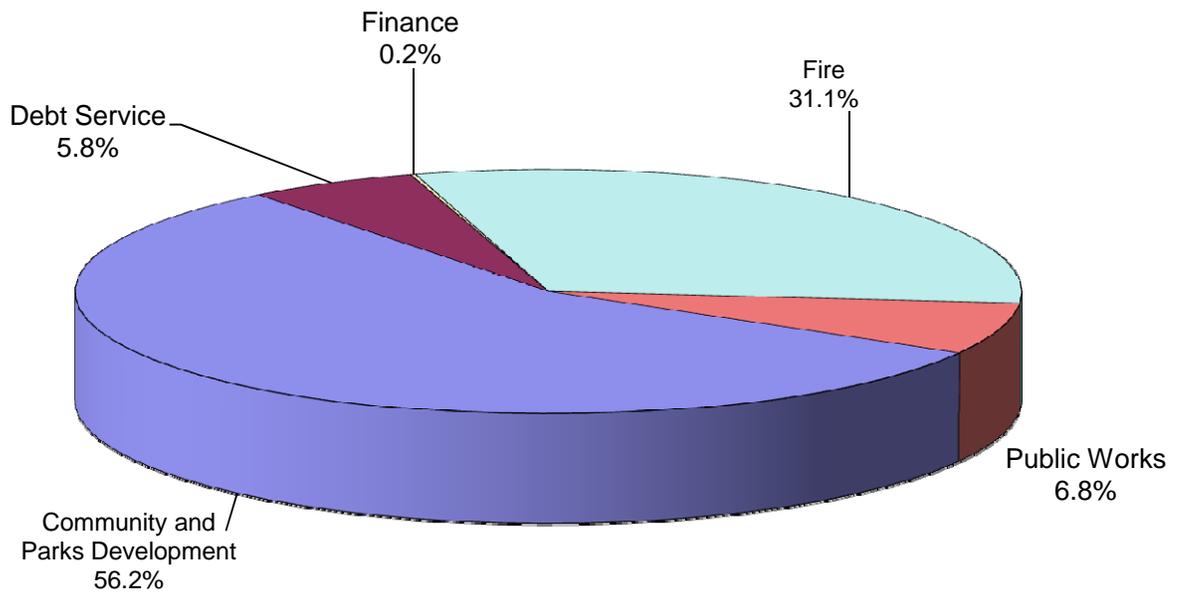


Revenues by Source
\$1.7 Million

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

<u>Total By Fund</u>	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET
Capital Improvement Projects	\$18,623	\$2,321	\$53,650	\$100
Bruentrup Farm Restoration	80,000	19,805	0	0
Fire Training Facility	0	0	0	450,000
Fire Truck Replacement	15,336	3,214	1,000	900
Legacy Village Park Development District	4,235	705	0	0
Legacy Village Tax Abatement District	65,333	12,036	3,000	2,500
Open Space	9,212	1,641	400	350
Park Development	803,016	300,102	627,200	421,660
Public Improvement Projects	2,813,334	2,029,552	0	0
Public Safety Communication System	5,721	1,027	0	0
Public Works Building Addition	72	1	0	0
Redevelopment	4	(389)	0	0
Right-of-Way	11,397	17,930	0	0
Sewer Lift Station #8	0	0	0	0
Sewer Lift Station #18	210	101	0	0
Tax Increment Economic Development District #1-5	33,380	41,713	32,099	43,460
Tax Increment Housing District #1-1	83,181	92,998	81,934	108,420
Tax Increment Housing District #1-2	137,786	148,624	136,733	137,040
Tax Increment Housing District #1-3	51,489	55,163	50,767	59,080
Tax Increment Housing District #1-4	32,750	35,041	33,740	37,440
Tax Increment Housing District #1-5	25,210	28,604	25,812	30,740
Tax Increment Housing District #1-6	75,746	75,421	73,871	79,370
Tax Increment Housing District #1-7	21,019	22,255	20,467	23,100
Tax Increment Housing District #1-8	73,451	65,323	73,245	64,950
Water Availability Charge - No. St. Paul	1,354	61	10,480	9,480
Water Availability Charge - St. Paul	136,317	149,365	190,530	210,060
Totals	4,498,177	3,102,613	1,414,928	1,678,650
 <u>Total By Source</u>				
Taxes	519,322	563,211	574,998	583,250
Special Assessments	935	20,811	0	0
Intergovernmental Revenue	103,619	587,787	0	450,000
Charges for Services	90,724	121,199	113,850	174,480
Miscellaneous	3,783,576	1,809,604	726,080	470,920
Totals	\$4,498,177	\$3,102,613	\$1,414,928	\$1,678,650
Percent Change Over Prior Year	-1.4%	-31.0%	-54.4%	18.6%

2011 CAPITAL IMPROVEMENTS BUDGET
Summary of Expenditures



Expenditures by Department
\$3.3 Million

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

<u>Total By Fund</u>	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET
Capital Improvement Projects	\$54,612	\$200,334	\$140,240	\$45,180
Bruentrup Farm Restoration	83,984	12,371	0	0
Fire Training Facility	0	0	0	570,000
Fire Truck Replacement	1,583	1,542	437,200	451,730
Legacy Village Park Development District	437	78,223	0	0
Legacy Village Tax Abatement District	13,660	206,737	150	2,500
Open Space	3,914	788	50	750,800
Park Development	432,505	213,150	1,161,770	1,051,000
Public Improvement Projects	14,045,329	9,421,720	0	0
Public Safety Communication System	54	493	0	0
Public Works Building Addition	7	0	0	0
Redevelopment	1,862	0	330	0
Right-of-Way	29	76	0	0
Sewer Lift Station #8	0	0	0	217,500
Sewer Lift Station #18	22	61	0	0
Tax Increment Economic Development District #1-5	31,275	37,514	28,986	39,710
Tax Increment Housing District #1-1	5,043	104	2,458	500
Tax Increment Housing District #1-2	5,020	166	4,102	500
Tax Increment Housing District #1-3	5,002	54	414	500
Tax Increment Housing District #1-4	37,222	17,525	338	600
Tax Increment Housing District #1-5	29,581	14,334	33,752	600
Tax Increment Housing District #1-6	64,376	67,321	64,217	72,440
Tax Increment Housing District #1-7	21,556	20,909	19,475	22,210
Tax Increment Housing District #1-8	67,396	58,702	72,246	59,010
Water Availability Charge - No. St. Paul	157	43	20	1,550
Water Availability Charge - St. Paul	2,989	3,585	1,020	1,760
Totals	14,907,617	10,355,750	1,966,768	3,288,090
<u>Total By Department</u>				
Community and Parks Development	536,362	366,480	1,222,100	1,846,980
Debt Service	231,376	215,417	208,727	190,390
Finance	35,313	3,319	17,501	5,680
Fire	1,583	11,542	487,200	1,021,730
Police	54	126,771	0	0
Public Works	14,102,929	9,632,222	31,240	223,310
Totals	14,907,617	10,355,750	1,966,768	3,288,090
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	85,331	12,841	0	0
Contractual Services	352,553	159,064	17,821	8,210
Capital Outlay and Depreciation	13,820,435	9,712,050	1,736,630	3,082,230
Debt Service	592,991	416,470	208,727	190,390
Other Charges	56,307	55,325	3,590	7,260
Totals	\$14,907,617	\$10,355,750	\$1,966,768	\$3,288,090
Percent Change Over Prior Year	-5.1%	-30.5%	-81.0%	67.2%

FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 18 Capital Project Funds that have anticipated financial activity in 2011. These funds account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. The City of Maplewood has the following Capital Project Funds:

Capital Improvement Projects Fund – established to finance major capital outlay expenditures that individually cost in excess of \$50,000 and that cannot be easily financed by alternative sources. Property taxes are levied periodically for this fund.

Bruentrup Farm Restoration Fund – accounts for expenditures relating to the Bruentrup Farm Preservation Project.

Fire Training Facility Fund – established in 2010 to account for the addition of an East Metro Fire Training Facility.

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

Legacy Village Park Development Fund – established in 2004 to account for the expenditure of the proceeds from the Tax Abatement Bonds of 2004 for park construction in the Legacy Village.

Legacy Village Tax Abatement District Fund – established in 2004 to account for the expenditure of the proceeds from the Tax Abatement Bonds of 2004.

Open Space Land Acquisition Fund – established in 1994 with the proceeds from a \$5,000,000 bond issue, this fund accounts for the financial resources used for the acquisition of land to be preserved in its natural state as open space.

Park Development Fund – accounts for the use of park availability charges, grants and tax revenues that are dedicated for the acquisition and improvement of City parks. Park availability charges are levied against all new buildings constructed.

Public Improvement Projects Fund – established in 1987 to account for public works construction projects that are often partially or wholly financed by special assessments levied against properties that benefit from the public improvements.

Public Safety Communication System Fund – established in 2004 to account for the construction costs of a City-wide, 800 MHz communication system. This fund was closed in 2010.

Public Works Building Addition Project Fund – established in 2002 to account for the addition of 16,000 square feet of warm garage storage space. This fund was closed in 2009.

Redevelopment Fund – originally established in 1999 as a special revenue fund. This fund was renamed and reclassified in 2004 to account for acquisition and redevelopment of residential and commercial property.

Right-of-Way Fund – accounts for the accumulation of funds received for degradation of City streets and right-of-ways. The funds are used for repairs.

Sewer Lift Station #8 Rehab – established in 2010 to finance the rehabilitation of lift station number 8. Funding will come from a transfer of money from the Sanitary Sewer Fund.

Sewer Lift Station #18 Fund – established in 2005 with a transfer of money from the Sanitary Sewer Fund. The fund was used to finance the repair/replacement of lift station number 18.

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
2011 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 2011 Budget – all of these projects are funded within the operations portion of the budget

Community Field Upgrades - \$25,000.

