

CITY OF MAPLEWOOD ADOPTED 2012 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.

2012 BUDGET PROCESS

In May, department heads started the preparation of their budget requests for the 2012 calendar year. Maplewood's fiscal year is the calendar year. During June, department heads submitted their budget requests to the Assistant City Manager and Finance Manager. They reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in July, 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 12th, 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 public meeting. On December 5, 2011 the Council approved the proposed budget and the City's property tax levy to finance the approved budget.

BUDGET ORGANIZATION

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

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

FINANCIAL POLICIES

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

LONG-TERM GOALS AND OBJECTIVES

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

A City Council/Management Team retreat was held in February 2011 which resulted in the setting of council three year goals. The goals ranked in order of priority are:

- **Financial Sustainability:** Continue to provide quality, efficient services to our citizens while equalizing expenditures and revenues every year. Make budgeting decisions that comport with the principals of sustainability.
- **Good Government:** Continue to make Maplewood city government transparent and accessible; operate within an environment of efficiency and mutual respect. Welcome and encourage citizen involvement, and work with other cities to collaborate and consolidate city services.
- **Parks and Recreation:** Determine how to resolve the Community Center's funding and programming issues. Further define what we want the newly re-established department to be with an interest in a possible joint venture with neighboring communities.
- **Capital Assets:** Establish a plan to address deferred maintenance issues to city facilities, as well as balancing the continued investment into the public infrastructure. Determine a funding structure that is sustainable and addresses not only existing but future capital assets.
- **Public Safety:** Create and commit to a long-term plan for rebuilding and relocating fire stations, from five to three. Determine the space needs for the Police department.
- **Environment: Going Green:** Continue developing processes and programs for "going green" sustainability.
- **Redevelopment:** Create and commit to a redevelopment plan for the city through prioritizing and updating the master plan.

COUNCIL/MANAGER PRIORITIES AND ISSUES

The 2012 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 2011-2012 agreements with bargaining units. Explore options to reduce health insurance costs.
- Explore the expansion of City Hall to accommodate the growing space needs of the Police Department.
- Recognize that the Ambulance Service Fund and Community Center Operations Fund require increased tax levy dollars to help offset operating losses and deferred maintenance items.
- Address the needs of the IT Department by adding a technician to be shared with a neighboring city.
- Re-establish tax levies for capital funds to manage the repair and replacement of vehicles, equipment and property.

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.

Two year agreements with bargaining units were approved for the years 2011-2012 and reflected a 0% cost of living adjustment (COLA) in 2011 and a 1% COLA in 2012.

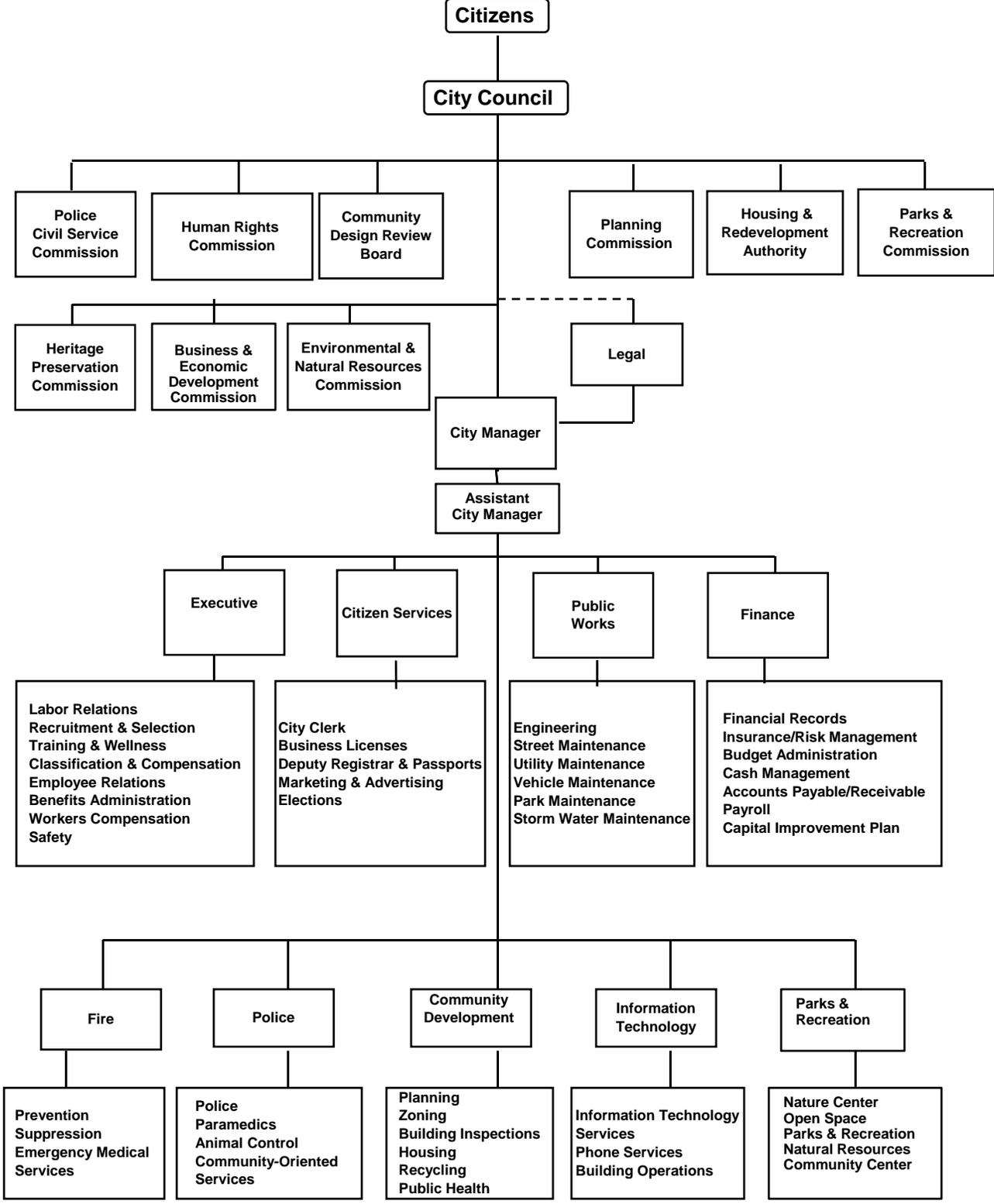
Because of the economic recession, Minnesota state revenues have been down significantly and one of the responses of the state has been to withhold the payment of Market Value Homestead Credit (MVHC) and Local Government Aid (LGA) to municipalities. Maplewood has not received LGA in recent years but has been eligible to receive MVHC. This was a reduction to Maplewood of more than \$500,000/year for 2009, 2010 and 2011. The MVHC program has been eliminated for taxes payable in 2012. In its place, homeowners will receive an exclusion of a portion of the market value of their house from property taxes. The new market value exclusion for homes will mean that the city's tax rate will rise and taxes will be shifted among properties within each community, especially to commercial, industrial, apartment, and other properties that will not receive the benefit of the homestead market value exclusion. The City will no longer be shorted by the State on its property tax levy but non-homestead properties will likely see an increase in their taxes.

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 hopes to acquire a new software program to streamline the agenda and minute process.
- Community Development is developing sustainable "green building practices and methods" and promoting green construction.
- The newly formed Economic Development Authority will provide opportunities for the city.
- A new employee is being added to the IT staff to improve helpdesk responsiveness. The employee will be shared with a neighboring city.
- The Fire Department will continue to look at a consolidation of stations during 2012 and will delay the purchase of new and replacement equipment until that study is completed.
- The growing space needs of the Police Department will continue to be a topic of conversation with the Council.
- Public Works is exploring options to maintain a steady Street Reconstruction program and implement a Mill and Overly project.
- Many changes are being implemented at the Community Center to reduce its operating losses.
- A Joint Powers Agreement was entered into with a neighboring city to provide recreation programs.

City of Maplewood Organization Chart



CITY OF MAPLEWOOD, MINNESOTA
PRINCIPAL CITY OFFICIALS

November 2011

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

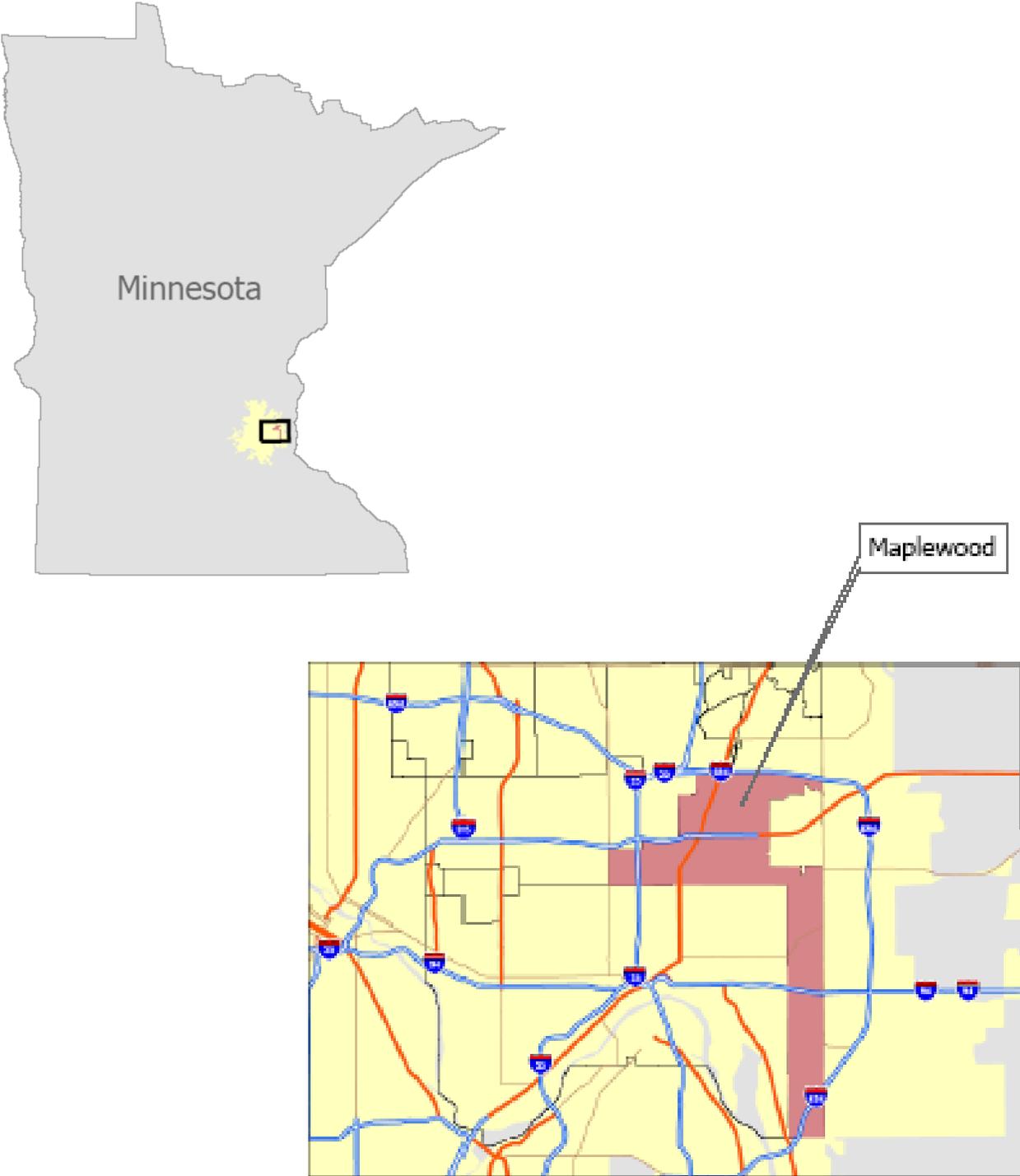
JOHN NEPHEW, COUNCILMEMBER
 Term Expires 1-01-2012

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
R. Charles Ahl	Director of Community & Economic Development	January 1, 2011
Gayle Bauman	Finance Manager	May 10, 2010
DuWayne Konewko	Director of Parks & Recreation	January 1, 2011
Mychal Fowlds	Information Technology Director	February 6, 2006
Karen Guilfoile	Director of Citizen Services	August 5, 1996
Steve Lukin	Fire Chief	March 17, 2000
Michael Thompson	City Engineer/Deputy Director of Public Works	March 30, 2009
Dave Thomalla	Police Chief	November 16, 2002

GEOGRAPHICAL LOCATION





Dear Honorable Mayor Rossbach and City Council Members:

I am pleased to transmit to you the City of Maplewood's 2012 Budget. The 2012 Budget is funded at City Council's direction by a tax rate that limits new spending for operations, capital improvements and debt service to a 2.0% increase. The operating budget tax levy decrease is -2.2% while the debt service budget has increased by 6.3%. The capital improvements budget tax levy is being re-established with an amount of \$395,000.

The primary considerations in the preparation of the 2012 Budget are as follows:

1. Essentially, the tax levy increase is dedicated to the Ambulance Service Fund which continues to experience operating losses mainly due to the Medicare law that became effective in 2002 which limits the amount the City is allowed to collect on a run. Our actual cost per run far exceeds the collection amount allowed.
2. Community Development and Police Departments have increases reflective of City Council stated priorities. The increase in Community Development is mainly due to the creation of a new planning division in the Environmental Utility Fund. Costs were decreased in the Parks and Public Works departments with the establishment of this new division. Expenditures were added to the Police Department budget to account for additional work anticipated for the future expansion needs.
3. Additional levies for debt service reflect the expanded street reconstruction program as well as funds required as a result of debt issued in 2011.
4. Further decreases in revenues for charges for services are expected in 2012. Engineering and administrative charges are decreasing from the higher amounts recognized during our expanded street reconstruction program. Plan check fees continue to decline due to the depressed economy.

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. The City is also re-establishing tax levies for capital funds to manage the repair and replacement of vehicles, equipment and property.

Conserving the City's financial resources is important and the 2012 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 40.0% of anticipated expenditures.

The 2012 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 2012 budget process to build a balanced service centered financial plan for the City of Maplewood.

Sincerely,

James W. Antonen
City Manager

Budget Overview

MAJOR INITIATIVES

During preparation of the 2012 Budget, city staff focused on the long-range goals established by the City Council and management staff at the past several strategic planning retreats. The goals were established after issues and opportunities were identified and prioritized. Top City Council priorities include financial sustainability, parks and recreation funding, deferred maintenance and public safety facilities.

STRATEGIC PLAN

The goals that were established at the retreats which have been addressed in the 2012 Budget are as follows:

- Financial Sustainability – 2012 shows an increase in the unreserved fund balance in the general fund as a percent of fund operating revenues.
- Parks and Recreation – joint powers agreement for recreation programming with a neighboring city began in 2011; reorganization of Community Center operations began in 2011.
- Capital Assets – increased tax levy for the Community Center to start addressing deferred maintenance issues.
- Public Safety – added a tax levy for public safety expansion needs.
- Environment: Going Green – adopted various policies regarding purchasing.

TAX LEVY FOR 2012 2.0% HIGHER

The City's tax levy for 2012 is \$17,853,523 which is 2.0% (\$350,069) higher than 2011. For 2012, the average median value home is estimated to be \$182,900, reflecting a decrease of 6.25%. The net City portion of the property tax for the median valued home for 2012 is proposed to be \$751 as compared to \$743 in 2011. This is an increase of \$8 (\$0.67 per month) or 1.1%. Approximately 74% of the tax levy is for operations and 23.5% is for debt service costs on bond issues. The remaining 2.5% is for capital improvements.

CITY RECEIVES 27.6% OF TAXES

In 2011 the City received 27.6% of the property taxes on property within the City. The following illustration indicates the allocation of property tax dollars by government type.



3.6%
Other

27.6%
City

29.6%
Schools

39.2%
County

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

**2012
EXPENDITURES
BUDGET
\$43.0 MILLION**

Expenditures in the 2012 Budget are 12.9% less than 2011. The breakdown by section is listed in the following table:

REVENUES AND EXPENDITURES BY SECTION				
Comparison of 2011 and 2012 Budget				
	REVENUES		EXPENDITURES	
	Amount	Change	Amount	Change
Operations	\$32,505,390	-0.5%	\$32,079,330	-1.0%
Capital Improvements	1,851,430	10.3%	1,218,610	-62.9%
Debt Service	6,910,900	9.6%	9,743,150	-29.0%
Totals	\$41,267,720	1.5%	\$43,041,090	-12.9%

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

OPERATING BUDGET

This portion of the budget covers basic City services such as police, firefighting, street maintenance, recreation programs, park maintenance, planning, building inspections and utility maintenance. The expenditures for the funds within this portion of the budget are grouped by department and subdivided into programs for each department. Budget performance is measured based on the accomplishment of the objectives for 2012 listed for each department and by the performance effectiveness indicators listed for each program.

**OPERATING
BUDGET
REVENUES
DOWN 0.5%**

Operating budget revenues for 2012 are 0.5% less than 2011. The revenue category with the largest decrease is charges for services which is \$316,630 lower than 2011. This is due primarily to decreases in ambulance revenue collections and lower revenues associated with the reduced street reconstruction program.

UTILITY RATES

Operating budget revenues for 2012 produced by utility service charges will total \$7,071,420, which represents 21.8% of the total operating budget revenues. Utility service charges consist of sewer service charges (\$4,645,750), environmental utility charges (\$2,011,520) and recycling charges (\$414,150).

A 3% increase in sewer rates is necessary to finance the 2012 Budget for the Sanitary Sewer Fund and increase the fund working capital. Most of the revenues from the sewer rates finance the Metropolitan Council sewage treatment charges to Maplewood which are expected to decrease. In 2012 these charges will be approximately \$2,460,130 which is 62% of the operating expenses for the Sanitary Sewer Fund. The sewage treatment charges are difficult to estimate due to variations in the flow caused by

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

A 10% increase in the environmental utility charge is necessary to offset the demands on city resources for storm water treatment and increasing operating costs. As staff projects expenses into future years, the pressures to expand this program are significant.

No increase in the recycling charge is necessary because the rate currently in place will produce sufficient revenue to finance costs and the working capital balance is at an appropriate level.

Revenue from the surcharge on North St. Paul and St. Paul water utility bills is included in the Capital Improvements Budget. These revenues will be used to finance future water system improvements that cannot be financed by special assessments. The 2012 Budget includes an increase in the water surcharge for the North St. Paul Water Service District from \$1.00 per account per month to \$1.20 per account per month. This is the first fee increase since the City began charging the fee in 2007. The 2012 Budget includes an increase in the water surcharge for the St. Paul Water Service District from 4% of the St. Paul Water charge to 4.4% of the St. Paul Water charge. The increase would be approximately \$0.20 per quarter for a family of four with average water usage (i.e. 22 units per quarter).

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

UTILITY RATES IMPACT ON AN AVERAGE HOME				
	Quarterly Charge		Increase (Decrease)	
	2011	2012	Amount	Percent
Sewer service*	\$73.50	\$75.70	\$2.20	3.0%
Environmental charge	17.13	18.84	1.71	10.0%
Recycling charge	6.66	6.66	0.00	0.0%
Water surcharge (St. Paul)	2.00	2.20	0.20	10.0%
Total	\$99.29	\$103.40	\$4.11	4.1%
*Rate per 1,000 gals	\$3.66	\$3.77	\$0.11	3.0%

**OPERATING
BUDGET
EXPENDITURES
DOWN 1.0%**

Operating budget expenditures for 2012 are \$32.1 million, which is \$337,690 lower than 2011. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2012 BUDGET	AMOUNT OVER (UNDER) 2011 BUDGET	% CHANGE OVER (UNDER) 2011 BUDGET
Citizen Services	\$1,118,510	(\$117,610)	-9.5%
Community Development	2,045,870	238,290	13.2%
Executive	841,190	(249,510)	-22.9%
Finance	798,710	17,230	2.2%
Fire	4,175,980	(120,450)	-2.8%
Information Technology	1,335,560	48,850	3.8%
Legislative	193,850	9,710	5.3%
Parks & Recreation	3,920,460	19,090	0.5%
Police	8,045,790	211,060	2.7%
Public Works	9,603,410	(394,350)	-3.9%
Total expenditures	\$32,079,330	(\$337,690)	-1.0%
Less internal charges	(2,326,790)	(70,830)	-3.1%
Net external expenditures	\$29,752,540	(\$408,520)	-1.4%

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

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

DEMAND FOR CITY SERVICES BASED ON GROWTH				
	RESIDENTIAL GROWTH			NON-RESIDENTIAL GROWTH
YEAR	New Housing Units	Population	Percent Change	Valuation of Non-residential Building Permits
2008	117	37,671	0.2%	\$40,723,074
2009	190	37,755	0.2%	\$31,765,603
2010	108	38,018	0.7%	\$24,063,929

The population for 2008 through 2009 is from estimates prepared by the Metropolitan Council. The 2010 population is from the census. The average annual population increase between 2000 and 2010 was 0.8%. If this rate of increase continues, the city's population in 2011 will be 38,322 and in 2012 will be 38,629.

**FULL-TIME
EMPLOYEES
DOWN 5**

The number of full-time employees included in the 2012 Budget is 157 which is five less than the previous year. The decrease results from removing two vacant police officer positions and one vacant building custodian position, removing one public works and one parks position through attrition, cutting one engineering position, adding one IT position, replacing the marketing position with a contractor, and the reclassification of 5 positions between full time and part time which resulted in an increase of one full time position. Transfers of programs between departments have a neutral effect. The number of full-time equivalent positions in the 2012 Budget is 173 which is a decrease of eight from 2011.

**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 2012 General Fund Budget compared to the 2011 Budget:

	2011 BUDGET	2012 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2011 BUDGET
Sources of funds:				
Taxes-current	\$12,222,070	\$11,910,680	(\$311,390)	-2.5%
Other revenues	6,221,980	6,059,470	(162,510)	-2.6%
Fund balance	0	46,370	46,370	100.0%
Total	\$18,444,050	\$18,016,520	(\$427,530)	-2.3%
Use of funds:				
Expenditures	\$18,046,090	\$17,942,020	(\$104,070)	-0.6%
Transfers (net)	150,000	74,500	(75,500)	-50.3%
Fund balance	247,960	0	(247,960)	-100.0%
Total	\$18,444,050	\$18,016,520	(\$427,530)	-2.3%

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 2012, 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 2.5%**

The decrease in General Fund revenues amounts to \$456,480. Most of the decrease is in property taxes which are down \$335,050. This decrease is partially offset by increases in intergovernmental revenue and charges for services.

GENERAL FUND EXPENDITURES DOWN 0.6%

The 2012 Budget includes recommended expenditures that are 0.6% lower than the 2011 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2012 BUDGET	AMOUNT OVER (UNDER) 2011 BUDGET	% CHANGE OVER 2011 BUDGET
Citizen Services	\$1,077,510	(\$98,610)	-8.4 %
Community Development	1,104,460	(37,660)	-3.3%
Executive	841,190	(114,510)	-12.0%
Finance	757,240	16,930	2.3%
Fire	1,757,410	(31,660)	-1.8%
Information Technology	548,720	7,770	1.4%
Legislative	160,530	1,510	0.9%
Parks & Recreation	477,620	13,630	2.9%
Police	8,045,710	236,980	3.0%
Public Works	3,171,630	(98,450)	-3.0%
Total expenditures	\$17,942,020	(\$104,070)	- 0.6 %

The decreases in most departments are due to reductions in the number of employees. Full time employees are dropping by 5 in the 2012 budget.

GENERAL FUND BALANCE WILL BE 40.0% OF BUDGET

The fund balance needs to be large enough to finance cash flow needs and unexpected expenditures. Therefore, the budgeted 12-31-12 fund balance has been set at 40.0% of the 2012 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 2012 Budget implements the first year of the 2012-2016 Capital Improvement Plan adopted by the City Council. This five-year plan is updated annually through a comprehensive capital needs planning process.

**CAPITAL
IMPROVEMENTS
REVENUES UP
10.3%**

Revenues for 2012 in the Capital Improvements Budget are \$1,851,430 which is 10.3% more than 2011. Major revenue sources for the 2012 Capital Improvements Budget are taxes including tax increment revenues (\$944,650), charges for services (\$192,850) and miscellaneous revenues (\$713,930) which includes investment earnings and park availability charges.

**CAPITAL
IMPROVEMENTS
EXPENDITURES
DOWN 62.9%**

The Capital Improvements Budget expenditures are \$1,218,610 which is 62.9% less than the 2011 Budget. The largest projects planned for 2012 include Gethsemane Park (\$375,000), Gladstone Savanna (\$280,000), and the Police Department expansion (\$200,000).

DEBT SERVICE BUDGET

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

**DEBT SERVICE
REVENUES UP
9.6%**

Revenues for 2012 are 9.6% more than 2011. Major revenue sources, as in past years, are property taxes (\$4,018,600), special assessments (\$1,879,910), state street aid (\$814,410), federal aid (\$160,310) and investment earnings (\$37,670).

**DEBT SERVICE
EXPENDITURES
DOWN 29.0%**

Expenditures for 2012 (\$9,743,150) are 29.0% less than 2011. The decrease 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 2012 total \$8,563,000 to finance public works improvements and public safety facilities.

CAPITAL IMPROVEMENT PLAN 2012 – 2016

**CAPITAL
IMPROVEMENT
EXPENDITURES
IN 2012-2016**

Based on projections in the 2012-2016 Capital Improvement Plan, the Capital Budget will range from \$8.8 million in 2016 to \$18.3 million in 2013 with 2012 capital expenditures at \$12.4 million. Major factors affecting the capital budgets will be (a) continued competitive bidding environments and (b) the number of public improvement projects that are approved for construction. Low bid prices on projects and availability of relatively low-interest rate general obligation bonds have resulted in acceleration of projects over the past five years. If these conditions reverse, staff expects to slow the rate of public improvement projects.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Maplewood
Minnesota**

For the Fiscal Year Beginning

January 1, 2011

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, 2011.

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.



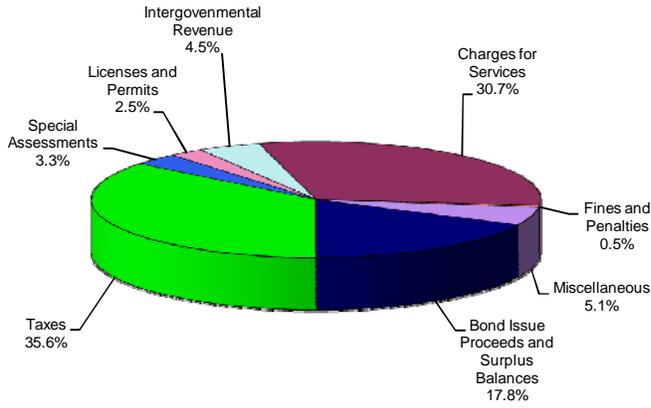
MAPLEWOOD

Together We Can

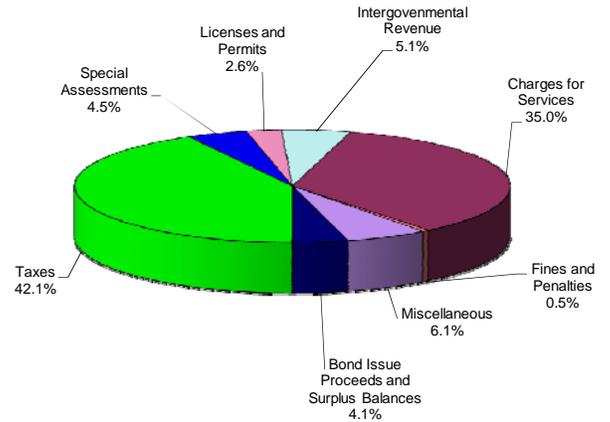
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2011 AND 2012 BUDGET - ALL BUDGETARY FUNDS

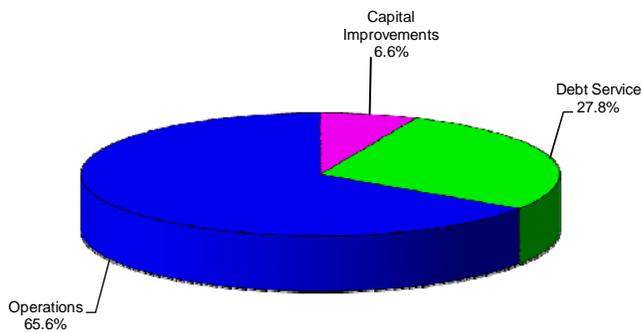
Financing Sources and Expenditures



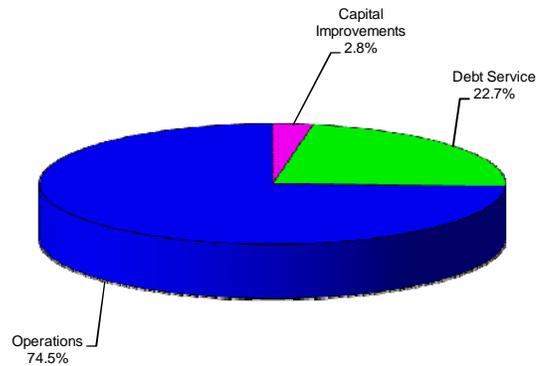
Financing Sources
2011 Budget - \$49.4 Million



Financing Sources
2012 Budget - \$43.0 Million



Expenditures By Category
2011 Budget - \$49.4 Million



Expenditures By Category
2012 Budget - \$43.0 Million

REVENUE ASSUMPTIONS

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

	2010 Actual	2011 Budget	2012 Budget	2012 Percent Change
Operating Budget	\$12,716,230	\$13,009,020	\$13,163,030	1.2%
Capital Improvement Budget	563,007	583,250	944,650	62.0%
Debt Service Budget	<u>3,468,467</u>	<u>3,827,110</u>	<u>4,018,600</u>	5.0%
Totals	\$16,747,704	\$17,419,380	\$18,126,280	4.1%

Property tax collections for 2012 are anticipated to be 96.0% 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:

	2010 Actual	2011 Budget	2012 Budget	2012 Percent Change
Operating Budget	\$63,780	\$37,480	\$33,280	-11.2%
Capital Improvement Budget	89,379	0	0	0.0%
Debt Service Budget	<u>3,505,691</u>	<u>1,597,020</u>	<u>1,879,910</u>	17.7%
Totals	\$3,658,850	\$1,634,500	\$1,913,190	17.1%

Special assessment collections for 2012 will be 17.1% more than the 2011 Budget. The increase of \$278,690 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 2012 they will total \$1,115,510 and in 2011 they totaled \$1,218,400. 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 2011 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 2012 they will be \$2,196,800 compared to \$2,239,330 in 2011. Items that account for most of these revenues in 2012 are state police aid (\$356,840), joint powers agreement (JPA) revenue (\$170,980), federal grants (\$160,310) and state street construction and maintenance aid (\$1,113,170). Police state aid is distributed to cities based upon the number of full-time police officers they have. The City has entered into JPA's with neighboring communities for recreation programming and engineering services.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2011 they total \$15,363,090 and in 2012 they will total \$15,064,830. Revenues from service charges will be 1.9% less than the 2011 Budget due mainly to a decrease in administrative charges and a change in methodology for ambulance charge revenue.

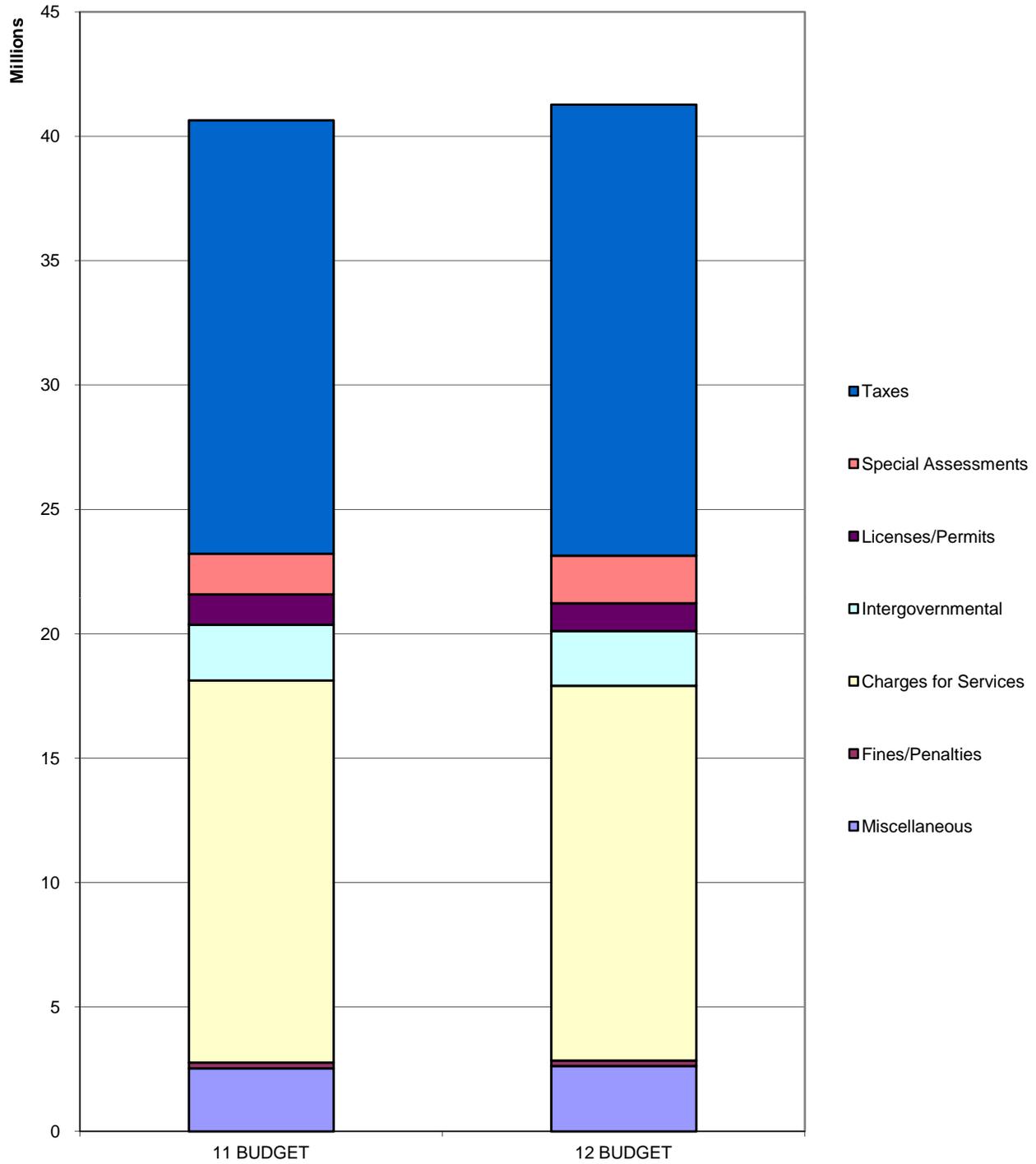
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2011 they total \$231,240 and in 2012 they will total \$222,140. Revenues from fines and penalties will be 3.9% less than budgeted for 2011 based upon average actual collections for 2007-2010.

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

	2010 Actual	2011 Budget	2012 Budget	2012 Percent Change
Operating Budget	\$2,003,046	\$2,016,750	\$1,877,370	-6.9%
Capital Improvement Budget	843,464	470,920	713,930	51.6%
Debt Service Budget	<u>7,442</u>	<u>49,440</u>	<u>37,670</u>	-23.8%
Totals	\$2,853,952	\$2,537,110	\$2,628,970	3.6%

Internal information technology and fleet management charges account for 56.9% of the miscellaneous revenues budgeted for 2012.

ALL BUDGETARY FUNDS REVENUE SUMMARY



REVENUE SUMMARY - ALL BUDGETARY FUNDS

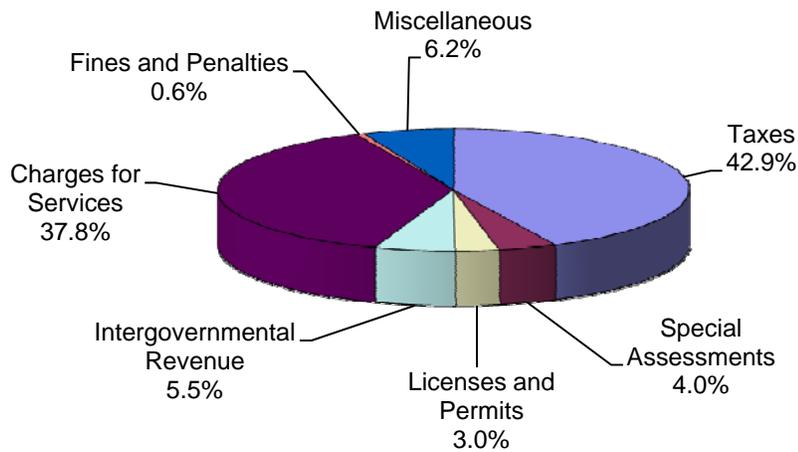
	2011 BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
<u>Total By Source</u>			
Taxes	\$17,419,380	\$18,126,280	4.1%
Special Assessments	1,634,500	1,913,190	17.1%
Licenses and Permits	1,218,400	1,115,510	-8.4%
Intergovernmental Revenue	2,239,330	2,196,800	-1.9%
Charges for Services	15,363,090	15,064,830	-1.9%
Fines and Penalties	231,240	222,140	-3.9%
Miscellaneous	2,537,110	2,628,970	3.6%
Totals	\$40,643,050	\$41,267,720	1.5%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	\$2,271,070	\$2,300,590	1.3%
Charitable Gambling Tax	20,050	20,000	-0.2%
Community Center	2,368,770	2,490,910	5.2%
Environmental Utility	1,903,300	2,014,130	5.8%
Fleet Management	920,200	907,680	-1.4%
General	18,444,050	17,970,150	-2.6%
Information Technology	594,690	670,180	12.7%
Maplewood Area EDA	0	6,710	N/A
Police Services Fund	9,850	5,760	-41.5%
Recreation Programs	631,600	658,020	4.2%
Recycling Program	491,770	488,990	-0.6%
Sanitary Sewer	4,736,160	4,653,380	-1.7%
Street Light Utility	241,080	287,360	19.2%
Taste of Maplewood	25,000	21,500	-14.0%
Tree Preservation Fund	100	10,030	9930.0%
Total Operating Budget	\$32,657,690	\$32,505,390	-0.5%
Capital Improvements Budget:			
Capital Improvement Projects	\$100	\$139,310	139210.0%
Fire Training Facility	450,000	0	-100.0%
Fire Truck Replacement	900	49,750	5427.8%
Legacy Village Tax Abatement District	2,500	5,000	100.0%
Open Space	350	40	-88.6%
Park Development	421,660	668,820	58.6%
Public Safety Expansion	0	192,000	N/A
Right of Way	0	250	N/A
Tax Increment Economic Development District #1-5	43,460	0	-100.0%
Tax Increment Housing District #1-1	108,420	111,270	2.6%
Tax Increment Housing District #1-2	137,040	149,650	9.2%
Tax Increment Housing District #1-3	59,080	44,320	-25.0%
Tax Increment Housing District #1-4	37,440	40,880	9.2%
Tax Increment Housing District #1-5	30,740	31,770	3.4%
Tax Increment Housing District #1-6	79,370	87,050	9.7%
Tax Increment Housing District #1-7	23,100	21,850	-5.4%
Tax Increment Housing District #1-8	64,950	79,410	22.3%
Water Availability Charge - No. St. Paul	9,480	11,100	17.1%
Water Availability Charge - St. Paul	210,060	218,960	4.2%
Total Capital Budget	\$1,678,650	\$1,851,430	10.3%
Debt Service Budget:			
Debt Service Fund	6,306,710	6,910,900	9.6%
Grand Total	\$40,643,050	\$41,267,720	1.5%

REVENUE SOURCES AS PERCENT OF TOTAL

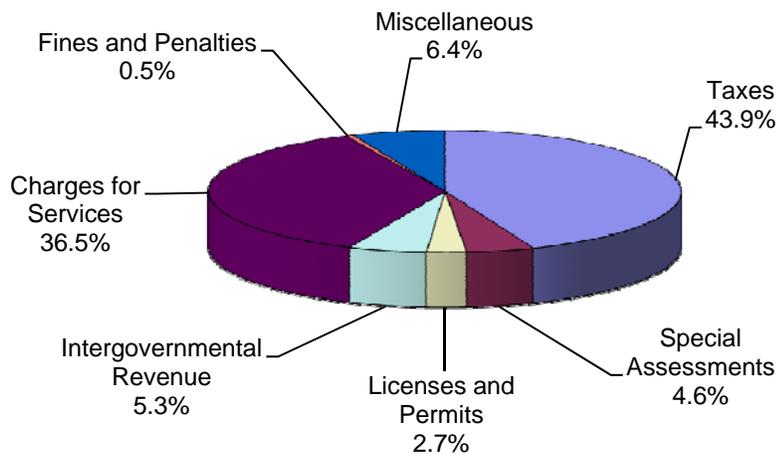
<u>SOURCE</u>	<u>2011 BUDGET</u>	<u>PERCENT OF TOTAL</u>	<u>2012 BUDGET</u>	<u>PERCENT OF TOTAL</u>
Taxes	\$17,419,380	42.9%	\$18,126,280	43.9%
Special Assessments	1,634,500	4.0%	1,913,190	4.6%
Licenses and Permits	1,218,400	3.0%	1,115,510	2.7%
Intergovernmental Revenue	2,239,330	5.5%	2,196,800	5.3%
Charges for Services	15,363,090	37.8%	15,064,830	36.5%
Fines and Penalties	231,240	0.6%	222,140	0.5%
Miscellaneous	2,537,110	6.2%	2,628,970	6.4%
Totals	<u>\$40,643,050</u>	<u>100.0%</u>	<u>\$41,267,720</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2011 BUDGET



2012 BUDGET





MAPLEWOOD

Together We Can

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EXPENDITURE ASSUMPTIONS

Personnel costs will decrease by 0.7% over the 2011 Budget due to a decrease in the number of employees.

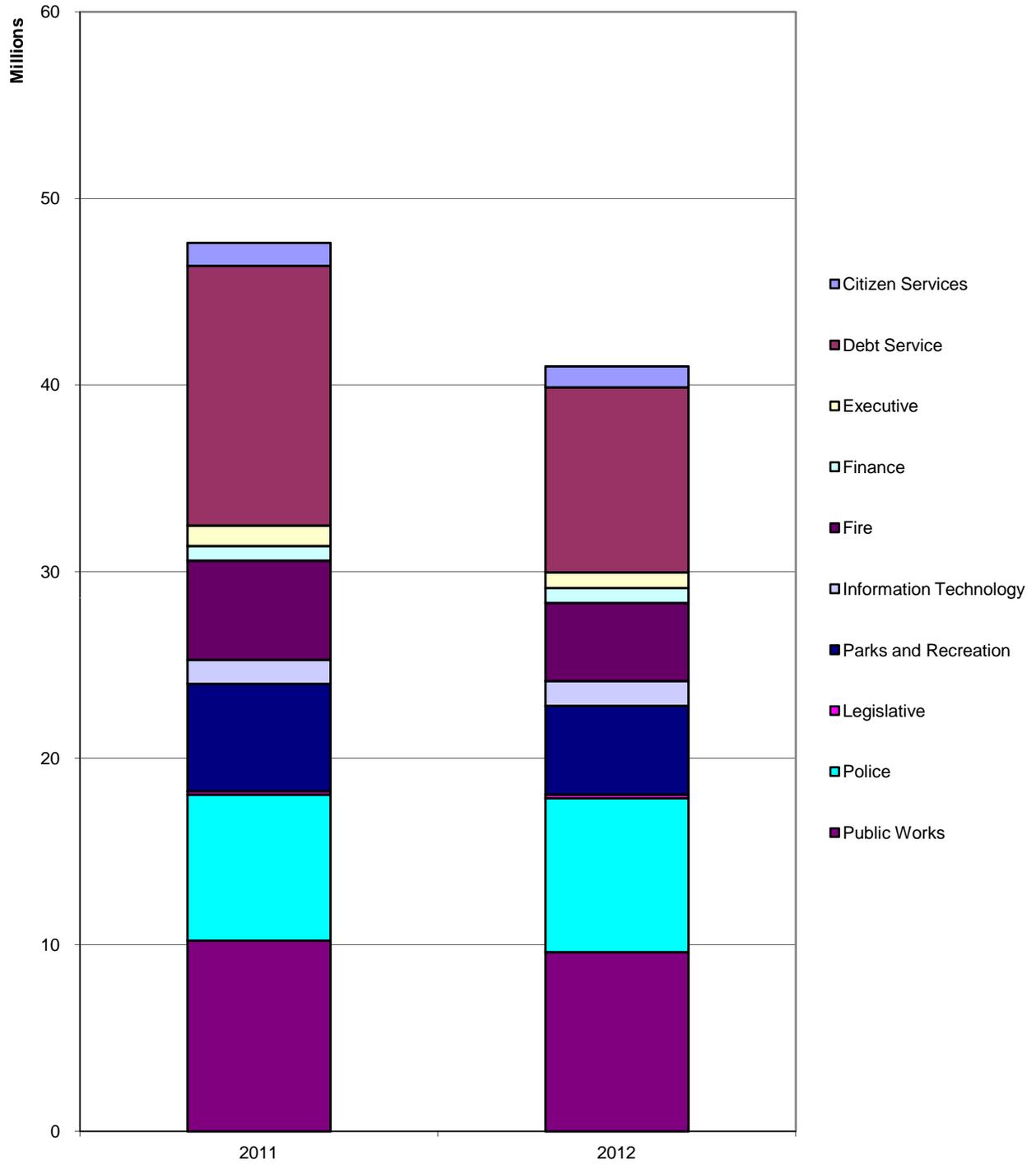
Expenditures for commodities will be 1.9% higher in 2012, or \$30,980.

Contractual services costs for 2012 will be 0.4% more than 2011.

Capital outlay and depreciation expenditures are anticipated to be 44.6% less than 2011 primarily due to decreases in expenditures in the Capital Improvements Budget for parks, open space and fire truck replacement.

Expenditures for debt service will be 28.7% less in 2012 due to an advance refunding being issued in 2010 resulting in called bonds totaling \$4,000,000 in 2011.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS

	2011 BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Total By Department			
Citizen Services	\$1,236,120	\$1,118,510	-9.5%
Community Development	1,807,580	2,045,870	13.2%
Debt Service	13,919,690	9,912,830	-28.8%
Executive	1,090,700	841,190	-22.9%
Finance	787,160	803,520	2.1%
Fire	5,318,160	4,177,180	-21.5%
Information Technology	1,286,710	1,335,560	3.8%
Legislative	184,140	193,850	5.3%
Parks and Recreation	5,748,350	4,755,720	-17.3%
Police	7,834,730	8,245,790	5.2%
Public Works	10,221,070	9,611,070	-6.0%
Totals	\$49,434,410	\$43,041,090	-12.9%
Total By Type			
Personal Services	\$19,032,930	\$18,893,920	-0.7%
Commodities	1,656,510	1,687,490	1.9%
Contractual Services	9,062,150	9,098,420	0.4%
Capital Outlay and Depreciation	4,660,440	2,580,330	-44.6%
Debt Service	13,881,120	9,900,420	-28.7%
Other Charges	1,141,260	880,510	-22.8%
Totals	\$49,434,410	\$43,041,090	-12.9%
Total By Fund			
Operating Budget:			
Ambulance Service	\$2,548,530	\$2,460,040	-3.5%
Charitable Gambling Tax	25,120	30,120	19.9%
Community Center	2,674,840	2,629,360	-1.7%
Environmental Utility	1,643,910	1,687,450	2.6%
Fleet Management	759,980	895,540	17.8%
General	18,046,090	17,942,020	-0.6%
Information Technology	745,760	786,840	5.5%
Legal Contingency	135,000	0	-100.0%
Maplewood Area EDA	0	3,200	N/A
Police Services Fund	26,000	80	-99.7%
Recreation Programs	676,900	727,110	7.4%
Recycling Program	665,460	655,820	-1.4%
Sanitary Sewer	4,190,650	3,997,380	-4.6%
Street Light Utility	205,470	210,170	2.3%
Taste of Maplewood	60,000	41,000	-31.7%
Tree Preservation	13,310	13,200	-0.8%
Total Operating Budget	\$32,417,020	\$32,079,330	-1.0%
Capital Improvements Budget:			
Capital Improvement Projects	45,180	100,010	121.4%
Fire Training Facility	570,000	0	-100.0%
Fire Truck Replacement	451,730	1,200	-99.7%
Legacy Village Tax Abatement District	2,500	3,750	50.0%
Open Space	750,800	30,030	-96.0%
Park Development	1,051,000	705,230	-32.9%
Public Safety Expansion	0	200,000	N/A
Right of Way	0	200	N/A
Sewer Lift Station #8	217,500	0	-100.0%
Tax Increment Economic Development District #1-5	39,710	0	-100.0%
Tax Increment Housing District #1-1	500	500	0.0%
Tax Increment Housing District #1-2	500	500	0.0%
Tax Increment Housing District #1-3	500	500	0.0%
Tax Increment Housing District #1-4	600	600	0.0%
Tax Increment Housing District #1-5	600	600	0.0%
Tax Increment Housing District #1-6	72,440	78,720	8.7%
Tax Increment Housing District #1-7	22,210	21,040	-5.3%
Tax Increment Housing District #1-8	59,010	72,020	22.0%
Water Availability Charge - No. St. Paul	1,550	1,550	0.0%
Water Availability Charge - St. Paul	1,760	2,160	22.7%
Total Capital Budget	\$3,288,090	\$1,218,610	-62.9%
Debt Service Budget:			
Debt Service Fund	13,729,300	9,743,150	-29.0%
Grand Total	\$49,434,410	\$43,041,090	-12.9%

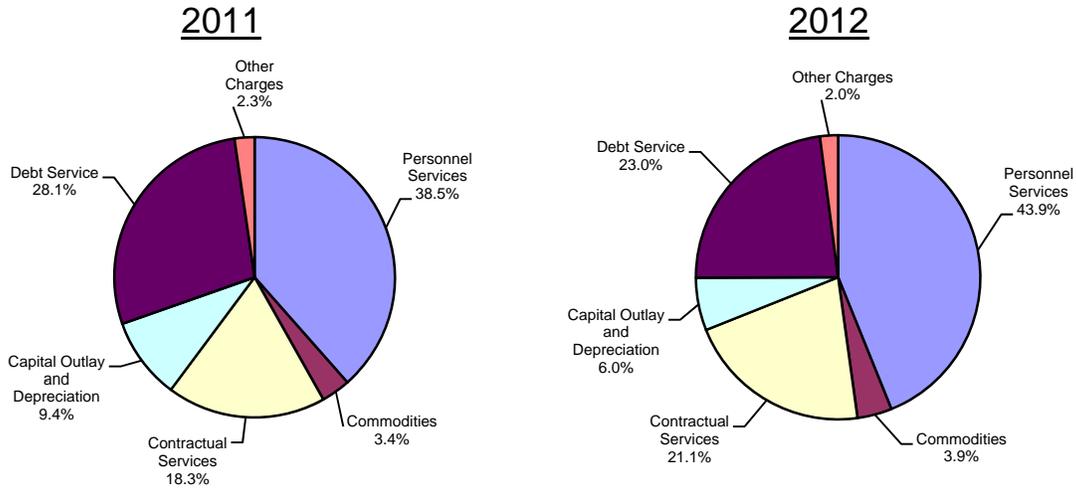
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL

<u>TYPE</u>	2011 BUDGET	PERCENT OF TOTAL	2012 BUDGET	PERCENT OF TOTAL
Personnel Services	\$19,032,930	38.5%	\$18,893,920	43.9%
Commodities	1,656,510	3.4%	1,687,490	3.9%
Contractual Services	9,062,150	18.3%	9,098,420	21.1%
Capital Outlay and Depreciation	4,660,440	9.4%	2,580,330	6.0%
Debt Service	13,881,120	28.1%	9,900,420	23.0%
Other Charges	1,141,260	2.3%	880,510	2.0%
Totals	<u>\$49,434,410</u>	<u>100.0%</u>	<u>\$43,041,090</u>	<u>100.0%</u>

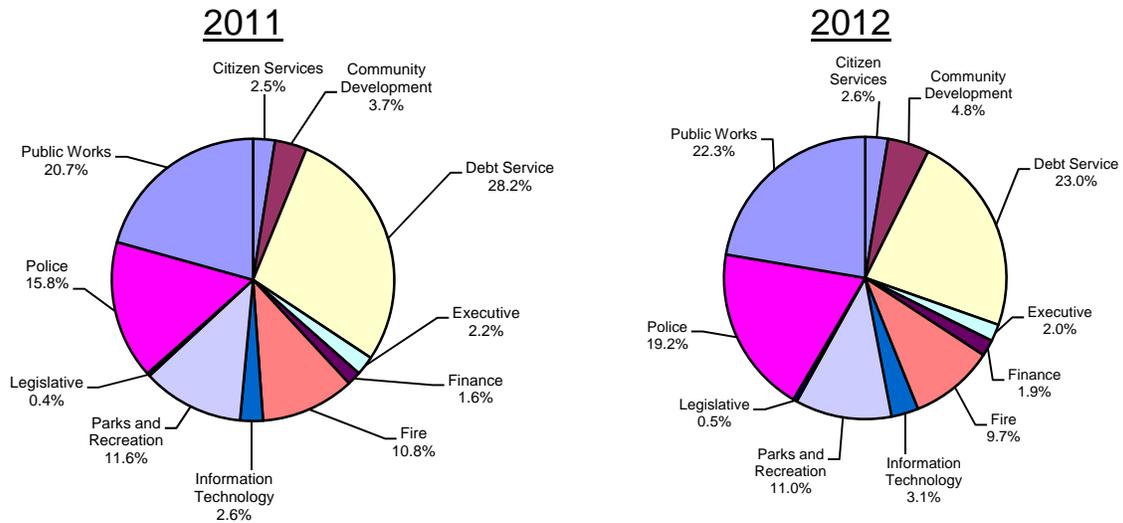
<u>DEPARTMENT</u>				
Citizen Services	\$ 1,236,120	2.5%	\$ 1,118,510	2.6%
Community Development	1,807,580	3.7%	2,045,870	4.8%
Debt Service	13,919,690	28.2%	9,912,830	23.0%
Executive	1,090,700	2.2%	841,190	2.0%
Finance	787,160	1.6%	803,520	1.9%
Fire	5,318,160	10.8%	4,177,180	9.7%
Information Technology	1,286,710	2.6%	1,335,560	3.1%
Parks and Recreation	5,748,350	11.6%	4,755,720	11.0%
Legislative	184,140	0.4%	193,850	0.5%
Police	7,834,730	15.8%	8,245,790	19.2%
Public Works	10,221,070	20.7%	9,611,070	22.3%
Totals	<u>\$49,434,410</u>	<u>100.0%</u>	<u>\$43,041,090</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

Type



Department



POLICIES ON FUND BALANCES AND RETAINED EARNINGS

OPERATING BUDGET:

General Fund – this is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The projected December 31, 2012 fund balance is equal to 40.0% of the budgeted 2012 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.

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 has been reclassified to an Internal Service Fund in 2011.

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

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

Recreation Programs Fund - the projected December 31, 2012 fund balance is \$64,662. Temporary deficits in this fund are financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

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

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

Enterprise Funds

Ambulance Service Fund – the projected 12-31-2012 cash deficit is \$2,779,253 with a receivable balance of over \$1,000,000. The deficit will be reduced gradually over the next several years.

POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)

Community Center Operations Fund – the projected 12-31-2012 cash deficit is \$394,156. 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 12-31-2012, the cash balance will be \$61,179.

Recycling Program Fund - the projected 12-31-2012 cash balance is \$103,864. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-2012 cash balance is \$1,015,297. Utility rates are usually set to provide working capital equal to approximately 10% of the annual budgeted expenses and to provide a reserve for future capital outlay. The balance in the fund will fluctuate depending on projects.

Street Light Utility Fund - the projected 12-31-2012 cash balance is \$278,880. This balance is not sufficient to fund two projects in our 5 year CIP. Bonds will need to be issued to handle these costs.

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 12-31-2012 cash balance is \$38,604. Internal service charges are set to provide working capital equal to approximately 10% of the annual budgeted expenses and fund depreciation.

CAPITAL IMPROVEMENT BUDGET:

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

DEBT SERVICE BUDGET:

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

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

<u>Total By Fund</u>	<u>BALANCE 01-01-12</u>	<u>REVENUES</u>	<u>NET OTHER INCREASES (DECREASES)</u>	<u>EXPENDITURES</u>	<u>BALANCE 12-31-12</u>
Operating Budget:					
Ambulance Service	(\$1,478,287)	\$2,300,590	\$0	\$2,460,040	(\$1,637,737)
Charitable Gambling Tax	22,322	20,000	0	30,120	12,202
Community Center	7,264,709	2,490,910	0	2,629,360	7,126,259
Environmental Utility	18,343,248	2,014,130	(847,660)	1,687,450	17,822,268
Fleet Management	2,099,857	907,680	0	895,540	2,111,997
General	7,214,735	17,970,150	(74,500)	17,942,020	7,168,365
Information Technology	232,000	670,180	0	786,840	115,340
Maplewood Area EDA	4,230	6,710	0	3,200	7,740
Police Services Fund	17,604	5,760	0	80	23,284
Recreation Programs	133,752	658,020	0	727,110	64,662
Recycling Program	321,519	488,990	0	655,820	154,689
Sanitary Sewer	12,172,055	4,653,380	(673,830)	3,997,380	12,154,225
Street Light Utility	257,065	287,360	0	210,170	334,255
Taste of Maplewood	98	21,500	19,500	41,000	98
Tree Preservation Fund	3,661	10,030	0	13,200	491
Total Operating Budget	\$46,608,568	\$32,505,390	(\$1,576,490)	\$32,079,330	\$45,458,138
Capital Improvements Budget:					
Capital Improvement Projects	\$29,491	\$139,310	\$0	\$100,010	\$68,791
Fire Training Facility	(677)	0	0	0	(677)
Fire Truck Replacement	423,406	49,750	0	1,200	471,956
Legacy Village Park Development	5,092	0	0	0	5,092
Legacy Village Tax Abatement District	1,281,373	5,000	0	3,750	1,282,623
Open Space	42,362	40	35,000	30,030	47,372
Park Development	406,655	668,820	(150,000)	705,230	220,245
Public Improvement Projects	1,026,332	0	1,526,600	0	2,552,932
Public Safety Expansion	0	192,000	0	200,000	(8,000)
Redevelopment	19,467	0	20,000	0	39,467
Right of Way Fund	59,185	250	0	200	59,235
Tax Increment Economic Development District #1-5	18,975	0	0	0	18,975
Tax Increment Economic Development District #1-11	(4,200)	0	0	0	(4,200)
Tax Increment Housing District #1-1	5,403	111,270	(110,770)	500	5,403
Tax Increment Housing District #1-2	6,844	149,650	(149,150)	500	6,844
Tax Increment Housing District #1-3	2,830	44,320	(43,820)	500	2,830
Tax Increment Housing District #1-4	1,954	40,880	(40,280)	600	1,954
Tax Increment Housing District #1-5	1,529	31,770	(31,170)	600	1,529
Tax Increment Housing District #1-6	180,772	87,050	0	78,720	189,102
Tax Increment Housing District #1-7	3,340	21,850	0	21,040	4,150
Tax Increment Housing District #1-8	40,139	79,410	0	72,020	47,529
Tax Increment Housing District #1-9	(5,687)	0	0	0	(5,687)
Tax Increment Housing District #1-10	(8,250)	0	0	0	(8,250)
Water Availability Charge - No. St. Paul	(55,226)	11,100	0	1,550	(45,676)
Water Availability Charge - St. Paul	139,278	218,960	(469,580)	2,160	(113,502)
Total Capital Budget	\$3,620,387	\$1,851,430	\$586,830	\$1,218,610	\$4,840,037
Debt Service Budget:					
Debt Service Fund	8,998,600	6,910,900	989,660	9,743,150	7,156,010
Grand Total	\$59,227,555	\$41,267,720	\$0	\$43,041,090	\$57,454,185

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.



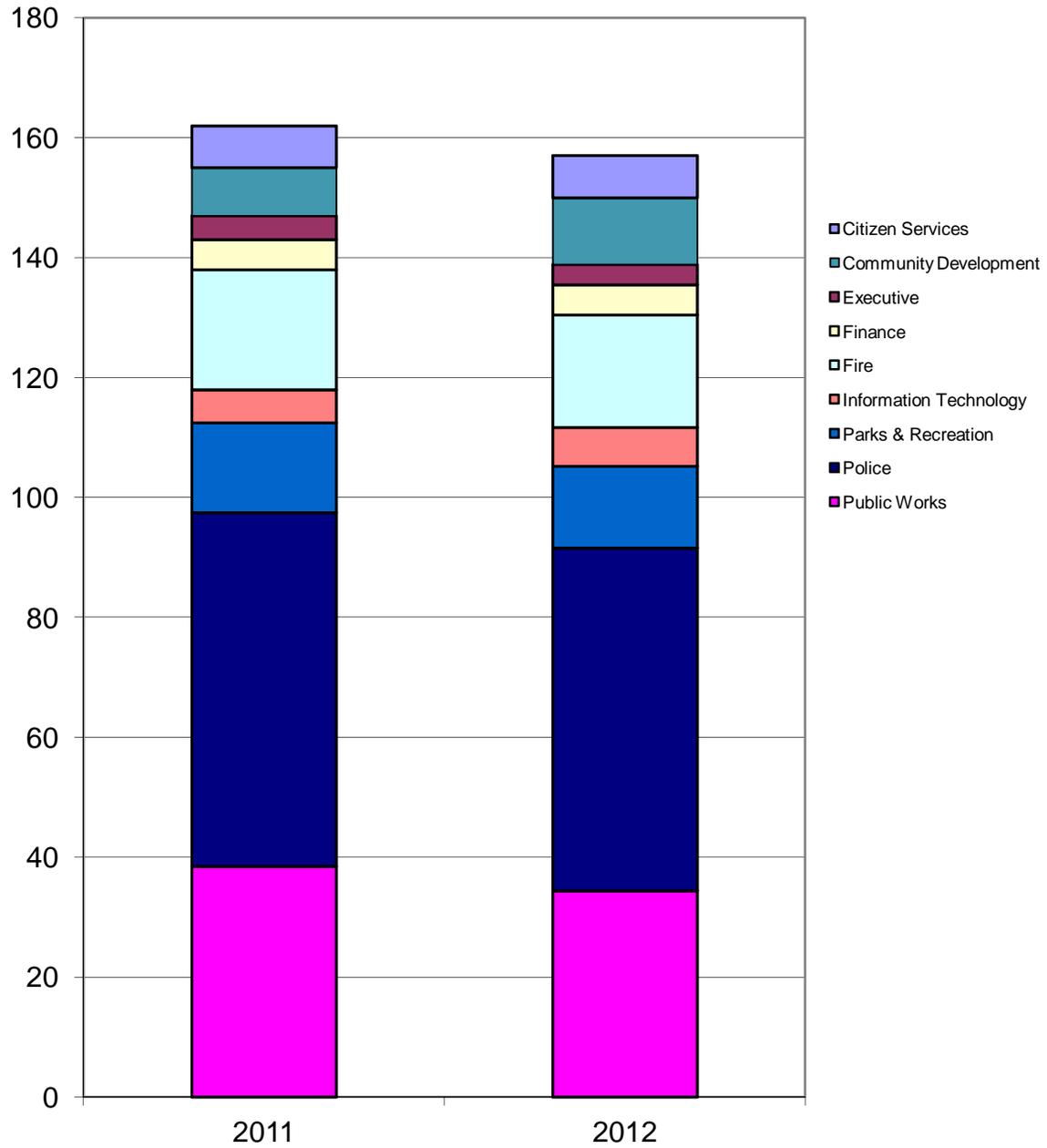
MAPLEWOOD

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SUMMARY OF PERSONNEL BY DEPARTMENT

BUDGET FULL-TIME REGULAR EMPLOYEES



SUMMARY OF PERSONNEL BY DEPARTMENT

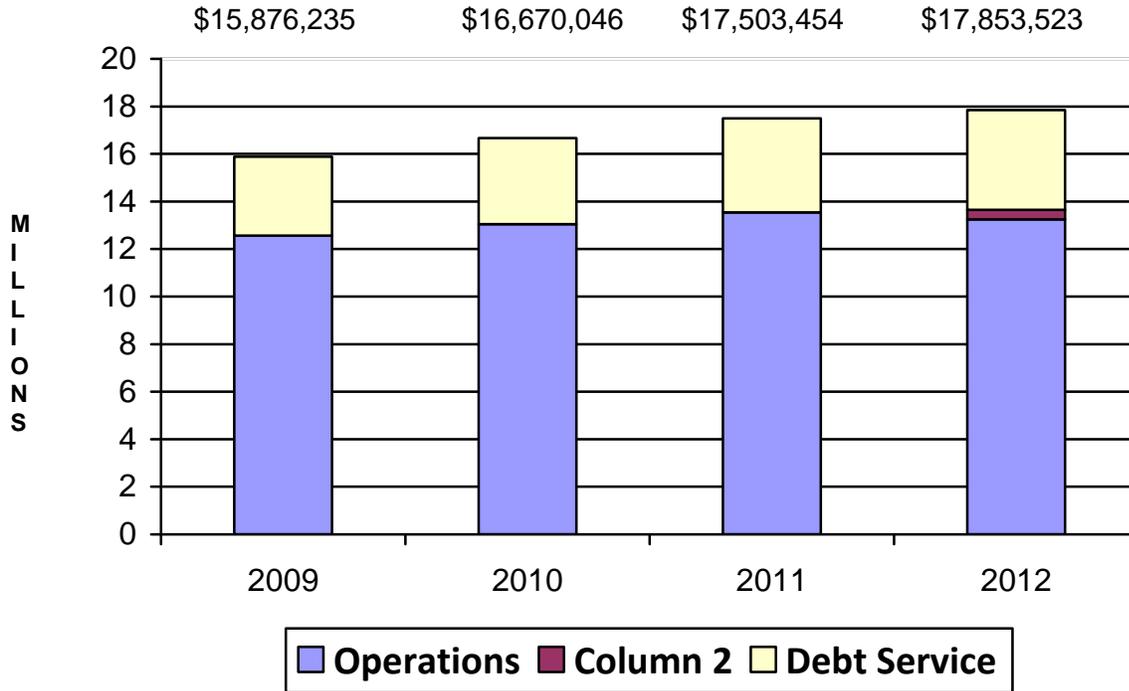
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2011		2012	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	7	5	7	3
Community Development	8	2	11	1
Executive	4	0	3	0
Finance	5	1	5	1
Fire	20	0	19	1
Information Technology	6	1	7	1
Parks & Recreation	15	8	14	8
Police	59	1	57	1
Public Works	39	1	34	1
TOTALS*	162	19	157	16

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

TAX LEVY 2009 - 2012

The city's tax levy has increased from \$15,876,235 in 2009 to \$17,853,523 in 2012. The average annual increase has been 3.5% for these years.



The 2012 tax levy is 2.0% above the 2011 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2012:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$13,250,420	(\$294,931)	-2.2%
Capital Improvements	395,000	395,000	100.0%
Debt Service	4,208,103	250,000	6.3%
Total	\$17,853,523	\$350,069	2.0%

City taxes on a home in Maplewood whose value decreased 6.25% to the pay 2012 median value of \$182,900 will be approximately \$751. This is an increase of \$8 from the 2011 median value home.

TAX LEVY BY FUND

	<u>2011</u> <u>Levy</u>	<u>2012</u> <u>Levy</u>	<u>Change</u>	
			<u>Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$12,980,351	\$12,265,420	(\$714,931)	-5.5%
Ambulance Service Fund	0	350,000	350,000	100.0%
Community Center Operations Fund	340,000	460,000	120,000	35.3%
Recreation Programs Fund	225,000	175,000	(50,000)	-22.2%
<u>Capital Improvements:</u>				
Capital Improvement Projects Fund	0	145,000	145,000	100.0%
Fire Truck Replacement Fund	0	50,000	50,000	100.0%
Public Safety Expansion Fund	0	200,000	200,000	100.0%
<u>Debt Service:</u>				
Debt Service Fund	3,958,103	4,208,103	250,000	6.3%
<u>Totals – All Funds</u>	\$17,503,454	\$17,853,523	\$350,069	2.0%

CHANGES IN TAX BASE 2009 – 2012

The assessor's estimated taxable market values for 2009-2012 have been as follows:

2009	\$3,918,194,300	-2.7%
2010	\$3,730,663,300	-4.7%
2011	\$3,517,546,900	-5.7%
2012	\$3,378,785,700	-3.9% (estimate)

In Minnesota, the assessor's estimated taxable market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2012 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 2009 through 2012.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2009 Taxes</u>	<u>Rate for 2010 Taxes</u>	<u>Rates for 2011 Taxes</u>	<u>Rates for 2012 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%

CHANGES IN TAX BASE 2009 – 2012

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 2009-2012 has been as follows:

2009	\$47,789,000	-0.4%
2010	\$45,561,700	-4.7%
2011	\$43,513,736	-4.5%
2012	\$39,591,449	-9.0% (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. For 2012, the market value homestead credit was replaced with an exclusion on homestead property equal to 40% of the 1st \$76,000 of market value less 9% of value over \$76,000 but less than \$413,800. The 2012 total tax capacity amount listed above is reduced for the exclusion. Without the exclusion, the 2012 total tax capacity was estimated to decrease -4.2%.

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	2009	2010	2011	2012 Estimate
Real Estate	\$49,821,773	\$47,627,596	\$44,767,816	\$40,711,140
Personal Property	448,821	442,159	488,531	756,844
Tax Increment Districts	<u>(514,485)</u>	<u>(498,312)</u>	<u>(485,102)</u>	<u>(459,757)</u>
Sub-Total	49,756,109	47,571,443	44,771,245	41,008,227
Fiscal Disparities:				
Contribution	(7,211,842)	(7,606,625)	(6,841,590)	(6,832,030)
Distribution	<u>5,244,733</u>	<u>5,596,882</u>	<u>5,584,081</u>	<u>5,415,252</u>
Total Tax Capacity	47,789,000	45,561,700	43,513,736	39,591,449

CHANGES IN TAX RATES 2009 – 2012

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 2009-2012 tax capacity rates for the city property tax levy has been as follows:

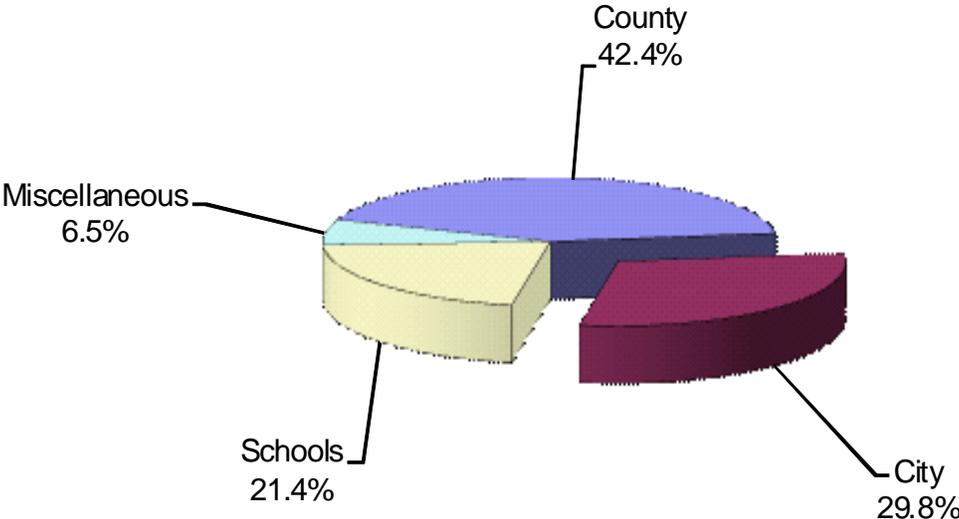
2009	–	32.572%	
2010	–	35.354%	
2011	–	39.050%	
2012	–	44.044%	(estimate)

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 2009-2012 market value tax rates for the city property tax levy have been as follows:

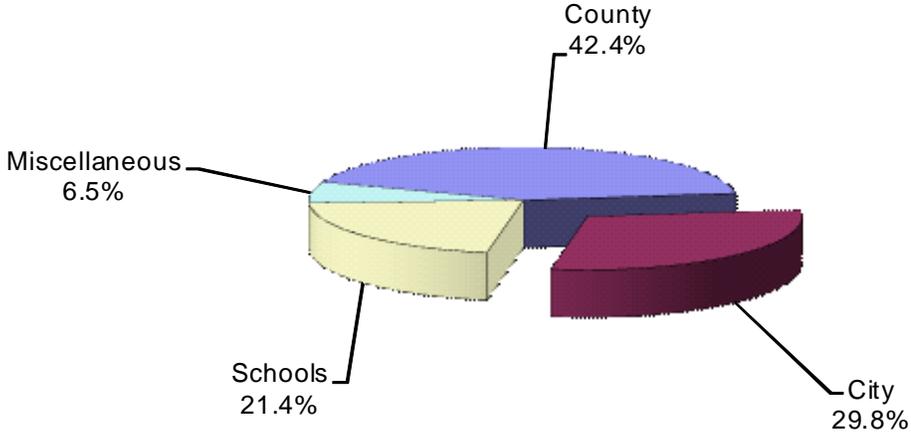
2009	–	.01034%	
2010	–	.01932%	
2011	–	.02051%	
2012	–	.02043%	(estimate)

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 ACTUAL



2010 ACTUAL

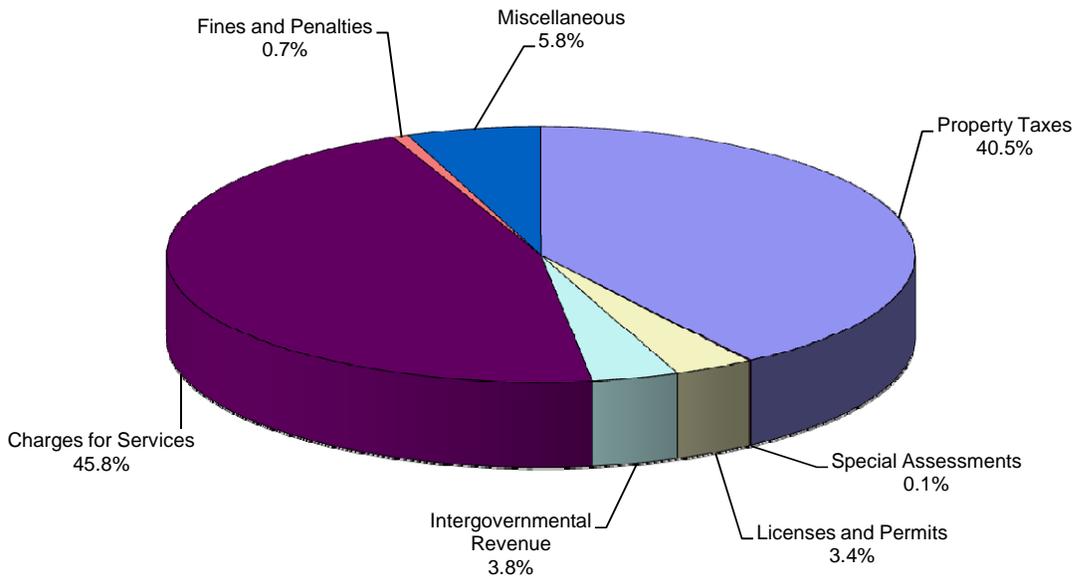


MAPLEWOOD

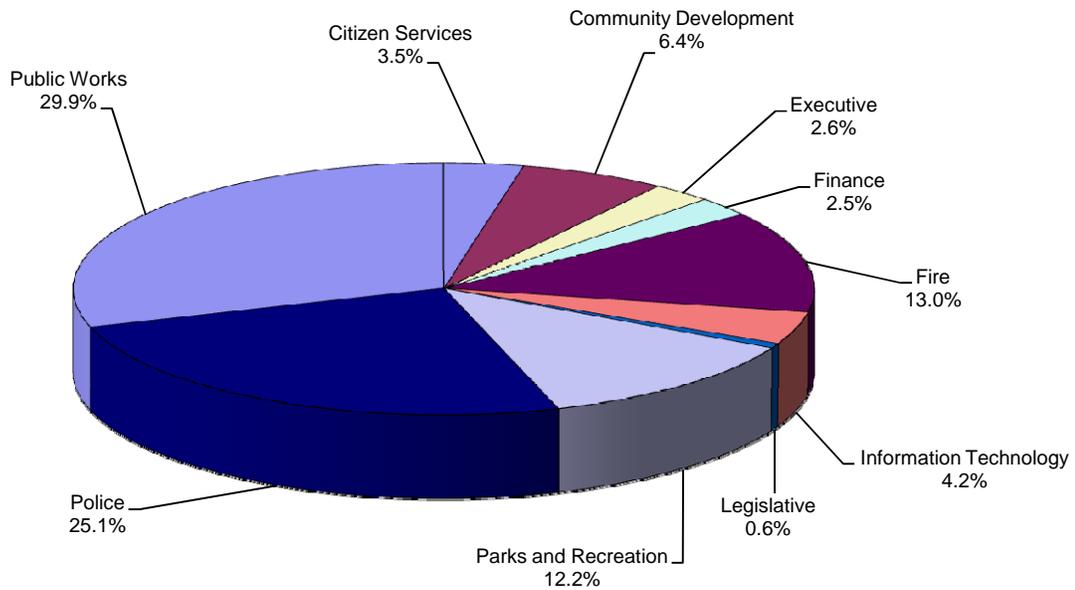
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2012 OPERATING BUDGET Summary of Revenues and Expenditures



**Revenues by Source
\$32.5 Million**



**Expenditures by Department
\$32.1 Million**

**2012 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2011 BUDGET	PERCENT OF TOTAL	2012 BUDGET	PERCENT OF TOTAL
Property Taxes	\$13,009,020	39.8%	\$13,163,030	40.5%
Special Assessments	37,480	0.1%	33,280	0.1%
Licenses and Permits	1,218,400	3.7%	1,115,510	3.4%
Intergovernmental Revenue	956,190	2.9%	1,222,080	3.8%
Charges for Services	15,188,610	46.5%	14,871,980	45.8%
Fines and Penalties	231,240	0.7%	222,140	0.7%
Miscellaneous	2,016,750	6.2%	1,877,370	5.8%
Totals	<u>\$32,657,690</u>	<u>100.0%</u>	<u>\$32,505,390</u>	<u>100.0%</u>