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 - \$20,000.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$50,000	\$0	\$0
3012 Delinquent	(15)	(11)	0	20	0
3017 Interest	16	41	0	10	0
<u>Special Assessments:</u>					
3130 Delinquent	2	0	0	0	0
3160 Penalties/Interest	0	0	0	0	0
<u>Intergovernmental:</u>					
3530 State grant	18,619	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	0	2,290	3,650	130	100
Total revenues	18,623	2,321	53,650	160	100
<u>Expenditures:</u>					
4480 Fees for service	0	5,000	0	(5,000)	0
4640 City Hall Security System Enhancement	0	0	30,000	0	0
4640 Police Cameras	0	126,278	0	0	0
4720 City Hall campus improvements	53,464	0	0	0	0
4720 Park equipment, fence and court replacement	0	11,979	25,000	29,330	20,000
4720 Community field upgrades	0	49,969	35,000	0	25,000
4730 Fire Training Facility	0	5,000	50,000	(5,000)	0
4759 City-wide sidewalk improvements	934	0	0	0	0
4920 Interest-Interfund Loans	215	0	0	0	0
4930 Investment management fees	(0)	2,108	240	290	180
Total expenditures	54,612	200,334	140,240	19,620	45,180
Excess (deficit) of revenues over expenditures	(35,989)	(198,013)	(86,590)	(19,460)	(45,080)
Other financing sources (uses):					
Transfers in (out):					
General Fund	186,280	0	0	0	0
Enhanced 911 Fund	156,000	0	0	0	0
Fire Training Facility Fund	0	0	0	(15,000)	(60,000)
Environmental Utility Fund	10,000	0	0	0	0
Net increase (decrease) in fund balance	316,291	(198,013)	(86,590)	(34,460)	(105,080)
Fund balance - January 1	805	317,096	482,704	119,083	84,623
Fund balance - December 31	\$317,096	\$119,083	\$396,114	\$84,623	(\$20,457)

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: BRUENTRUP FARM RESTORATION FUND (437)

Fund Description

This fund is used to account for expenditures relating to the Bruentrup Farm Preservation Project.

Projects in 2011 Budget

None.

Budget Comments

The restoration was completed in 2009. This fund will either close in 2010 or 2011.

CITY OF MAPLEWOOD, MINNESOTA
BRUENTRUP FARM RESTORATION GRANT FUND (437)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3530 Misc. State Aid/Grants	\$80,000	\$20,000	\$0	\$0	\$0
3801 Investment earnings	0	(195)	0	0	0
Total revenues	80,000	19,805	0	0	0
<u>Expenditures:</u>					
4290 Restoration costs	83,142	12,371	0	0	0
4920 Interest on interfund loans	842	0	0	0	0
4930 Investment management fees	(0)	0	0	0	0
Total expenditures	83,984	12,371	0	0	0
Excess (deficit) of revenues over expenditures	(3,984)	7,434	0	0	0
Fund balance - January 1	(17,964)	(21,949)	0	(14,514)	(14,514)
Fund balance - December 31	(\$21,949)	(\$14,514)	\$0	(\$14,514)	(\$14,514)

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: FIRE TRAINING FACILITY FUND (440)

Fund Description

This fund was established in 2010 to account for the addition of an East Metro Fire Training Facility which will be operated under a joint powers agreement with surrounding departments.

Projects in 2011 Budget

Engineering, testing, feasibility - \$570,000

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.

Budget Comments

The financing plan calls for County support in addition to grant monies.

CITY OF MAPLEWOOD, MINNESOTA
FIRE TRAINING FACILITY FUND (440)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Intergovernmental:</u>					
3534 County grant	\$0	\$0	\$0	\$0	\$450,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	0	0	0	0	0
<hr/>					
Total revenues	0	0	0	0	450,000
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	675	0
4660 Construction - building	0	0	0	0	570,000
4752 Engineering	0	0	0	29,000	0
4930 Investment management fees	0	0	0	0	0
<hr/>					
Total expenditures	0	0	0	29,675	570,000
<hr/>					
Excess (deficit) of revenues over expenditures	0	0	0	(29,675)	(120,000)
 Other financing sources (uses):					
Transfers in (out):					
General Fund	0	0	0	0	0
Capital Improvement Projects Fund	0	0	0	15,000	60,000
Environmental Utility Fund	0	0	0	15,000	60,000
<hr/>					
Net increase (decrease) in fund balance	0	0	0	325	0
<hr/>					
Fund balance - January 1	0	0	0	0	325
<hr/>					
Fund balance - December 31	\$0	\$0	\$0	\$325	\$325

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

Replacement of Fire Truck - \$449,730

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 2015.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$0
3012 Delinquent	(9)	(9)	0	0	0
3017 Interest	12	13	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	15,332	3,210	1,000	860	900
Total revenues	<u>15,336</u>	<u>3,214</u>	<u>1,000</u>	<u>860</u>	<u>900</u>
<u>Expenditures:</u>					
4610 Fire trucks	0	0	436,630	0	449,730
4930 Investment management fees	1,583	1,542	570	1,990	2,000
Total expenditures	<u>1,583</u>	<u>1,542</u>	<u>437,200</u>	<u>1,990</u>	<u>451,730</u>
Excess (deficit) of revenues over expenditures	13,753	1,673	(436,200)	(1,130)	(450,830)
Other financing sources (uses):					
Transfers in (out):					
Transfer from General Fund	50,000	45,000	50,000	0	0
Net increase (decrease) in fund balance	63,753	46,673	(386,200)	(1,130)	(450,830)
Fund balance - January 1	315,711	379,464	430,474	426,136	425,006
Fund balance - December 31	<u>\$379,464</u>	<u>\$426,136</u>	<u>\$44,274</u>	<u>\$425,006</u>	<u>(\$25,824)</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: LEGACY VILLAGE PARK DEVELOPMENT FUND (433)

Fund Description

This fund was established in 2004 with the issuance of tax abatement bonds. The fund has been used to account for park development costs in the Legacy Village development.

Projects in 2011 Budget

None.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$4,235	\$705	\$0	\$0	\$0
Total revenues	4,235	705	0	0	0
<u>Expenditures:</u>					
4640 Equipment - other	0	59,672	0	0	0
4690 Construction - other	0	9,094	0	0	0
4720 Land improvement	0	9,100	0	0	0
4930 Investment management fees	437	356	0	0	0
Total expenditures	437	78,223	0	0	0
Excess (deficit) of revenues over expenditures	3,797	(77,518)	0	0	0
Fund balance - January 1	80,856	84,653	0	7,135	7,135
Fund balance - December 31	\$84,653	\$7,135	\$0	\$7,135	\$7,135

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 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
LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$65,333	\$12,036	\$3,000	\$2,270	\$2,500
Total revenues	<u>65,333</u>	<u>12,036</u>	<u>3,000</u>	<u>2,270</u>	<u>2,500</u>
<u>Expenditures:</u>					
4810 Principal payments	0	201,053	0	0	0
4930 Investment management fees	13,660	5,684	150	5,260	2,500
Total expenditures	<u>13,660</u>	<u>206,737</u>	<u>150</u>	<u>5,260</u>	<u>2,500</u>
Excess (deficit) of revenues over expenditures	51,673	(194,701)	2,850	(2,990)	0
Fund balance - January 1	<u>1,428,661</u>	<u>1,480,334</u>	<u>1,279,284</u>	<u>1,285,633</u>	<u>1,282,643</u>
Fund balance - December 31	<u>\$1,480,334</u>	<u>\$1,285,633</u>	<u>\$1,282,134</u>	<u>\$1,282,643</u>	<u>\$1,282,643</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

Fish Creek Open Space - \$750,000

The City is considering purchasing the 73 acre Fish Creek Open Space Area and developing 12-15 lots.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$9,212	\$1,641	\$400	\$350	\$350
<hr/>					
Total revenues	9,212	1,641	400	350	350
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	2,963	0	0	0	0
4710 Land purchase	0	0	0	0	750,000
4930 Investment management fees	951	788	50	810	800
<hr/>					
Total expenditures	3,914	788	50	810	750,800
<hr/>					
Excess (deficit) of revenues over expenditures	5,298	853	350	(460)	(750,450)
 Other financing sources (uses):					
Operating transfers in (out):					
Park Development Fund	0	0	0	0	50,000
Sanitary Sewer Fund	0	0	0	0	700,000
General Fund	0	0	0	0	5,000
<hr/>					
Net increase (decrease) in fund balance	5,298	853	350	(460)	4,550
<hr/>					
Fund balance - January 1	192,168	197,466	197,466	198,319	197,859
<hr/>					
Fund balance - December 31	\$197,466	\$198,319	\$197,816	\$197,859	\$202,409
<hr/>					

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

Joy Park Improvements - \$100,000

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 2011-2015 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 - \$800,000

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 - \$50,000

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

Goodrich Park Improvements - \$100,000

Goodrich Park is a 25 acre park. The park is in extremely poor condition. It is the host site for our adult softball program. The park has significant erosion, standing water, and major water drainage problems throughout the park. Parking has also become an increasing issue. The playground equipment is in extremely poor condition. The expenditure will provide for development of the parks master plan that will be completed in 2011.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$13	\$10	\$0	\$0	\$0
3017 Interest	13	14	0	0	0
<u>Intergovernmental Revenue:</u>					
3544 Other Governments	5,000	24,827	0	300	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	78,328	13,822	27,200	3,110	3,860
3803 Donations & contributions	0	0	0	3,700	0
3851 Park availability charges - residential	676,102	61,429	500,000	53,100	417,800
3852 Park availability charges - non-residential	43,560	200,000	100,000	133,150	0
Total revenues	803,016	300,102	627,200	193,360	421,660
<u>Expenditures:</u>					
4490 Consulting	148,891	48,243	0	0	0
4720 Park development projects	128,230	92,285	1,160,000	1,072,400	1,050,000
4751 Awarded construction contracts	145,758	57,699	0	0	0
4759 Other construction costs	0	8,000	0	0	0
4930 Investment management fees	8,717	6,425	1,770	7,220	1,000
4950 Administration charges - Gen Fund	0	427	0	0	0
4960 Engineering charges - Gen Fund	909	71	0	0	0
Total expenditures	432,505	213,150	1,161,770	1,079,620	1,051,000
Excess (deficit) of revenues over expenditures	370,511	86,951	(534,570)	(886,260)	(629,340)
Other financing sources (uses):					
Transfers in (out):					
General Fund	0	0	0	0	30,000
Environmental Utility Fund	0	0	0	0	200,000
Open Space	0	0	0	0	(50,000)
Public Improvement Project Fund	31,000	0	0	0	0
Net increase (decrease) in fund balance	401,511	86,951	(534,570)	(886,260)	(449,340)
Fund balance - January 1	1,252,504	1,654,015	2,070,003	1,740,966	854,706
Fund balance - December 31	\$1,654,015	\$1,740,966	\$1,535,433	\$854,706	\$405,366

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 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 2011 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 2011-2015 are ordered by the City Council.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Special Assessments:</u>					
3140	\$0	\$20,266	\$0	\$5,190	\$0
3160	933	544	0	7,320	0
<u>Intergovernmental Revenue:</u>					
3525	0	542,960	0	776,810	0
3544	0	0	0	30,000	0
<u>Miscellaneous Revenue:</u>					
3801	248,822	16,124	0	1,650	0
3805	3,323	34,000	0	0	0
3809	2,560,257	1,415,658	0	530,000	0
<hr/>					
Total revenues	2,813,334	2,029,552	0	1,350,970	0
<hr/>					
<u>Expenditures:</u>					
Capital projects	13,659,991	9,386,707	0	11,974,000	0
4920 Interest on interfund loans	358,696	0	0	0	0
4930 Investment management fees	26,643	35,013	0	33,330	0
<hr/>					
Total expenditures	14,045,329	9,421,720	0	12,007,330	0
<hr/>					
Excess (deficit) of revenues over expenditures	(11,231,995)	(7,392,168)	0	(10,656,360)	0
Other financing sources (uses):					
Bond sale proceeds	9,950,097	2,977,072	0	11,775,340	0
Transfers in (out):					
General Fund	25,584	(5,696)	0	(8,500)	0
Environmental Utility Fund	798,245	127,000	991,000	591,000	300,000
Debt Service Fund	0	(35,690)	0	0	0
Sewer Fund	831,176	428,600	564,000	834,260	402,000
N. St. Paul WAC Fund	34,500	0	0	80,000	0
St. Paul WAC Fund	475,000	0	547,900	0	0
<hr/>					
Net increase (decrease) in fund balance	882,607	(3,900,883)	2,102,900	2,615,740	702,000
Fund balance - January 1	1,109,724	1,992,331	725,925	(1,908,551)	707,189
Fund balance - December 31	<u>\$1,992,331</u>	<u>(\$1,908,551)</u>	<u>\$2,828,825</u>	<u>\$707,189</u>	<u>\$1,409,189</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: PUBLIC SAFETY COMMUNICATION SYSTEM (434)

Fund Description

This fund was established in 2004 to account for the purchase and implementation costs of a city-wide 800 MHz communication system. In 2006, short-term bonds called capital notes were issued to finance the additional costs that will be incurred to finish and implement the system.