2012 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL

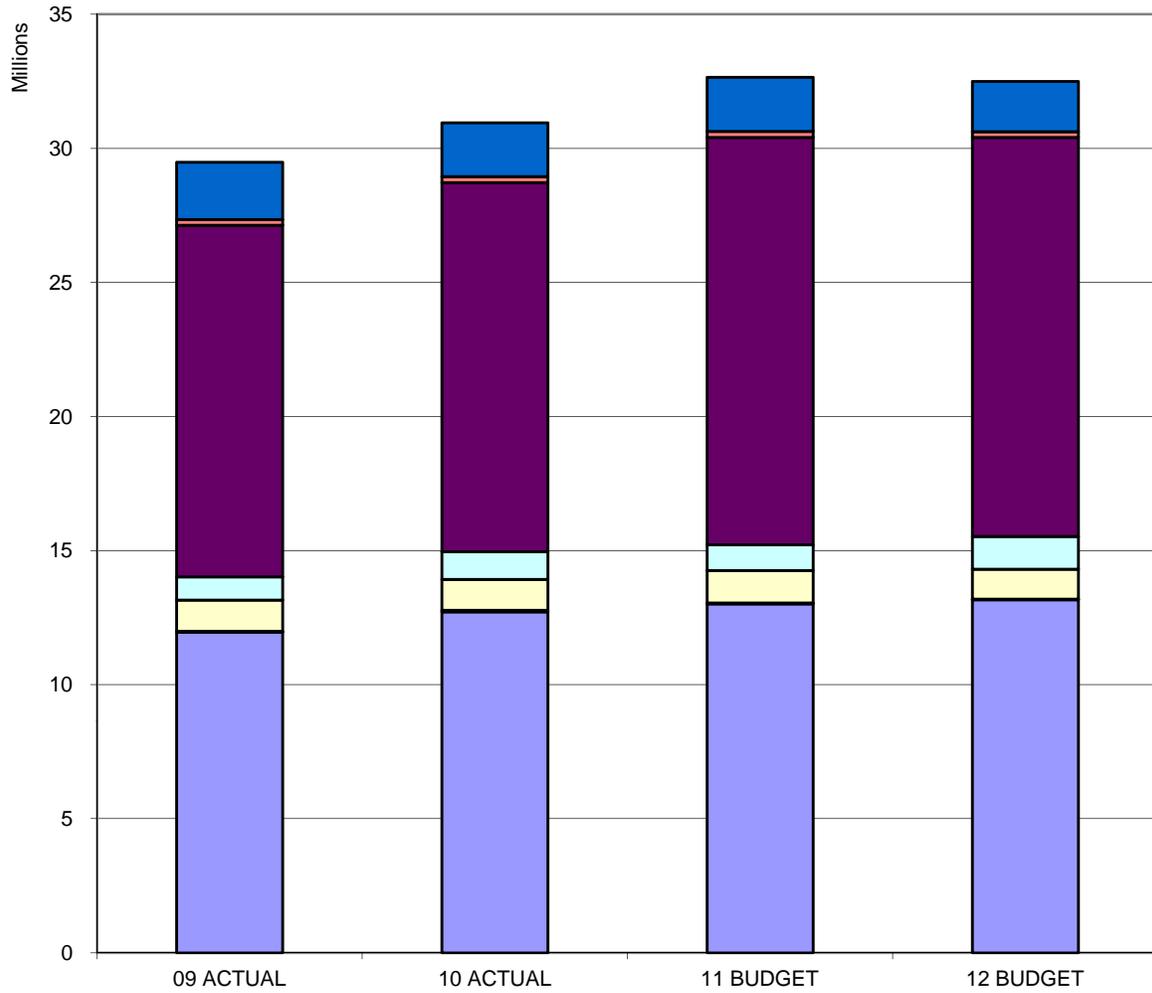
<u>TYPE</u>	2011 BUDGET	PERCENT OF TOTAL	2012 BUDGET	PERCENT OF TOTAL
Personnel Services	\$19,032,930	58.7%	\$18,893,920	58.9%
Commodities	1,656,510	5.1%	1,687,490	5.3%
Contractual Services	9,049,200	27.9%	9,082,140	28.3%
Capital Outlay and Depreciation	1,578,210	4.9%	1,545,330	4.8%
Other Charges	1,100,170	3.4%	870,450	2.7%
Totals	<u>\$32,417,020</u>	<u>100.0%</u>	<u>\$32,079,330</u>	<u>100.0%</u>
 <u>DEPARTMENT</u>				
Citizen Services	\$1,236,120	3.8%	\$1,118,510	3.5%
Community Development	1,807,580	5.6%	2,045,870	6.4%
Executive	1,090,700	3.4%	841,190	2.6%
Finance	781,480	2.4%	798,710	2.5%
Fire	4,296,430	13.3%	4,175,980	13.0%
Information Technology	1,286,710	4.0%	1,335,560	4.2%
Legislative	184,140	0.6%	193,850	0.6%
Parks and Recreation	3,901,370	12.0%	3,920,460	12.2%
Police	7,834,730	24.2%	8,045,790	25.1%
Public Works	9,997,760	30.8%	9,603,410	29.9%
Totals	<u>\$32,417,020</u>	<u>100.0%</u>	<u>\$32,079,330</u>	<u>100.0%</u>

**OPERATING BUDGET
REVENUE SUMMARY**

<u>Total By Source</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Taxes	\$11,954,749	\$12,716,230	\$13,009,020	\$13,163,030	1.2%
Special Assessments	40,322	63,780	37,480	33,280	-11.2%
Licenses and Permits	1,161,223	1,149,967	1,218,400	1,115,510	-8.4%
Intergovernmental Revenue	871,054	1,024,774	956,190	1,222,080	27.8%
Charges for Services	13,110,293	13,768,728	15,188,610	14,871,980	-2.1%
Fines and Penalties	211,847	230,737	231,240	222,140	-3.9%
Miscellaneous	2,136,147	2,003,072	2,016,750	1,877,370	-6.9%
Totals	\$29,485,635	\$30,957,288	\$32,657,690	\$32,505,390	-0.5%
<u>Total By Fund</u>					
Ambulance Service	\$1,358,643	\$1,755,840	\$2,271,070	\$2,300,590	1.3%
Charitable Gambling Tax	23,900	21,507	20,050	20,000	-0.2%
Community Center	2,270,967	2,130,704	2,368,770	2,490,910	5.2%
Environmental Utility	1,625,598	1,737,321	1,903,300	2,014,130	5.8%
Fleet Management	983,520	937,160	920,200	907,680	-1.4%
General	17,088,116	17,897,990	18,444,050	17,970,150	-2.6%
Information Technology	652,081	593,681	594,690	670,180	12.7%
Maplewood Area EDA	0	1,000	0	6,710	N/A
Police Services	7,298	24,276	9,850	5,760	-41.5%
Recreation Programs	644,524	635,720	631,600	658,020	4.2%
Recycling Program	471,017	474,934	491,770	488,990	-0.6%
Sanitary Sewer	4,151,324	4,453,640	4,736,160	4,653,380	-1.7%
Street Light Utility	188,495	262,087	241,080	287,360	19.2%
Taste of Maplewood	19,915	31,152	25,000	21,500	-14.0%
Tree Preservation Fund	237	276	100	10,030	9930.0%
Totals	\$29,485,635	\$30,957,288	\$32,657,690	\$32,505,390	-0.5%

OPERATING BUDGET

Revenues for 2009-2012



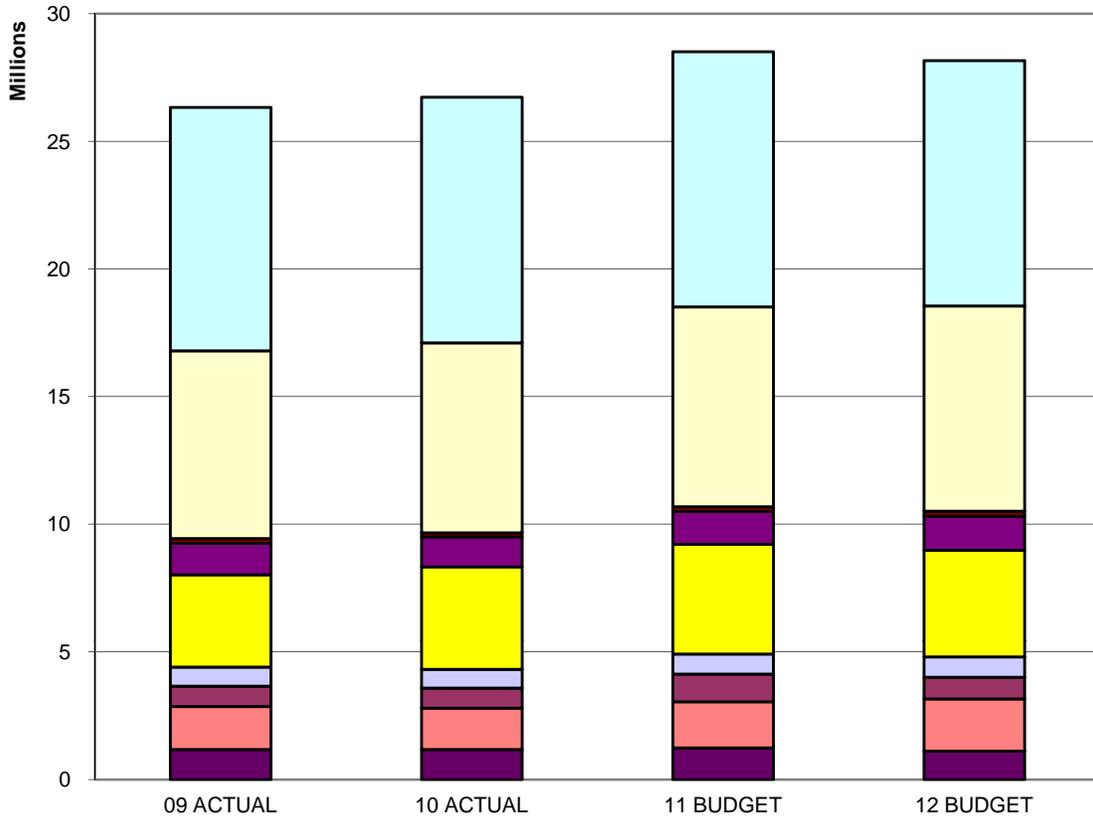
- TAXES
- ASSESSMENTS
- LICENSES/PERMITS
- INTERGOVERNMENTAL
- CHARGES FOR SERVICES
- FINES/PENALTIES
- MISCELLANEOUS

OPERATING BUDGET EXPENDITURE SUMMARY

<u>Total By Department</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Citizen Services	\$1,172,538	\$1,184,781	\$1,236,120	\$1,118,510	-9.5%
Community Development	1,694,092	1,615,716	1,807,580	2,045,870	13.2%
Executive	793,206	783,066	1,090,700	841,190	-22.9%
Finance	747,041	731,903	781,480	798,710	2.2%
Fire	3,608,560	4,017,665	4,296,430	4,175,980	-2.8%
Information Technology	1,235,456	1,169,427	1,286,710	1,335,560	3.8%
Legislative	187,785	165,660	184,140	193,850	5.3%
Parks and Recreation	3,782,675	3,714,456	3,901,370	3,920,460	0.5%
Police	7,355,294	7,436,659	7,834,730	8,045,790	2.7%
Public Works	9,535,253	9,627,359	9,997,760	9,603,410	-3.9%
Totals	\$30,111,900	\$30,446,692	\$32,417,020	\$32,079,330	-1.0%
<u>Total By Classification</u>					
Personnel Services	\$17,332,270	\$18,032,374	\$19,032,930	\$18,893,920	-0.7%
Commodities	1,482,789	1,487,239	1,656,510	1,687,490	1.9%
Contractual Services	8,704,998	8,464,332	9,049,200	9,082,140	0.4%
Capital Outlay and Depreciation	1,615,528	1,647,009	1,578,210	1,545,330	-2.1%
Other Charges	976,315	815,738	1,100,170	870,450	-20.9%
Totals	\$30,111,900	\$30,446,692	\$32,417,020	\$32,079,330	-1.0%
<u>Total By Fund</u>					
Ambulance Service	\$2,158,068	\$2,377,066	\$2,548,530	\$2,460,040	-3.5%
Charitable Gambling Tax	44,756	20,919	25,120	30,120	19.9%
Community Center	2,629,769	2,640,327	2,674,840	2,629,360	-1.7%
Environmental Utility	1,428,474	1,514,171	1,643,910	1,687,450	2.6%
Fleet Management	782,085	852,881	759,980	895,540	17.8%
General	16,938,835	17,000,434	18,046,090	17,942,020	-0.6%
Information Technology	720,532	682,464	745,760	786,840	5.5%
Legal Contingency	0	0	135,000	0	-100.0%
Maplewood Area EDA	0	0	0	3,200	N/A
Police Services	23,773	36,781	26,000	80	-99.7%
Recreation Programs	659,304	545,546	676,900	727,110	7.4%
Recycling Program	476,495	507,882	665,460	655,820	-1.4%
Sanitary Sewer	4,020,855	3,990,646	4,190,650	3,997,380	-4.6%
Street Light Utility	184,785	176,524	205,470	210,170	2.3%
Taste of Maplewood	38,712	92,184	60,000	41,000	-31.7%
Tree Preservation	5,457	8,867	13,310	13,200	-0.8%
Totals	\$30,111,900	\$30,446,692	\$32,417,020	\$32,079,330	-1.0%

OPERATING BUDGET

Expenditures for 2009-2012



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

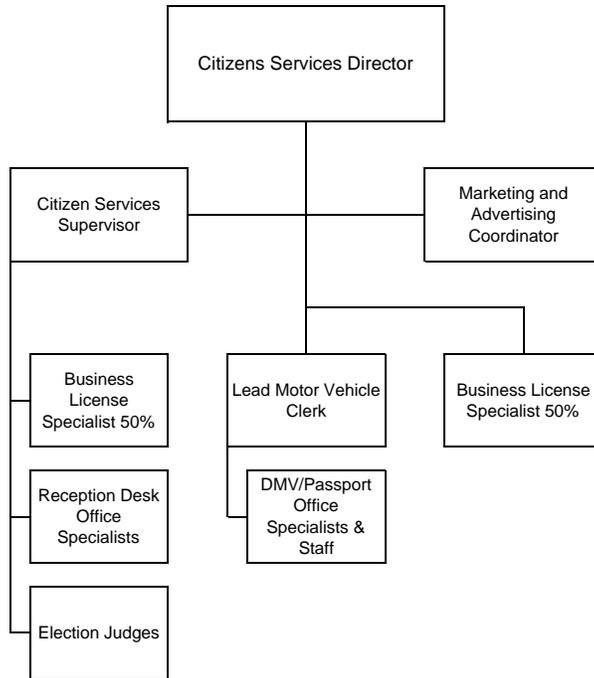
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2012 BUDGET

DEPARTMENT	CODE	PROGRAM	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	2012 PERCENT CHANGE
POLICE	402	Police Services	\$5,425,813	\$5,438,193	\$5,812,650	\$5,823,530	0.2%
PUBLIC WORKS	508	Sanitary Sewer Oper.	4,020,855	3,990,646	4,190,650	3,997,380	-4.6%
PARKS & REC	61X	Community Center Oper.	2,629,770	2,640,327	2,674,840	2,629,360	-1.7%
FIRE	403	Emer. Medical Services	1,697,894	2,004,132	2,186,220	2,098,250	-4.0%
FIRE	404	Fire Suppression	1,105,187	1,310,452	1,371,950	1,347,710	-1.8%
POLICE	409	Investigations	1,038,972	1,069,522	1,085,910	1,263,220	16.3%
PUBLIC WORKS	512	Storm Sewer Maint.	1,176,349	1,264,987	1,376,100	1,130,880	-17.8%
PUBLIC WORKS	602	Park Maintenance	911,742	920,039	922,420	971,440	5.3%
POLICE	401	Adminstration	843,136	895,458	892,730	915,660	2.6%
PUBLIC WORKS	509	Fleet Management	782,085	852,881	759,980	895,540	17.8%
PUBLIC WORKS	503	Engineering	942,766	955,397	940,490	809,350	-13.9%
PUBLIC WORKS	502	Street Maintenance	702,104	687,015	787,070	805,690	2.4%
INFO TECH	118	I.T. Services	720,532	682,464	745,760	786,840	5.5%
PARKS & REC	603	Recreation Programs	659,304	545,546	676,900	727,110	7.4%
COMM DEVELOP	706	Recycling	476,495	507,882	665,460	655,820	-1.4%
FIRE	411	Adminstration	713,042	595,726	642,780	635,890	-1.1%
CITIZEN SERVICES	301	Adminstration	477,935	481,358	722,820	618,980	-14.4%
INFO TECH	115	Building Operations	514,923	486,963	540,950	548,720	1.4%
COMM DEVELOP	702	Planning	259,006	235,075	264,110	536,400	103.1%
COMM DEVELOP	703	Building Inspections	468,998	458,146	445,510	455,150	2.2%
FINANCE	202	Finance Services	362,808	356,528	408,630	403,190	-1.3%
CITIZEN SERVICES	303	Deputy Registrar	371,490	375,267	384,030	393,890	2.6%
PUBLIC WORKS	514	Snow and Ice Control	302,271	358,776	370,480	377,820	2.0%
FINANCE	201	Administration	329,651	323,578	331,680	354,050	6.7%
EXECUTIVE	102	Administration	282,623	307,651	351,090	350,200	-0.3%
PARKS & REC	604	Nature Center	239,365	256,032	258,100	264,830	2.6%
COMM DEVELOP	701	Adminstration	379,311	281,849	268,600	261,380	-2.7%
EXECUTIVE	116	HR Administration	233,041	252,600	267,040	261,060	-2.2%
EXECUTIVE	103	Legal Services	270,472	216,621	464,370	221,020	-52.4%
PUBLIC WORKS	506	Street Lights and Signals	184,785	176,524	205,470	210,170	2.3%
PUBLIC WORKS	501	Administration	297,614	241,620	249,620	207,330	-16.9%
PUBLIC WORKS	513	Street Sweeping	181,684	179,474	195,480	197,810	1.2%
PARKS & REC	601	Administration	146,918	184,198	175,870	182,870	4.0%
LEGISLATIVE	101	City Council	139,291	143,756	154,770	155,080	0.2%
COMM DEVELOP	707	Code Enforcement	63,392	80,069	111,000	94,080	-15.2%
FIRE	405	Fire Prevention	73,716	90,537	82,520	83,270	0.9%
PARKS & REC	605	Open Space Mgmt.	61,326	62,047	72,260	72,790	0.7%
CITIZEN SERVICES	304	Elections	68,174	66,387	69,270	64,640	-6.7%
POLICE	407	Animal Control	41,924	33,486	43,440	43,380	-0.1%
COMM DEVELOP	704	Public Health Inspections	46,890	52,695	52,900	43,040	-18.6%
FINANCE	203	Ambulance Billing	54,582	51,797	41,170	41,470	0.7%
CITIZEN SERVICES	000	Taste of Maplewood	38,712	92,184	60,000	41,000	-31.7%
PARKS & REC	606	Ice Arena Operations	40,536	17,439	30,090	30,300	0.7%
LEGISLATIVE	000	Chaitable Gambling	44,756	20,919	25,120	30,120	19.9%
PARKS & REC	000	Tree Preservation	5,457	8,866	13,310	13,200	-0.8%
FIRE	413	Emergency Mgmt.	18,721	16,818	12,960	10,860	-16.2%
EXECUTIVE	114	Safety	7,070	6,194	8,200	8,910	8.7%
LEGISLATIVE	000	Maplewood Area EDA	0	0	0	3,200	N/A
LEGISLATIVE	105	Police Civil Service Comm.	2,764	10	2,180	2,150	-1.4%
LEGISLATIVE	104	Business & Economic Dev Comm	9	5	320	1,500	368.8%
LEGISLATIVE	107	Planning Comm.	964	969	1,070	1,050	-1.9%
LEGISLATIVE	108	Human Rights Comm.	0	0	500	500	0.0%
LEGISLATIVE	106	Parks and Rec. Comm.	1	1	180	250	38.9%
CITIZEN SERVICES	111	Marketing	216,227	169,585	0	0	N/A
POLICE	406	Dispatching Services	5,449	0	0	0	N/A
PUBLIC WORKS	515	Transit Operations	32,998	0	0	0	N/A
			\$30,111,900	\$30,446,691	\$32,417,020	\$32,079,330	-1.0%

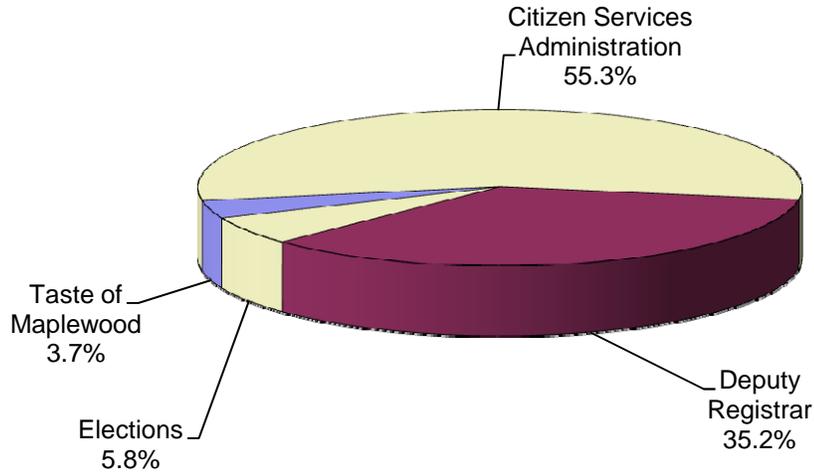
CITY OF MAPLEWOOD

CITIZEN SERVICES

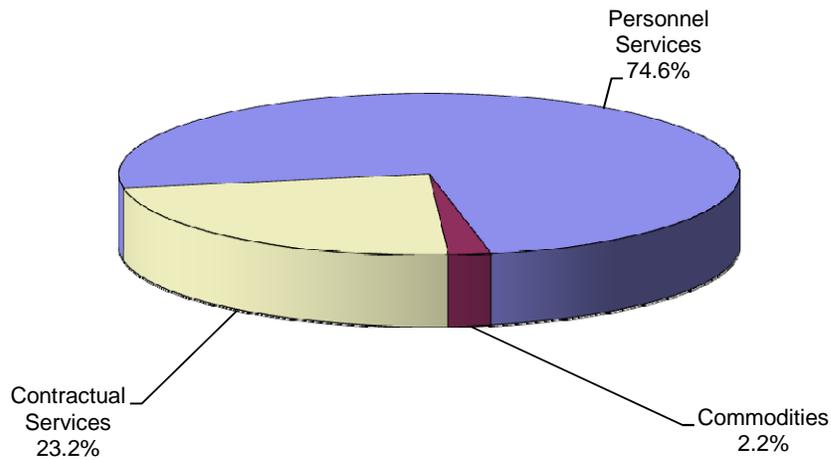
ORGANIZATION CHART



CITIZEN SERVICES BUDGET 2012 Total By Program



Total By Classification



**CITIZEN SERVICES
EXPENDITURE SUMMARY**

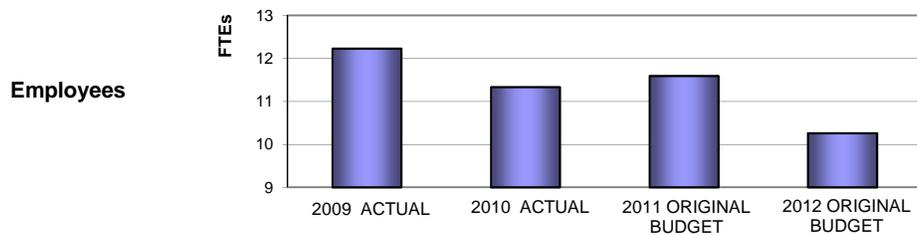
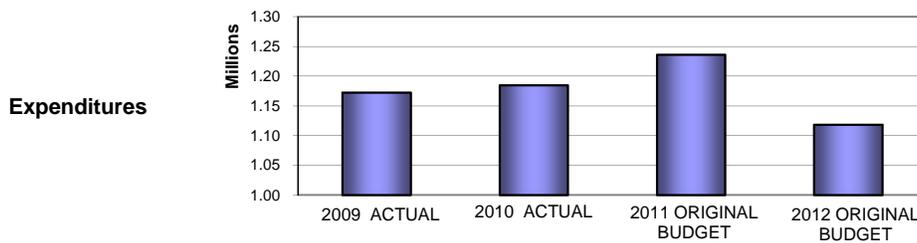
Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Citizen Services Administration	\$477,935	\$481,358	\$722,820	\$618,980	-14.4%
Deputy Registrar	371,490	375,267	384,030	393,890	2.6%
Elections	68,174	66,387	69,270	64,640	-6.7%
Marketing/Advertising	216,227	169,585	0	0	N/A
Taste of Maplewood	38,712	92,184	60,000	41,000	-31.7%
Totals	1,172,538	1,184,781	1,236,120	1,118,510	-9.5%

Total By Classification	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Personnel Services	859,791	863,115	921,850	834,000	-9.5%
Commodities	25,468	24,455	24,510	24,800	1.2%
Contractual Services	280,643	290,800	289,760	259,710	-10.4%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	6,636	6,411	0	0	N/A
Totals	1,172,538	1,184,781	1,236,120	1,118,510	-9.5%

Total By Fund	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
General Fund	1,133,826	1,092,597	1,176,120	1,077,510	-8.4%
Taste of Maplewood	38,712	92,184	60,000	41,000	-31.7%
Totals	\$1,172,538	\$1,184,781	\$1,236,120	\$1,118,510	-9.5%

Number of Employees (FTE)	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 ORIGINAL BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
	12.23	11.33	11.59	10.26	-11.5%

* Marketing combined with Citizen Service Administration in 2010.





MAPLEWOOD

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CITIZEN SERVICES

MISSION STATEMENT

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

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

2012 OBJECTIVES

1. 100% of completed council agendas and agenda packets provided 4 days in advance of meetings and 100% of legal notices prepared, posted and or published with legal deadlines.
2. Streamline the agenda and minute process using software that allows the user to track an agenda item from its creation, approvals and recommendations, readying documents such as agreements, contracts, ordinances and resolutions for proper storage for retention purposed and for improved transparency.
3. Republish the City Code of Ordinances at least four times throughout the year keeping the city website current with revised and or new ordinances.
4. Revise the Retention Schedule reflecting changes in the 2011 legislative session.
5. Train department heads and supervisors in current Data Practice Laws and Practices and retention practices.
6. Increase the number of working agreements with Maplewood and surrounding areas based auto dealers, banks and credit unions to perform deputy registrar work.
7. Conduct the 2012 Federal and State Election cycle and be involved in discussions with the State regarding legislative changes for laws that govern elections.
8. Continue to explore the use of Facebook and other social networking media for marketing and advertising purposes.

Department: Citizen Services
Program: Administration

Fund # : 101
Program # : 301

Program Description

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

Program Expenditure Highlights

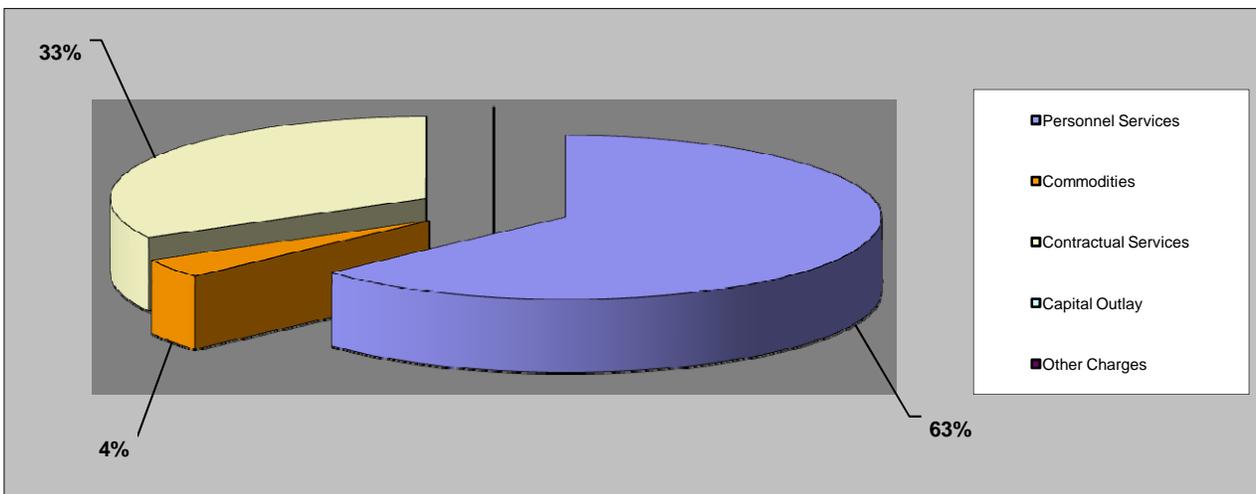
Decrease in 2012 budget is due to the elimination of the Administrative Assistant position. Included in the administration budget is an allocation for the annual update to the city code of ordinance.

It is to be noted that the increase in the 2011 budget was due to the Marketing Division being moved to the Citizen Services Administration budget which includes costs associated with the publication of the Maplewood Monthly.

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 publications.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 354,880	\$ 370,165	\$ 483,130	\$ 391,800
Commodities	19,517	13,225	23,140	23,200
Contractual Services	96,902	91,557	216,550	203,980
Capital Outlay	-	-	-	-
Other Charges	6,636	6,411	-	-
Total	\$ 477,935	\$ 481,358	\$ 722,820	\$ 618,980
Percent Change	(-7.7%)	0.7%	50.2%	(-14.4%)
Full-Time Equivalent positions	4.70	4.30	5.57	4.26

Program Expenditures by Classification



Department:	Citizen Services	Fund #:	101
Program:	Administration	Program #:	301

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Agenda reports	603	632	620	630
Pages of minutes	517	549	550	560
Number of ordinances	8	15	9	8
Number of resolutions	307	298	280	290
Business licenses / permits / registrations / dog-cat licenses	2,287	2,124	2,250	2,000
Annual marketing agreements	20	20	15	10
Number of marketing projects	300	300	300	350
Testimonial marketing	8	8	8-10	8-10
<u>EFFECTIVENESS INDICATORS</u>				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
Maintain revenue sources	92%	94%	99%	99%
Percentage of marketing projects completed	98%	98%	98%	98%
Testimonials used in marketing materials	70%	70%	80%	80%
Business contacts for the purpose of ad revenue and partnerships	60%	60%	60%	80%
<u>EFFICIENCY MEASURES</u>				
Revenue changes from previous year	-1.91%	4.22%	-6.01%	20%
Projects are completed on time and in a professional manner	100%	100%	100%	100%
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	70%	70%	75%	N/A

COMMENTS

Administrative workload remains steady in all areas. Business licensing and permits numbers remain consistent. Marketing projects have increased with the partnership with North St. Paul Community Center and MCC programs.

Department: Citizen Services
Program: Deputy Registrar

Fund # : 101
Program # : 303

Program Description

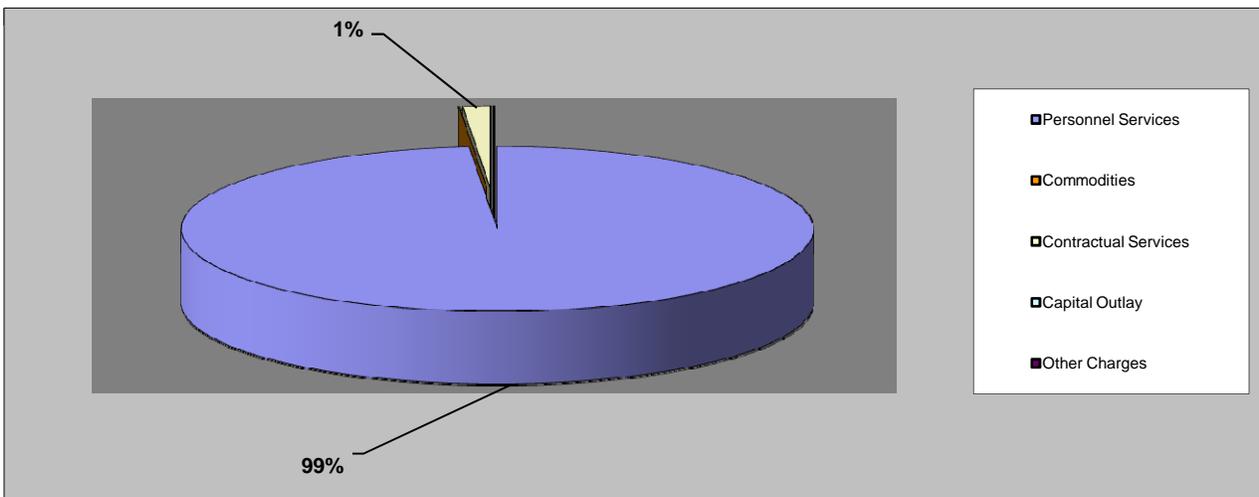
To present a courteous, service-oriented team providing a high level of accuracy and efficiency.

Program Expenditure Highlights

Decrease in personnel is due to changing two part-time positions to one full-time position.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 369,078	\$ 372,397	\$ 380,490	\$ 388,370
Commodities	-	-	-	-
Contractual Services	2,412	2,870	3,540	5,520
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 371,490	\$ 375,267	\$ 384,030	\$ 393,890
Percent Change	4.2%	1.0%	2.3%	2.6%
 Full-Time Equivalent positions	 <u>6.03</u>	 <u>6.03</u>	 <u>6.02</u>	 <u>6.00</u>

Program Expenditures by Classification



Department:	Citizen Services	Fund #:	101
Program:	Deputy Registrar	Program #:	303

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of motor vehicle transactions	49,279	50,691	51,000	51,500
Number of driver's license transactions	19,287	19,481	21,000	21,000
Number of passports processed	1,962	2,200	2,000	2,100
<u>EFFECTIVENESS INDICATORS</u>				
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

Number of transactions remains steady in all areas of motor vehicle and DNR. Passport activity is steadily increasing. 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.

Department: Citizen Services
Program: Elections

Fund # : 101
Program # : 304

Program Description

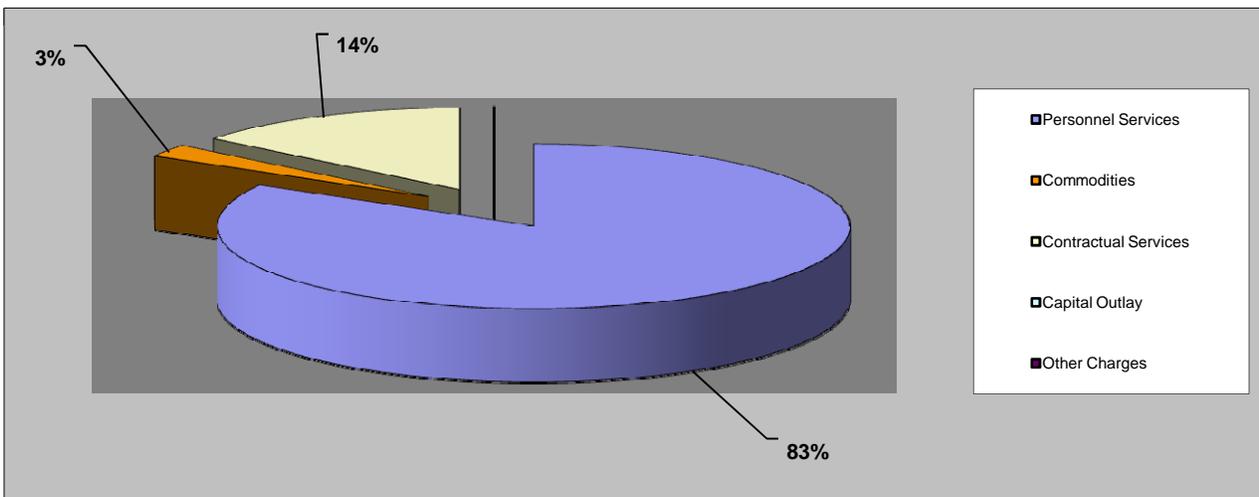
To manage all municipal, federal and state elections focusing on legal compliance and integrity.

Program Expenditure Highlights

No significant change in the Election Division budget in 2012.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 55,004	\$ 55,470	\$ 58,230	\$ 53,830
Commodities	1,726	2,322	1,370	1,600
Contractual Services	11,444	8,595	9,670	9,210
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 68,174	\$ 66,387	\$ 69,270	\$ 64,640
Percent Change	(-14.2%)	(-2.6%)	4.3%	(-6.7%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Citizen Services	Fund #:	101
Program:	Elections	Program #:	304

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of registered voters	22,658	23,764	25,000	27,000
Election judges trained	189	190	200	200
Number of ballots cast	6,062	14,355	7,000	26,000
Number of absentee ballots transmitted	462	1,022	500	2,800
Number of absentee ballots returned by voter	382	930	400	2,600
Number of absentee ballots rejected	10	50	15	100
<u>EFFECTIVENESS INDICATORS</u>				
Eligible voter turnout	19%	62%	17%	85%

COMMENTS

Increase in 2012 Outputs/Workloads is due to the Presidential Election cycle.

Department: Citizen Services
Program: Marketing & Advertising

Fund # : 101
Program # : 111

Program Description

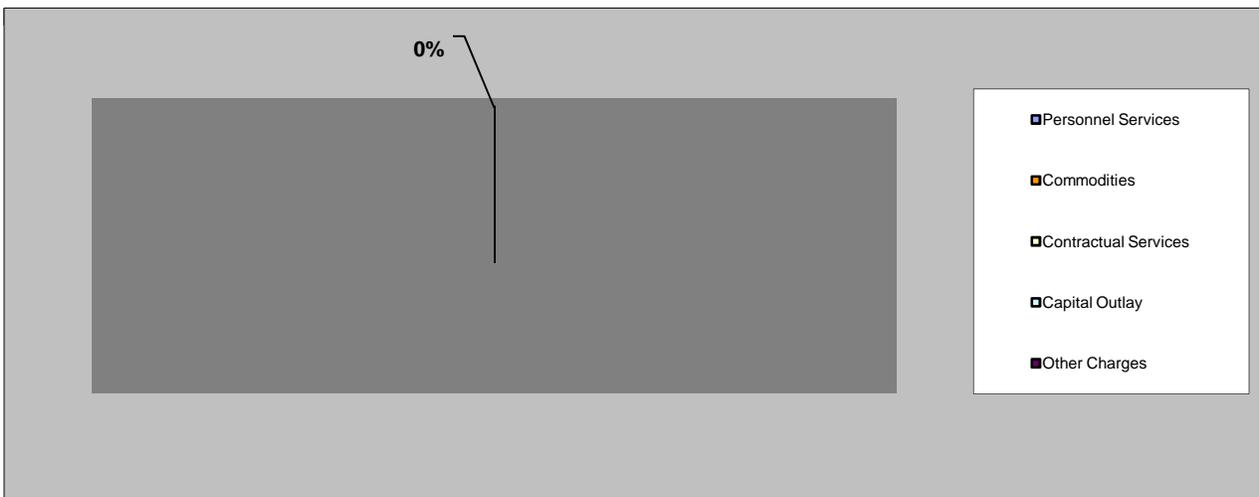
This program has been moved to Citizen Services Administration.

Program Expenditure Highlights

This program has been included in the Citizen Services Administration program beginning in 2011.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 80,829	\$ 59,423	\$ -	\$ -
Commodities	1,551	1,444	-	-
Contractual Services	133,847	108,718	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 216,227	\$ 169,585	\$ -	\$ -
Percent Change	(-0.7%)	(-21.6%)	(-100.0%)	#DIV/0!
 Full-Time Equivalent positions	 1.50	 1.00	 -	 -

Program Expenditures by Classification



Department:	Citizen Services	Fund #:	101
Program:	Marketing & Advertising	Program #:	111

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Annual marketing agreements	20	20	N/A	N/A
Number of marketing projects	300	300	N/A	N/A
Testimonial marketing	8-10	8-10	N/A	N/A
<u>EFFECTIVENESS INDICATORS</u>				
Revenue increases from year to year	20%	20%	N/A	N/A
Percentage of marketing projects completed	98%	98%	N/A	N/A
Testimonials used in marketing materials	70%	70%	N/A	N/A
Business contacts for the purpose of ad revenue and partnerships	60%	60%	N/A	N/A
<u>EFFICIENCY MEASURES</u>				
Revenue increases	50%	25%	N/A	N/A
Projects are completed on time and in a professional manner	100%	100%	N/A	N/A
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	70%	70%	N/A	N/A

COMMENTS

This program has been included in the Citizen Services Administration program in the 2012 budget.

Department: Citizen Services
Program: Taste of Maplewood

Fund # : 220
Program # : 000

Program Description

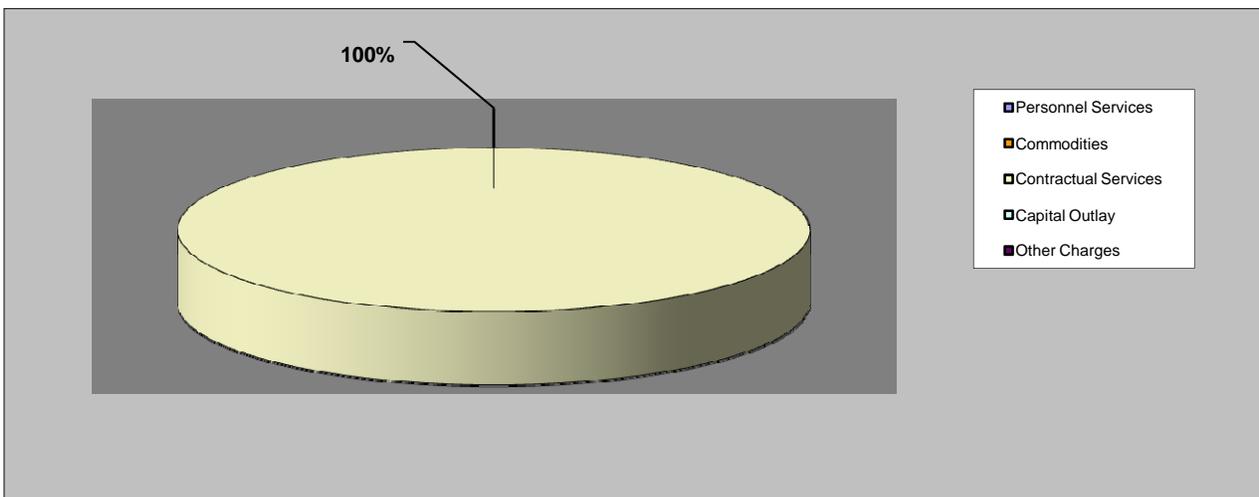
To hold a city-wide event for the purpose of bringing the community at large together to showcase area restaurants, businesses, crafters and city departments.

Program Expenditure Highlights

The Taste of Maplewood is budgeted and additionally subsidized by funds solicited by participating vendors and sponsors.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ 5,660	\$ -	\$ -
Commodities	2,674	7,464	-	-
Contractual Services	36,038	79,060	60,000	41,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 38,712	\$ 92,184	\$ 60,000	\$ 41,000
Percent Change	100.0%	138.1%	(-34.9%)	(-31.7%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Citizen Services	Fund #:	220
Program:	Taste of Maplewood	Program #:	000

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of vendors	80	114	60	60
Number of business sponsors	13	15	12	12
Number of media sponsors	6	3	4	4
Number of waste/recycling containers	35/35	50/50	50/50	50/50
<u>EFFECTIVENESS INDICATORS</u>				
Citizens attending the event (approximate)	4,500	8,500	7,000	7,000
Percentage of waste recycled	15%	40%	50%	65%

COMMENTS

The Taste of Maplewood was downsized in 2011 and plans are to remain the same in 2012 as staff attempts to organize the event so that it is self sustaining. Staff also continues to work to make the event more sustainable by providing recycling bins and educational information on the importance of recycling.



MAPLEWOOD

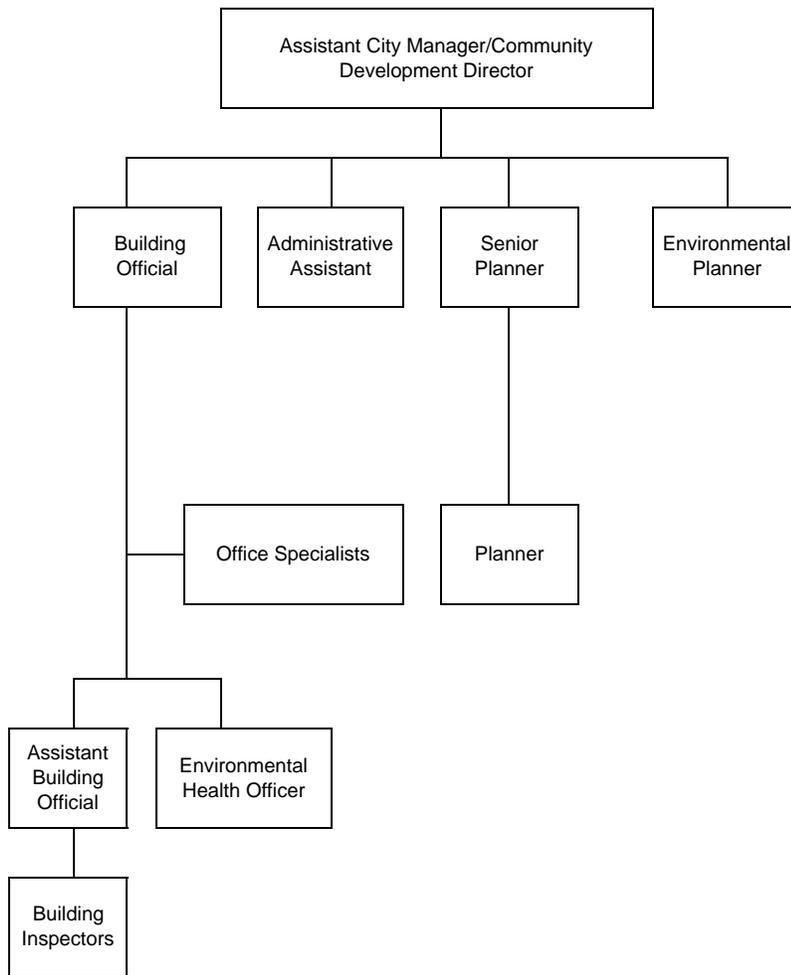
Together We Can

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CITY OF MAPLEWOOD

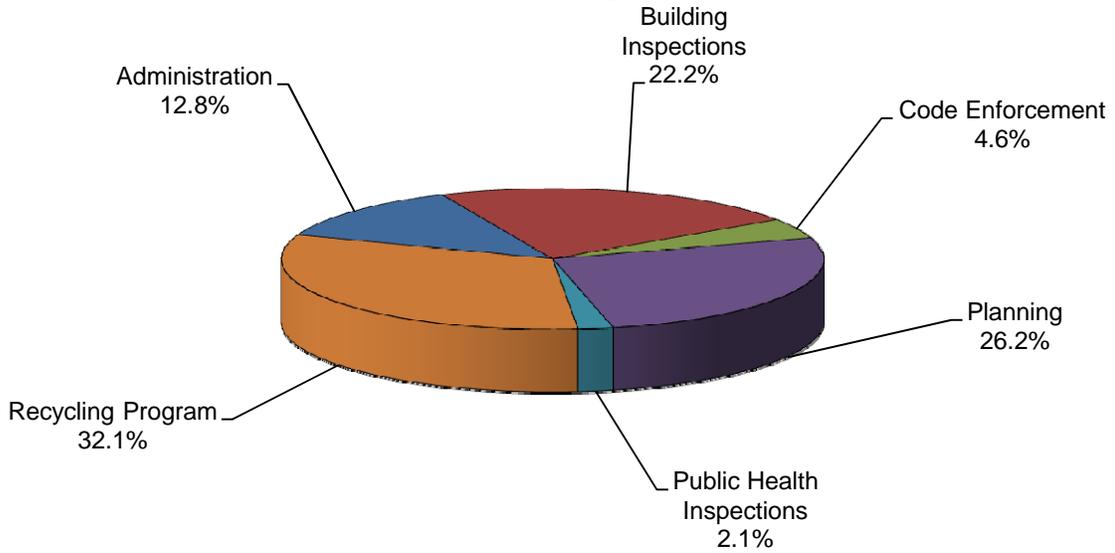
COMMUNITY DEVELOPMENT

ORGANIZATION CHART

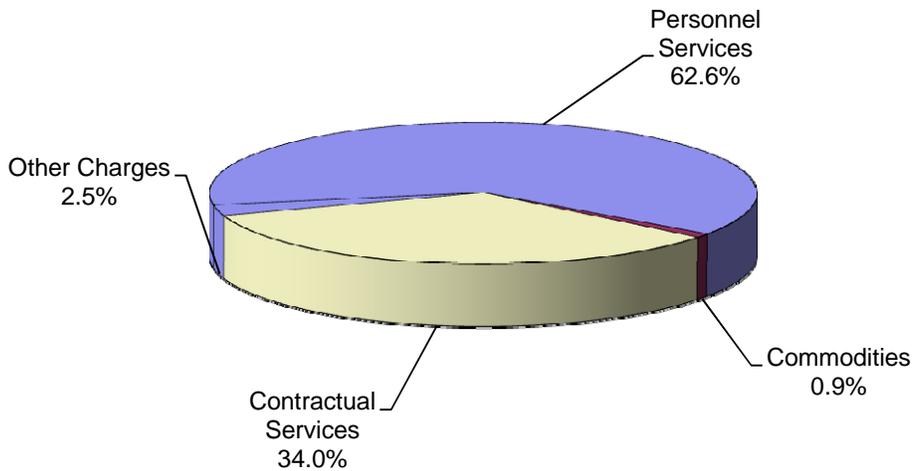


COMMUNITY DEVELOPMENT BUDGET 2012

Total By Program

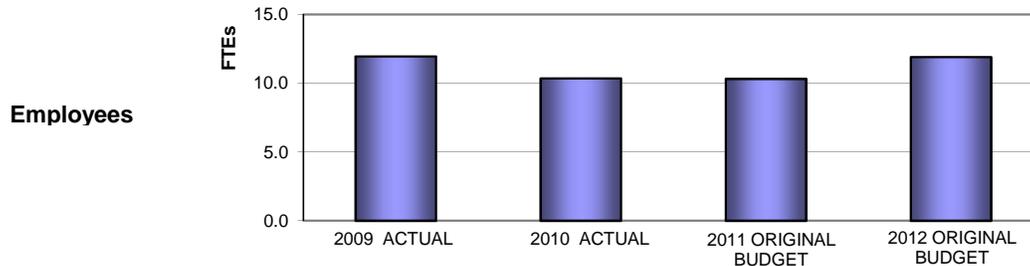
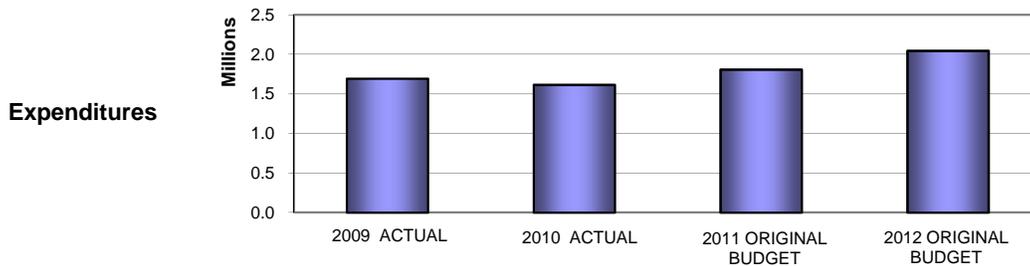


Total By Classification



**COMMUNITY DEVELOPMENT
EXPENDITURE SUMMARY**

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Total By Program					
Administration	\$379,311	\$281,849	\$268,600	\$261,380	-2.7%
Building Inspections	468,998	458,146	445,510	455,150	2.2%
Code Enforcement	63,392	80,069	111,000	94,080	-15.2%
Planning	259,006	235,075	264,110	536,400	103.1%
Public Health Inspections	46,890	52,695	52,900	43,040	-18.6%
Recycling Program	476,495	507,882	665,460	655,820	-1.4%
Totals	1,694,092	1,615,716	1,807,580	2,045,870	13.2%
Total By Classification					
Personnel Services	1,051,113	1,010,713	1,047,420	1,280,480	22.3%
Commodities	26,691	9,343	17,640	18,950	7.4%
Contractual Services	574,134	553,979	692,130	696,130	0.6%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	42,154	41,681	50,390	50,310	-0.2%
Totals	1,694,092	1,615,716	1,807,580	2,045,870	13.2%
Total By Fund					
General Fund	1,217,597	1,107,834	1,142,120	1,104,460	-3.3%
Environmental Utility Fund	0	0	0	285,590	N/A
Recycling Fund	476,495	507,882	665,460	655,820	-1.4%
Totals	\$1,694,092	\$1,615,716	\$1,807,580	\$2,045,870	13.2%
Number of Employees (FTE)	11.95	10.35	10.32	11.90	15.3%





MAPLEWOOD

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COMMUNITY DEVELOPMENT

MISSION STATEMENT

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

2012 OBJECTIVES

1. Protect public's health and improve the quality of life of the citizen's of Maplewood through the prevention of disease, education, outreach and inspections.
2. Carry out the long-range planning vision for the community's future as described in the 2030 Comprehensive Plan and the City Council's goals.
3. To educate contractors, design, professional and the public through pre-development, meetings, literature, city website, and the permit process.
4. Educate city staff and the community in developing a sustainable "green building practices and methods" and the promotion of green construction and the Maplewood Green Building Program.
5. Promote high quality building and site design by recommending and requiring enhanced amenities during city development and building reviews.
6. Provide leadership by serving as the staff liaisons and technical experts for six of the city's citizen advisory boards and commissions.
7. Provide technical expertise in issues related to environmental research, analysis, and of significant and critical environmental issues that influence the city.
8. Manage the solid waste and recycling programs to ensure compliance with regional and state rules and regulations.

Department: Community Development
Program: Administration

Fund # : 101
Program # : 701

Program Description

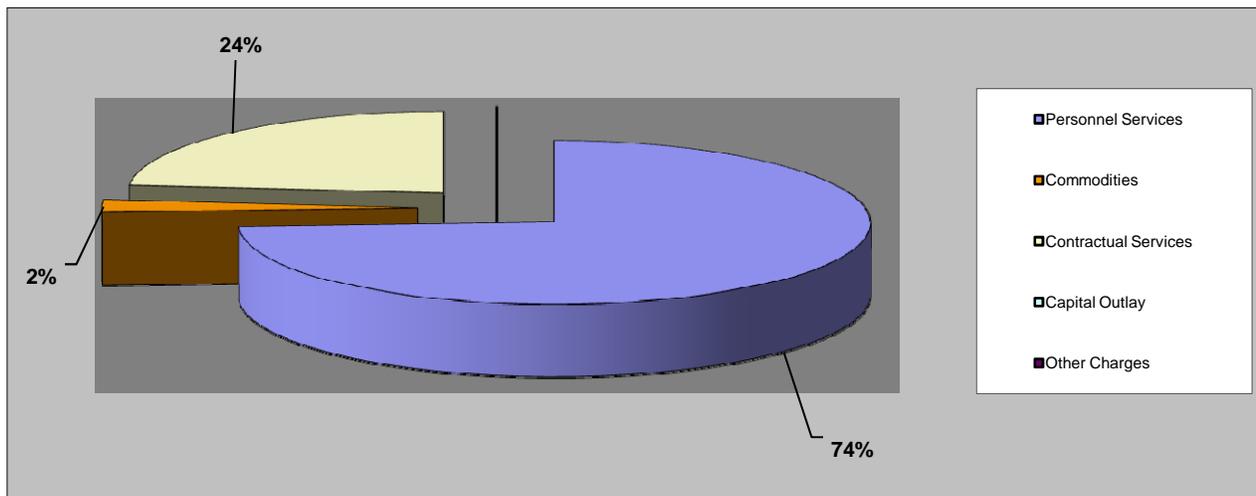
To provide accurate and timely administrative and clerical support to the divisions within Community Development including Building, Planning, Public Health and Code Enforcement.

Program Expenditure Highlights

Reductions were made to consulting services and supplies in the 2012 budget.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 284,230	\$ 215,178	\$ 192,330	\$ 193,790
Commodities	10,159	5,850	8,250	6,350
Contractual Services	84,922	60,821	68,020	61,240
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 379,311	\$ 281,849	\$ 268,600	\$ 261,380
Percent Change	6.7%	(-25.7%)	(-4.7%)	(-2.7%)
 Full-Time Equivalent positions	 3.20	 2.70	 2.59	 2.40

Program Expenditures by Classification



Department: Community Development **Fund #: 101**
Program: Administration **Program #: 701**

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Public meeting packets	90	76	69	69
Number of permits issued	3703	3095	2900	2900
<u>EFFECTIVENESS INDICATORS</u>				
Percent of minutes available for next meeting	90%	95%	99%	99%
Percent of permits issued accurately	98%	98%	99%	99%

COMMENTS

The number of public meeting packets has decreased as staff is directed to value the volunteer member's time while presenting items in a timely manner for applicants. In addition, the number public meeting packets was reduced in 2010 when the Parks Commission moved to the newly created Parks Department.

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

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

- 2004 – 35,892
- 2005 – 36,279
- 2006 – 36,397
- 2007 – 36,663
- 2008 – 36,717
- 2009 – 37,755
- 2010 – 38,018
- 2011 – 38,518
- 2012 – 39,018

Department: Community Development
Program: Building Inspections

Fund # : 101
Program # : 703

Program Description

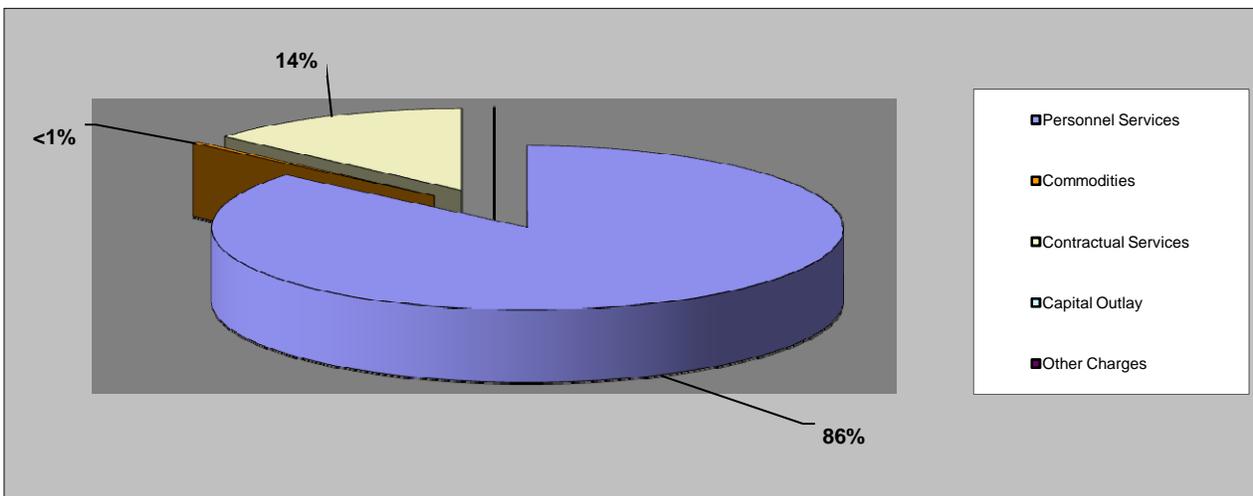
To administer the state building code and related ordinances and to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of Maplewood.

Program Expenditure Highlights

The change in fte's and personnel costs is due to a shifting of employees between this program and code enforcement to more accurately reflect their duties.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 398,225	\$ 378,628	\$ 380,440	\$ 392,030
Commodities	1,346	1,093	1,000	1,500
Contractual Services	69,427	78,425	64,070	61,620
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 468,998	\$ 458,146	\$ 445,510	\$ 455,150
Percent Change	(-16.6%)	(-2.3%)	(-2.8%)	2.2%
 Full-Time Equivalent positions	 4.45	 3.70	 3.70	 3.50

Program Expenditures by Classification



Department: Community Development
Program: Building Inspections

Fund #: 101
Program #: 703

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$872,121	\$794,911	\$965,000	\$825,000
Number of permit apps.	3,703	3,095	3,200	3,200
Number of plan reviews	1000	835	900	950
Number of inspections	8,838	7,183	7,200	8,500
<u>EFFICIENCY MEASURES</u>				
Average time to issue residential permit	6 days	7 days	7 days	7 days
Average time to issue commercial permit	25 days	30 days	30 days	30 days
Percentage of inspection completed within 24 hours	98%	98%	97%	97%

COMMENTS

The State of Minnesota will be adopting the updated building code in 2012 and building officials will need to maintain their knowledge and certifications through the state and International Code Council. The building officials are responsible for construction inspections for residential buildings, commercial buildings, manufactured homes, accessibility, plumbing, mechanical and energy. In addition, the building officials are responsible for using the updated codes for plan review.

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

The Building Department has been working as a leader in green building policies and development for sustainable buildings within the City of Maplewood.

The inspection numbers decreased from 2009 to 2010 due to a reduced number of permit applications, type of projects and a new more efficient method of calculating inspections. However, the number of inspections per inspector increased from 2009 to 2010.

Department: Community Development
Program: Code Enforcement

Fund # : 101
Program # : 707

Program Description

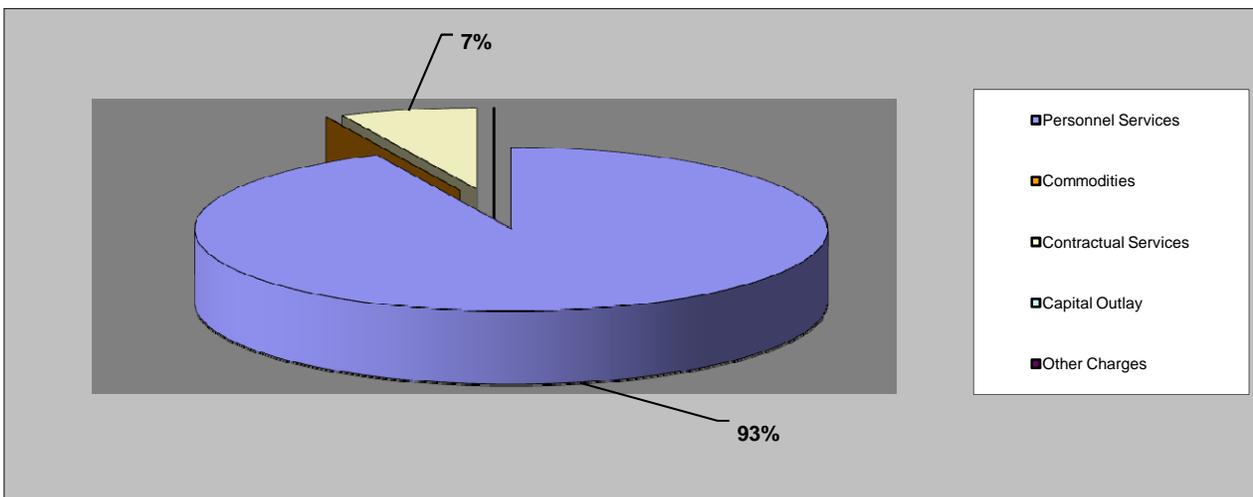
To maintain community standards and protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations.

Program Expenditure Highlights

The change in fte's and personnel costs is due to a shifting of employees between this program and building inspections to more accurately reflect their duties.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 56,184	\$ 74,572	\$ 102,240	\$ 87,520
Commodities	12	-	-	-
Contractual Services	7,196	5,497	8,760	6,560
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 63,392	\$ 80,069	\$ 111,000	\$ 94,080
Percent Change	(-1.1%)	26.3%	38.6%	(-15.2%)
 Full-Time Equivalent positions	 1.00	 0.75	 0.75	 0.85

Program Expenditures by Classification



Department:	Community Development	Fund #:	101
Program:	Code Enforcement	Program #:	707

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total number of complaint cases inspected	477	570	550	580
Total number of complaint cases that were referred to the Admin/Judicial process	50	63	60	65
Total number of re-inspections	716	749	810	900
<u>EFFICIENCY INDICATORS</u>				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	50	120	75	100
Total number of complaint cases resolved	442	741	525	540
Total number of complaint cases pending	12	8	45	40
Abatement fees*	\$11,331.68	\$18,952.32	\$20,000	\$20,000
Re-inspection penalty fees**	\$0	\$350	\$1,000	\$1,000

COMMENTS

The 2012 code enforcement program is administered 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 from 2009 to 2010.

The higher number of citations issued in 2009 & 2010 were directly related to the increase of complaints from the code hot line and the online code enforcement violation reporting from the City's web site.

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

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

Department: Community Development
Program: Planning

Fund # : 101 & 604
Program # : 702

Program Description

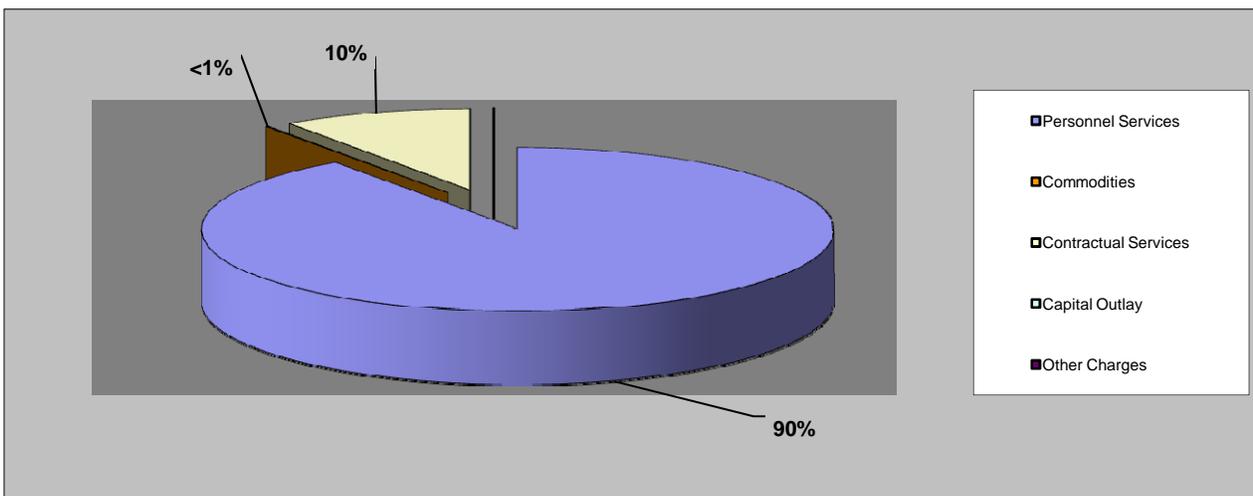
To guide and implement the development and redevelopment of residential, commercial and industrial areas as directed by the principles of the 2030 Comprehensive Plan, the city's zoning ordinance, the city's advisory boards and commissions and the city council. Also to conduct special land use studies,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

Program Expenditure Highlights

A new program was set up in the Environmental Utility Fund to better track costs of our Green Building Code efforts and other environmental programs. Shifting of personnel and other costs from building inspections and storm sewer maintenance has occurred because of this.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 215,192	\$ 225,523	\$ 236,160	\$ 483,880
Commodities	141	118	500	500
Contractual Services	43,673	9,434	27,450	52,020
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 259,006	\$ 235,075	\$ 264,110	\$ 536,400
Percent Change	(-14.8%)	(-9.2%)	12.4%	103.1%
 Full-Time Equivalent positions	 2.00	 2.00	 2.00	 4.05

Program Expenditures by Classification



Department: Community Development
Program: Planning

Fund #: 101 & 604
Program #: 702

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$35,559	\$32,292	\$49,070	\$38,000
Number of planning reviews	67	72	60	65
Number of building permit reviews	425	356	390	400
Number of new or modified water- related ordinances and policies adopted by the city.	N/A	N/A	N/A	2
Number of water-related articles published in city newsletters or local paper.	N/A	N/A	N/A	10
Number of project sites receiving water-related construction inspections.	N/A	N/A	N/A	300
Number of water-related improvements at parks or city facilities.	N/A	N/A	N/A	4
Miles of new streets with stormwater improvements.	N/A	N/A	N/A	2
<u>EFFECTIVENESS INDICATORS</u>				
Average # of hours to do building permit reviews	1.5	1	1	1
EDA contacts	-	1	5	10
Number of public meetings held to discuss water-related ordinances and policies	N/A	N/A	N/A	6
Number of households receiving water-related articles.	N/A	N/A	N/A	17,000
Number of non-compliant water-related construction inspections.	N/A	N/A	N/A	30
Drainage area affected by street improvements (in acres).	N/A	N/A	N/A	40
Number of public meetings held to discuss water-related ordinances and policies.	N/A	N/A	N/A	6

COMMENTS

These outputs reflect the number of reviews by city planners and the staff time needed to complete the review, but do not reflect additional staff time spent reviewing applications with citizen boards and commissions.

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

Department: Community Development
Program: Public Health Inspections

Fund # : 101
Program # : 704

Program Description

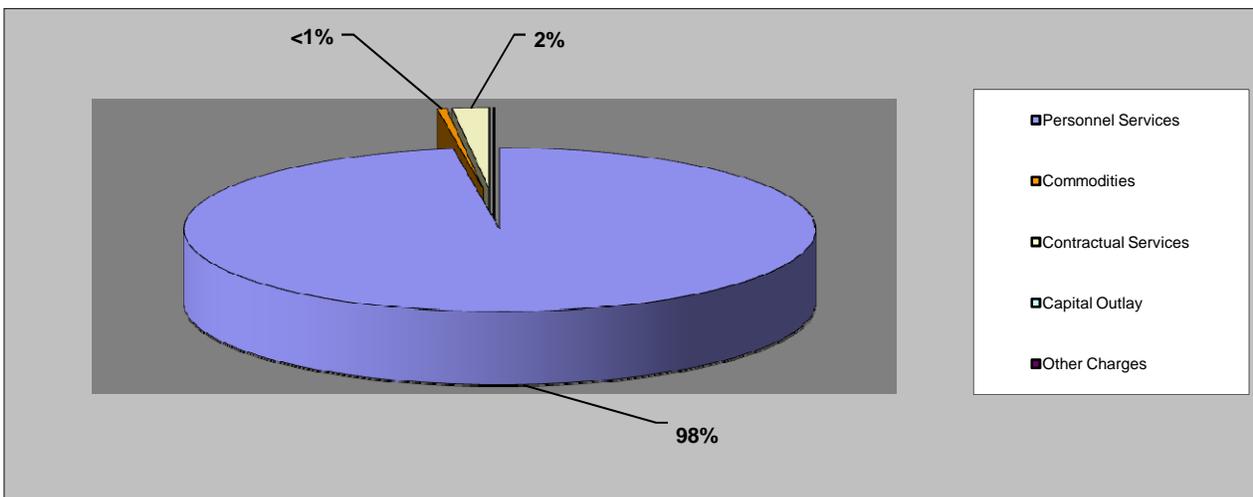
To improve and protect the health and well-being of the citizens of Maplewood through enforcement and education of local and state rules related to food, lodging, public swimming pools and public health.

Program Expenditure Highlights

The decrease in personnel services is due to moving .1 public health officer into code enforcement to reflect the time spent doing code enforcement.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 46,408	\$ 52,139	\$ 50,790	\$ 42,030
Commodities	161	-	500	200
Contractual Services	321	556	1,610	810
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 46,890	\$ 52,695	\$ 52,900	\$ 43,040
Percent Change	6.4%	12.4%	0.4%	(-18.6%)
 Full-Time Equivalent positions	 0.60	 0.60	 0.60	 0.50

Program Expenditures by Classification



Department:	Community Development	Fund #:	101
Program:	Public Health Inspections	Program #:	704

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of restaurant inspections	200	193	225	225
Number of pool inspections	45	52	45	40
Number of public health violations	25	34	29	25
Number of itinerant food sales inspections	60	100	75	75
<u>EFFECTIVENESS INDICATORS</u>				
Number of restaurant re-inspections	40	37	49	49
Number of hours on food sales inspections	600	590	640	640
Food establishment license fee*	*	\$88,836	\$89,000	\$89,000
Swimming pool license fee**	*	\$1,534	\$1,600	\$1,600
Lodging license fee***	*	\$1,786	\$1,800	\$1,800

COMMENTS

The MN legislature passed a law in 2010 that requires all body art professionals (tattoo and piercing professionals) to meet or exceed MN Department of Health (MDH) guidelines. As a local health agency, the City of Maplewood is working with MDH to maintain the local licensure of this program.

By March of 2012, the public swimming pools will need to come into compliance with ADA (American Disability Act) 2010 standards.

A continued downturn in the economy can be seen in the steady number of public health complaints and "cutting corners" in licensed establishments. This education and outreach is very time consuming yet essential in promoting a healthy and safe environment.

* The food establishment license fees from 2010 received in Citizen Services reflect the 132 inspections conducted by the public health officer.

** The swimming pool license fees from 2010 received in Citizen Services reflect the 13 inspections conducted by the public health officer.

*** The lodging license fees from 2010 received in Citizen Services reflect the 7 inspections conducted by the public health officer.

Department: Community Development
Program: Recycling

Fund # : 605
Program # : 706

Program Description

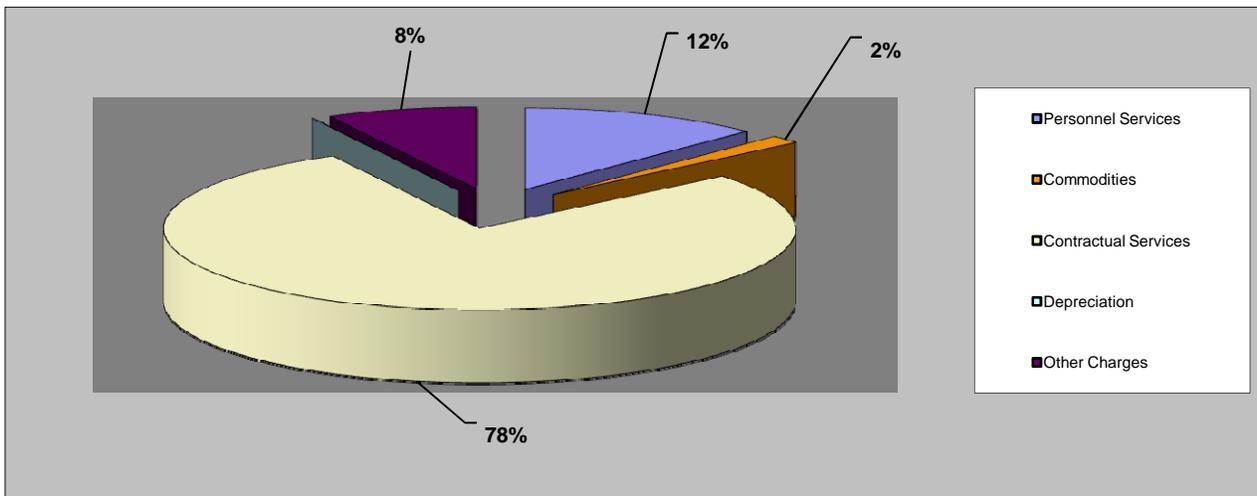
To manage the solid waste and recycling programs to ensure compliance with regional and state rules and regulations.

Program Expenditure Highlights

The reduction in personnel is due to the retirement of an employee who is not being replaced. The duties are being shifted to the Environmental Planner. The program proposes an intern for assistance in upgrading recycling and waste issues during the year. It is proposed to purchase \$3,000 worth of compost bins for re-sale at the Nature Center. Expenses cover the recycling contract plus an additional \$60,000 is proposed for a consultant to work on new organized trash hauling contract issues.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 50,874	\$ 64,673	\$ 85,460	\$ 81,230
Commodities	14,872	2,282	7,390	10,400
Contractual Services	368,595	399,246	522,220	513,880
Depreciation	-	-	-	-
Other Charges	42,154	41,681	50,390	50,310
Total	\$ 476,495	\$ 507,882	\$ 665,460	\$ 655,820
Percent Change	34.0%	6.6%	31.0%	(-1.4%)
Full-Time Equivalent positions	0.70	0.60	0.68	0.60

Program Expenditures by Classification



Department:	Community Development	Fund #:	605
Program:	Recycling	Program #:	706

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Education outreach opportunities	15,937	15,801	17,000	17,500
Number of phone calls to Recycling Hotline	501	521	800	600
Number of tons of materials recycled	2,580	2,662	2,800	2,900
City events that featured recycling	8	8	8	8
<u>EFFICIENCY INDICATORS</u>				
Multi-Family units not offering recycling	265	22	6	6
Average number of tons recycled per household	.16 (326 lbs)	.17 (333 lbs)	.18 (350 lbs)	.18 (363 lbs)

COMMENTS

The tonnage of recycled material increased 3% from 2009 to 2010, and it is expected to increase an additional 5% in 2011 and an additional 6% in 2012 because the new recycling contractor for the city, Tennis Sanitation, is accepting all plastics except number 6's, and the city switched from the dual sort collection method to the single sort collection method which normally increases the tonnage of recyclable material since sorting is no longer required. The increase in the number of phone call to the Recycling Hotline from 521 in 2010 to 800 in 2011 is attributed to the switch from dual sort to single sort collection.