Projects in 2011 Budget

None.

Budget Comments

This fund was closed in 2010.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3534	\$0	\$0	\$0	\$0	\$0
3801	5,721	1,027	0	135	0
<hr/>					
Total revenues	5,721	1,027	0	135	0
<hr/>					
<u>Expenditures:</u>					
4160	0	0	0	0	0
4165	0	0	0	0	0
4480	0	0	0	0	0
4761	0	0	0	0	0
4920	0	0	0	0	0
4930	54	493	0	290	0
<hr/>					
Total expenditures	54	493	0	290	0
<hr/>					
Excess (deficit) of revenues over expenditures	5,667	534	0	(156)	0
 Other financing sources (uses):					
Transfers in (out):					
General Fund	0	0	0	(40,517)	0
Debt Service 2006B	0	0	0	(83,277)	0
Bond proceeds	0	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	5,667	534	0	(123,950)	0
 Fund balance - January 1					
	117,748	123,415	0	123,950	0
<hr/>					
Fund balance - December 31	\$123,415	\$123,950	\$0	\$0	\$0
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**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: PUBLIC WORKS BUILDING ADDITION PROJECT (427)

Fund Description

This fund was established in 2002 with a transfer of money from the Fleet Management Fund. The fund was used to finance a 16,000 square foot addition of warm garage space for city vehicles and equipment.

Projects in 2011 Budget

None.

Budget Comments

This fund was closed in 2009.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$72	\$1	\$0	\$0	\$0
Total revenues	72	1	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	7	0	0	0	0
Total expenditures	7	0	0	0	0
Excess (deficit) of revenues over expenditures	65	1	0	0	0
Other financing sources (uses):					
Transfers in (out):					
General Fund	(1,534)	0	0	0	0
Net increase (decrease) in fund balance	(1,469)	1	0	0	0
Fund balance - January 1	1,468	(1)	0	0	0
Fund balance - December 31	(\$1)	\$0	\$0	\$0	\$0

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

None.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Property Taxes:</u>					
3011	\$0	\$0	\$0	\$0	\$0
3012	3	2	0	0	0
3017	1	3	0	0	0
<u>Miscellaneous Revenue:</u>					
3801	0	(395)	0	(100)	0
<hr/>					
Total revenues	4	(389)	0	(100)	0
<hr/>					
<u>Expenditures:</u>					
4920	1,862	0	300	0	0
4930	0	0	30	0	0
<hr/>					
Total expenditures	1,862	0	330	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	(1,858)	(389)	(330)	(100)	0
 Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	0	0	0	20,000
<hr/>					
Net increase (decrease) in fund balance	(1,858)	(389)	(330)	(100)	20,000
Fund balance - January 1	(45,579)	(47,437)	251,631	(47,826)	(47,926)
<hr/>					
Fund balance - December 31	(\$47,437)	(\$47,826)	\$251,301	(\$47,926)	(\$27,926)
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**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: RIGHT OF WAY FUND (409)

Fund Description

This fund was established in 2007 to account for the accumulation of funds received for degradation of City streets and right-of-ways. The funds are used for repairs.

Projects in 2011 Budget

None.

CITY OF MAPLEWOOD, MINNESOTA
RIGHT OF WAY FUND (409)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3320 Right of way permits	\$11,065	\$17,776	\$0	\$2,600	\$0
3801 Investment earnings	332	154	0	60	0
<hr/>					
Total revenues	11,397	17,930	0	2,660	0
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<u>Expenditures:</u>					
4930 Investment management fees	29	76	0	140	0
<hr/>					
Total expenditures	29	76	0	140	0
<hr/>					
Excess (deficit) of revenues over expenditures	11,368	17,854	0	2,520	0
Fund balance - January 1	5,244	16,612	0	34,465	36,985
<hr/>					
Fund balance - December 31	\$16,612	\$34,465	\$0	\$36,985	\$36,985
<hr/>					

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: SEWER LIFT STATION NO. 8 REHAB (439)

Fund Description

This fund was established in 2010 to finance the rehabilitation of lift station number 8. Funding will come from a transfer of money from the Sanitary Sewer Fund.

Projects in 2011 Budget

Lift Station Upgrade Program - \$217,500

This station is in need of upgrades to improve the pumping efficiency and decrease the annual maintenance costs. The improvements to the lift station include renovating the current wet/dry well system to a more maintenance friendly, cost effective submersible system. The station will be equipped with new submersible pumps, new valves and valve vault, and new control cabinet.

CITY OF MAPLEWOOD, MINNESOTA
10-01 MAPLEWOOD LIFT STATION 8 REHAB FUND (439)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$0	\$0	\$0	\$0	\$0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
4752 Outside engineering	0	0	0	40,000	0
4759 Other construction costs	0	0	0	0	217,500
4950 Administration charges - General Fund	0	0	0	600	0
4960 In house engineering	0	0	0	1,900	0
Total expenditures	0	0	0	42,500	217,500
Excess (deficit) of revenues over expenditures	0	0	0	(42,500)	(217,500)
Other financing sources (uses):					
Transfers in (out):					
Sanitary Sewer Fund	0	0	0	0	260,000
Net increase (decrease) in fund balance	0	0	0	(42,500)	42,500
Fund balance - January 1	0	0	0	0	(42,500)
Fund balance - December 31	\$0	\$0	\$0	(\$42,500)	\$0

**CITY OF MAPLEWOOD, MINNESOTA
2011 BUDGET**

FUND: SEWER LIFT STATION NO. 18 FUND (435)

Fund Description

This fund was established in 2005 with a transfer of surplus money from the Sewer Fund. The fund was used to finance the repair/replacement of lift station number 18.

Projects in 2011 Budget

None.

Budget Comments

This fund will either close in 2010 or 2011.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$210	\$101	\$0	\$0	\$0
Total revenues	210	101	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	22	61	0	0	0
Total expenditures	22	61	0	0	0
Excess (deficit) of revenues over expenditures	188	41	0	0	0
Fund balance - January 1	(1,485)	(1,296)	(1,296)	(1,256)	(1,256)
Fund balance - December 31	(\$1,296)	(\$1,256)	(\$1,296)	(\$1,256)	(\$1,256)

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

An interest payment to the developer in the amount of \$39,110 is included in the 2011 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
TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-5 FUND (426)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$32,099	\$41,653	\$32,099	\$43,460	\$43,460
3801 Investment earnings	1,281	59	0	0	0
Total revenues	<u>33,380</u>	<u>41,713</u>	<u>32,099</u>	<u>43,460</u>	<u>43,460</u>
<u>Expenditures:</u>					
4480 Fees for service	2,263	0	963	700	600
4820 Interest payments	28,889	37,488	28,023	39,110	39,110
4930 Investment Management Fees	123	26	0	0	0
Total expenditures	<u>31,275</u>	<u>37,514</u>	<u>28,986</u>	<u>39,810</u>	<u>39,710</u>
Excess (deficit) of revenues over expenditures	2,104	4,198	3,113	3,650	3,750
Fund balance - January 1	<u>5,212</u>	<u>7,317</u>	<u>10,430</u>	<u>11,515</u>	<u>15,165</u>
Fund balance - December 31	<u>\$7,317</u>	<u>\$11,515</u>	<u>\$13,543</u>	<u>\$15,165</u>	<u>\$18,915</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

A \$107,920 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-1 FUND (413)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$81,934	\$92,888	\$81,934	\$108,420	\$108,420
3801 Investment earnings	1,246	110	0	20	0
Total revenues	83,181	92,998	81,934	108,440	108,420
<u>Expenditures:</u>					
4480 Fees for service	4,899	0	2,448	600	500
4930 Investment management fees	144	104	10	50	0
Total expenditures	5,043	104	2,458	650	500
Excess (deficit) of revenues over expenditures	78,138	92,894	79,476	107,790	107,920
Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	(81,771)	(84,580)	(74,441)	(110,750)	(107,920)
Net increase (decrease) in fund balance	(3,634)	8,314	5,035	(2,960)	0
Fund balance - January 1	3,703	70	(5,035)	8,383	5,423
Fund balance - December 31	\$70	\$8,383	\$0	\$5,423	\$5,423

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

A \$136,540 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-2 FUND (414)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$136,733	\$148,461	\$136,733	\$137,040	\$137,040
3801 Investment earnings	1,053	164	0	0	0
Total revenues	<u>137,786</u>	<u>148,624</u>	<u>136,733</u>	<u>137,040</u>	<u>137,040</u>
<u>Expenditures:</u>					
4480 Fees for service	4,899	0	4,092	600	500
4930 Investment management fees	122	166	10	40	0
Total expenditures	<u>5,020</u>	<u>166</u>	<u>4,102</u>	<u>640</u>	<u>500</u>
Excess (deficit) of revenues over expenditures	132,765	148,459	132,631	136,400	136,540
Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	<u>(114,182)</u>	<u>(148,000)</u>	<u>(104,251)</u>	<u>(130,090)</u>	<u>(136,540)</u>
Net increase (decrease) in fund balance	18,584	459	28,380	6,310	0
Fund balance - January 1	<u>(18,504)</u>	<u>80</u>	<u>(28,380)</u>	<u>539</u>	<u>6,849</u>
Fund balance - December 31	<u>\$80</u>	<u>\$539</u>	<u>\$0</u>	<u>\$6,849</u>	<u>\$6,849</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