MAPLEWOOD

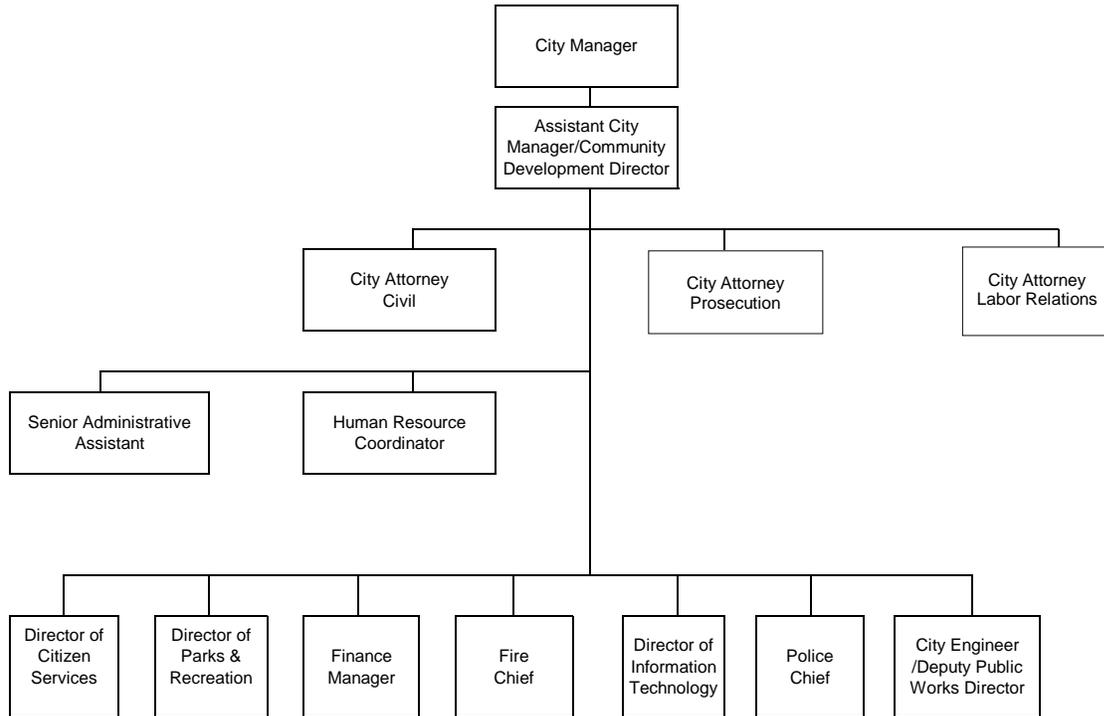
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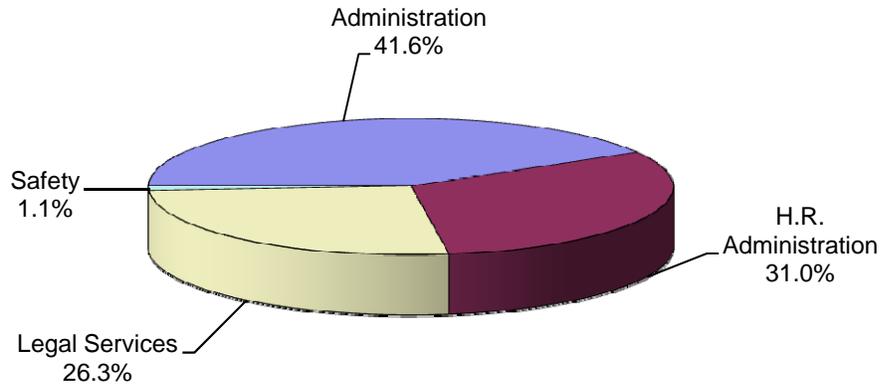
CITY OF MAPLEWOOD

EXECUTIVE

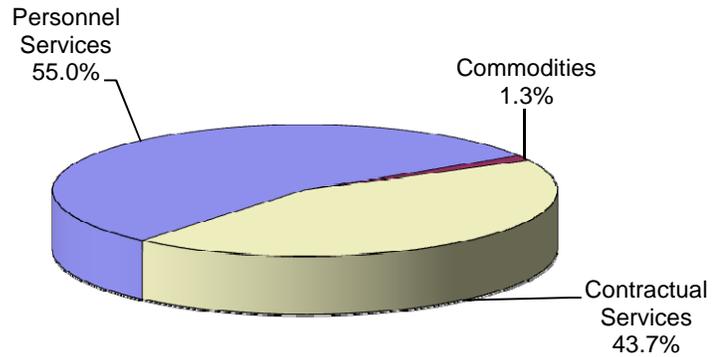
ORGANIZATION CHART



EXECUTIVE BUDGET 2012 Total By Program

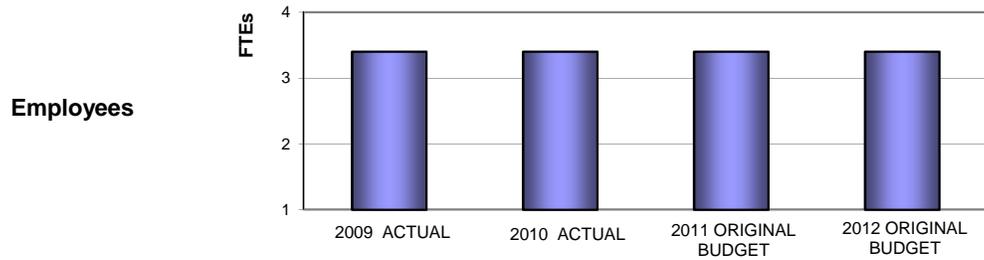
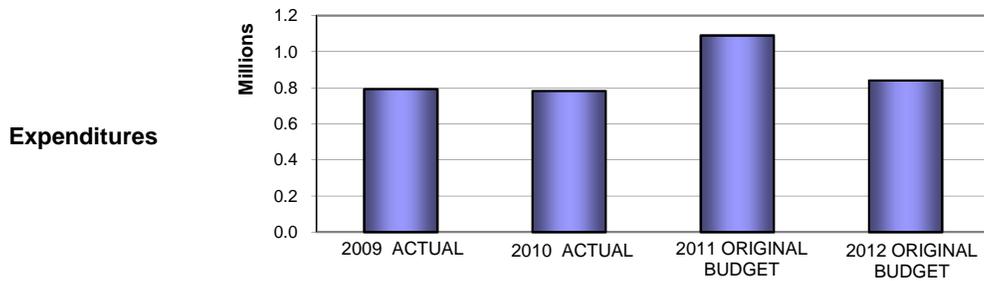


Total By Classification



**EXECUTIVE
EXPENDITURE SUMMARY**

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Total By Program					
Administration	\$282,623	\$307,651	\$351,090	\$350,200	-0.3%
H.R. Administration	233,041	252,600	267,040	261,060	-2.2%
Legal Services	270,472	216,621	464,370	221,020	-52.4%
Safety	7,070	6,194	8,200	8,910	8.7%
Totals	793,206	783,066	1,090,700	841,190	-22.9%
Total By Classification					
Personnel Services	361,300	403,533	462,270	462,950	0.1%
Commodities	9,346	11,082	9,350	10,900	16.6%
Contractual Services	358,459	360,663	383,080	367,340	-4.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	64,101	7,788	236,000	0	-100.0%
Totals	793,206	783,066	1,090,700	841,190	-22.9%
Total By Fund					
General Fund	793,206	783,066	955,700	841,190	-12.0%
Legal Contingency Fund	0	0	135,000	0	-100.0%
Totals	\$793,206	\$783,066	\$1,090,700	\$841,190	-22.9%
Number of Employees (FTE)	3.40	3.40	3.40	3.40	0.0%





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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.

2012 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners in the 2012 City Budget by limiting the property tax increase.
2. Explore options for alternative and sustainable revenues to reduce overall reliance on state finances and reduce/limit property tax increases. Make budget decisions that comport with the principles of sustainability.
3. 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 to make Maplewood city government transparent and accessible; operate within an environment of efficiency and mutual respect. Welcome and encourage citizen involvement, and work with other cities to collaborate and consolidate city services.
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. Further explore policies to control medical insurance costs.

Department: Executive
Program: Administration

Fund # : 101
Program # : 102,119

Program Description

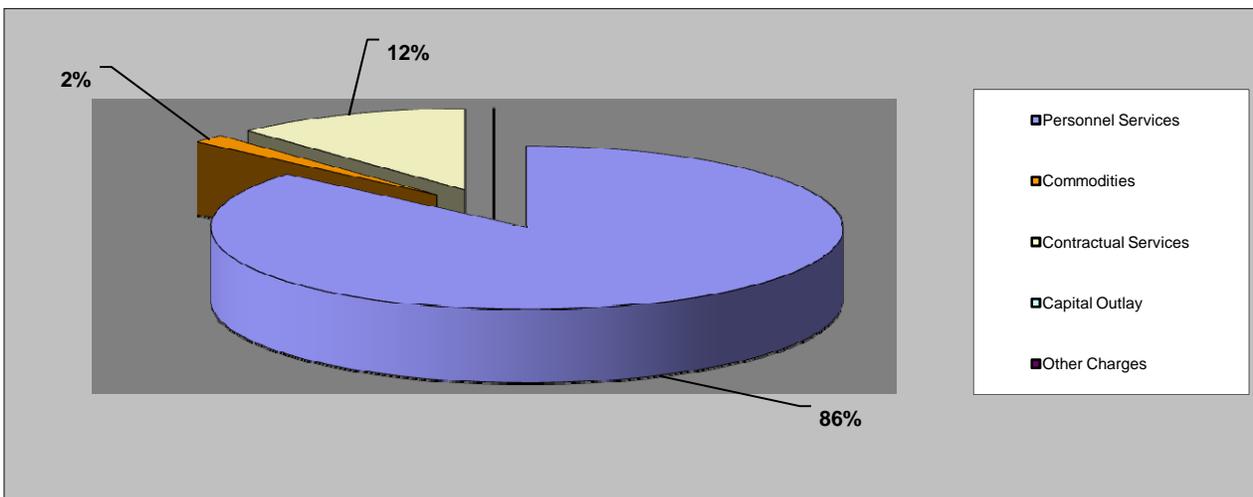
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.

Program Expenditure Highlights

Beginning in 2009, personnel services include the shift of duties of the Public Works Director to 40% Assistant City Manager.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 247,071	\$ 264,213	\$ 308,080	\$ 302,200
Commodities	5,613	8,932	5,900	5,900
Contractual Services	29,939	34,506	37,110	42,100
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 282,623	\$ 307,651	\$ 351,090	\$ 350,200
Percent Change	82.1%	8.9%	14.1%	(-0.3%)
Full-Time Equivalent positions	1.90	1.90	1.90	1.90

Program Expenditures by Classification



Department:	Executive	Fund #:	101
Program:	Administration	Program #:	102,119

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Management Meetings	55	52	52	52
City Manager reports	37	49	48	50
News articles	8	6	10	10

EFFECTIVENESS INDICATORS

Performance review	Good	Good	Good	Good
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COMMENTS

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

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

Program Description

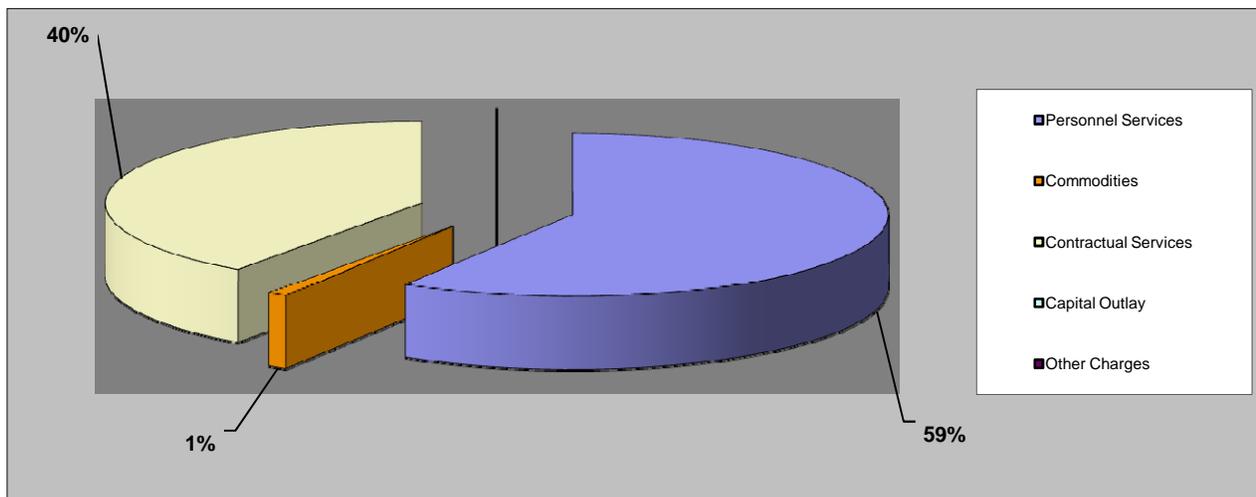
To provide a positive, productive work environment through management of employment law practices, labor and employee relations, personnel policies, hiring process, compensation and benefits program, performance and training.

Program Expenditure Highlights

The reduction in contractual services is due to a reduction in services contracted with our HR Attorney.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 114,229	\$ 135,074	\$ 149,020	\$ 153,640
Commodities	2,908	1,713	2,250	2,600
Contractual Services	115,904	115,813	115,770	104,820
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 233,041	\$ 252,600	\$ 267,040	\$ 261,060
Percent Change	(-12.1%)	8.4%	5.7%	(-2.2%)
Full-Time Equivalent positions	1.50	1.50	1.50	1.50

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Number of full-time, regular employees who left City employment during the reporting period	6	12	9	5
Number of grievances	1	2	3	3
Number of employment investigations conducted or overseen by HR	12	14	15	15

EFFECTIVENESS INDICATORS

Turnover rate	3.2%	6.5%	4.9%	2.7%
Percentage of internal customers rating service as good to excellent	100%	100%	100%	100%

EFFICIENCY MEASURES

Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an internal hiring process	25	20	18	18
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	45	38	32	35

COMMENTS

Turnover in 2009, 2010 and 2011 results, in part, from early retirement incentives.

Department: Executive
Program: Legal Services

Fund # : 101 & 221
Program # : 103

Program Description

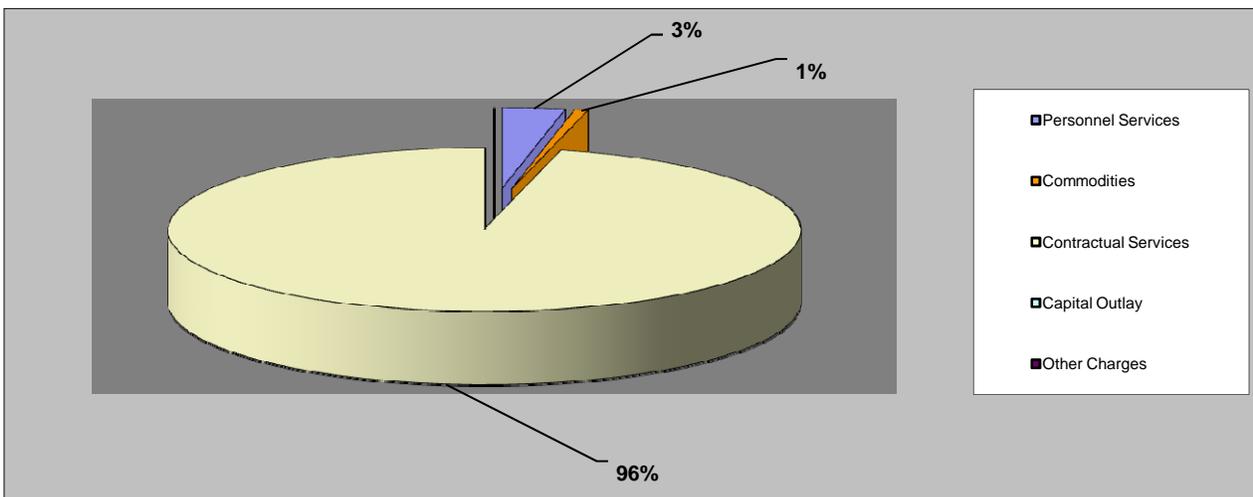
To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.

Program Expenditure Highlights

The allocation for judgments and claims was decreased from \$200,000 in 2009 to \$50,000 in 2012 due to reduced liability claims and improved relations with the League of Minnesota Insurance Trust. This program also proposes to eliminate the annual allocation for Legal Contingency. Attorney expenses remain the major part of this program.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ 4,246	\$ 5,170	\$ 7,110
Commodities	637	437	500	1,500
Contractual Services	205,734	204,150	222,700	212,410
Capital Outlay	-	-	-	-
Other Charges	64,101	7,788	236,000	-
Total	\$ 270,472	\$ 216,621	\$ 464,370	\$ 221,020
Percent Change	(-44.9%)	(-19.9%)	114.4%	(-52.4%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department: Executive
Program: Safety

Fund # : 101
Program # : 114

Program Description

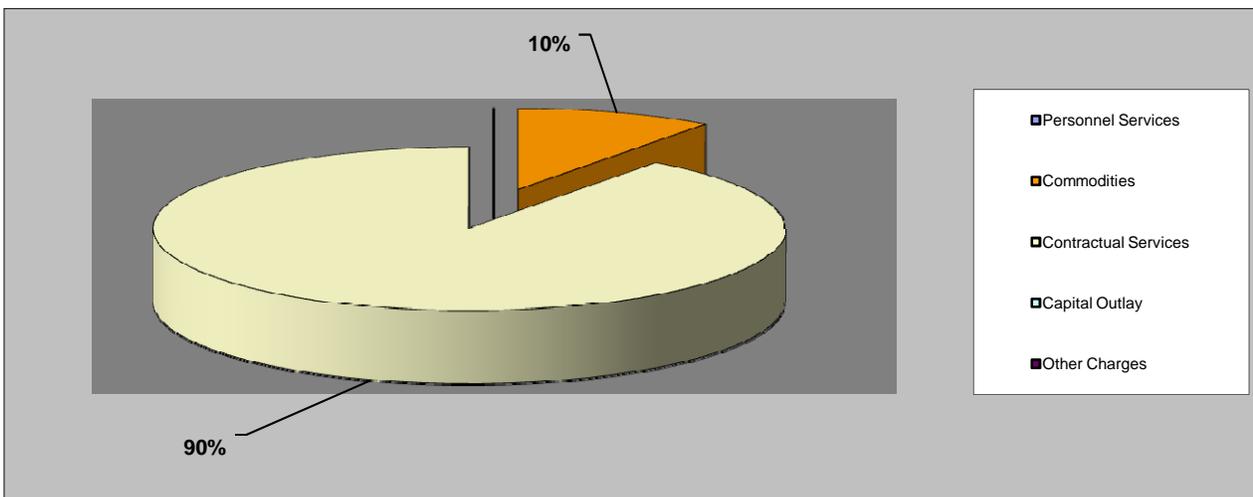
To ensure compliance with federal and state safety laws, regulations and City policies.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	188	-	700	900
Contractual Services	6,882	6,194	7,500	8,010
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 7,070	\$ 6,194	\$ 8,200	\$ 8,910
Percent Change	(-11.9%)	(-12.4%)	32.4%	8.7%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Executive	Fund #:	101
Program:	Safety	Program #:	114

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of work-related injuries reported	37	20	20	20
Number of worker days lost due to injuries	316	35	25	25
Percent of injuries involving lost work days	41%	15%	15%	15%

COMMENTS

The numbers have been fairly steady from year to year on injuries and lost time. The City does a very good job bringing employees back to work with restrictions. Injured employees are brought back to do office work if they cannot perform their regular job.



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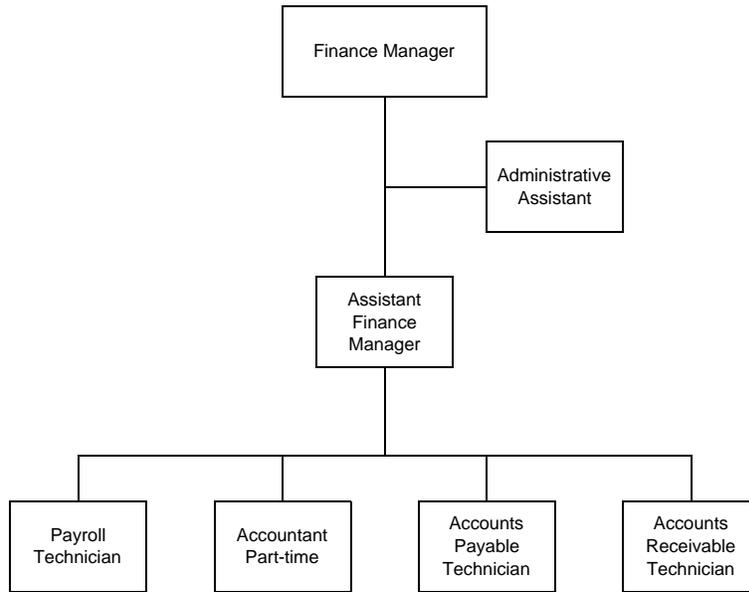
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CITY OF MAPLEWOOD

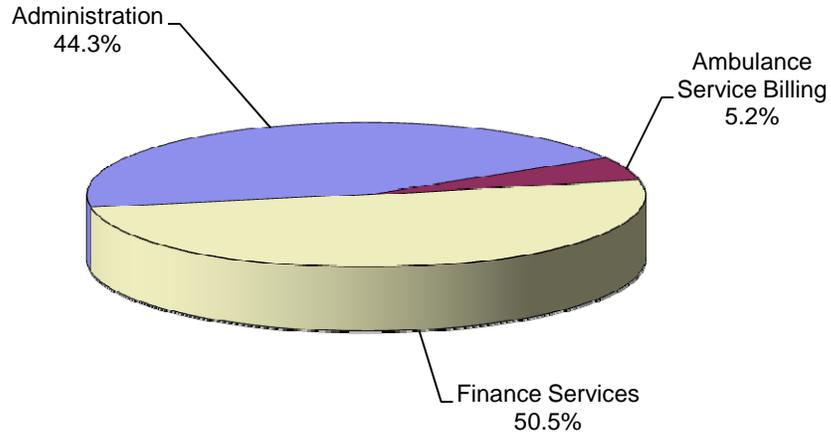
FINANCE

ORGANIZATION CHART

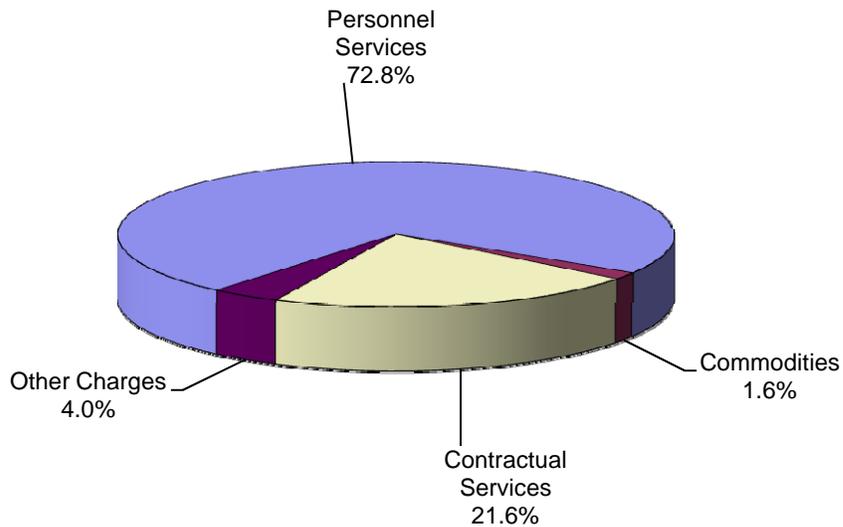


FINANCE BUDGET 2012

Total By Program

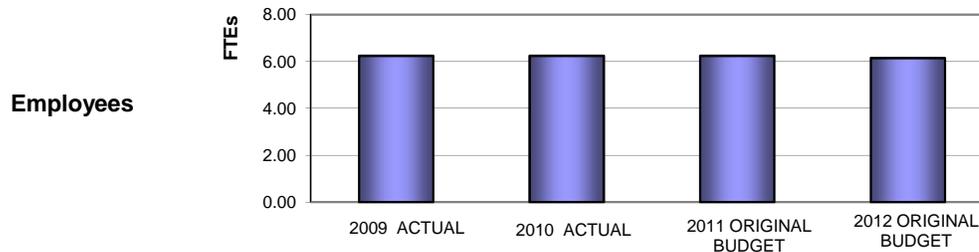
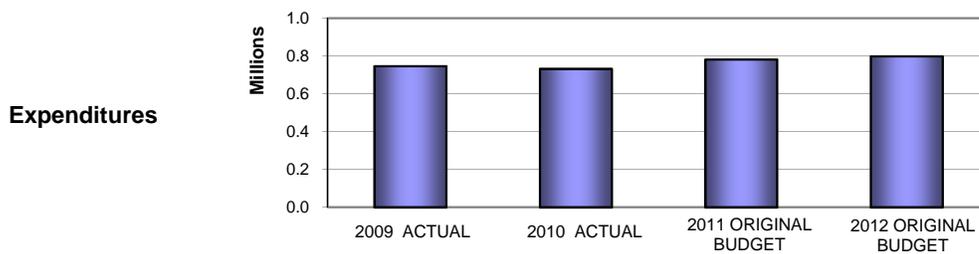


Total By Classification



**FINANCE
EXPENDITURE SUMMARY**

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Administration	\$329,651	\$323,578	\$331,680	\$354,050	6.7%
Ambulance Service Billing	54,582	51,797	41,170	41,470	0.7%
Finance Services	362,808	356,528	408,630	403,190	-1.3%
Totals	747,041	731,903	781,480	798,710	2.2%
Total By Classification					
Personnel Services	529,886	525,164	580,780	581,300	0.1%
Commodities	9,054	2,577	7,370	12,590	70.8%
Contractual Services	179,193	180,827	161,330	172,820	7.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	28,908	23,335	32,000	32,000	0.0%
Totals	747,041	731,903	781,480	798,710	2.2%
Total By Fund					
General Fund	692,459	680,106	740,310	757,240	2.3%
Ambulance Service Fund	54,582	51,797	41,170	41,470	0.7%
Totals	\$747,041	\$731,903	\$781,480	\$798,710	2.2%
Number of Employees (FTE)	6.25	6.25	6.25	6.15	-1.6%





MAPLEWOOD

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FINANCE

MISSION STATEMENT

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

2012 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 the credit rating agencies.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2011 by May 28, 2012.
4. Prepare and distribute the 2013-2017 Capital Improvement Plan by June 25, 2012.
5. Prepare and distribute the proposed 2013 Budget for City Council review by August 27, 2012.
6. Submit 2011 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2012 Budget to Government Finance Officers Association to receive the Distinguished Budget Presentation Award.
8. Continue to review the city's system of internal controls so as to safeguard the city's assets.
9. Timely completion of the city's external audit with minimal audit adjusting entries.
10. Continued staff training, particularly in the areas of staff cross-training.

Department: Finance
Program: Administration

Fund # : 101
Program # : 201

Program Description

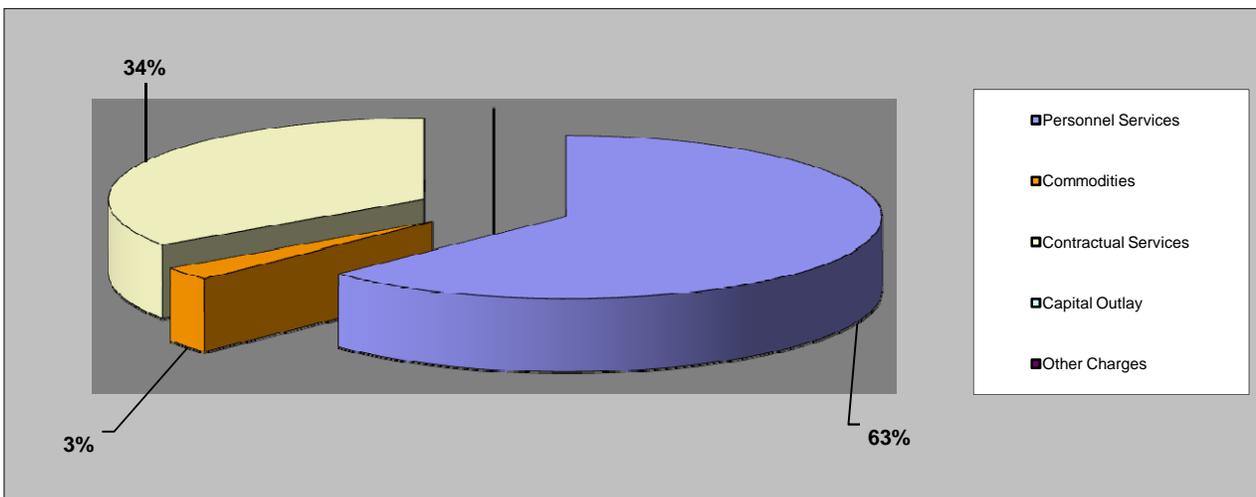
To manage department operations, borrow money to finance city expenditures, invest city money, prepare and monitor the annual city budget and prepare the annual update of the city's five-year capital improvement plan.

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. There is also an increase in internal I.T. charges and vehicle allowance over the 2011 Budget.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 184,386	\$ 183,889	\$ 210,950	\$ 222,430
Commodities	9,054	2,577	7,370	9,490
Contractual Services	136,211	137,111	113,360	122,130
Capital Outlay	-	-	-	-
Other Charges	-	1	-	-
Total	\$ 329,651	\$ 323,578	\$ 331,680	\$ 354,050
Percent Change	(-18.4%)	(-1.8%)	2.5%	6.7%
Full-Time Equivalent positions	2.00	2.00	2.00	2.00

Program Expenditures by Classification



Department:	Finance	Fund #:	101
Program:	Administration	Program #:	201

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of pages in budget booklet	47	44	50	50
Number of pages in capital improvement plan booklet	69	65	60	62

COMMENTS

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

The number of pages in the capital improvement plan booklet is affected by the number of projects that are included in it. No significant change in the number of projects is anticipated in 2012.

Department: Finance
Program: Ambulance Service Billing

Fund # : 606
Program # : 203

Program Description

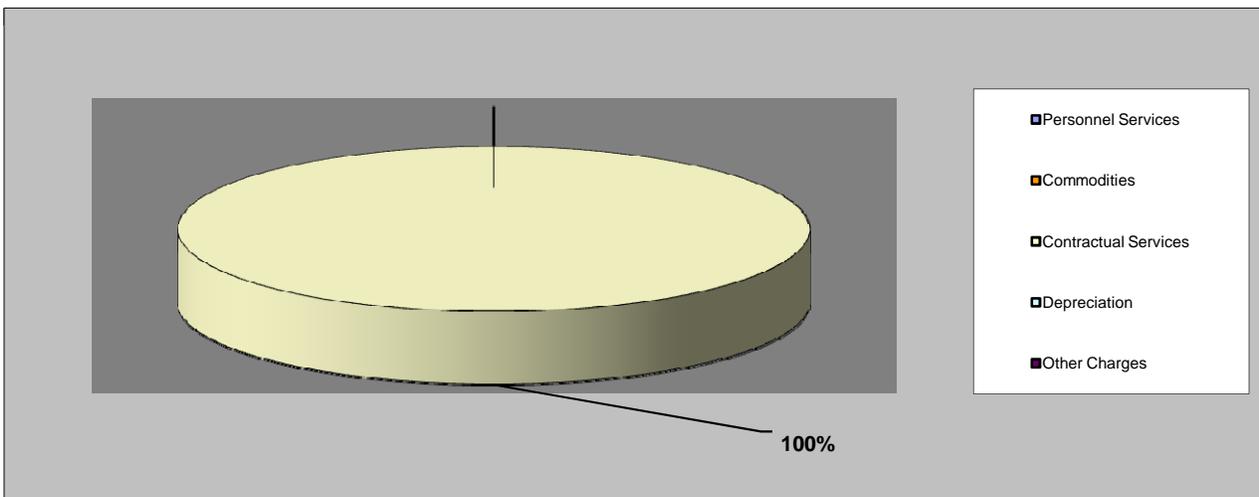
To bill, collect and account for ambulance service charges.

Program Expenditure Highlights

During 2009, ambulance service billing transitioned to an outside provider.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 19,155	\$ 13,254	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	35,427	38,543	41,170	41,470
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 54,582	\$ 51,797	\$ 41,170	\$ 41,470
Percent Change	(-35.6%)	(-5.1%)	(-20.5%)	0.7%
 Full-Time Equivalent positions	 0.25	 0.25	 -	 -

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of service calls billed	0	0	0	0
Number of payments posted	559	150	0	0
<u>EFFECTIVENESS INDICATORS</u>				
Percent of unpaid ambulance bills over two years old written off	N/A	N/A	N/A	N/A

COMMENTS

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

Department: Finance
Program: Finance Services

Fund # : 101
Program # : 202

Program Description

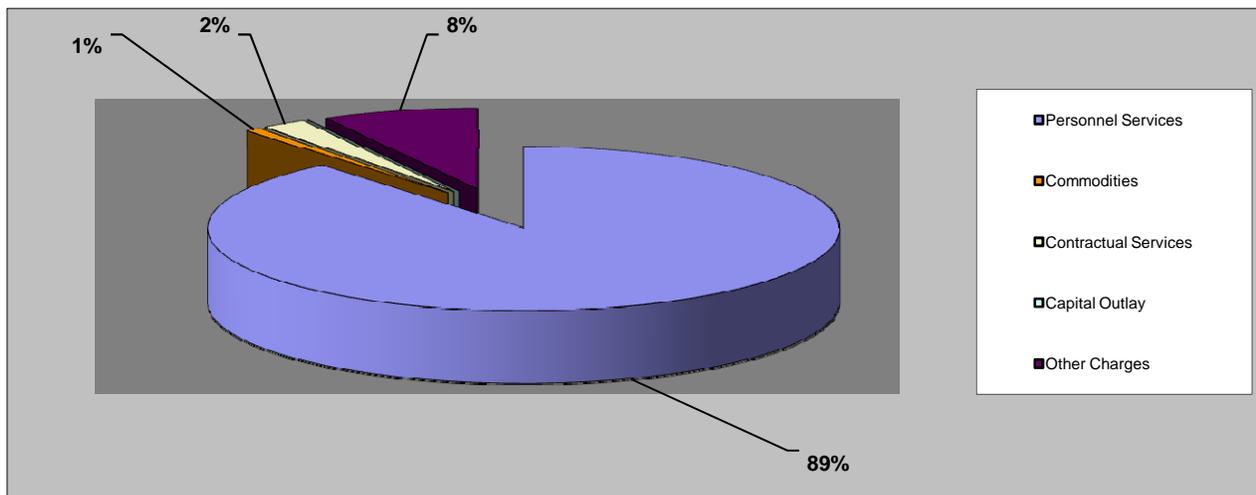
To collect and deposit revenues, disburse money to pay vendors and employees, maintain accounting records, prepare financial reports, maintain adequate insurance coverage, and assist with the preparation of the annual city budget and five-year capital improvement plan.

Program Expenditure Highlights

The decrease in personnel services is due to the decrease in FTE and the hiring of a new employee at a lower wage rate. Equipment replacement is anticipated in 2012 and a small increase is projected in contractual services.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 326,345	\$ 328,021	\$ 369,830	\$ 358,870
Commodities	-	-	-	3,100
Contractual Services	7,555	5,173	6,800	9,220
Capital Outlay	-	-	-	-
Other Charges	28,908	23,334	32,000	32,000
Total	\$ 362,808	\$ 356,528	\$ 408,630	\$ 403,190
Percent Change	3.7%	(-1.7%)	14.6%	(-1.3%)
Full-Time Equivalent positions	4.00	4.00	4.25	4.15

Program Expenditures by Classification



Department:	Finance	Fund #:	101
Program:	Finance Services	Program #:	202

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of invoices paid	10,166	10,780	10,700	10,700
Number of payroll checks and direct deposits	10,464	9,728	9,700	9,700
Number of pages in annual financial report	201	209	210	210
<u>EFFECTIVENESS INDICATORS</u>				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
<u>EFFICIENCY MEASURES</u>				
Percent of invoices paid by purchasing cards	62%	64%	66%	68%
Percent of benefit earning employees paid by direct deposit	99%	100%	100%	100%

COMMENTS

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

The percent of benefit earning employees paid by direct deposit has gradually increased each year since 1995 when it was first offered as an option. Beginning in 2001, all new employees were required to enroll in the direct deposit program. All non-casual employees were strongly encouraged to enroll beginning in 2008.



MAPLEWOOD

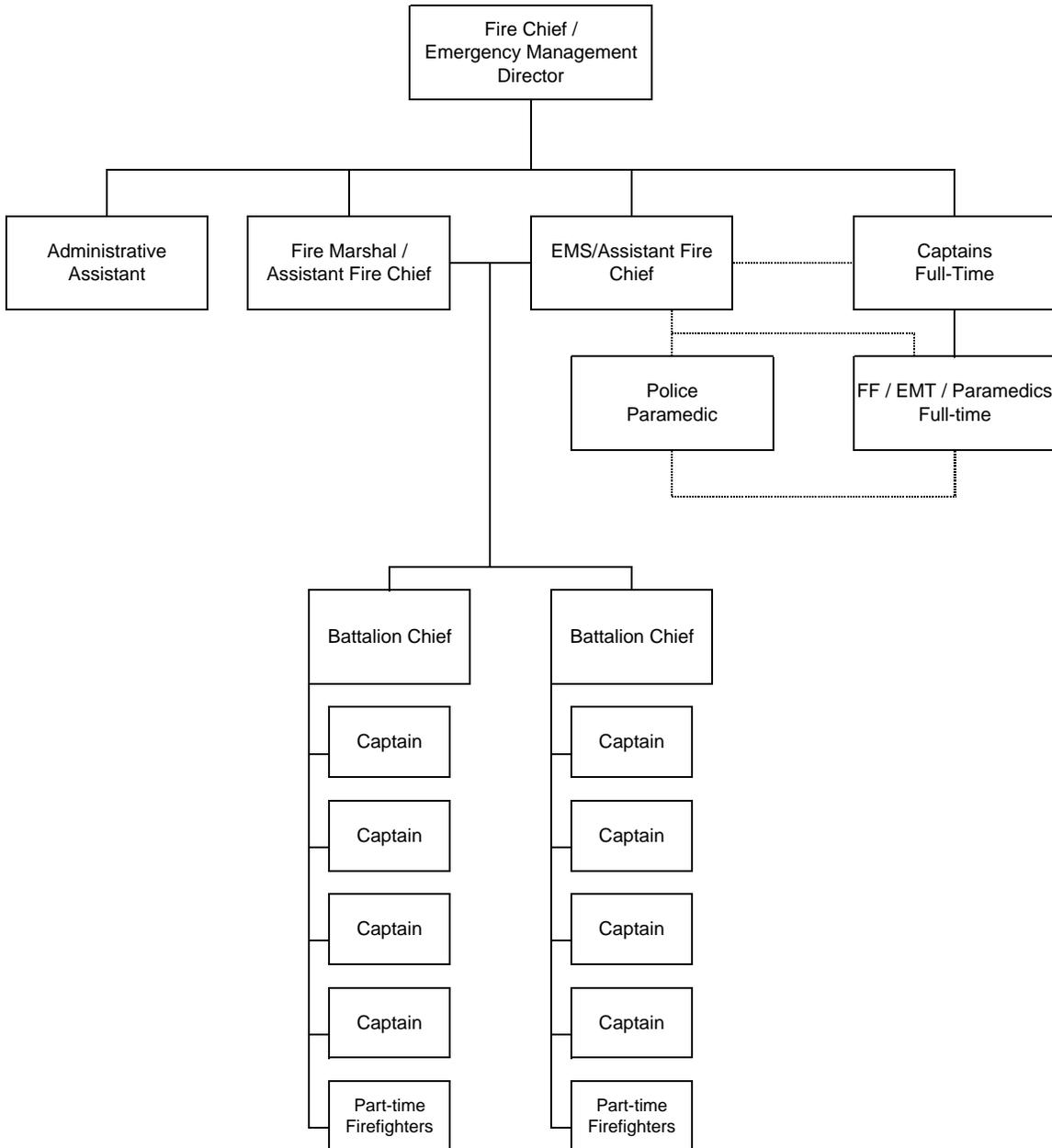
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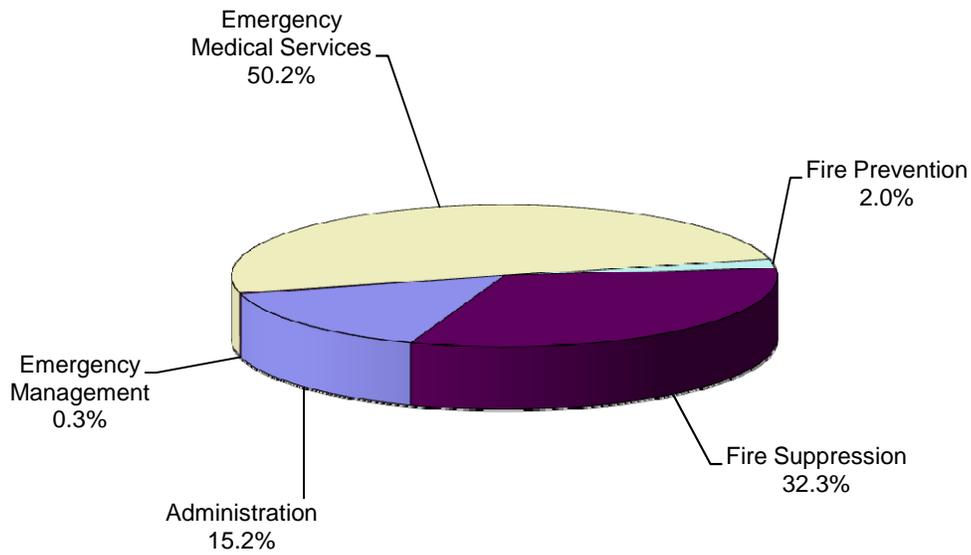
CITY OF MAPLEWOOD

FIRE

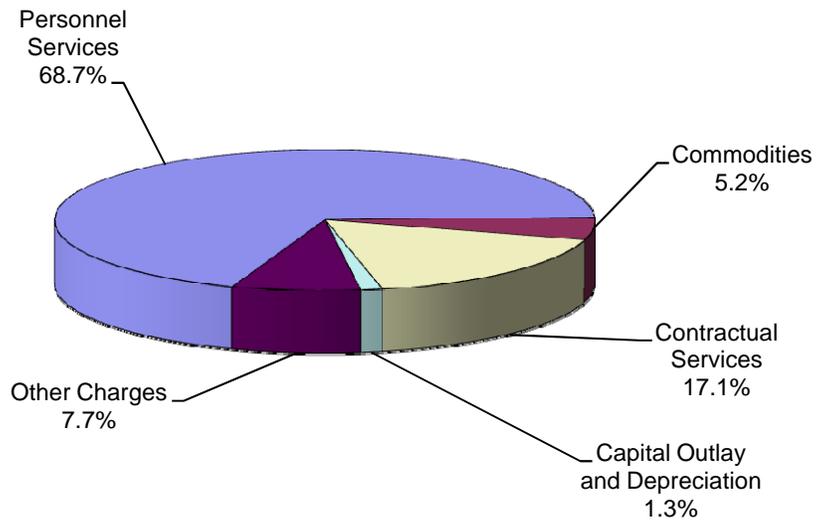
ORGANIZATION CHART



FIRE BUDGET 2012 Total By Program

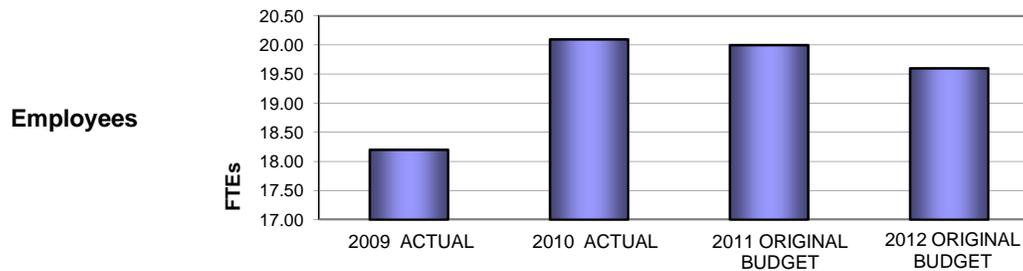
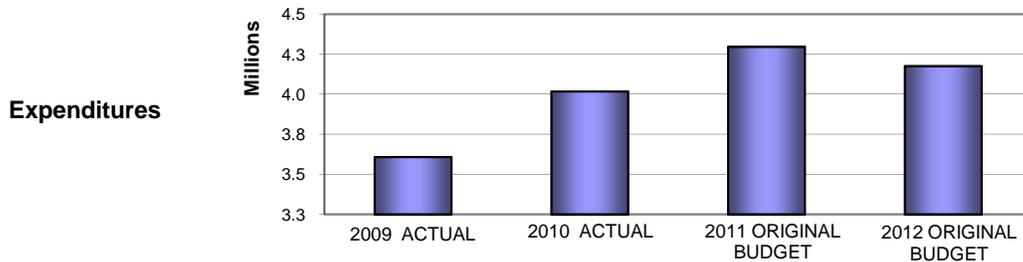


Total By Classification



**FIRE
EXPENDITURE SUMMARY**

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Administration	\$713,042	\$595,726	\$642,780	\$635,890	-1.1%
Emergency Management	18,721	16,818	12,960	10,860	-16.2%
Emergency Medical Services	1,697,894	2,004,132	2,186,220	2,098,250	-4.0%
Fire Prevention	73,716	90,537	82,520	83,270	0.9%
Fire Suppression	1,105,187	1,310,452	1,371,950	1,347,710	-1.8%
Totals	3,608,560	4,017,665	4,296,430	4,175,980	-2.8%
Total By Classification					
Personnel Services	2,335,405	2,779,780	2,936,830	2,870,380	-2.3%
Commodities	207,100	194,051	244,400	218,070	-10.8%
Contractual Services	577,674	632,472	704,630	712,620	1.1%
Capital Outlay and Depreciation	85,241	91,042	82,350	54,590	-33.7%
Other Charges	403,140	320,320	328,220	320,320	-2.4%
Totals	3,608,560	4,017,665	4,296,430	4,175,980	-2.8%
Total By Fund					
Ambulance Service Fund	2,103,147	2,325,269	2,507,360	2,418,570	-3.5%
General Fund	1,505,413	1,692,396	1,789,070	1,757,410	-1.8%
Totals	\$3,608,560	\$4,017,665	\$4,296,430	\$4,175,980	-2.8%
Number of Employees (FTE)	18.20	20.10	20.00	19.60	-2.0%





MAPLEWOOD

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FIRE

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.

2012 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. Refine new staffing program
9. New fire stations funding procurement and design

Department: Fire
Program: Administration

Fund # : 101 & 606
Program # : 411

Program Description

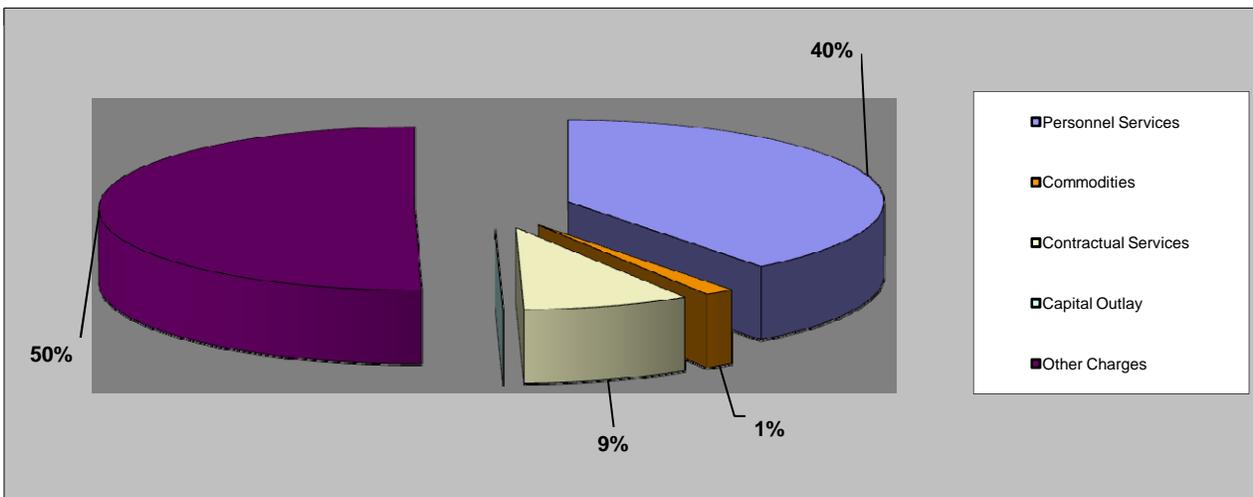
To provide administration, clerical and payroll support to all programs within the Fire Department.

Program Expenditure Highlights

No significant change in the Administration Division budget in 2012.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 224,290	\$ 218,627	\$ 251,120	\$ 251,590
Commodities	8,376	5,341	13,750	9,580
Contractual Services	77,236	51,438	57,590	54,400
Capital Outlay	-	-	-	-
Other Charges	403,140	320,320	320,320	320,320
Total	\$ 713,042	\$ 595,726	\$ 642,780	\$ 635,890
Percent Change	0.1%	(-16.5%)	7.9%	(-1.1%)
Full-Time Equivalent positions	2.50	2.00	2.00	2.05

Program Expenditures by Classification



Department:	Fire	Fund #:	101 & 606
Program:	Administration	Program #:	411

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of staff meetings held	47	44	50	50
Number of paid-per-call staff	69	65	60	62
Number of FTE	17	19	19	19
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost excluding ambulance service	\$51	\$53	\$55	\$53
False alarm violations	111	196	95	150
Additions of new paid on call Firefighters	6	6	10	5

COMMENTS

False alarm violations went up dramatically in 2010 we believe due to the effects of a poor economy and the cost related to maintaining the fire suppression system.

Department: Fire
Program: Emergency Management

Fund # : 101
Program # : 413

Program Description

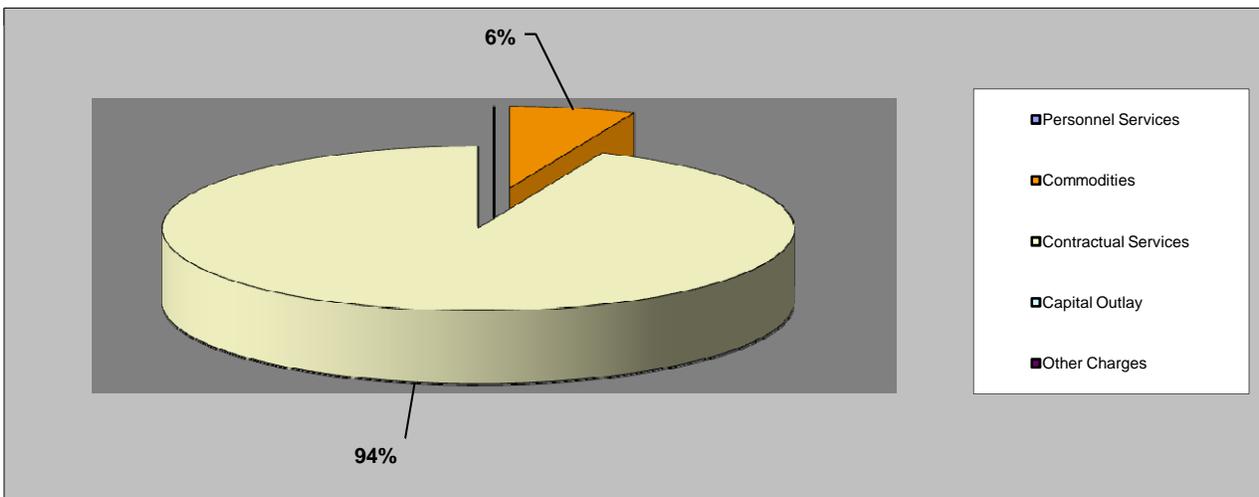
To assist key officials and emergency services in carrying out their duties and responsibilities under emergency conditions.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 9,188	\$ 8,228	\$ -	\$ -
Commodities	110	-	1,450	700
Contractual Services	9,423	8,590	11,510	10,160
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 18,721	\$ 16,818	\$ 12,960	\$ 10,860
Percent Change	40.3%	(-10.2%)	(-22.9%)	(-16.2%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Fire	Fund #:	101
Program:	Emergency Management	Program #:	413

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
City plan updated	Yes	Yes	Yes	Yes
Meetings/training sessions attended	58	55	60	55
<u>EFFECTIVENESS INDICATORS</u>				
Hours spent updating City plan	36	30	35	30
Hours spent on all hazardous planning	64	85	75	60
Number of grants	1	0	1	0

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.

Department: Fire
Program: Emergency Medical Services

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

Program Description

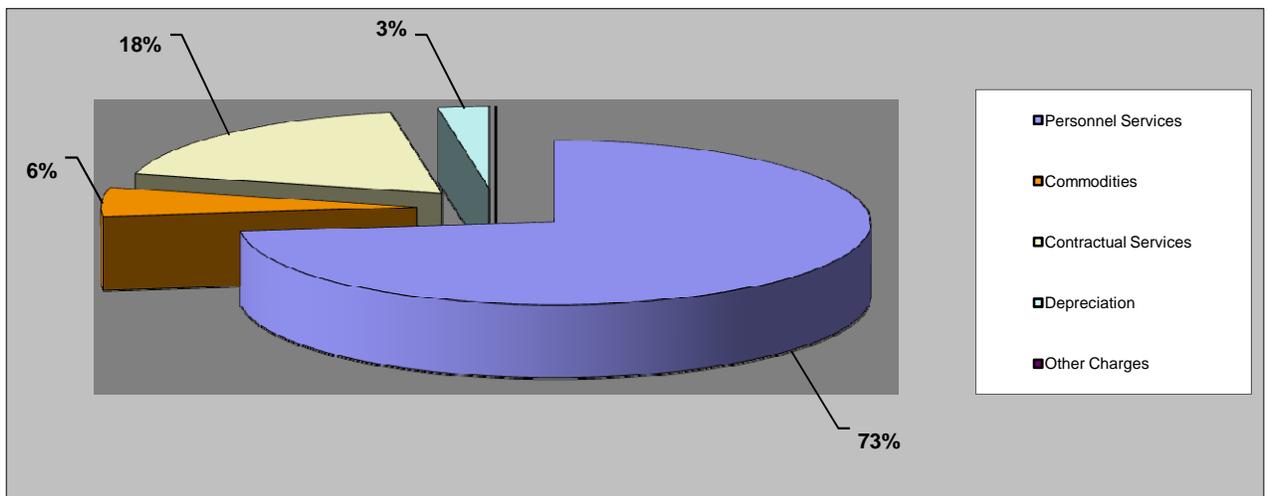
To provide Emergency Medical Services, including emergency medical treatment and transport; sponsor and participate in public education and community awareness efforts to promote first aid skills, healthy living and accident reduction.

Program Expenditure Highlights

Some reductions made to equipment supplies, repairs and maintenance, and fees for service based on historical data. Reduction in personnel services is mainly due to the lower amount needed to be contributed by the City to fund the Relief Association pension.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 1,237,312	\$ 1,465,792	\$ 1,585,360	\$ 1,535,380
Commodities	126,088	119,308	138,750	119,350
Contractual Services	279,488	357,740	394,960	388,930
Depreciation	55,006	61,292	59,250	54,590
Other Charges	-	-	7,900	-
Total	\$ 1,697,894	\$ 2,004,132	\$ 2,186,220	\$ 2,098,250
Percent Change	0.1%	18.0%	9.1%	(-4.0%)
Full-Time Equivalent positions	10.24	11.60	11.50	11.05

Program Expenditures by Classification



Department:	Fire	Fund #:	101 & 606
Program:	Emergency Medical Services	Program #:	403,412

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total EMS calls	3,266	3,183	3,400	3,283
Total ALS transports (Advanced Life Support)	2,369	2,267	2,600	2,343
Total BLS transports (Basic Life Support)	181	145	190	165
Total number of ambulances in service	6	6	6	6
Total billable no transport calls	53	46	55	55
Average time spent per EMS call	52 min.	54 min.	48 min.	54 min.
<u>EFFECTIVENESS INDICATORS</u>				
Avg. EMS response time	6.6 min.	5.2 min.	5.5 min.	5.5 min.

COMMENTS

Our total EMS calls were down in 2010 from 2009. We believe this is due to the economy and does fluctuate from year to year.

Department: Fire
Program: Fire Prevention

Fund # : 101
Program # : 405

Program Description

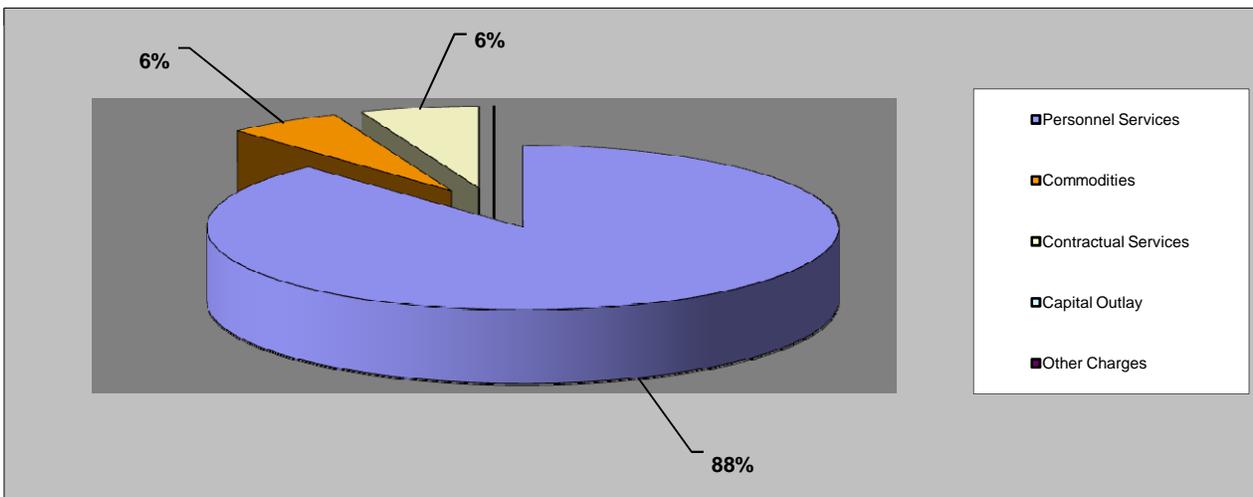
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 68,622	\$ 82,354	\$ 69,380	\$ 73,390
Commodities	2,576	4,452	6,900	4,830
Contractual Services	2,518	3,731	6,240	5,050
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 73,716	\$ 90,537	\$ 82,520	\$ 83,270
Percent Change	(-6.7%)	22.8%	(-8.9%)	0.9%
 Full-Time Equivalent positions	 0.60	 0.50	 0.50	 0.50

Program Expenditures by Classification



Department:	Fire	Fund #:	101
Program:	Fire Prevention	Program #:	405

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Safety inspections	500	400	500	450
Fire pan reviews	N/A	18	20	20
Community education events	22	9	20	20
<u>EFFECTIVENESS INDICATORS</u>				
Number of reinspections	43	60	40	50
Fire investigations	N/A	9	8	8
Participants in fire prevention training	1,077	1,000	1,000	1,000

COMMENTS

In 2010, the Maplewood Fire Department investigated nine fires in the city of Maplewood and assisted with four additional fires outside of the City as part of the Ramsey County Fire Investigation Team.

Department: Fire
Program: Fire Suppression

Fund # : 101
Program # : 404

Program Description

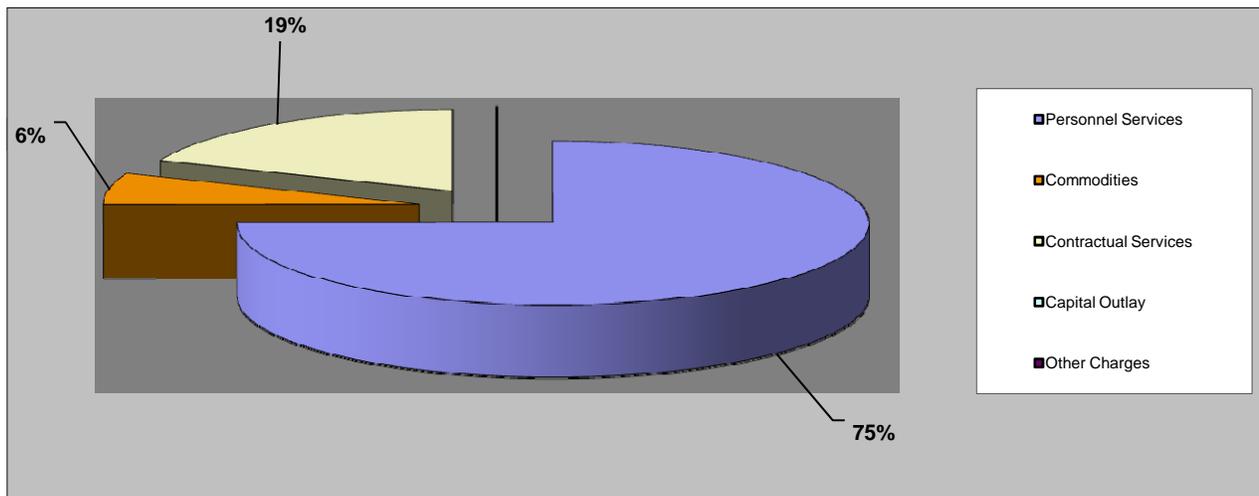
To provide the highest level of fire suppression services to our customers in a timely and professional manner.

Program Expenditure Highlights

No capital outlay anticipated in 2012. Reduction in personnel services is mainly due to the lower amount needed to be contributed by the City to fund the Relief Association pension.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 795,993	\$ 1,004,779	\$ 1,030,970	\$ 1,010,020
Commodities	69,950	64,950	83,550	83,610
Contractual Services	209,009	210,973	234,330	254,080
Capital Outlay	30,235	29,750	23,100	-
Other Charges	-	-	-	-
Total	\$ 1,105,187	\$ 1,310,452	\$ 1,371,950	\$ 1,347,710
Percent Change	(-11.2%)	18.6%	4.7%	(-1.8%)
 Full-Time Equivalent positions	 4.86	 6.00	 6.00	 6.00

Program Expenditures by Classification



Department:	Fire	Fund #:	101
Program:	Fire Suppression	Program #:	404

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Population served:

MAPLEWOOD	37,755	38,018	38,518	39,018
LANDFALL	700	686	686	686
Total fire calls	673	683	675	675
Total EMS calls	3,163	3,135	3,325	3,200

EFFECTIVENESS INDICATORS

Percentage of response time of less than four minutes	16%	17%	30%	20%
Percentage of response time of less than six minutes	42%	41%	55%	45%

COMMENTS



MAPLEWOOD

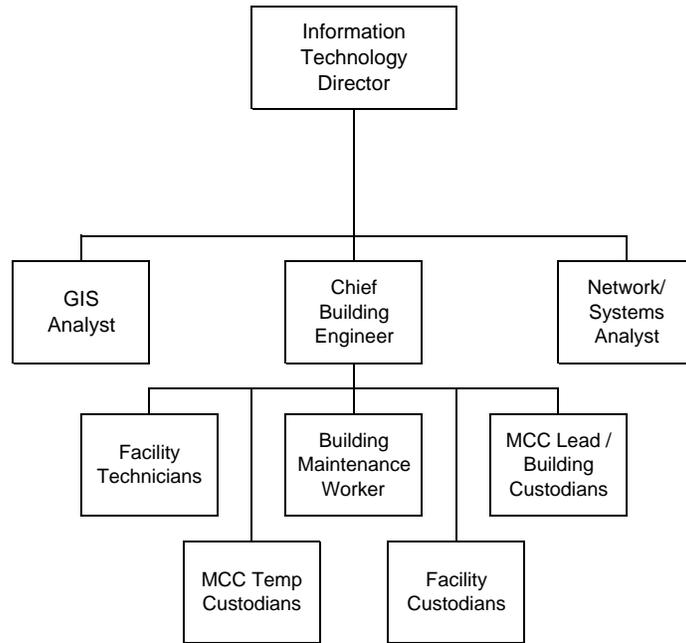
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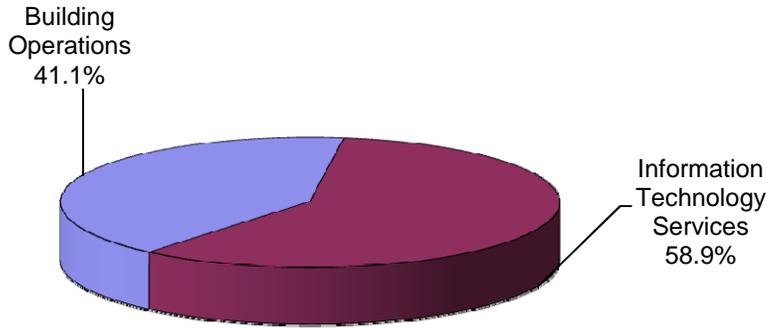
CITY OF MAPLEWOOD

INFORMATION TECHNOLOGY

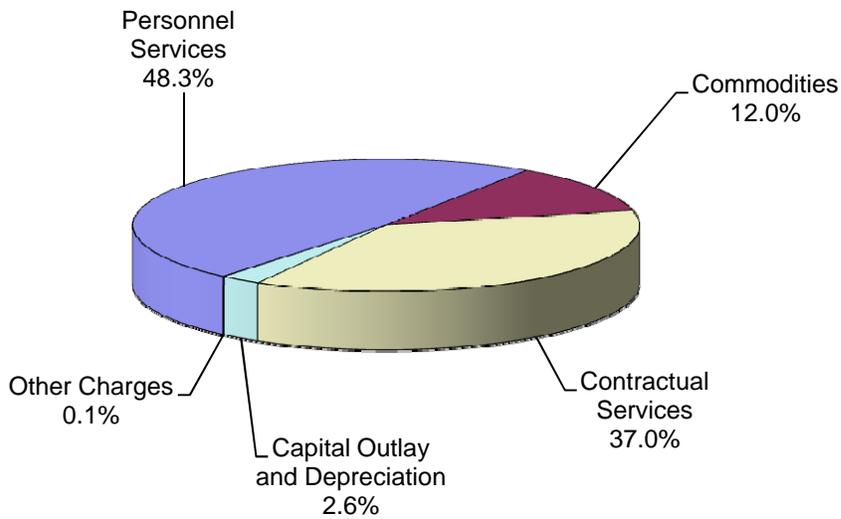
ORGANIZATION CHART



INFORMATION TECHNOLOGY BUDGET 2012 Total By Program

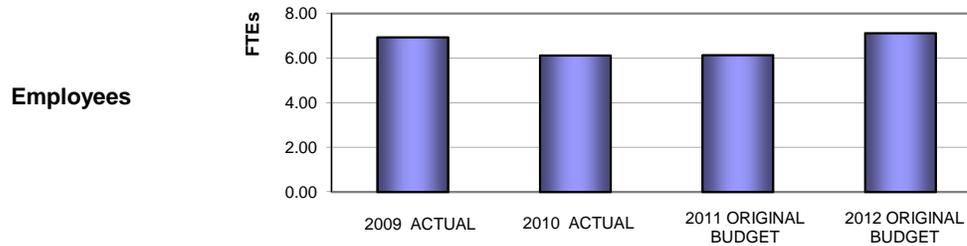
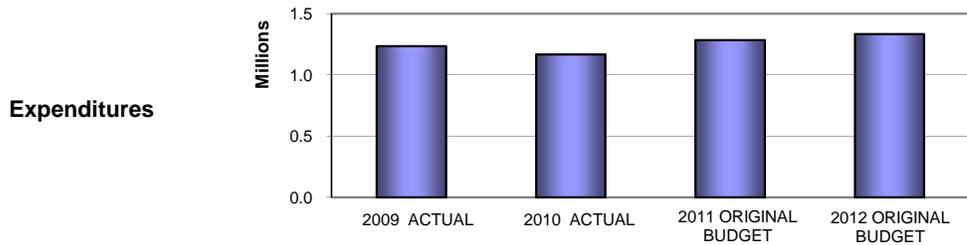


Total By Classification



**INFORMATION TECHNOLOGY
EXPENDITURE SUMMARY**

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Total By Program					
Building Operations	\$514,924	\$486,963	\$540,950	\$548,720	1.4%
Information Technology Services	720,532	682,464	745,760	786,840	5.5%
Totals	1,235,456	1,169,427	1,286,710	1,335,560	3.8%
Total By Classification					
Personnel Services	489,868	508,321	551,960	644,960	16.8%
Commodities	163,374	176,591	161,010	160,840	-0.1%
Contractual Services	498,167	437,478	513,020	493,830	-3.7%
Capital Outlay and Depreciation	83,662	46,994	60,000	34,800	-42.0%
Other Charges	385	43	720	1,130	56.9%
Totals	\$1,235,456	\$1,169,427	\$1,286,710	\$1,335,560	3.8%
Total By Fund					
General Fund	514,924	486,963	540,950	548,720	1.4%
Information Technology Fund	720,532	682,464	745,760	786,840	5.5%
Totals	\$1,235,456	\$1,169,427	\$1,286,710	\$1,335,560	3.8%
Number of Employees (FTE)	6.93	6.12	6.13	7.13	16.2%





MAPLEWOOD

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INFORMATION TECHNOLOGY

MISSION STATEMENT

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

2012 OBJECTIVES

1. Continue to increase documentation of IT systems
2. Continue documentation of IT policies & procedures
3. Improve helpdesk responsiveness
4. Improve support of City applications
5. Continue to work with Building Maintenance to improve security at City buildings
6. Continue to work with staff in taking full advantage of our document management system
7. Evaluate and adjust as necessary our cost allocation process

Department: Information Technology
Program: Building Operations

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

Program Description

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

Program Expenditure Highlights

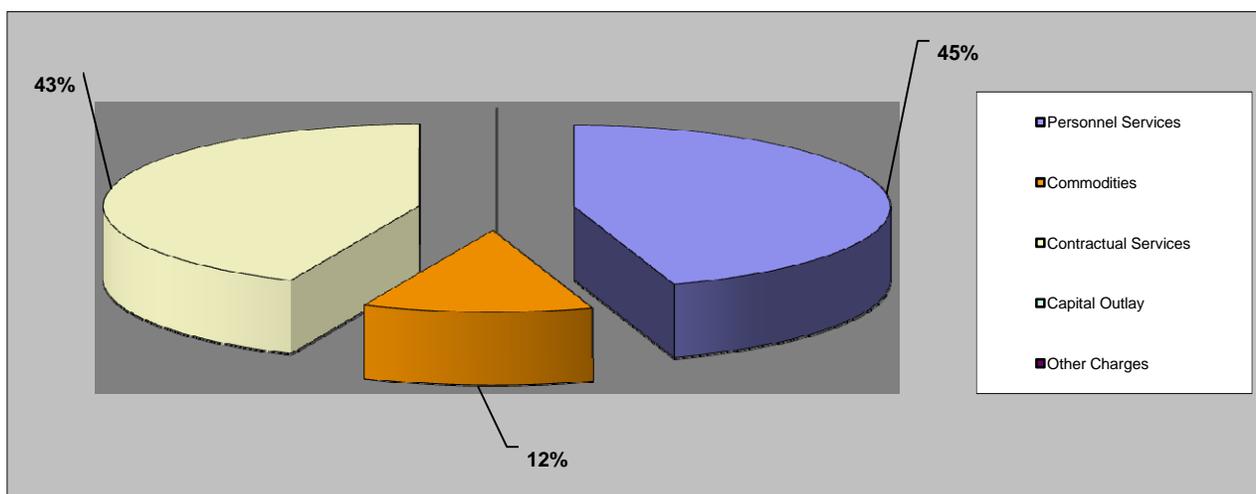
The increase in personnel services is due to a 1% COLA, step pay increases, On-Call weekend coverage, and an increase in the cost of benefits.

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 3.13 (FTE) are .60 Chief Building Engineer, 1 Facility Technician, .90 Building Maintenance Worker, and .63 Part Time Building Maintenance Worker.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 205,818	\$ 219,234	\$ 234,260	\$ 246,470
Commodities	73,772	63,157	64,890	64,340
Contractual Services	235,334	201,883	241,800	237,910
Capital Outlay	-	2,689	-	-
Other Charges	-	-	-	-
Total	\$ 514,924	\$ 486,963	\$ 540,950	\$ 548,720
Percent Change	1.5%	(-5.4%)	11.1%	1.4%
 Full-Time Equivalent positions	 3.93	 3.12	 3.13	 3.13

Program Expenditures by Classification



Department:	Information Technology	Fund #:	101
Program:	Building Operations	Program #:	115,110,117

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of work orders/tasks	1,320	1,132	1,251	1456
Number of vendor calls	247	178	212	156
Service calls	29	41	57	66
Number of janitorial tasks complete	71,196	70,860	67,214	69,046
<u>EFFECTIVENESS INDICATORS</u>				
Percent of customer ratings that were good or excellent	92%	92%	88%	91%
Cost per sq. ft. (City Hall/Police/Public Works/Parks)	\$4.59	\$4.34	\$4.82	\$4.89
Contracted repairs & maintenance cost per sq. ft	\$0.88	\$0.72	\$0.82	\$0.75

COMMENTS

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

The number of work orders relates to help desk requests by facility and verbal requests. Vendor and service calls relate to outside contractors or service companies. This number should continue to decrease as internal maintenance staff takes on more of these tasks. The effectiveness indicators for 2012 are being adjusted to reflect a more accurate number tied to square footage of the related facilities. There is only 5 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 that will be used for 2013 calculations. Staff has started to support the Nature Center and Fire Departments Help Requests.

Department: Information Technology
Program: Information Technology Services

Fund # : 703
Program # : 118

Program Description

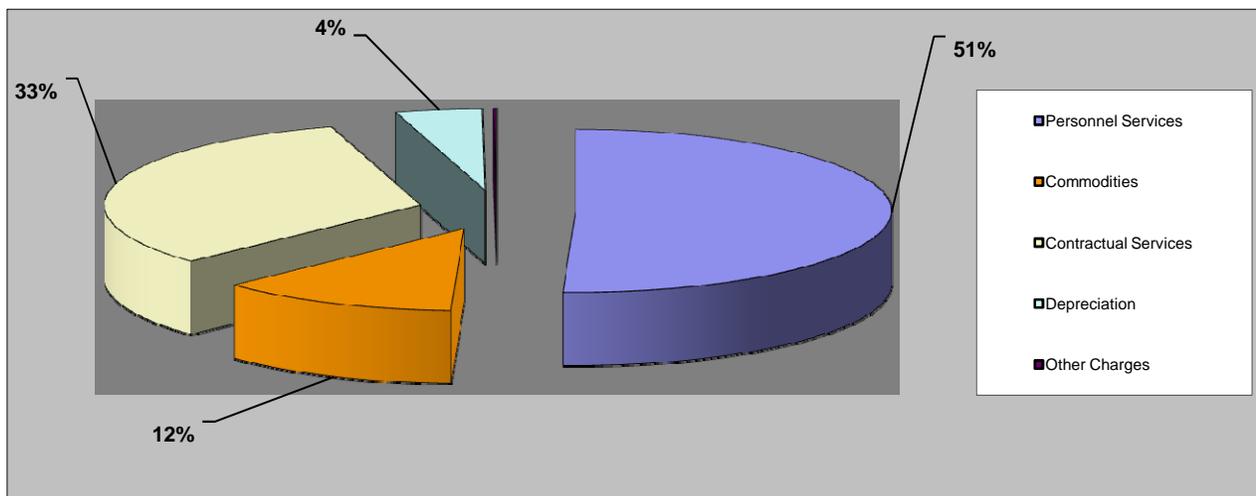
To provide and support internal information systems and create external interfaces that facilitates access to city information.

Program Expenditure Highlights

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 part of the cost of obtaining additional helpdesk services.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 284,050	\$ 289,087	\$ 317,700	\$ 398,490
Commodities	89,602	113,434	96,120	96,500
Contractual Services	262,833	235,595	271,220	255,920
Depreciation	83,662	44,305	60,000	34,800
Other Charges	385	43	720	1,130
Total	\$ 720,532	\$ 682,464	\$ 745,760	\$ 786,840
Percent Change	0.8%	(-5.3%)	9.3%	5.5%
Less charges to other depts.	(652,019)	(593,670)	(593,680)	(643,680)
Net Total	68,513	88,794	152,080	143,160
Full-Time Equivalent positions	3.00	3.00	3.00	4.00

Program Expenditures by Classification



Department:	Information Technology	Fund #:	703
Program:	Information Technology Services	Program #:	118

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of devices maintained	522	556	560	570
Number of workstations maintained	210	218	220	220
Number of help desk requests	1,834	1,851	1,900	1,900
Number of computers replaced	19	32	35	30
<u>EFFECTIVENESS INDICATORS</u>				
Percent of help desk service calls resolved within 24 hrs	56%	56%	60%	65%
Percent of internal customers rating services as good or excellent	89%	83%	85%	90%
Number of web page hits by external users	725,973	780,218	800,000	840,000
<u>Efficiency Measures</u>				
IT wage and benefit expenditures per workstation	\$1,352	\$1,326	\$1,444	\$1,811

COMMENTS

Estimates for Outputs/Workload in 2012 stay consistent with 2011.

With additional Helpdesk Technician hours in late 2011, we anticipate an increase in both calls resolved within 24 hours and employee approval ratings.