A \$58,580 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-3 FUND (415)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$50,767	\$55,121	\$50,767	\$59,080	\$59,080
3801 Investment earnings	722	42	0	0	0
Total revenues	51,489	55,163	50,767	59,080	59,080
<u>Expenditures:</u>					
4480 Fees for service	4,919	0	414	700	500
4930 Investment management fees	83	54	0	0	0
Total expenditures	5,002	54	414	700	500
Excess (deficit) of revenues over expenditures	46,487	55,110	50,353	58,380	58,580
Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	(51,140)	(51,140)	(46,156)	(55,980)	(58,580)
Net increase (decrease) in fund balance	(4,653)	3,970	4,197	2,400	0
Fund balance - January 1	1,241	(3,411)	(4,197)	558	2,958
Fund balance - December 31	(\$3,411)	\$558	\$0	\$2,958	\$2,958

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

A transfer of \$36,840 to the debt service fund is included in the 2011 Budget.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase I provides that 100% of the annual tax increment revenues on the project be paid to the developer for the first 14.5 years. Then the City will receive the tax increments as reimbursement for sanitary sewer improvements related to the project that cost \$429,586.45 with interest at 6.0%. The final half-year of tax increment will be paid to the developer.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds when not being paid to the developer.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$32,266	\$35,034	\$33,740	\$37,440	\$37,440
3801 Investment earnings	484	7	0	0	0
Total revenues	<u>32,750</u>	<u>35,041</u>	<u>33,740</u>	<u>37,440</u>	<u>37,440</u>
<u>Expenditures:</u>					
4480 Fees for service	4,909	0	328	700	600
4820 Interest payments	32,266	17,517	0	(17,517)	0
4930 Investment management fees	47	9	10	30	0
Total expenditures	<u>37,222</u>	<u>17,525</u>	<u>338</u>	<u>(16,787)</u>	<u>600</u>
Excess (deficit) of revenues over expenditures	(4,472)	17,515	33,402	54,227	36,840
Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds	0	(17,921)	(36,523)	(53,600)	(36,840)
Net increase (decrease) in fund balance	(4,472)	(406)	(3,121)	627	0
Fund balance - January 1	<u>6,121</u>	<u>1,650</u>	<u>6,121</u>	<u>1,244</u>	<u>1,871</u>
Fund balance - December 31	<u>\$1,650</u>	<u>\$1,244</u>	<u>\$3,000</u>	<u>\$1,871</u>	<u>\$1,871</u>

CITY OF MAPLEWOOD, MINNESOTA 2011 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 2011 Budget

A transfer of \$30,140 to the debt service fund is included in the 2011 Budget.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase II provides that 100% of the annual tax increment revenues on the project be paid to the developer for the first 14.5 years. Then the City will receive the tax increments as reimbursement for sanitary sewer improvements related to the project that cost \$429,586.45 with interest at 6.0%. The final half-year of tax increment will be paid to the developer.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds when not being paid to the developer.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$24,627	\$28,668	\$25,752	\$30,740	\$30,740
3801 Investment earnings	583	(64)	60	0	0
Total revenues	25,210	28,604	25,812	30,740	30,740
<u>Expenditures:</u>					
4480 Fees for service	4,909	0	325	700	600
4820 Interest payments	24,627	14,334	33,417	0	0
4930 Investment management fees	46	0	10	80	0
Total expenditures	29,581	14,334	33,752	780	600
Excess (deficit) of revenues over expenditures	(4,371)	14,270	(7,940)	29,960	30,140
Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds	0	0	0	(44,890)	(30,140)
Net increase (decrease) in fund balance	(4,371)	14,270	(7,940)	(14,930)	0
Fund balance - January 1	6,571	2,200	13,584	16,470	1,540
Fund balance - December 31	\$2,200	\$16,470	\$5,644	\$1,540	\$1,540

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

An interest payment to the developer in the amount of \$71,160 is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-6 FUND (418)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$68,149	\$73,994	\$71,261	\$79,070	\$79,070
3801 Investment earnings	7,598	1,427	2,610	300	300
Total revenues	<u>75,746</u>	<u>75,421</u>	<u>73,871</u>	<u>79,370</u>	<u>79,370</u>
<u>Expenditures:</u>					
4480 Fees for service	2,263	0	642	700	600
4820 Interest payments	61,334	66,594	63,405	71,160	71,160
4930 Investment management fees	780	726	170	680	680
Total expenditures	<u>64,376</u>	<u>67,321</u>	<u>64,217</u>	<u>72,540</u>	<u>72,440</u>
Excess (deficit) of revenues over expenditures	11,370	8,101	9,654	6,830	6,930
Fund balance - January 1	<u>147,202</u>	<u>158,573</u>	<u>161,183</u>	<u>166,673</u>	<u>173,503</u>
Fund balance - December 31	<u>\$158,573</u>	<u>\$166,673</u>	<u>\$170,837</u>	<u>\$173,503</u>	<u>\$180,433</u>

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

An interest payment to the developer in the amount of \$21,710 is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-7 FUND (428)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$20,467	\$22,223	\$20,467	\$23,100	\$23,100
3801 Investment Earnings	551	32	0	0	0
Total revenues	21,019	22,255	20,467	23,100	23,100
<u>Expenditures:</u>					
4480 Fees for service	2,253	0	594	600	500
4820 Interest payments	19,239	20,890	18,861	21,710	21,710
4920 Interest on interfund loans	0	0	20	0	0
4930 Investment Management Fees	64	19	0	0	0
Total expenditures	21,556	20,909	19,475	22,310	22,210
Excess (deficit) of revenues over expenditures	(537)	1,346	992	790	890
Fund balance - January 1	846	309	1,302	1,655	2,445
Fund balance - December 31	\$309	\$1,655	\$2,294	\$2,445	\$3,335

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

An interest payment to the developer in the amount of \$58,410 is included in the 2011 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
TAX INCREMENT HOUSING DISTRICT #1-8 FUND (429)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$72,245	\$65,105	\$72,245	\$64,900	\$64,900
3801 Investment earnings	1,206	218	1,000	50	50
<hr/>					
Total revenues	73,451	65,323	73,245	64,950	64,950
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	2,253	0	7,215	600	500
4820 Interest payments	65,021	58,595	65,021	58,410	58,410
4930 Investment management fees	123	107	10	120	100
<hr/>					
Total expenditures	67,396	58,702	72,246	59,130	59,010
<hr/>					
Excess (deficit) of revenues over expenditures	6,055	6,621	999	5,820	5,940
<hr/>					
Fund balance - January 1	15,697	21,752	22,750	28,373	34,193
<hr/>					
Fund balance - December 31	\$21,752	\$28,373	\$23,749	\$34,193	\$40,133
<hr/>					

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 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
WATER AVAILABILITY CHARGE FUND - NORTH ST. PAUL WATER DISTRICT (408)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$0	\$10,450	\$37,920	\$9,480
3801 Investment earnings	1,354	61	30	0	0
Total revenues	1,354	61	10,480	37,920	9,480
<u>Expenditures:</u>					
Capital projects	0	0	0	6,250	0
4485 Fees for utility billing	0	0	0	6,170	1,550
4930 Investment management fees	157	43	20	0	0
Total expenditures	157	43	20	12,420	1,550
Excess (deficit) of revenues over expenditures	1,198	18	10,460	25,500	7,930
Other financing sources (uses):					
Operating transfers in (out):					
Public Improvement Project Fund	0	0	0	(80,000)	0
Capital Improvement Fund	(34,500)	0	0	0	0
Net increase (decrease) in fund balance	(33,302)	18	10,460	(54,500)	7,930
Fund balance - January 1	31,380	(1,923)	(72,294)	(1,905)	(56,405)
Fund balance - December 31	(\$1,923)	(\$1,905)	(\$61,834)	(\$56,405)	(\$48,475)

**CITY OF MAPLEWOOD, MINNESOTA
2011 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 2011 Budget

None.

Budget Comments

This fund will be used to finance unassessed water system improvements in the St. Paul Water Service District.

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Miscellaneous Revenue:</u>					
3651	\$77,099	\$103,424	\$103,400	\$52,990	\$165,000
3801	6,610	585	3,440	(300)	(300)
3808	52,608	45,356	83,690	45,360	45,360
<hr/>					
Total revenues	136,317	149,365	190,530	98,050	210,060
<hr/>					
<u>Expenditures:</u>					
Capital projects	0	0	0	25,000	0
4485 Fees for utility billing	2,223	2,558	800	(3,750)	1,760
4930 Investment management fees	766	1,027	220	0	0
<hr/>					
Total expenditures	2,989	3,585	1,020	21,250	1,760
<hr/>					
Excess (deficit) of revenues over expenditures	133,327	145,780	189,510	76,800	208,300
<hr/>					
<u>Other financing sources (uses):</u>					
<u>Operating transfers in (out):</u>					
General Fund	17,040	0	0	0	0
Public Improvement Project Fund	(475,000)	0	(547,900)	0	(179,400)
Amount to be bonded for	0	0	0	0	179,400
1993 G.O. Imp. Refunding Bonds	(33,460)	(33,460)	(33,460)	(33,460)	(33,460)
2010A G.O. Improvement Bonds	0	0	0	0	(16,580)
<hr/>					
Net increase (decrease) in fund balance	(358,093)	112,320	(391,850)	43,340	158,260
<hr/>					
Fund balance - January 1	86,521	(271,572)	(253,221)	(159,251)	(115,911)
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Fund balance - December 31	(\$271,572)	(\$159,251)	(\$645,071)	(\$115,911)	\$42,349



MAPLEWOOD

Together We Can

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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.