MAPLEWOOD

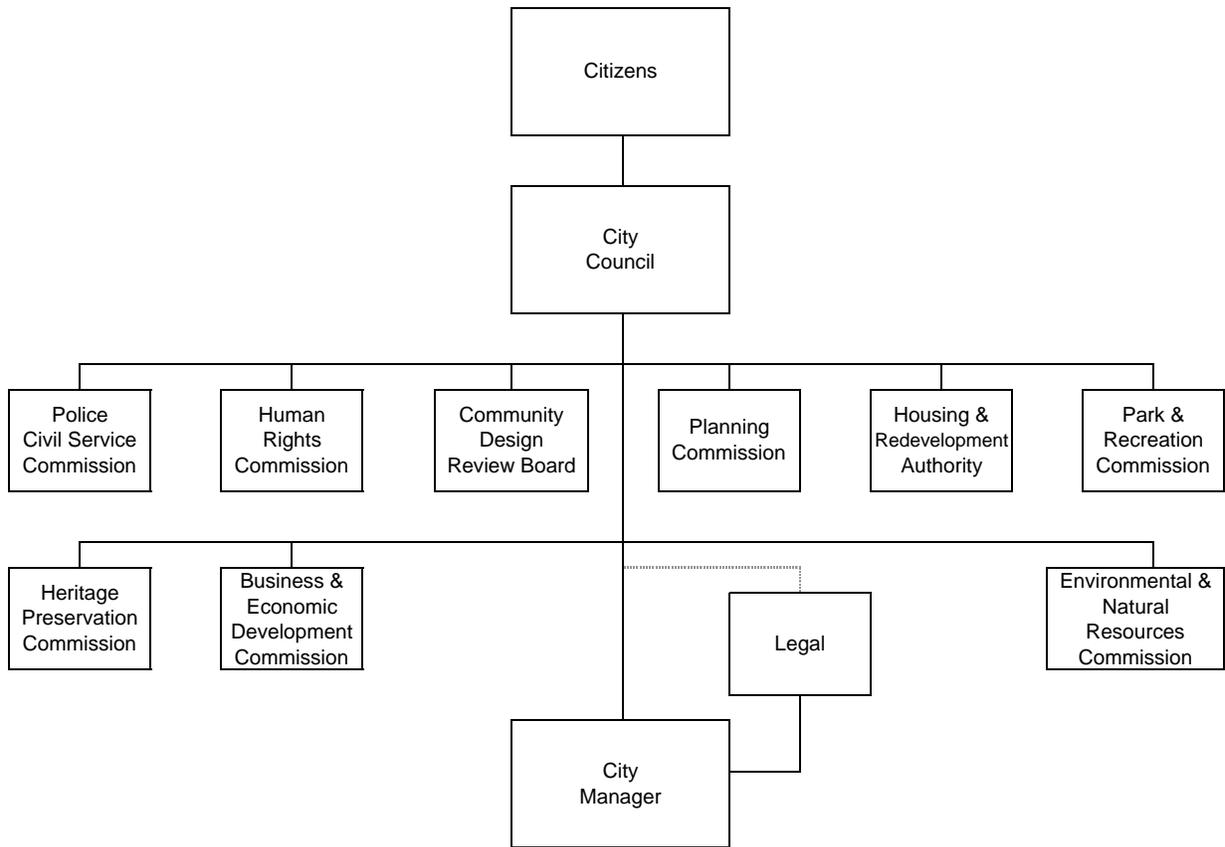
Together We Can

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CITY OF MAPLEWOOD

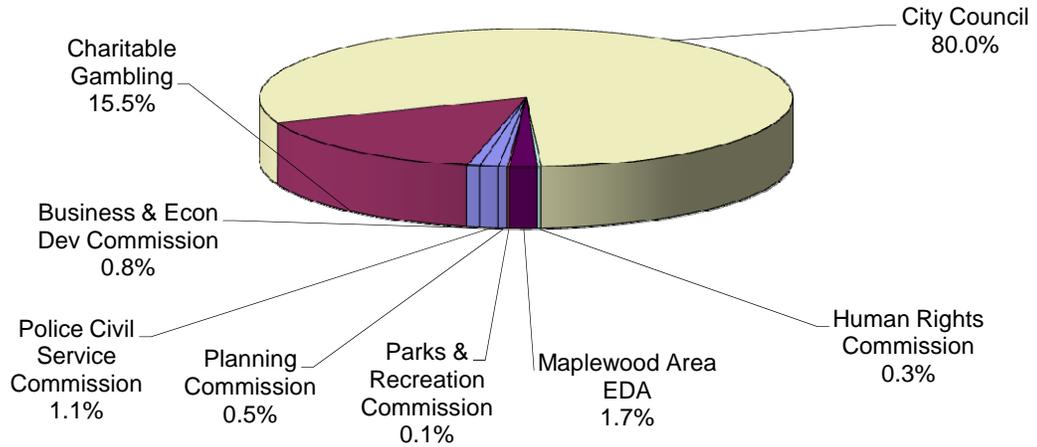
LEGISLATIVE

ORGANIZATIONAL CHART

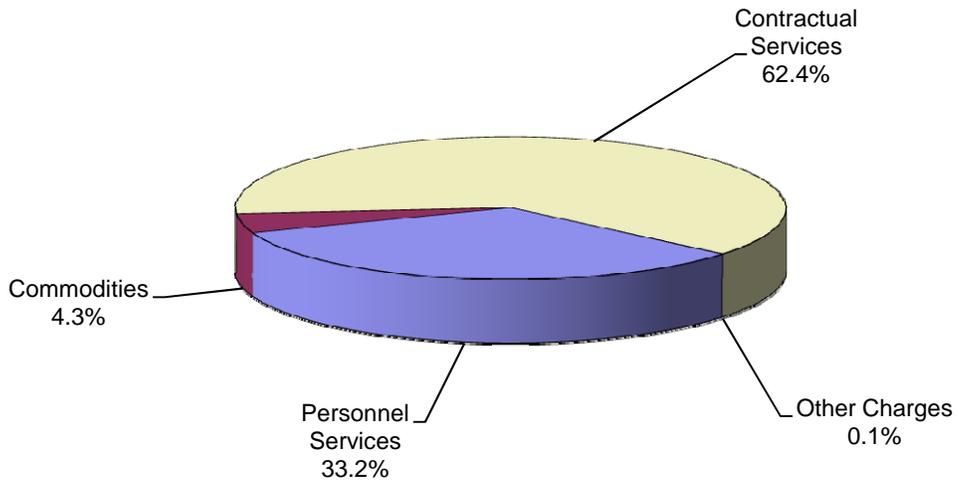


LEGISLATIVE BUDGET 2012

Total By Program



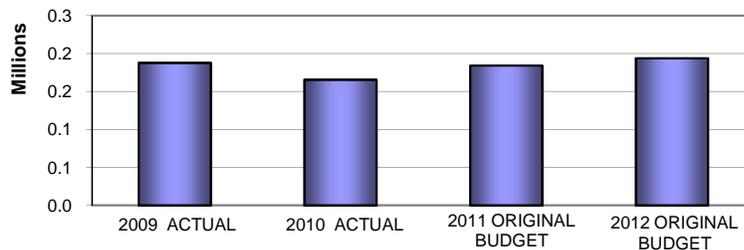
Total By Classification



**LEGISLATIVE
EXPENDITURE SUMMARY**

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Business & Econ Dev Commission	\$9	\$5	\$320	\$1,500	368.8%
Charitable Gambling	44,756	20,919	25,120	30,120	19.9%
City Council	139,291	143,756	154,770	155,080	0.2%
Human Rights Commission	0	0	500	500	0.0%
Maplewood Area EDA	0	0	0	3,200	N/A
Parks & Recreation Commission	1	1	180	250	38.9%
Planning Commission	964	969	1,070	1,050	-1.9%
Police Civil Service Commission	2,764	10	2,180	2,150	-1.4%
Totals	187,785	165,660	184,140	193,850	5.3%
Total By Classification					
Personnel Services	66,004	62,878	59,860	64,390	7.6%
Commodities	6,611	6,541	8,000	8,400	5.0%
Contractual Services	108,825	96,126	116,160	120,940	4.1%
Capital Outlay and Depreciation	6,204	0	0	0	N/A
Other Charges	141	115	120	120	0.0%
Totals	187,785	165,660	184,140	193,850	5.3%
Total By Fund					
Charitable Gambling Tax Fund	44,756	20,919	25,120	30,120	19.9%
General Fund	143,029	144,741	159,020	160,530	0.9%
Maplewood Area EDA	0	0	0	3,200	N/A
Totals	\$187,785	\$165,660	\$184,140	\$193,850	5.3%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	0.00

Expenditures





MAPLEWOOD

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LEGISLATIVE

MISSION STATEMENT

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

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

Program Description

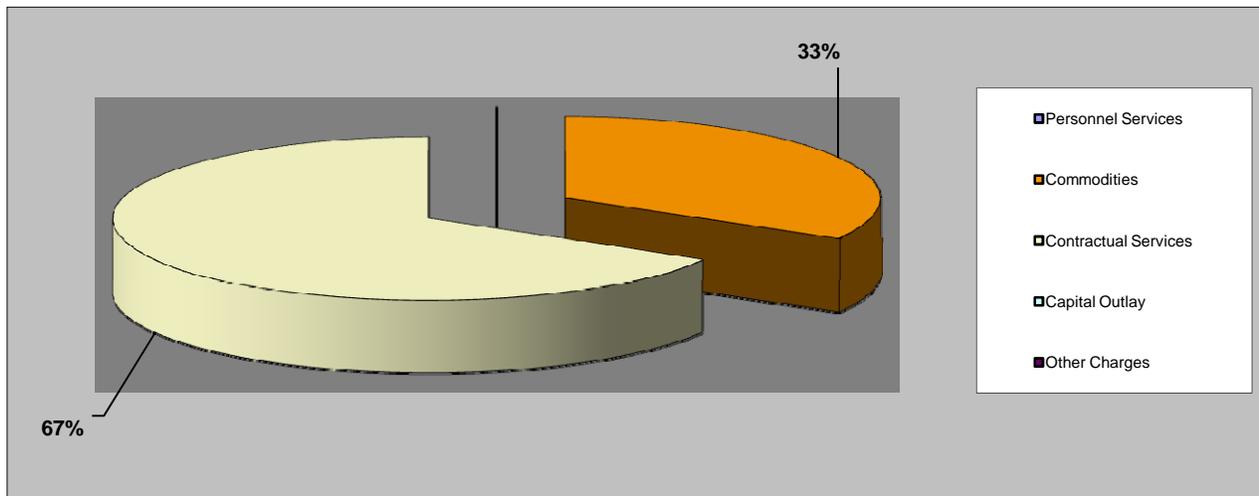
To advise the Maplewood Economic Development Authority on issues relating to maintaining, expanding and diversifying the economic and business opportunities in the City of Maplewood while addressing the needs of the city's residents' quality of life and its environment.

Program Expenditure Highlights

This program is proposed to be expanded in 2012 to involve outside guidance to the BEDC to assist with marketing of excess city property, preparation of a Business Assistance Plan, as well as training of staff in the procedures of economic development for our business community.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	300	500
Contractual Services	9	5	20	1,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 9	\$ 5	\$ 320	\$ 1,500
Percent Change	28.6%	(-44.4%)	6300.0%	368.8%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Commission meetings	N/A	9	10	10
Business retention meetings	N/A	20	20	20
Local business leaders meetings	N/A	2	5	5
<u>EFFECTIVENESS INDICATORS</u>				
Number of business retention loans	N/A	0	0	3
Projects receiving city assistance (TIF, etc.)	0	1	2	2

COMMENTS

In 2009, the city council established the Economic Development Authority and the Business and Economic Development Commission. In 2011, the Business and Economic Development Commission worked on drafting an economic development action plan. This action plan serves to establish the city's priorities in economic development. The action plan meant to assist the city as it continues its economic development efforts into 2012. The Business and Economic Development Commission intends to continue its business outreach in 2012 as well as get more involved with direct project initiation opportunities via a revolving loan fund or like program.

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

Program Description

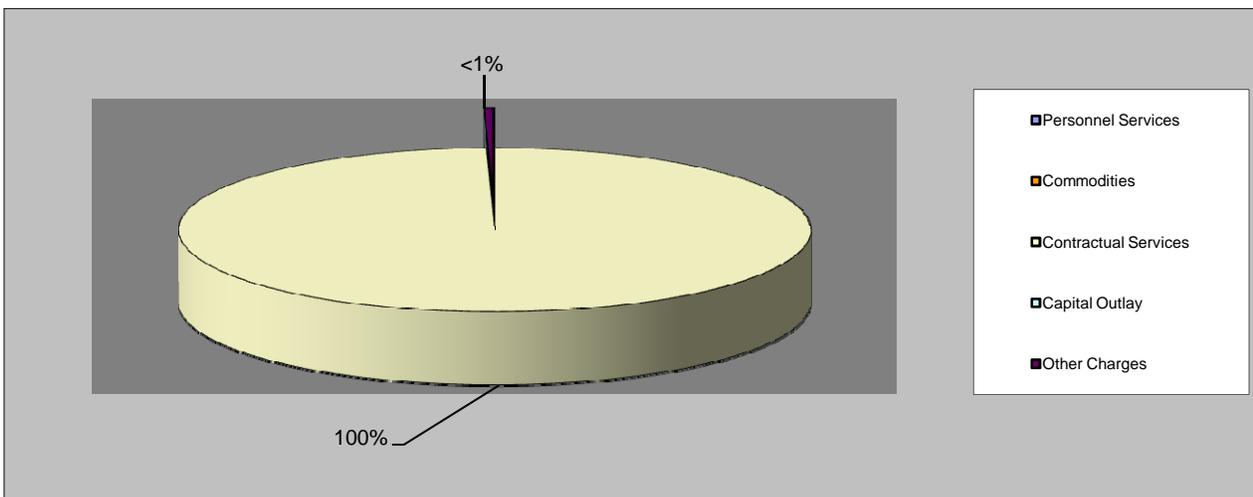
The Charitable Gambling Fund accounts for expenditures of the City gambling tax. The tax is ten percent of the net receipts of a licensed organization for lawful gambling. The City Council allocates the funds to agencies and departments that provide city-related services.

Program Expenditure Highlights

The requests approved by the City Council for 2012 are listed on the next page.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	38,411	20,804	25,000	30,000
Capital Outlay	6,204	-	-	-
Other Charges	141	115	120	120
Total	\$ 44,756	\$ 20,919	\$ 25,120	\$ 30,120
Percent Change	12.2%	(-53.3%)	20.1%	19.9%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Requests considered	13	16	19	17
Requests awarded	12	15	17	15

COMMENTS

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

The requests approved by the City Council for 2012 are as follows:

\$600	American Red Cross
1,250	Boy Scout Troop 461
1,300	Dispute Resolution Center
300	ISD #622 – ADD/ADHD Support Group
1,085	ISD #622 – Education Foundation
1,690	Friends of Ramsey County Libraries
385	Maple Tree Monastery Childcare Center
4,483	Maplewood Historical Society
280	Simon Youth Foundation
4,950	Maplewood Police Explorers
3,900	Maplewood Police Reserves
1,760	Maplewood Youth Scholarship Fund
900	North St. Paul Area Food Shelf
2,100	Ramsey County Fair
650	Second Chance Animal Rescue
1,800	Tubman Family Alliance
<u>250</u>	Weaver Elementary PTA
\$27,683	TOTAL
\$2,317	Estimated Reserves

Department: Legislative
Program: City Council

Fund # : 101
Program # : 101

Program Description

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

Program Expenditure Highlights

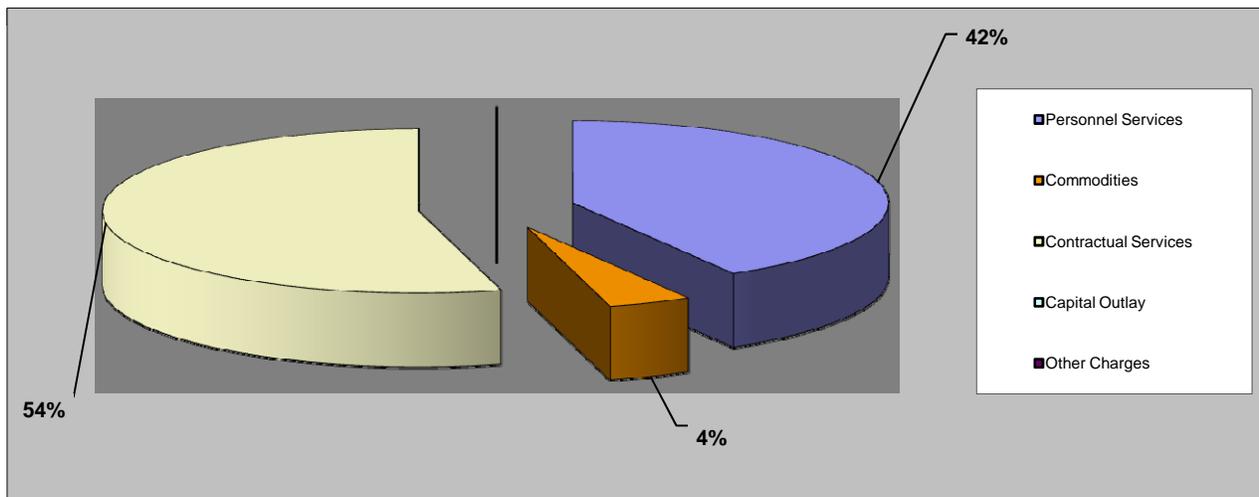
The 2012 budget includes a 1% wage increase for Council members and a decrease to subscription fees.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 66,004	\$ 62,878	\$ 59,860	\$ 64,390
Commodities	5,654	5,992	6,600	6,600
Contractual Services	67,633	74,886	88,310	84,090
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 139,291	\$ 143,756	\$ 154,770	\$ 155,080
Percent Change	(-7.4%)	3.2%	7.7%	0.2%

Full-Time Equivalent positions

Council consists of one Mayor and four Council Members.

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of City Council meetings	30	30	30	30
Number of Council/Manager Workshops	18	35	24	20
Agenda items	603	632	620	600

COMMENTS

The above items are a small part of the workload for the City Council.

Department: Legislative
Program: Human Rights Commission

Fund # : 101
Program # : 108

Program Description

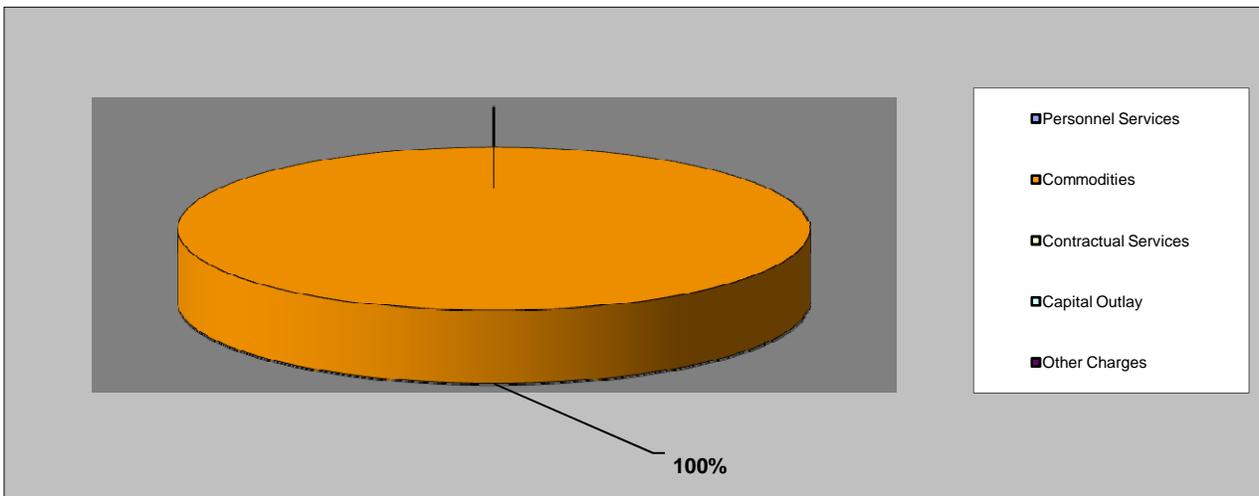
The Maplewood Human Rights Commission will advocate for equal opportunities for all citizens of Maplewood in housing, employment, public accommodations, services and education continuously working to improve human rights within the community.

Program Expenditure Highlights

The Maplewood Human Rights Commission ordinance was passed in July 2010. Commission members were appointed in October and November 2010. Budget will be used for sponsorship of speech and art contests for local schools and operating expenses to develop an outreach pamphlet bringing awareness to the commission.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	500	500
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ -	\$ 500	\$ 500
Percent Change	0.0%	0.0%	0.0%	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Legislative	Fund #:	101
Program:	Human Rights Commission	Program #:	108

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Contests sponsored	0	0	2	3
Community awareness events sponsored	0	0	2	3
Bias crime complaints	0	0	0	3
Businesses and organizations participating as sponsors	0	0	10	5
<u>EFFECTIVENESS INDICATORS</u>				
Number of people attending community events	N/A	N/A	5,000	2,500
Percentage of businesses and organizations participating	0%	0%	5%	5%

COMMENTS

The Human Rights Commission continues to be reestablished after the appointment of commission members in late 2010 by outreach into the community specifically through business contacts and with surrounding school districts.

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

Program Description

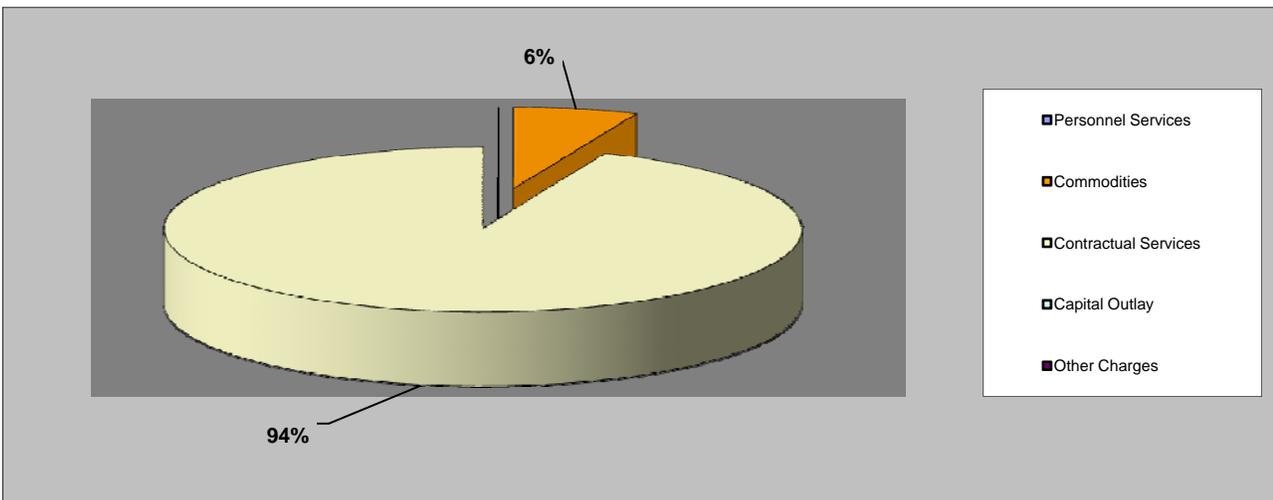
To assist with development and redevelopment parcels and initiatives.

Program Expenditure Highlights

A minimal budget was set up for this program.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	200
Contractual Services	-	-	-	3,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 3,200
Percent Change	0.0%	#DIV/0!	#DIV/0!	#DIV/0!
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

<u>Performance Measures</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Estimate</u>	<u>2012 Estimate</u>
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OUTPUTS/WORKLOAD

Commission meetings	N/A	0	2	4
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EFFECTIVENESS INDICATORS

Number of loans	N/A	0	1	0
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COMMENTS

In 2009, the city council established the Economic Development Authority and the Business and Economic Development Commission. In 2011, the Business and Economic Development Commission worked on drafting an economic development action plan. This action plan serves to establish the city's priorities in economic development. The action plan meant to assist the city as it continues its economic development efforts into 2012. In 2011, the EDA participated in the Trillion BTU program through the St. Paul Port Authority. The EDA, with the help of the General Fund, contributed \$400,000 to be paid back over 5 years at 4% interest rate.

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

Program Description

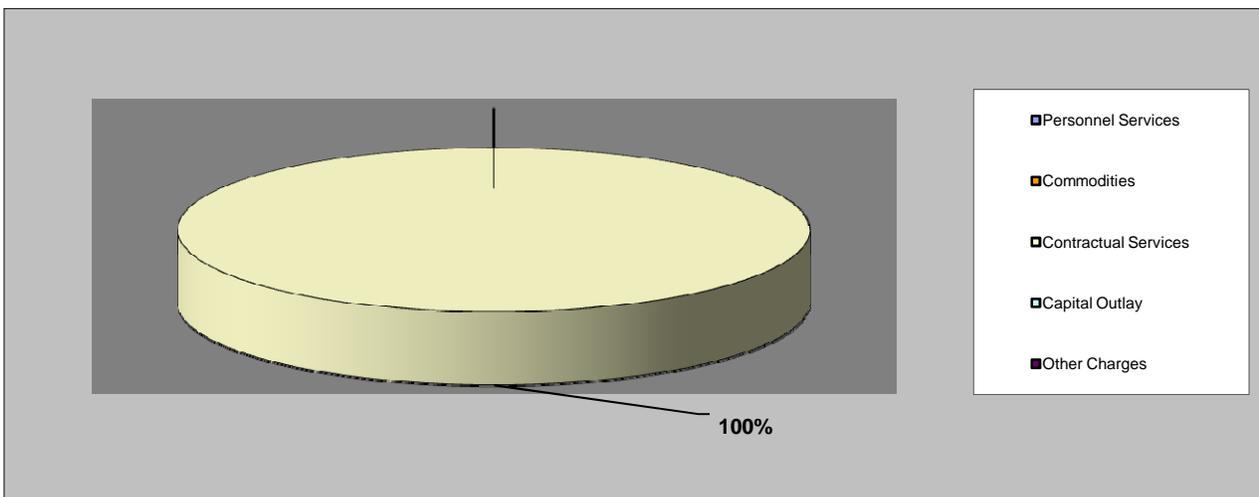
To serve as the liaison to the City Council between city residents and staff on all matters pertaining to parks, recreation and trails.

Program Expenditure Highlights

The 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.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	1	1	180	250
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 1	\$ 1	\$ 180	\$ 250
Percent Change	0.0%	0.0%	17900.0%	38.9%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of public meetings	14	22	22	16
Commission items requiring formal action	24	20	20	12
<u>EFFECTIVENESS INDICATORS</u>				
Number of meetings involving the public; i.e., park planning process, community issues, etc.	8	12	12	8
<u>EFFICIENCY MEASURES</u>				
Average number of days between recommendation from the commission to city council action on the item	14	28	28	14

COMMENTS

The Parks and Recreation Commission is a nine-member, volunteer resident advisory board to the City Council on all matters relating to parks, recreation, trail, open space and park development issues. The commission meets the third Wednesday monthly but has experienced increased meetings due to public hearings for recent park development.

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

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

Department: Legislative
Program: Planning Commission

Fund # : 101
Program # : 107

Program Description

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

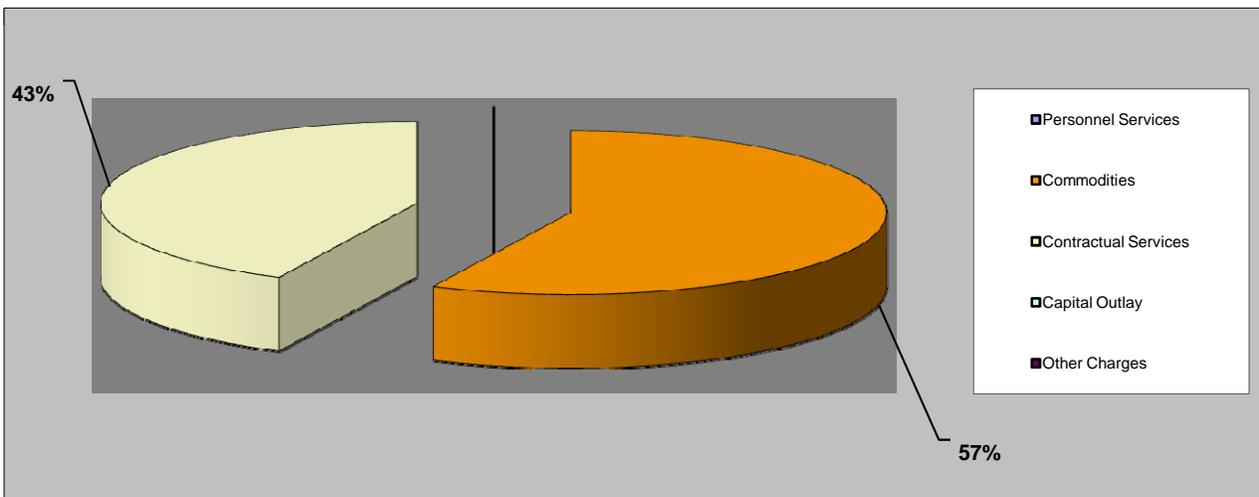
Program Expenditure Highlights

Small budget set up to cover the cost of supplies and training.

Program Expenditures

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	957	549	600	600
Contractual Services	7	420	470	450
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 964	\$ 969	\$ 1,070	\$ 1,050
Percent Change	(-8.1%)	0.5%	10.4%	(-1.9%)
 Full-Time Equivalent positions	 -	 -	 -	 -

Program Expenditures by Classification



Department:	Legislative	Fund #:	101
Program:	Planning Commission	Program #:	107

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Number of applications reviewed	49	81	50	45
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EFFECTIVENESS INDICATORS

Number of public meetings held	18	20	12	12
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COMMENTS

Number of development applications reviewed by the Planning Commission at public meetings. In 2011 the planning commission began meeting once a month, unless there was a need to meet more often based on applications of a time-sensitive nature.

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

Program Description

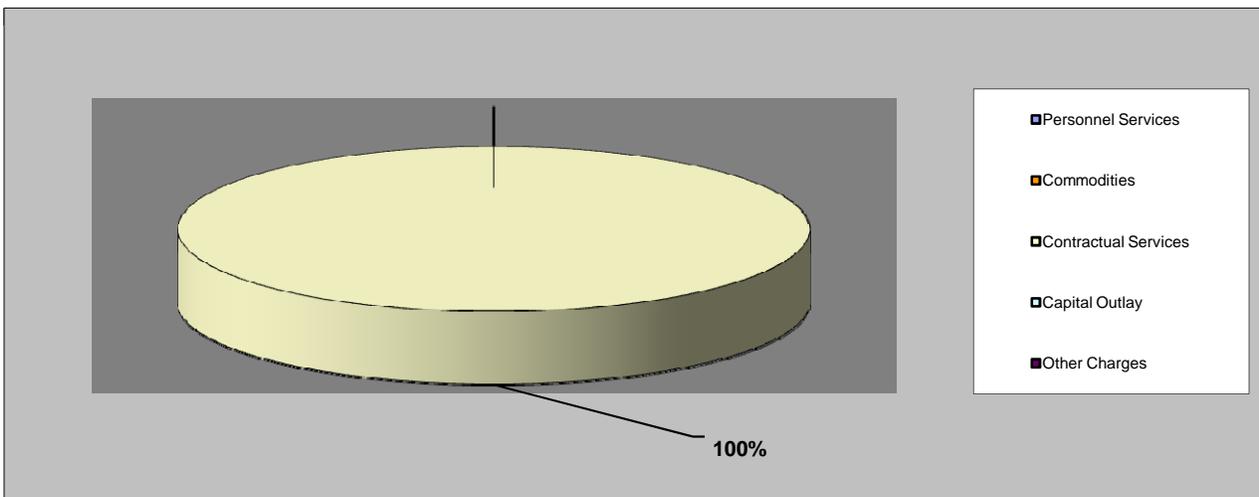
To help ensure a fair and objective hiring process for sworn law enforcement positions and to investigate any grievances or discipline submitted to the Commission and render an impartial decision.

Program Expenditure Highlights

Budget includes amounts to cover publishing and fees for service.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	2,764	10	2,180	2,150
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 2,764	\$ 10	\$ 2,180	\$ 2,150
Percent Change	10.1%	(-99.6%)	21700.0%	(-1.4%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Number of lists created - external	0	0	1	0
Number of lists created - internal	2	0	1	0

EFFECTIVENESS INDICATORS

Average number of working days between approval to post position and adoption of promotional list	63	N/A	27	N/A
Average number of working days between approval to post position and adoption of external eligibility list	N/A	N/A	98	N/A

COMMENTS

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



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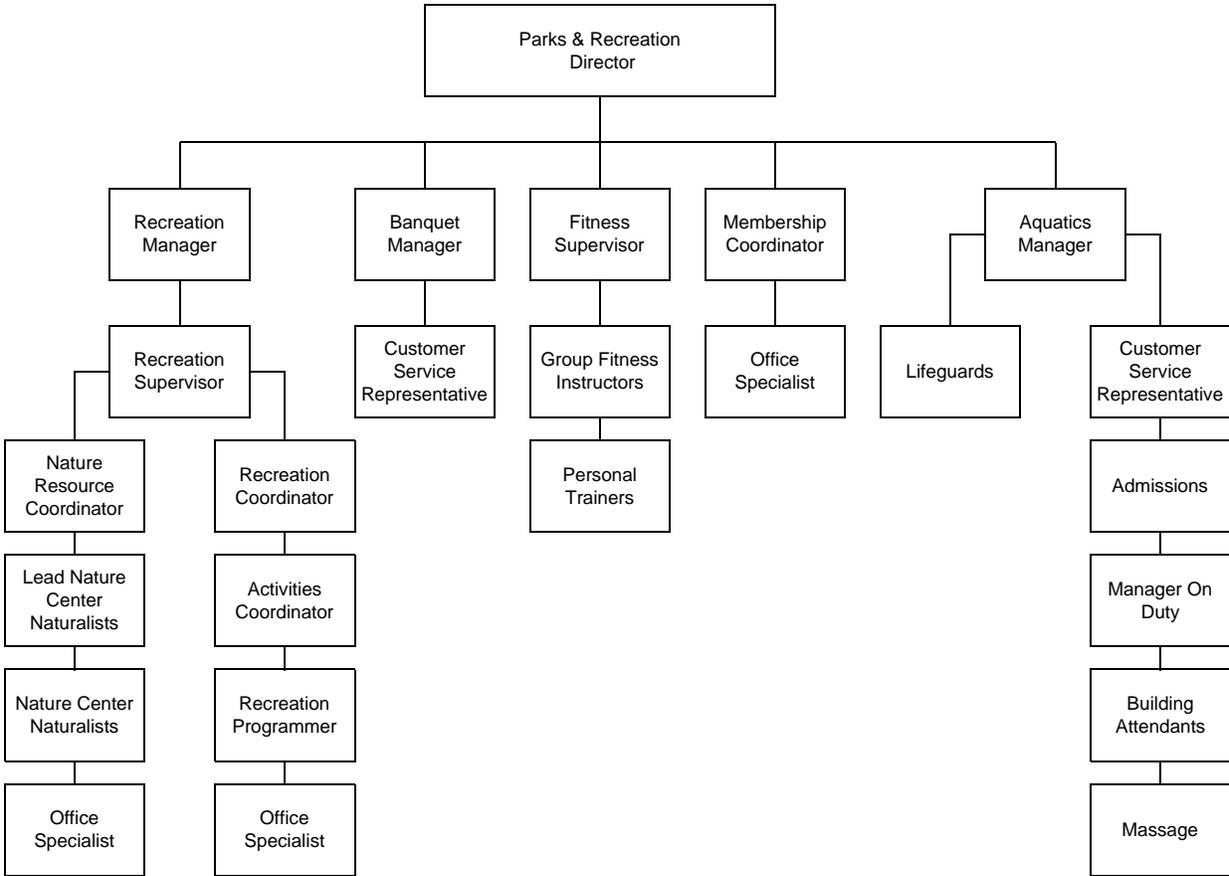
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CITY OF MAPLEWOOD

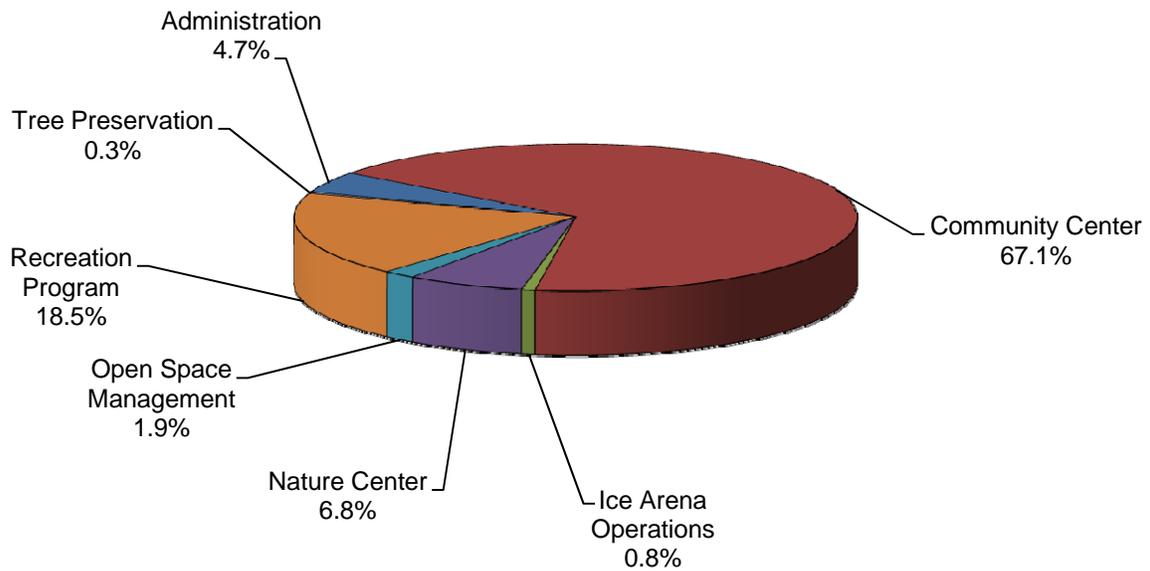
PARKS AND RECREATION

ORGANIZATION CHART

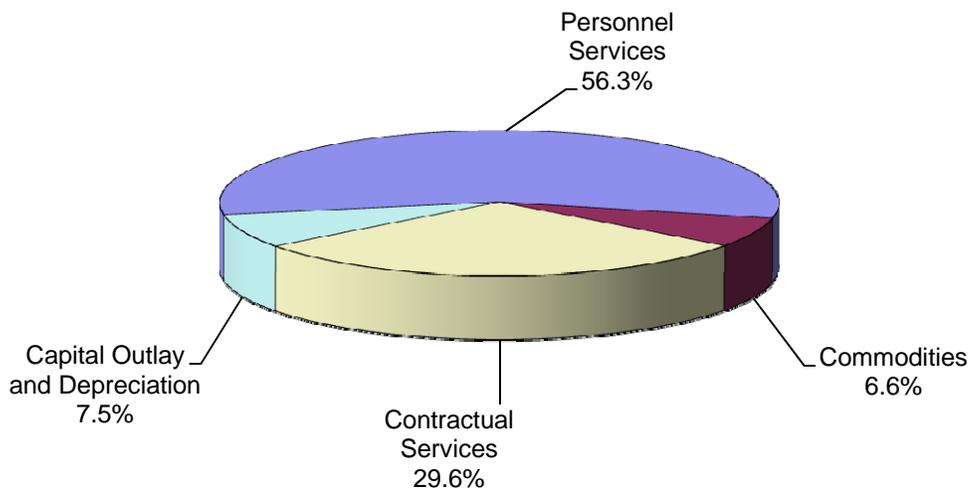


PARKS & RECREATION BUDGET 2012

Total By Program

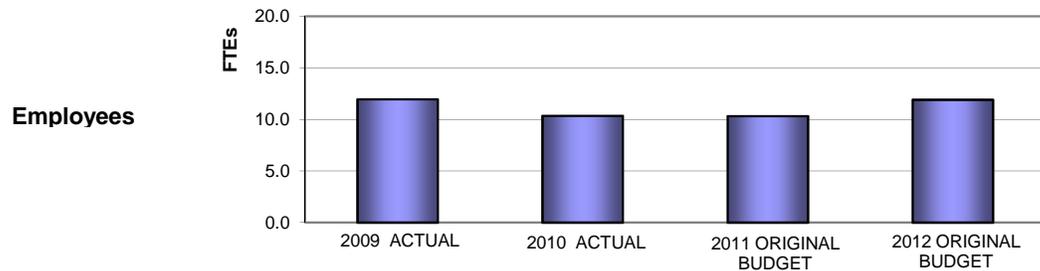
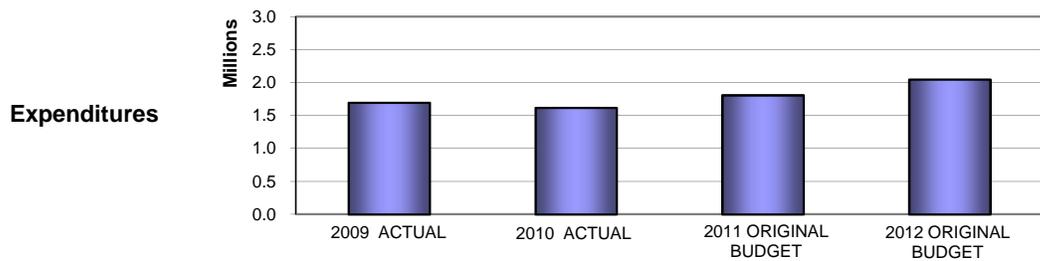


Total By Classification



**PARKS & RECREATION
EXPENDITURE SUMMARY**

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Total By Program					
Administration	\$146,918	\$184,198	\$175,870	\$182,870	4.0%
Community Center	2,629,769	2,640,327	2,674,840	2,629,360	-1.7%
Ice Arena Operations	40,536	17,439	30,090	30,300	0.7%
Nature Center	239,365	256,032	258,100	264,830	2.6%
Open Space Management	61,326	62,047	72,260	72,790	0.7%
Recreation Program	659,304	545,546	676,900	727,110	7.4%
Tree Preservation	5,457	8,867	13,310	13,200	-0.8%
Totals	3,782,675	3,714,456	3,901,370	3,920,460	0.5%
Total By Classification					
Personnel Services	2,163,520	2,173,129	2,336,700	2,208,980	-5.5%
Commodities	314,124	323,972	315,840	258,460	-18.2%
Contractual Services	1,013,236	919,232	974,570	1,159,040	18.9%
Capital Outlay and Depreciation	291,943	295,501	255,840	293,870	14.9%
Other Charges	(148)	2,622	18,420	110	-99.4%
Totals	3,782,675	3,714,456	3,901,370	3,920,460	0.5%
Total By Fund					
General Fund	417,704	450,006	463,990	477,620	2.9%
Community Center	2,629,769	2,640,327	2,674,840	2,629,360	-1.7%
Environmental Utility Fund	70,441	69,710	72,330	73,170	1.2%
Recreation Program Fund	659,304	545,546	676,900	727,110	7.4%
Tree Preservation Fund	5,457	8,867	13,310	13,200	-0.8%
Totals	\$3,782,675	\$3,714,456	\$3,901,370	\$3,920,460	0.5%
Number of Employees (FTE)	23.89	23.25	23.28	21.50	-7.6%



PARKS & RECREATION

MISSION STATEMENT

To provide Maplewood and North Saint Paul 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

2012 OBJECTIVES

1. Identify certain Maplewood parks for development completion focusing on rain gardens, trails and other issues specific to the individual parks.
2. Continue to look for alternative funding sources for Park development.
3. Continue to provide a community environment for all citizens to participate in and enjoy cultural and recreational activities on an equitable basis.
4. Develop programs, signage and brochures featuring sustainable building and sustainable landscaping to educate the citizens of Maplewood.
5. Continue to develop greenway concepts, policies, and programs.
6. Increase monetary sponsorship opportunities for all MCC and Parks & Recreation related events.
7. Increase the number of MCC banquet bookings by 5%.
8. Continue to offer a minimum of five community wide special events per year. These events will serve diverse audiences and may include a Senior Wellness Fair, Early Childhood Education Fair, Women's Expo, etc.
9. Continue to facilitate a successful partnership with Ashland Theatre of Performing Arts and expand our utilization of the performing arts theater to include fifteen MCC events and or concerts.
10. Introduce a cultural theater series (grant funded) to better meet the entertainment needs of diverse audiences. Pursue alternative funding sources for this endeavor.
11. Increase the MCC membership base by 5%, focusing on increasing family memberships.
12. Adopt and maintain a stringent maintenance and cleaning schedule for the MCC.