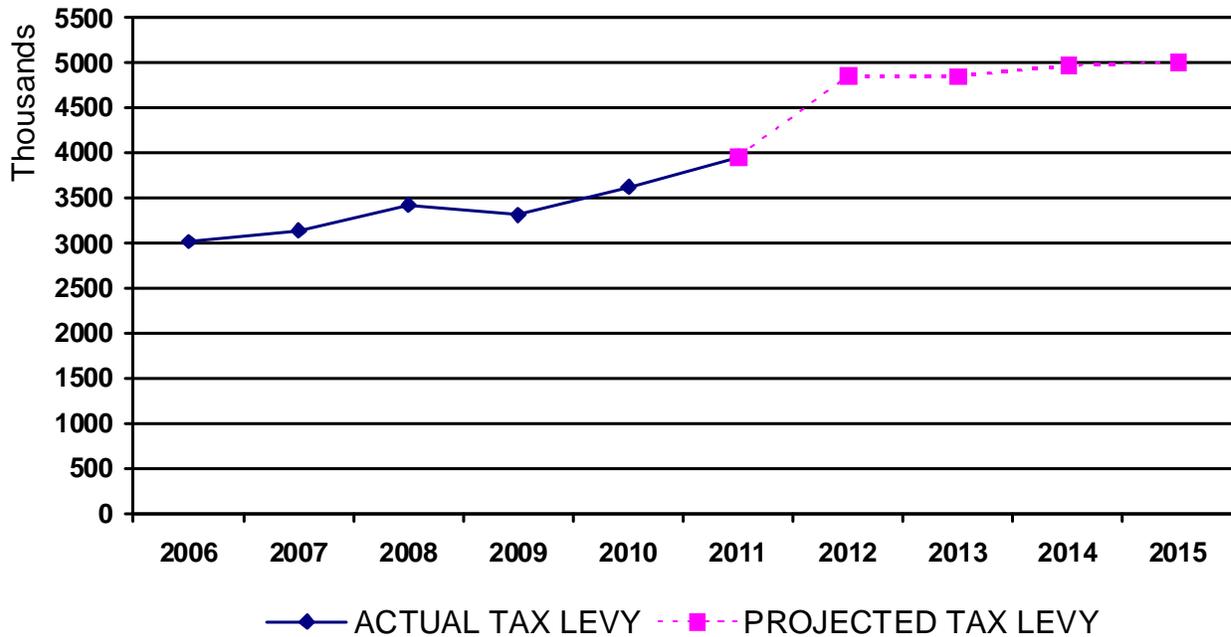
The 2011 Budget for the Debt Service Fund includes a tax levy of \$3,958,103 which is a 9.2% increase over 2010. The following table lists a breakdown by bond issue type along with a comparison for 2010:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2010	2011	
\$2,173,082	\$1,888,197	Public Works Improvement Bonds
532,940	0	Tax Increment Bonds
402,800	402,990	Open Space Bonds
130,000	1,352,206	Tax Abatement Bonds
70,980	0	Equipment Certificates
314,900	314,710	Fire Safety Bonds
\$3,624,702	\$3,958,103	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 2015. The amounts listed are for existing bond issues. Debt service tax levies in future operating budgets through the year 2015 will increase annually by an average of 1.9%.

DEBT SERVICE TAX LEVIES 2006 TO 2015 - ACTUAL AND PROJECTED



Revenues for the 2011 Debt Service Budget total \$6,306,710 and consist of property taxes, special assessments, state street aid and investment interest. Property tax revenue totals \$3,827,110 and is based upon the assumption that 96.7% of the tax levy will be collected. Anticipated 2011 revenues from special assessments are \$1,597,020, state street aid is \$833,140 and investment interest will be approximately \$49,440.

Expenditures for the 2011 Debt Service Budget total \$13,729,300 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2011 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2010, the City's net debt outstanding will be \$74,919,737. This is an increase of 3.2% from the balance on December 31, 2009. On December 31, 2011, the City's net debt outstanding will be \$76,082,297, which is an increase of 1.6% from the balance on December 31, 2010.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2010	2011
Tax Increment Bonds	\$3,267,297	\$4,067,297
Open Space Bonds	1,715,000	1,400,000
Public Works Improvement Bonds	47,890,000	53,145,000
Sewer Revenue Bonds	2,545,000	3,140,000
Environmental Utility Revenue Bonds	495,000	1,505,000
St. Paul Water Utility Revenue Bonds	0	510,000
Equipment Certificates	125,000	65,000
Fire Safety Bonds	2,725,000	2,540,000
Tax Abatement Bonds	4,205,000	3,850,000
MSA Bonds	9,075,000	8,205,000
Capital Improvement Plan Bonds	575,000	545,000
Total debt payable – January 1	72,617,297	78,972,297
New debt issues	15,840,000	8,065,000
Debt retired/refunded	9,485,000	10,955,000
Total debt payable - December 31	78,972,297	76,082,297
Escrow balance for bonds to be called	4,052,560	0
Net debt outstanding – December 31	\$74,919,737	\$76,082,297
Percent increase (decrease)	3.2%	1.6%

The anticipated new debt for 2011 of \$8,065,000 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 2015.

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 which will be paid off in 2011.

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 2011-2015. 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

	2011	2012	2013	2014	2015
Market value of taxable property	\$4,084,016,000	\$4,470,836,000	\$4,894,294,000	\$5,357,860,000	\$5,865,333,000
Statutory debt limit: 3.0% of market value	122,520,480	134,125,080	146,828,820	160,735,800	175,959,990
<u>Amount of debt applicable to debt limit:</u>					
Open Space Refunding Bonds 2002D	1,070,000	725,000	365,000	0	0
Refunding Bonds 2004A	2,355,000	2,145,000	1,935,000	1,715,000	1,495,000
Capital Improvement Plan Bonds 2004D	515,000	485,000	455,000	420,000	385,000
Total debt applicable to debt limit	3,940,000	3,355,000	2,755,000	2,135,000	1,880,000
Legal debt margin	118,580,480	130,770,080	144,073,820	158,600,800	174,079,990

BOND RATINGS

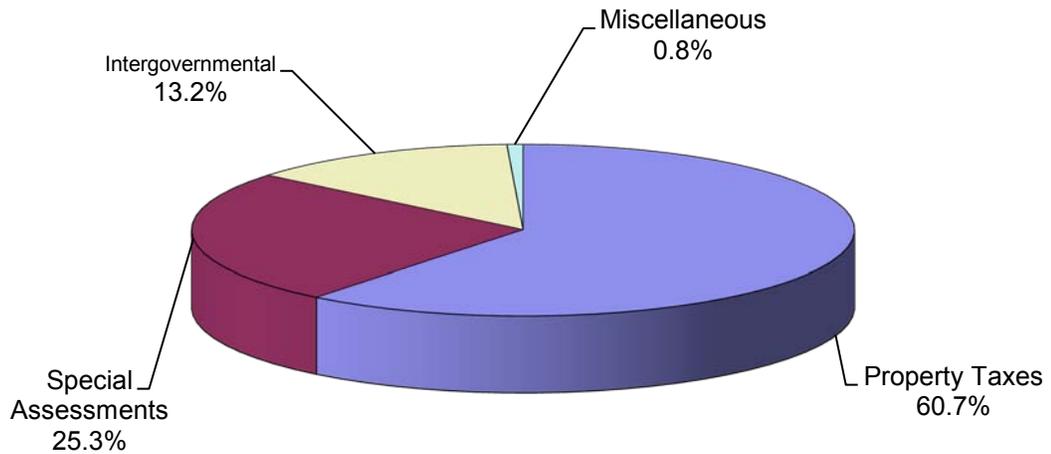
Prior to 2010, City bond issues were assigned ratings by Moody's Investor Services. In 1989, Moody's improved the City's rating from 'A-1' to 'Aa'. The improved rating was due to "continued growth and diversification of the City's economy, strength and long-term stability of its dominant taxpayer and 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 had the 'Aa2' rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were 'Aa2' or better in November 2005.

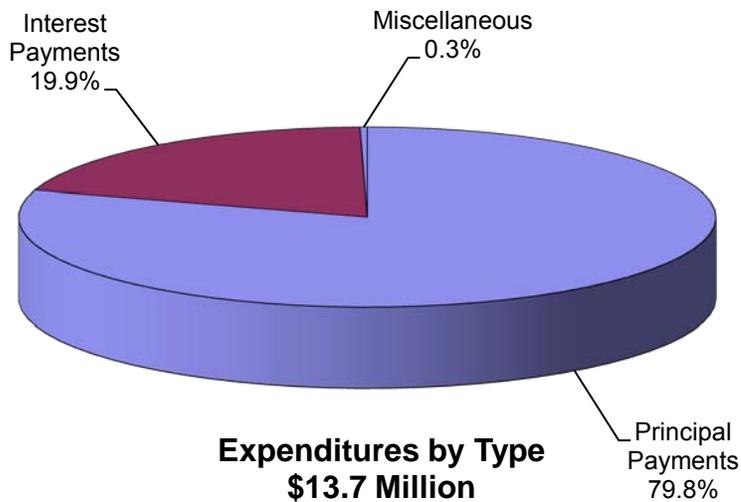
For the 2010 bond issues, the City used Standard & Poor's Ratings Services. Maplewood was assigned an 'AA+' rating with a stable outlook. The secure range scale ratings from highest to lowest are 'AAA', 'AA', 'A', and 'BBB'.

2011 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$6.3 Million



Expenditures by Type
\$13.7 Million

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
Revenues:					
<u>Property Taxes:</u>					
3011 Current	\$3,224,311	\$3,070,981	\$3,516,000	\$3,474,280	\$3,827,110
3012 Delinquent	13,429	35,568	0	0	0
<u>Special Assessments:</u>					
3110 Current	1,512,544	1,794,422	1,495,000	1,655,560	1,597,020
3130 Delinquent	26,921	567,352	0	0	0
3140 Deferred	1,136,513	1,107,867	1,100,000	0	0
3160 Penalties	17,421	197,105	0	0	0
3190 Deferred - County	18,695	18,034	0	0	0
<u>Intergovernmental Revenue:</u>					
3523 State homestead credit aid	38,910	0	0	0	0
3525 State street construction aid	270,000	270,000	270,000	540,000	540,000
3526 State street maintenance aid	182,913	363,184	191,010	345,960	293,140
<u>Miscellaneous Revenue:</u>					
Miscellaneous	84,300	(6,480)	0	0	0
3801 Investment earnings	417,338	103,480	30,000	43,480	49,440
Total revenues	6,943,292	7,521,513	6,602,010	6,059,280	6,306,710

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

ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL BUDGET	2010 RE-EST.	2011 BUDGET
<u>Expenditures:</u>					
<u>Debt Service:</u>					
4810 Principal:					
Regular	5,460,000	7,545,000	7,030,000	6,765,000	6,955,000
Called bonds	0	2,560,000	0	2,720,000	4,000,000
4820 Interest	2,731,954	2,927,000	2,407,419	2,663,690	2,727,990
4840 Paying agent fees	8,408	61,951	7,410	7,850	7,740
<u>Other Charges:</u>					
4480 Fees for service	24,121	21,260	6,300	79,760	4,740
4920 Interest on interfund loans	35,360	0	12,240	11,990	30,560
4930 Investment management fees	34,870	38,917	18,000	4,830	3,270
Total expenditures	8,294,713	13,154,129	9,481,369	12,253,120	13,729,300
Excess (deficit) of revenues over expenditures	(1,351,420)	(5,632,616)	(2,879,359)	(6,193,840)	(7,422,590)
Other financing sources (uses):					
Bond proceeds (net)	1,221,623	4,536,376	0	4,129,370	0
Transfers in (out):					
Debt Service Sub-Fund (in)	0	3,672,426	0	2,047,920	3,477,380
Debt Service Sub-Fund (out)	0	(3,672,426)	0	(2,047,920)	(3,477,380)
Public Improvement Project	0	35,690	0	83,280	0
Street Light Utility Fund	0	0	83,333	0	0
Environmental Utility Fund	0	112,660	95,000	174,650	194,540
General Fund	166,560	350,000	475,000	0	0
Sewer Fund	143,990	293,925	132,140	184,400	269,150
Tax Increment Funds	247,093	301,641	294,831	395,310	370,020
WAC Fund - St. Paul District	33,460	33,460	0	33,460	50,040
Net increase (decrease) in fund balance	461,306	31,136	(1,799,055)	(1,193,370)	(6,538,840)
Fund balance - January 1	12,207,782	12,669,088	9,727,737	12,700,224	11,506,854
Fund balance - December 31	\$12,669,088	\$12,700,224	\$7,928,682	\$11,506,854	\$4,968,014

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

SUB-FUND NO.	BALANCE 01-01-11	REVENUES	EXPENDITURES	OTHER SOURCES & USES	BALANCE 12-31-11
334 G.O. Refunding Bonds - 1998B	52,013	53,220	105,230	0	3
336 G.O. Tax Increment Bonds - 1999B	138,478	250	540	66,980	205,168
342 G.O. Improvement Refunding Bonds - 2002B	(154,180)	567,040	446,320	33,460	0
343 G.O. Tax Increment Refunding Bonds - 2002C	1,028,360	10,590	2,026,670	987,720	0
344 G.O. Open Space Refunding Bonds - 2002D	68,516	389,990	386,030	0	72,476
345 G.O. Improvement Bonds - 2003A	331,810	1,020	2,169,260	1,836,430	0
346 G.O. Sewer Revenue Bonds - 2003B	67,630	0	851,000	783,370	0
347 G.O. Refunding Bonds - 2004A	(32,553)	326,460	303,380	0	(9,473)
348 G.O. Improvement Bonds - 2004B	1,055,309	277,250	1,117,550	0	215,009
349 G.O. Tax Abatement Bonds - 2004C	(769,903)	1,307,450	556,700	0	(19,153)
350 G.O. Capital Improvement Bonds - 2004D	3,004	54,150	54,680	0	2,474
351 G.O. State Aid Street Bonds - 2004E	279,323	430,660	425,950	0	284,033
353 G.O. Improvement Bonds - 2005A	1,150,132	201,300	205,600	0	1,145,832
354 G.O. Improvement Bonds 2006A	389,402	264,550	523,780	0	130,172
355 G.O. Equipment Certificates - 2006B	109,151	1,610	68,160	0	42,601
356 G.O. Improvement Bonds - 2007A	1,211,747	395,870	1,373,140	52,570	287,047
357 G.O. Improvement Bonds - 2007B	317,483	331,930	520,680	90,240	218,973
358 G.O. Bonds - 2008A	839,249	617,330	1,069,010	157,010	544,579
359 G.O. Improvement & Refunding Bonds - 2008B	596,502	99,100	156,320	0	539,282
360 G.O. Improvement Bonds - 2009A	447,257	212,870	510,670	0	149,457
361 G.O. Improvement Bonds - 2009B	322,382	220,880	388,620	0	154,642
362 G.O. Improvement Bonds - 2010A	0	457,250	369,520	50,310	138,040
363 G.O. Refunding Bonds - 2010B	4,055,742	85,940	100,490	(3,174,340)	866,852
Grand Total	\$11,506,854	\$6,306,710	\$13,729,300	\$883,750	\$4,968,014



MAPLEWOOD

Together We Can

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CITY OF MAPLEWOOD, MINNESOTA

BUDGET PROCESS

BUDGET PREPARATION

The budget is a financial plan to provide city services and accomplish city goals. The budget is for the calendar year which is the city's fiscal year. Preparation of the budget begins in March of each year in the Finance Department. Financial projections for the debt service portion of the budget are prepared for existing bond issues. As a result of this process the property tax levy for debt service is determined.

In April, the Finance Department prepares wage and benefit estimates for the next year assuming that no new positions will be added. Also, operating budget worksheets and budget preparation instructions are prepared for department heads. The operating budget worksheets include guideline budget request amounts for each expenditure account that are calculated using the original budget for the current year with an inflation adjustment for the next year.

In May, the City Manager and Finance Manager together meet with department heads individually to discuss department objectives and performance indicators that will be included in the operating portion of the budget. The relationship of department objectives to the city's strategic plan is closely scrutinized. Also during May, the Finance Department starts to prepare revenue estimates for the current and upcoming year.

The capital improvement portion of the budget is prepared in June based on the five-year capital improvement plan. Also during June, department heads submit their operating budget requests to the City Manager and Finance Manager. The Finance Manager prepares a listing of recommended tentative revisions to department requests based upon an in-depth review of the requests.

In July, the Finance Manager prepares a preliminary report on next year's budget for review and discussion with the City Manager and department heads. Then the City Manager and Finance Manager together meet with department heads individually to discuss the final revisions to their budget requests. The Finance Department prepares the proposed budget booklet and it is distributed to the City Council in August.

CITY OF MAPLEWOOD, MINNESOTA

BUDGET PROCESS

BUDGET REVIEW BY CITY COUNCIL

During August special Council meetings are held to review the budget. In September, the City Council approves a proposed property tax levy for the budget and schedules public hearing dates. This information is sent to Ramsey County for notices that are prepared. The tax levy approved can be reduced when the budget is adopted but it cannot be increased.

Ramsey County mails a notice to each property owner in November. The notice indicates the proposed property tax bill for the next year with a breakdown between the portions for the county, city, school district and miscellaneous taxing districts. The notice also indicates the dates and locations for budget and tax hearings that will be held by each taxing district.

BUDGET ADOPTION

In December the City Council holds a public hearing on the budget and tax levy. At the public hearing the budget and tax levy can be reduced and must be adopted. Information on the adopted levy is sent to Ramsey County for preparation of property tax bills.

BUDGET CALENDAR

March – Financial projections for the debt service portion of the budget are prepared for existing bond issues.

April – Finance Department prepares wage and benefit estimates, operating budget worksheets and budget preparation instructions

May – Meetings held with department heads to discuss department objectives and performance indicators that will be included in the operating portion of the budget.

June – Capital improvement portion of the budget is prepared and department heads submit their operating budget requests.

July – Major budget items are prioritized, final revisions to budget requests are made and the Finance Department prepares the proposed budget booklet.

August – Proposed budget booklet is distributed to the City Council. Press release on the budget is issued and special Council meetings to review are scheduled.

CITY OF MAPLEWOOD, MINNESOTA BUDGET PROCESS

September – City Council approves a proposed property tax levy for the budget and schedules public hearing dates.

November – Ramsey County mails a notice to each property owner that indicates the proposed property tax bill for the next year with dates and locations for budget and tax hearings that will be held by each taxing district.

December – City Council holds a public hearing on the budget and tax levy. At the public hearing the budget and tax levy can be modified and must be adopted.

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 Federal Grant and State Grant Funds. Budgets were not adopted for these funds in 2011 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.

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

BUDGET AMENDMENT PROCESS

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

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

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

Accounting, Budgeting and Financial Planning

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

Revenue Management

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

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

CITY OF MAPLEWOOD, MINNESOTA FINANCIAL POLICIES AND PROCEDURES

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

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

CITY OF MAPLEWOOD, MINNESOTA

FINANCIAL POLICIES AND PROCEDURES

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:

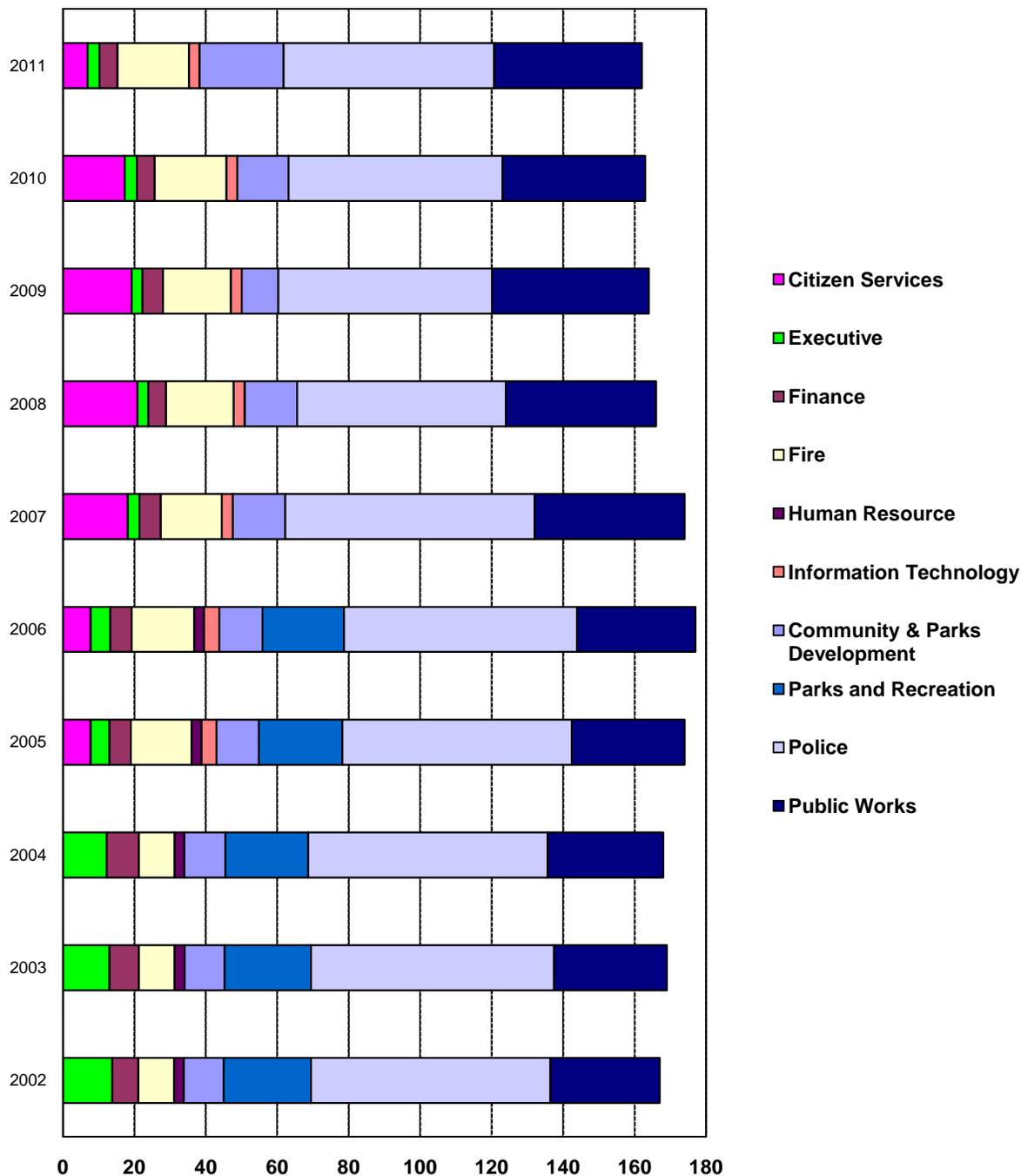
- A.** The EDA appropriates the funds as part of the annual budget, or
- B.** The EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.

SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

2002-2011



CITY OF MAPLEWOOD, MINNESOTA

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

By Department and Fund
2002-2011

By Department:	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Citizen Services	-	-	-	7.75	7.75	18.20	20.90	19.30	17.30	6.90
Executive	13.85	13.04	12.25	5.27	5.54	3.20	3.00	3.00	3.40	3.40
Finance	7.26	8.26	9.00	6.00	6.00	6.00	5.00	5.75	5.00	5.00
Fire	10.00	10.00	10.00	17.00	17.50	17.09	18.89	19.00	20.10	20.00
Human Resource	2.75	2.75	2.75	2.75	2.75	0.00	0.00	0.00	0.00	0.00
Information Technology	-	-	-	4.25	4.25	3.10	3.10	3.00	3.00	3.00
Community & Parks Development	11.16	11.20	11.48	11.85	12.10	14.66	14.66	10.20	14.35	23.43
Parks and Recreation	24.43	24.20	23.17	23.33	22.76	0.00	0.00	0.00	0.00	0.00
Police	67.00	68.00	67.00	64.20	65.20	69.80	58.40	59.80	59.90	59.00
Public Works	30.55	31.55	32.35	31.60	33.15	41.95	42.05	43.95	39.95	41.27
Totals	167.00	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00

By Fund:	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General Fund	143.78	144.63	139.46	131.72	135.84	132.29	124.27	125.32	122.80	118.00
Information Technology Fund	1.26	2.26	3.00	4.25	4.25	3.10	3.10	3.00	3.00	3.00
Rec. Programs Fund	4.30	4.30	4.10	4.10	4.10	3.60	3.38	2.88	2.00	3.50
Community Center Fund	8.00	8.15	6.03	7.08	6.81	7.60	8.00	7.50	8.40	8.40
Environmental Utility Fund	-	-	5.50	5.75	5.55	6.50	6.50	5.60	6.00	7.75
Ambulance Service Fund	-	-	-	11.60	10.70	11.71	11.25	10.40	11.35	11.50
Recycling Fund	-	-	0.25	0.25	0.25	0.35	0.40	0.40	0.60	0.80
Sewer Fund	6.33	6.33	6.08	6.00	6.25	5.60	5.90	5.80	5.60	5.80
Fleet Management Fund	3.33	3.33	3.58	3.25	3.25	3.25	3.20	3.10	3.25	3.25
Totals	167.00	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-111	Public Relations:				
	Marketing/Public Relations	0.00	1.00	1.00	0.00
	Events & Marketing Coordinator	0.00	0.50	0.00	0.00
101-301	Administration:				
	Citizen Services Director	1.00	1.00	0.90	0.90
	Citizen Services Supervisor	1.00	1.00	1.00	1.00
	Administrative Assistant	0.80	0.80	0.00	0.00
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Office Specialists	1.00	0.00	0.00	0.00
	Marketing/Public Relations	0.00	0.00	0.00	1.00
101-303	Deputy Registrar:				
	Licensing Specialist	3.60	2.63	2.00	2.00
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
	Citizen Services Department Total	9.40	8.93	6.90	6.90
<u>EXECUTIVE DEPARTMENT</u>					
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager/Public Works Director	0.00	0.00	0.40	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
	Executive Department Total	3.00	3.00	3.40	3.40
<u>FINANCE</u>					
101-202	Accounting:				
	Assistant Finance Director	1.00	1.00	1.00	0.00
	Assistant Finance Manager	0.00	0.00	0.00	1.00
	Accounting Technician	0.00	0.75	0.75	1.00
	Payroll Technician	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Director	0.00	1.00	1.00	0.00
	Finance Manager	0.00	0.00	0.00	1.00
	Director of Finance and Administration Manager	1.00	0.00	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	0.25	0.00
	Finance Department Total	5.00	5.75	5.00	5.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>FIRE DEPARTMENT</u>					
101-411	Administration:				
	Fire Chief	1.00	1.00	1.00	0.75
	Assistant Fire Chief/Fire Marshal	0.40	0.40	0.50	0.50
	Administrative Assistant	1.00	1.00	1.00	0.75
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.60	0.60	0.50	0.50
101-404	Fire Suppression:				
	Captain	0.72	0.70	1.20	1.20
	EMS Director	0.05	0.00	0.00	0.00
	Paramedic Coordinator	0.00	0.05	0.00	0.00
	Firefighter	3.70	4.81	4.80	4.80
606-403	Emergency Medical Services:				
	Fire Chief	0.00	0.00	0.00	0.25
	Administrative Assistant	0.00	0.00	0.00	0.25
	Captain	1.28	1.30	1.20	1.80
	Sergeant	0.30	0.30	0.30	0.30
	EMS Director	0.95	0.00	0.00	0.00
	Paramedic Coordinator	0.00	0.95	1.00	1.00
	Police Officer	0.90	0.90	0.90	0.70
	Firefighter	6.84	6.99	7.70	7.20
	Fire Department Total	<u>17.74</u>	<u>19.00</u>	<u>20.10</u>	<u>20.00</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	0.00	0.00	0.00
	Information Technology Total	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>COMMUNITY & PARKS DEVELOPMENT</u>					
101-701	Administration:				
	Community & Parks Development Director	0.00	0.25	0.30	0.30
	Building Official	0.50	0.50	0.00	0.00
	Senior Planner	1.00	0.00	0.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	1.00	1.00	1.00	0.00
101-703	Building Inspections:				
	Building Official	0.50	0.50	0.25	0.25
	Assistant Building Official	1.00	1.00	1.00	1.00
	Building Inspector	2.00	2.00	3.00	2.00
	Building Inspector Apprentice	1.00	0.00	0.00	0.00
	Senior Engineering Technician	0.95	0.95	0.45	0.45
101-707	Code Enforcement				
	Firefighter	0.11	0.00	0.00	0.00
	Building Official	0.00	0.00	0.75	0.75
	Code Enforcement Inspector	1.00	0.00	0.00	0.00
101-702	Planning:				
	Senior Planner	0.00	1.00	1.00	1.00
	Associate Planner	2.00	1.00	1.00	1.00
	Environmental Planner	0.00	1.00	1.00	0.00
101-601	Administration:				
	Director	0.00	0.00	0.30	0.30
	Parks and Recreation Manager	0.00	0.00	1.00	1.00
	Administrative Assistant	0.00	0.00	1.00	0.50
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.25	0.55	0.55	0.55
101-604	Nature Center:				
	Lead Naturalist	0.75	0.45	0.45	0.45
101-605	Open Space				
	Naturalist	0.30	0.30	0.30	0.30
206-603	Recreation Programs:				
	Events/Marketing Coordinator	0.20	0.50	0.00	0.00
	Recreation Program Supervisor	2.00	2.00	2.00	2.00
	Recreation Program Supervisor II	1.00	0.00	0.00	0.00
	Recreation Program Asst Coordinator	0.00	0.00	0.00	1.00
	Office Specialists	0.40	0.38	0.00	0.50
602-611	Community Center Administration:				
	Director	1.00	0.10	0.10	0.10
	Fitness/Operations Director	0.50	1.00	1.00	1.00
	Member Services Supervisor	1.00	1.00	1.00	1.00
	Banquet Events Manager	0.00	0.00	0.00	1.00
	Customer Service Supervisor	0.75	1.00	1.00	0.00
	Recreation Coordinator	1.00	1.00	1.00	1.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.40	0.40	0.30	0.30
	Lead Building Custodian	1.00	1.00	1.00	1.00
	Facility Technician	1.00	1.00	2.00	2.00
602-612	Community Center Recreation Activities:				
	Aquatics Program Supervisor	1.00	1.00	1.00	1.00
605-706	Recycling				
	Deputy Director	0.00	0.00	0.20	0.20
	Operations Analyst	0.15	0.15	0.20	0.20
	Chief Building Engineer	0.00	0.00	0.10	0.10
	Building Maintenance Worker	0.00	0.00	0.10	0.10
	Environmental Manager	0.25	0.25	0.00	0.20
	Community & Parks Development Total	<u>25.01</u>	<u>22.28</u>	<u>25.35</u>	<u>23.55</u>

POLICE DEPARTMENT

101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Public Safety Manager	1.00	0.00	0.00	0.00
	Deputy Police Chief	0.00	1.00	1.00	1.00
	Administrative Operations Manager	1.00	0.00	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	7.60	7.80	6.80
	Technical Assistant	0.00	1.00	1.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	6.70	7.70	5.70	6.70
	Police Officer	37.30	34.50	36.40	35.50
101-406	Dispatching Services:				
	Public Safety Communications Manager	0.00	0.00	0.00	0.00
	Communications Center Supervisor	0.00	0.00	0.00	0.00
	Dispatcher	0.00	0.00	0.00	0.00
606-406	Ambulance Dispatching:				
	Dispatcher	0.00	0.00	0.00	0.00
	Police Department Total	<u>59.80</u>	<u>59.80</u>	<u>59.90</u>	<u>59.00</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>PUBLIC WORKS DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.60	0.50	0.60	0.60
	Facility Technician	1.00	1.90	1.00	1.00
	Building Maintenance Worker	1.00	0.90	0.90	0.90
101-501	Administration:				
	Public Works Director	1.00	1.00	0.35	0.35
	Operations Analyst	0.20	0.20	0.20	0.20
	Administrative Assistant	0.75	0.75	0.75	0.50
101-503	Engineering:				
	Assistant Public Works Dir./City Engineer	0.00	0.00	1.00	0.60
	Assistant City Engineer	1.00	1.00	0.00	1.00
	Civil Engineer I	1.75	1.75	1.00	0.75
	Civil Engineer II	1.00	1.00	2.00	1.00
	Naturalist	0.00	0.00	0.00	0.00
	Senior Engineering Technician	3.05	3.05	3.10	3.10
	Engineering Technician	2.00	2.00	2.00	2.00
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	0.95	0.95	1.00	1.00
	Heavy Equipment Mechanic	1.90	1.90	2.00	2.00
101-602	Park Maintenance:				
	Superintendent	0.00	0.00	0.00	1.00
	Foreman	1.00	1.00	1.00	0.00
	Maintenance Worker	6.50	6.50	5.00	5.00
601-508	Sanitary Sewer Operations:				
	Public Works Director	0.00	0.00	0.00	0.25
	Assistant Public Works Dir./City Engineer	0.00	0.00	0.25	0.20
	Operations Analyst	0.30	0.30	0.35	0.35
	Superintendent	0.75	0.75	0.75	0.75
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	3.50	3.50	3.00	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	0.20
	Maintenance Worker	1.60	1.40	1.40	1.80

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2008-2011

<u>CODE</u>		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
604-512	Storm Sewer Maintenance:				
	Assistant Public Works Dir./City Engineer	0.00	0.00	0.00	0.20
	Deputy Director	0.00	0.00	0.20	0.20
	Administrative Assistant	0.00	0.00	0.00	0.25
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.90	0.90	0.90	0.70
	Maintenance Worker	1.85	1.75	1.75	2.10
	Naturalist	0.70	0.70	0.70	0.70
	Operations Analyst	0.25	0.25	0.25	0.25
	Senior Engineering Technician	0.00	0.00	0.00	0.45
	Civil Engineer I	0.25	0.25	0.45	0.25
	Environmental Manager	0.00	0.00	0.00	0.00
	Environmental Planner	1.00	0.00	0.00	0.80
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.60	0.60	0.60	0.60
	Maintenance Worker	3.75	3.75	3.15	3.60
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	0.80	0.70	0.70	0.80
	Public Works Department Total	<u>42.95</u>	<u>42.25</u>	<u>39.35</u>	<u>41.15</u>
	TOTALS - ALL DEPARTMENTS	166.00	164.00	163.00	162.00

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 2011 estimate for leave benefits is based upon actual leave hours used in 2009 and projected 2011 pay rates. The estimate for retirement benefits is based on projected 2011 pay rates and employer required contribution rates. Insurance benefits expense for 2011 is based upon an estimated 5% increase in health insurance premium rates and projected 2011 pay rates.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

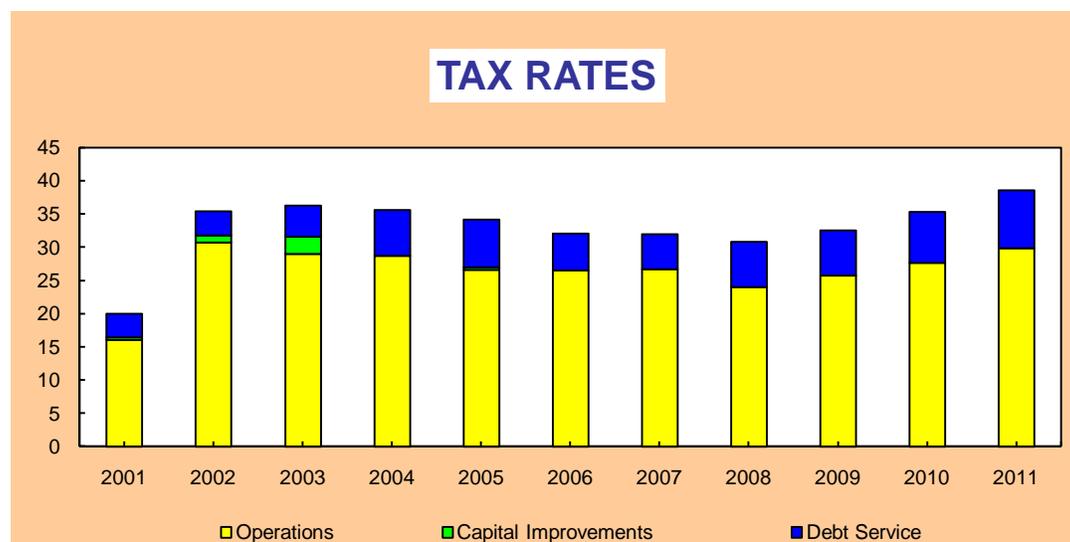
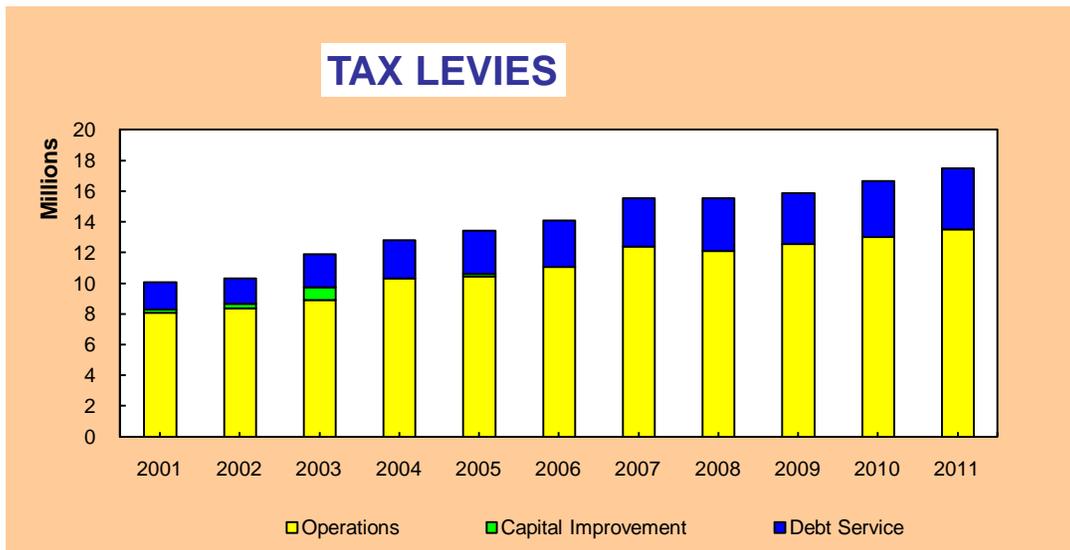
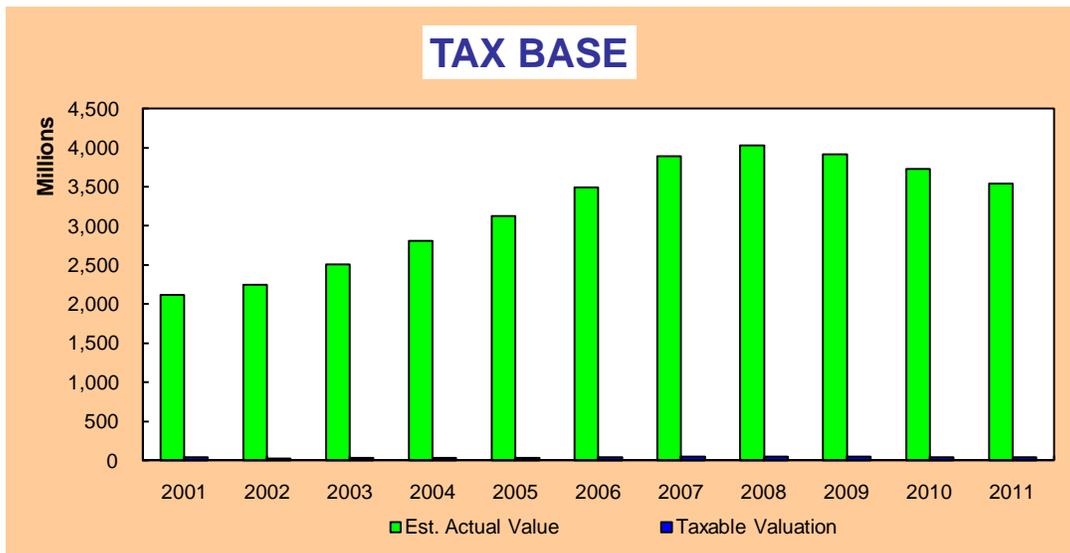
ACCT NO.	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL ESTIMATE	2010 RE-EST.	2011 ESTIMATE
<u>Operating revenues:</u>					
3833	\$1,643,134	\$1,655,784	\$1,896,732	\$1,896,732	\$1,719,230
3834	2,033,747	2,105,748	2,056,028	2,056,028	2,428,480
3835	1,973,280	2,004,276	2,107,834	2,107,834	2,405,860
Total revenues	5,650,161	5,765,808	6,060,594	6,060,594	6,553,570
<u>Operating expenses:</u>					
Early retirement pay	0	63,756	0	65,000	50,000
Leave benefits	1,750,228	1,758,614	1,757,000	1,900,000	1,800,000
Retirement benefits	2,017,034	2,195,493	2,050,000	2,195,500	2,330,000
Insurance benefits	1,675,759	1,977,796	2,433,000	2,210,000	2,300,000
Opeb	106,332	91,036	0	50,000	50,000
Miscellaneous service charges	11,537	5,796	7,640	7,640	7,640
Total expenses	5,560,890	6,092,491	6,247,640	6,428,140	6,537,640
Operating income (loss)	89,271	(326,683)	(187,046)	(367,546)	15,930
<u>Nonoperating revenues (expenses):</u>					
3530	32,410	32,410	32,410	32,410	32,410
3801	101,584	9,042	25,000	25,000	15,000
3809	0	0	0	0	0
Transfers in/(out)	(535,760)	0	40,000	0	0
Total nonoperating revenues (expenses)	(401,766)	41,452	97,410	57,410	47,410
Change in fund equity	(312,495)	(285,230)	(89,636)	(310,136)	63,340
Fund equity - January 1	535,762	223,267	(218,703)	(61,964)	(372,100)
Fund equity - December 31	\$223,267	(\$61,964)	(\$308,339)	(\$372,100)	(\$308,760)

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

	2008 ACTUAL	2009 ACTUAL	2010 ORIGINAL ESTIMATE	2010 RE-EST.	2011 ESTIMATE
<u>Sources of cash:</u>					
Net income (loss)	(\$312,495)	(\$285,230)	(\$89,636)	(\$310,136)	\$63,340
Decrease in current assets	347,850	7,019	0	0	0
Increase in current liabilities	264,748	12,598	0	0	0
Total	300,103	(265,613)	(89,636)	(310,136)	63,340
<u>Applications of cash:</u>					
Increase in current assets	0	0	0	0	0
Decrease in current liabilities	0	0	0	0	0
Total	0	0	0	0	0
Net increase (decrease) in cash	300,103	(265,613)	(89,636)	(310,136)	63,340
Cash balance - January 1	1,777,281	2,077,384	1,635,414	1,811,770	1,501,634
Cash balance - December 31	<u>\$2,077,384</u>	<u>\$1,811,770</u>	<u>\$1,545,778</u>	<u>\$1,501,634</u>	<u>\$1,564,974</u>

TAX BASE, TAX LEVIES AND TAX RATES

Years 2001 through 2011



CITY OF MAPLEWOOD, MINNESOTA

TAX BASE, TAX LEVIES AND TAX RATES
Years 2001 through 2011

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	4,028,586,700	47,968,833	3.3%
2009	3,918,194,300	47,789,000	-0.4%
2010	3,730,663,300	45,561,700	-4.7%
2011	3,526,893,800	43,690,096	-8.6%

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%
2011	13,545,351	-	3,958,103	17,503,454	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	0.01795
2009	25.778	-	6.794	32.572	0.01034
2010	27.667	-	7.687	35.354	0.01932
2011	30.079	-	8.790	38.869	0.02046

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 37,755.

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 2011 the City will have 162 full-time employees serving in various departments, including fire and police protection, and approximately 371 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 73 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	29,259	16.7	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%	88%	95%	92%	85%
Non-white	5%	6%	12%	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