13. Develop a three-year plan for the replacement and purchase of additional MCC fitness and cardio equipment.
14. Continue to offer comprehensive and diverse recreation programs designed to bring additional wellness, preventative and specialty programs advantageous for all ages, interests and fitness levels to Maplewood and surrounding communities.
15. Continue to focus on increasing general swim lesson participation by increasing "captive audience" marketing (for example, targeting childcare centers for introductory level classes such as Tot Swim and Parent/Child).
16. Increase MCC daily admissions by continuing to foster a "family environment" in the Aquatic Center.
17. Continue to offer three "Swim-In Movie" special events at MCC during the winter as well as offer other family aquatic programs such as flotation events. In addition to the other special events, run one unique special event in the Aquatic Center.
18. Continue to expand our programming efforts in North Saint Paul as set forth in our Joint Powers Agreement that includes but is not limited to youth and adult sports, community special events, music and arts programs, teen, senior and special populations programs and fitness and health & wellness classes.

Department: Parks & Recreation
Program: Administration

Fund # : 101
Program # : 601

Program Description

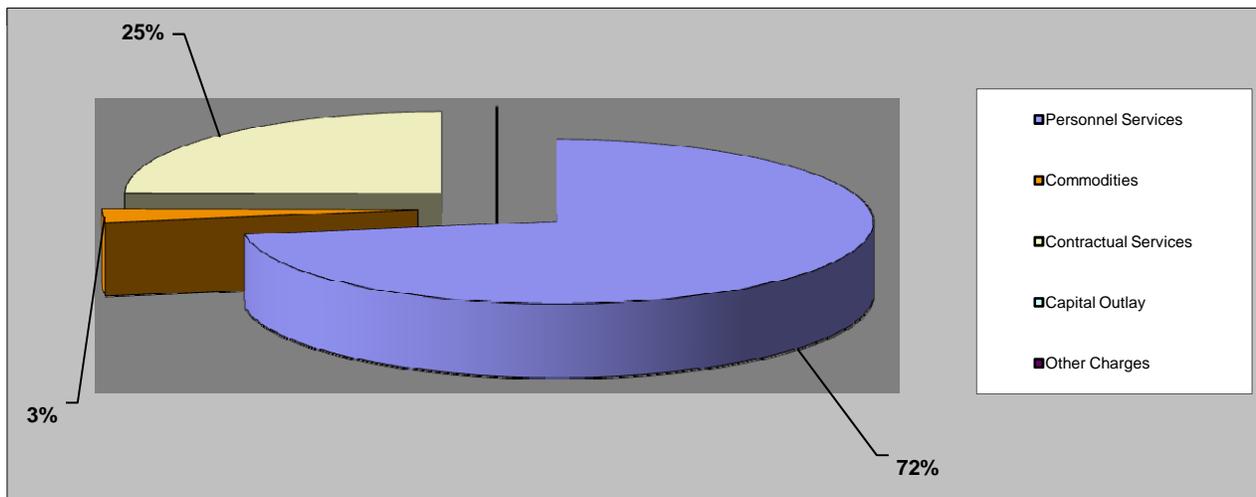
To develop and enhance a comprehensive park system for the residents including park development and re-development and the city wide trail system.

Program Expenditure Highlights

The decrease in personnel is due to the sharing of the Parks Manager with Recreation Programs. Consulting fees, duplicating costs and postage have been increased under contractual services.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 137,524	\$ 148,552	\$ 148,270	\$ 132,590
Commodities	2,471	7,350	4,200	4,800
Contractual Services	6,923	28,296	23,400	45,480
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 146,918	\$ 184,198	\$ 175,870	\$ 182,870
Percent Change	1912.3%	25.4%	(-4.5%)	4.0%
 Full-Time Equivalent positions	 1.25	 2.30	 1.80	 1.20

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	101
Program:	Administration	Program #:	601

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Enhancements to Parks	3	6	3	4
Number of detailed projects completed	1	4	2	2

EFFECTIVENESS INDICATORS

Goals Park Commission & City Council achieved	N/A	N/A	80%	75%
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COMMENTS

Completed Park Commission & City Council goals for each year from Annual Report.

Department: Parks & Recreation
Program: Community Center Operations

Fund # : 602
Program # : 611-614

Program Description

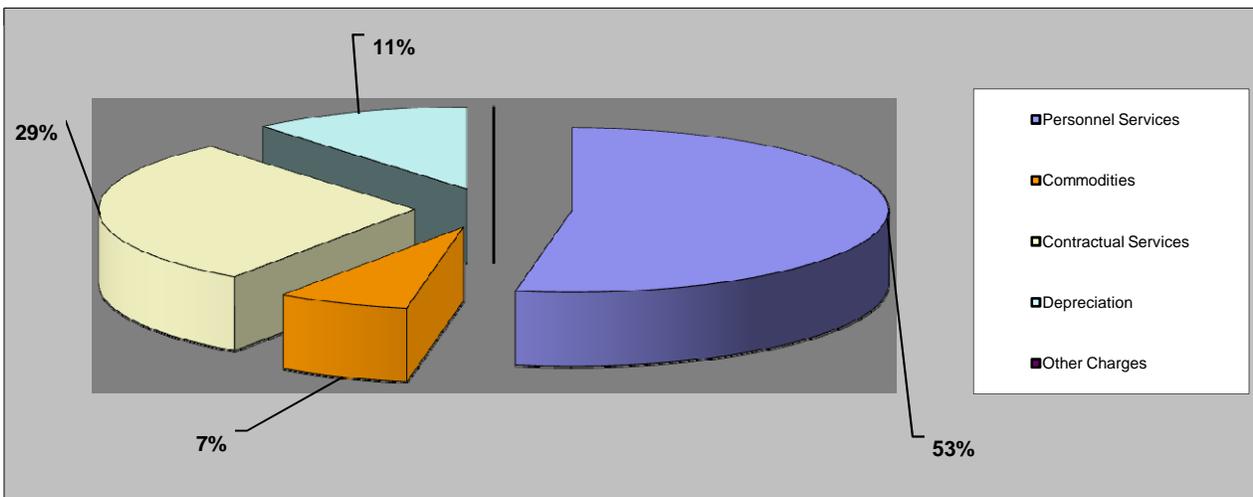
To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area.

Program Expenditure Highlights

Staff developed and presented a five-year budget plan to Council to achieve a sustainable budget by 2016.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 1,395,730	\$ 1,445,820	\$ 1,506,320	\$ 1,389,870
Commodities	232,555	242,187	230,170	178,230
Contractual Services	709,963	656,438	664,200	767,390
Depreciation	291,943	293,401	255,840	293,870
Other Charges	(422)	2,481	18,310	-
Total	\$ 2,629,769	\$ 2,640,327	\$ 2,674,840	\$ 2,629,360
Percent Change	6.0%	0.4%	1.3%	(-1.7%)
 Full-Time Equivalent positions	 <u>16.44</u>	 <u>14.25</u>	 <u>14.58</u>	 <u>13.60</u>

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	602
Program:	Community Center Operations	Program #:	611-614

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of aquatic lessons	2,200	2,237	2,400	2,500
Number of room reservations	1,300	1,350	1,300	1,325
Number of group fitness participants	46,332	56,730	48,657	51,550
<u>EFFECTIVENESS INDICATORS</u>				
Number of Community Center Members	6,282	6,832	6,471	6,725
Average special event revenue	-	\$2,000	\$2,230	\$2,550
Average theater show revenue	-	-	\$2,000	\$2,565
Change in massage revenue from previous year	(2.9)%	(5.3)%	55.4%	8.9%

COMMENTS

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 Preferred One in 2009. Members are reimbursed up to \$20 per month for working out 8-12 times per month.

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.

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 pass cards.

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, Women's Expo, Senior Expo, 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 20 concerts booked for the 2012 budget.

Department: Parks & Recreation
Program: Ice Arena Operations

Fund # : 101
Program # : 606

Program Description

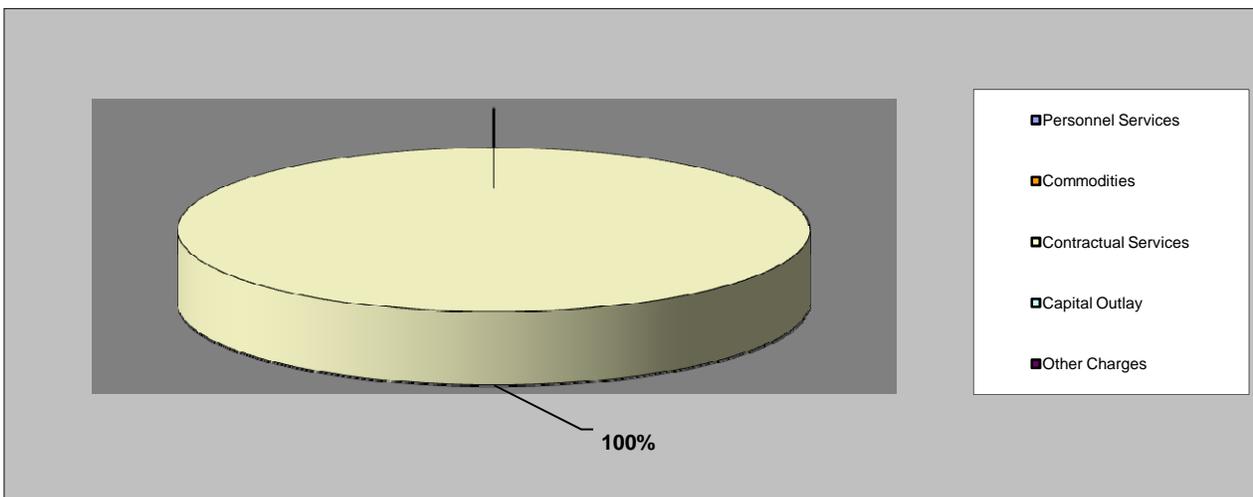
To provide a nine-month indoor skating venue for Maplewood and School District 622 residents at the Tartan Ice Arena located in Oakdale, Minnesota.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	40,536	17,439	30,090	30,300
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 40,536	\$ 17,439	\$ 30,090	\$ 30,300
Percent Change	(-505.2%)	(-57.0%)	72.5%	0.7%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	101
Program:	Ice Arena Operations	Program #:	606

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of actual ice hours sold	2,300	2,125	2,300	2,100
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks Staff	8	8	8	8
<u>EFFECTIVENESS INDICATORS</u>				
Facility utilization rate	70%	70%	70%	67%

COMMENTS

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

Department: Parks & Recreation
Program: Nature Center

Fund # : 101 & 604
Program # : 604

Program Description

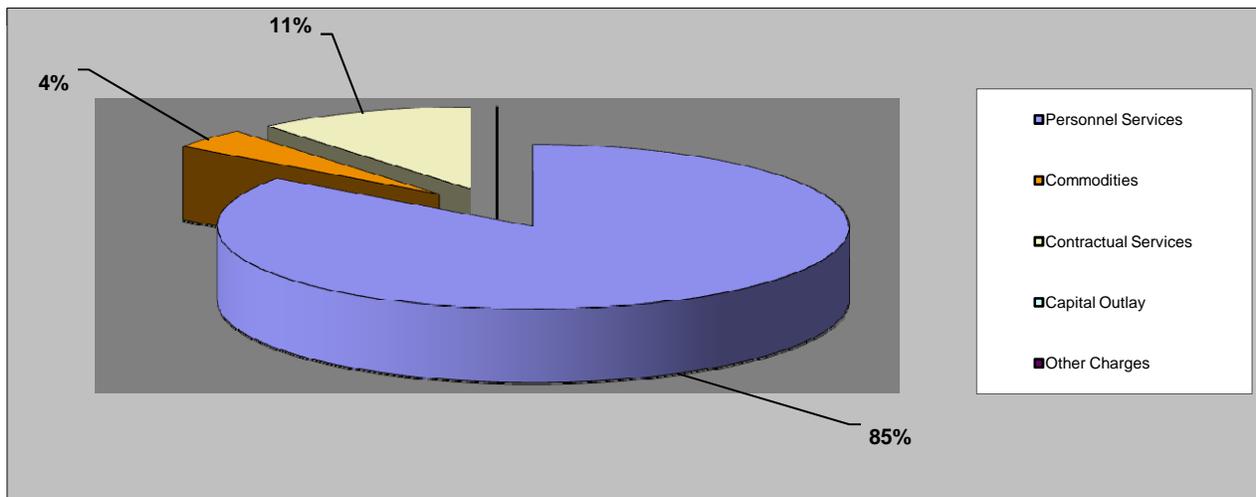
To enhance awareness and understanding of the land, water and wildlife resources; to empower the community to become stewards of the environment.

Program Expenditure Highlights

Duplicating costs and fees for service have been increased in this budget.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 203,168	\$ 218,501	\$ 226,640	\$ 224,970
Commodities	12,223	9,851	9,650	10,530
Contractual Services	23,925	25,580	21,810	29,330
Capital Outlay	-	2,100	-	-
Other Charges	49	-	-	-
Total	\$ 239,365	\$ 256,032	\$ 258,100	\$ 264,830
Percent Change	0.3%	7.0%	0.8%	2.6%
 Full-Time Equivalent positions	 3.02	 3.40	 2.85	 2.85

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	101 & 604
Program:	Nature Center	Program #:	604

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Environmental education programs conducted thru the Nature Center.	336	343	260	300
Number of adult programs	26	39	30	25
Service projects completed	33	33	30	25
Number of water related programs	76	46	45	55

EFFECTIVENESS INDICATORS

% of people satisfied or very satisfied with program	-	-	75%	75%
Total number of program participants and visitors	8,035	9,143	9,000	9,000
# of volunteer hours worked	3,567	3,794	3,500	3,500
# attending water related programs	2,236	1,226	1,150	1,900

COMMENTS

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

In 2011, the Nature Center coordinated the Mow-Hi Pledge and Green Yards classes to stimulate homeowner interest in sustainable landscaping techniques, many of which help reduce flooding and keep non-point pollutants from entering wetlands.

Key projects for 2012 include: 1) Evaluate and improve effectiveness of educational materials such as brochures, website pages, video clips. 2) Reinvigorate youth programming; 3) Partner with Recreation & MCC on special events such as the Outdoor Expo, Preschool Fair and others; 4) Work with Building Maintenance staff on Nature Center Building improvements, 5) Reroute and landscape trail to accommodate new boundary with cemetery, 6) Work with environmental commission in support of greenways and neighborhood block clubs, 7) Coordinate the Community Garden Program, 8) Update the watershed computer exhibit.

Department: Parks & Recreation
Program: Open Space Management

Fund # : 101
Program # : 605

Program Description

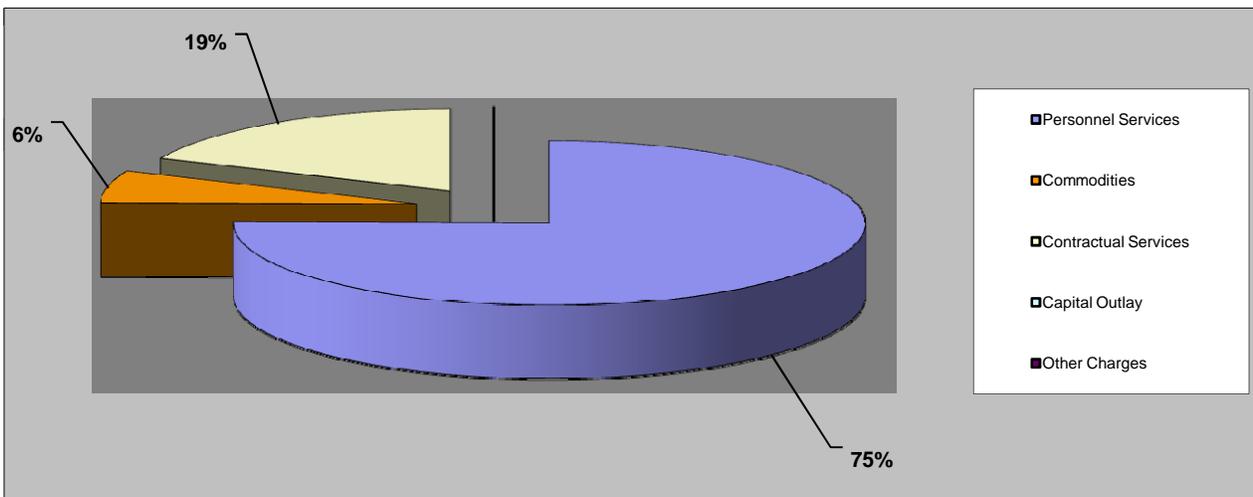
To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 37,017	\$ 54,008	\$ 55,230	\$ 54,750
Commodities	4,627	5,163	3,850	4,600
Contractual Services	19,682	2,876	13,180	13,440
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 61,326	\$ 62,047	\$ 72,260	\$ 72,790
Percent Change	(-1.6%)	1.2%	16.5%	0.7%
 Full-Time Equivalent positions	 0.30	 0.80	 0.55	 0.55

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	101
Program:	Open Space Management	Program #:	605

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Master plans completed	1	0	1	1
Planting projects completed	1	2	2	2
Number of sites receiving active management	6	6	4	6
Miles of trail developed and/or maintained	7	8	8	8
Number of sites monitored by volunteers	7	7	7	10
<u>EFFECTIVENESS INDICATORS</u>				
Percentage survival of new plants by end of season	85%	90%	85%	90%

COMMENTS

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.

Key natural resources projects *at preserves and parks* in 2012 include: 1) Complete Beaver Creek Restoration Project, 2) Complete wetland buffer restoration projects (if 2011 CIP funding approved), 3) Continue citizen monitoring programs for preserves, frogs and toads, first alert invasive plant monitoring. 4) Continue management at preserves including prescribed burns at Prairie Farm and Jim's Prairie and invasive species control.

Other natural resources projects planned for 2012 include: 1) Complete boulevard tree inventory; 2) Develop street tree plan, 3) Finalize details for tree removal and replanting for Emerald Ash Borer management, 3) Develop greenway program for Chain-of-Lakes Greenway; 4) Enhance natural resources information provided to the public, 5) Assess and prioritize natural resources projects based on land cover data and other factors.

Department: Parks & Recreation
Program: Recreation Programs

Fund # : 206
Program # : 603,623

Program Description

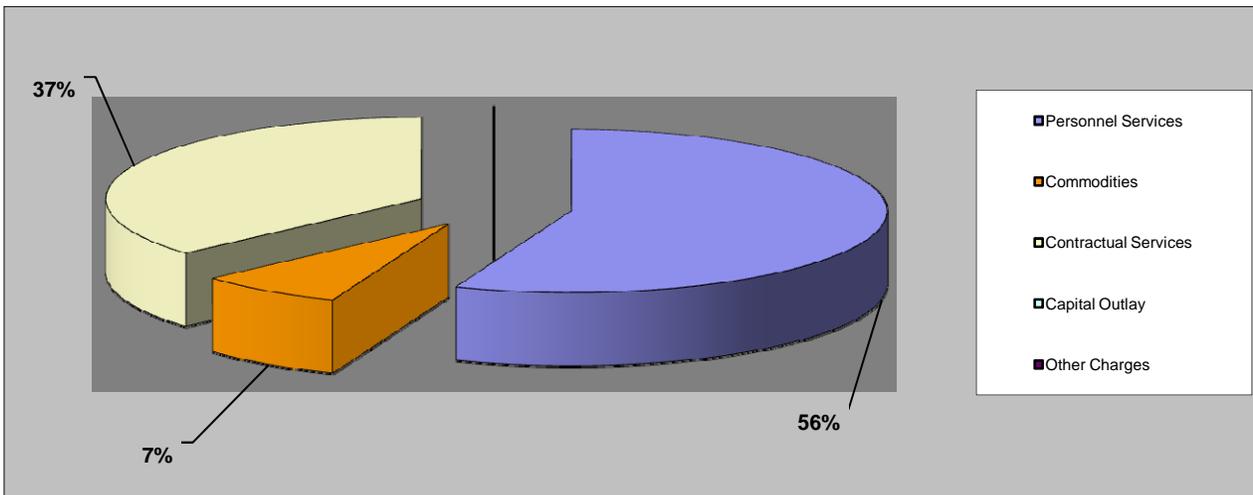
To provide a varied and diverse offering of recreational programs and activities year round for people of all ages in Maplewood and the surrounding communities.

Program Expenditure Highlights

Maplewood has entered into a Joint Powers Agreement with North St. Paul to provide recreational programs for them. Additional costs will be incurred with the development of a Recreation Brochure which is distributed 2-4 times per year.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 390,081	\$ 306,248	\$ 400,240	\$ 406,800
Commodities	56,904	53,158	54,770	54,100
Contractual Services	212,207	186,107	221,890	266,210
Capital Outlay	-	-	-	-
Other Charges	112	33	-	-
Total	\$ 659,304	\$ 545,546	\$ 676,900	\$ 727,110
Percent Change	(-11.4%)	(-17.3%)	24.1%	7.4%
 Full-Time Equivalent positions	 2.88	 2.50	 3.50	 3.30

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	206
Program:	Recreation Programs	Program #:	603, 623

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total number of teens enrolled	380	50	375	370
Adult softball, number of teams	140	138	140	180
Fall soccer teams	48	37	44	45
Basketball teams	110	123	123	123
T-ball teams	24	19	22	24
Youth volleyball teams	40	43	46	45
Intro. to soccer participants	250	216	250	250
Senior high basketball teams	40	38	40	40
Number of day camp participants	2180	2016	2100	2100
<u>EFFECTIVENESS INDICATORS</u>				
Percent of non-caucasian employees & volunteers	12%	10%	15%	15%
Percent of program evaluations rated satisfactory or better	95%	95%	95%	95%
Percent of programs formally evaluated	70%	75%	85%	85%

COMMENTS

Program offerings across the board have increased under our Recreation Programming Joint Powers Agreement with North Saint Paul and will continue to do so in the future.

While outputs and workload numbers continue to increase, staffing levels have stayed the same. Numbers reflected above will not be achievable if replacement of staff is not attainable.

Demand for field permits have continued to grow. We are currently issuing over 200 permits a summer.

Department: Parks & Recreation
Program: Tree Preservation

Fund # : 219
Program # : 000

Program Description

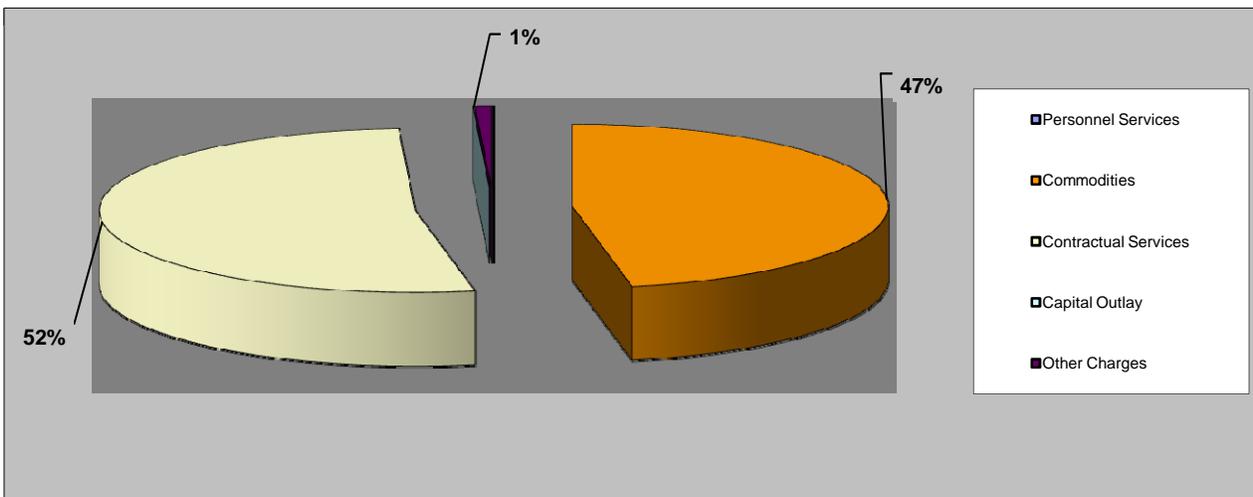
To protect and enhance Maplewood's urban forest and promote the planting of trees.

Program Expenditure Highlights

No significant change in this budget for 2012.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	5,344	6,263	13,200	6,200
Contractual Services	-	2,496	-	6,890
Capital Outlay	-	-	-	-
Other Charges	113	108	110	110
Total	\$ 5,457	\$ 8,867	\$ 13,310	\$ 13,200
Percent Change	(-32.3%)	62.5%	50.1%	(-0.8%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Parks & Recreation	Fund #:	219
Program:	Tree Preservation	Program #:	000

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

# trees planted by residents thru tree rebate program	101	50	60	30
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EFFECTIVENESS INDICATORS

# residents participating in tree rebate program	59	34	40	22
# trees planted on city land	50	12	25	50

COMMENTS

The tree preservation fund supports tree planting and enhancement of our urban forest. It does not fund the disease tree inspection program, educating residents (except Arbor Day event), tree removal or tree maintenance. Program activities include:

1. Tree inventory. The city completed a park tree inventory in 2010, and is conducting a boulevard tree inventory in 2011. The inventories will provide the basis for our urban forest program.
2. Tree rebate cost-share program for residents. This popular program is a 50% cost-share rebate for residents to plant shade trees in their yards. Since its initiation in 2008, this program has assisted residents in planting over 250 trees.
3. Tree planting on public lands by staff and volunteers. Since 2008, staff and volunteers have planted over 150 trees at parks and city facilities.
4. Arbor Day Event. In 2011, Maplewood sponsored an Arbor Day event with over 125 participants.
5. Tree City USA. In 2011, Maplewood is reapplying for Tree City USA status.

Project priorities for 2012 include: 1) use inventory data to complete details for Emerald Ash Borer removal and replanting, 2) work with commissions to complete boulevard tree plan, 3) conduct Arbor Day event, 4) reapply for Tree City USA status (must apply annually), 5) provide cost-share program for tree-planting on residential property, and 6) one tree planting project on city land.



MAPLEWOOD

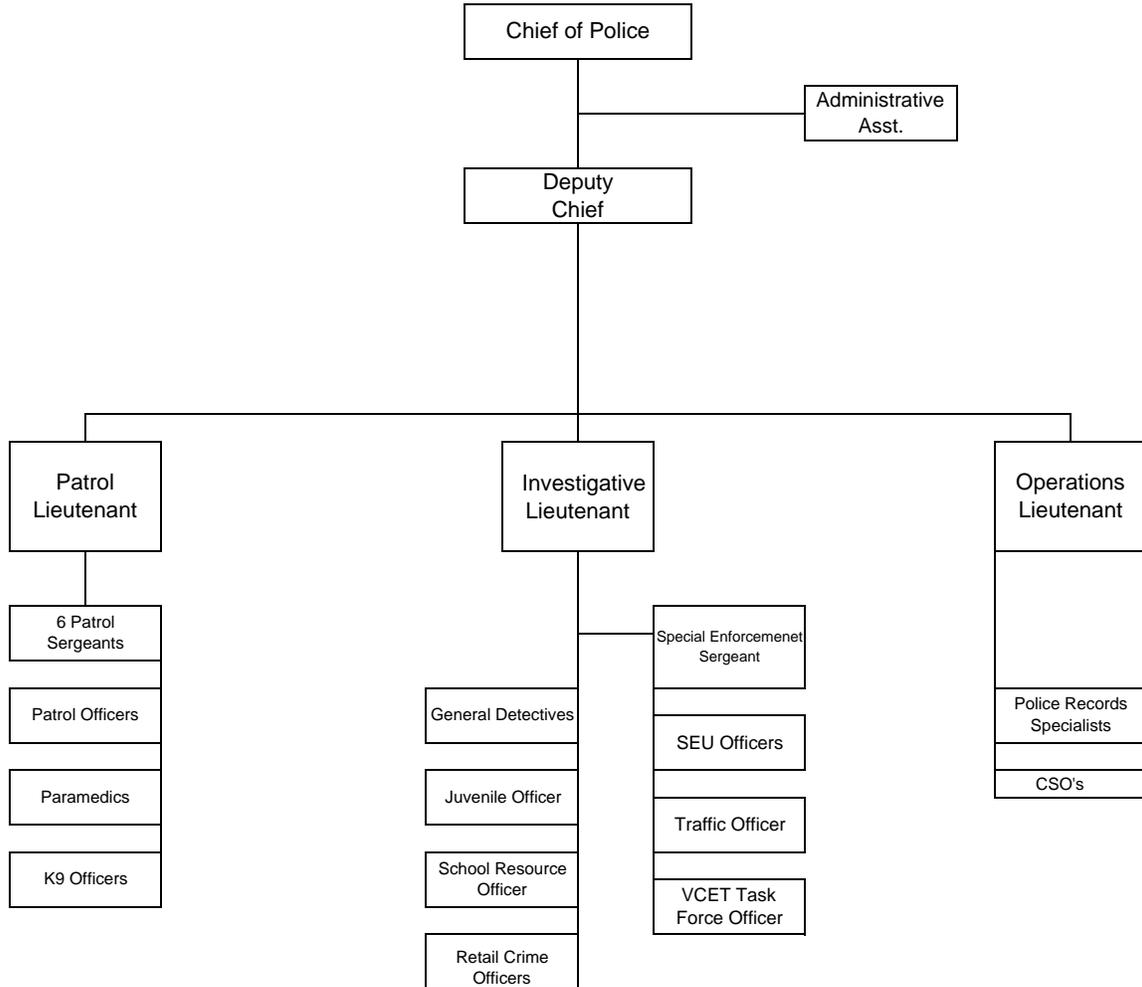
Together We Can

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CITY OF MAPLEWOOD

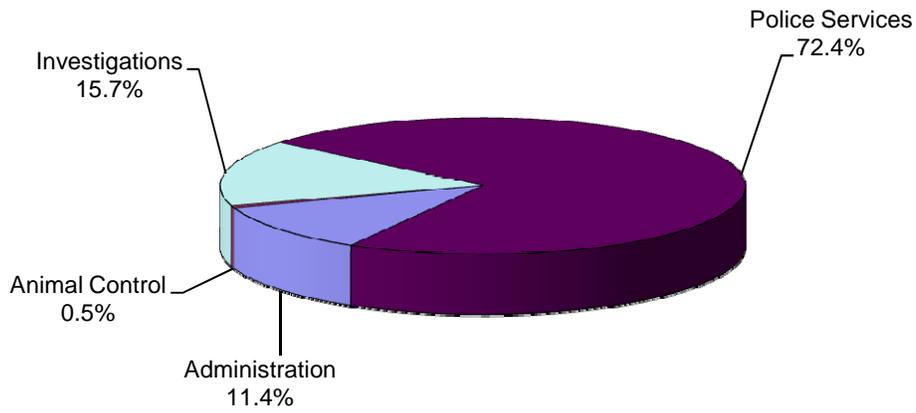
POLICE

ORGANIZATIONAL CHART

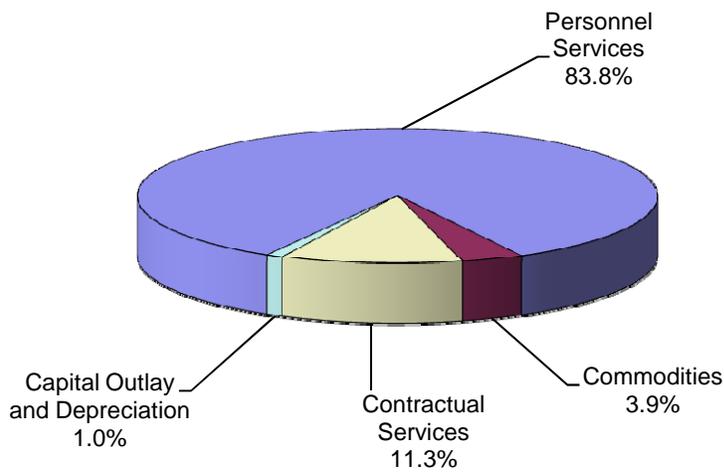


POLICE BUDGET 2012

Total By Program

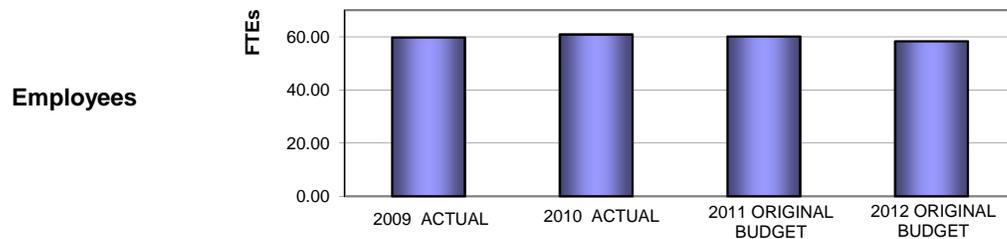
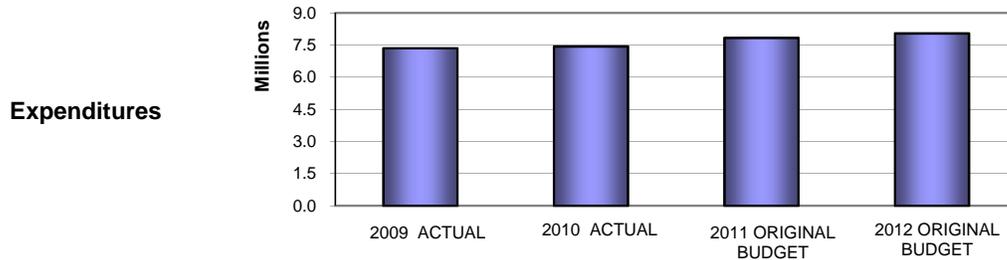


Total By Classification



**POLICE
EXPENDITURE SUMMARY**

Total By Program	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2012 BUDGET	PERCENT OVER(UNDER) 2011 BUDGET
Administration	\$843,136	\$895,458	\$892,730	\$915,660	2.6%
Animal Control	41,924	33,486	43,440	43,380	-0.1%
Dispatching Services	5,449	0	0	0	N/A
Investigations	1,038,972	1,069,522	1,085,910	1,263,220	16.3%
Police Services	5,425,813	5,438,193	5,812,650	5,823,530	0.2%
Totals	7,355,294	7,436,659	7,834,730	8,045,790	2.7%
Total By Classification					
Personnel Services	6,039,633	6,216,058	6,548,840	6,740,460	2.9%
Commodities	290,324	265,151	328,470	310,130	-5.6%
Contractual Services	883,549	788,120	853,420	911,120	6.8%
Capital Outlay and Depreciation	141,559	167,155	104,000	84,000	-19.2%
Other Charges	229	175	0	80	N/A
Totals	7,355,294	7,436,659	7,834,730	8,045,790	2.7%
Total By Fund					
Ambulance Service Fund	339	0	0	0	N/A
General Fund	7,331,182	7,399,878	7,808,730	8,045,710	3.0%
Police Services Fund	23,773	36,781	26,000	80	-99.7%
Totals	\$7,355,294	\$7,436,659	\$7,834,730	\$8,045,790	2.7%
Number of Employees (FTE)	59.80	60.90	60.16	58.34	-3.0%





MAPLEWOOD

Together We Can

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POLICE

MISSION STATEMENT

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

2012 OBJECTIVES

1. Continue collaboration efforts with other Criminal Justice Partners.
2. Encourage community involvement through volunteer programs.
3. Increase non-enforcement public contact and interaction such as community meetings and presentations.
4. Continued interaction by officers in schools.
5. Proactively address community public safety problems.
6. Initiate outreach to the City's ethnic populations to improve lines of communication.
7. Enhance the use of technology to improve the efficiency and quality of police services.
8. 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.
9. Maintain a felony arrest rate of at least 30% of Part One offenses (i.e. murder, rape, robbery, aggravated assault).
10. Deliver cost-effective police services below the national average per capita cost.
11. Promote community policing, crime prevention and crime-free multi housing.
12. Encourage interaction with the retail community to proactively reduce retail crime and business related criminal activity.

Department: Police
Program: Administration

Fund # : 101
Program # : 401

Program Description

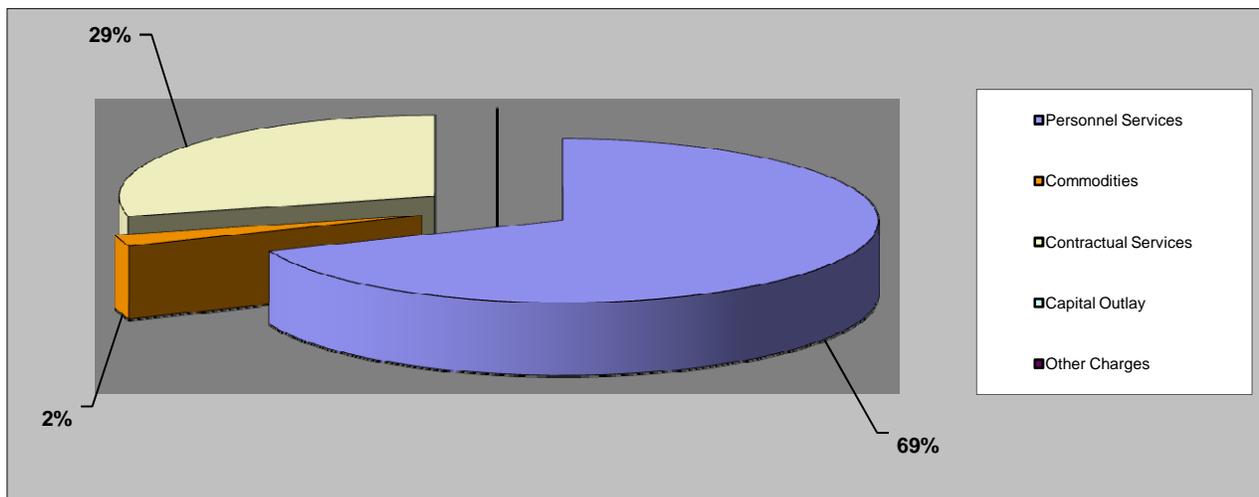
To provide vision, management and technical support for the Police Department, including fiscal and program management, record and information services, project development, and interdepartmental and interagency coordination.

Program Expenditure Highlights

The increase in personnel services is due to pay increases, an increase in the cost of benefits and the sharing of support services. Internal IT charges have increased 10.6%.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 534,534	\$ 624,434	\$ 620,460	\$ 630,520
Commodities	18,490	18,871	20,480	20,540
Contractual Services	290,112	252,153	251,790	264,600
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 843,136	\$ 895,458	\$ 892,730	\$ 915,660
Percent Change	(-13.4%)	6.2%	(-0.3%)	2.6%
 Full-Time Equivalent positions	 6.00	 6.00	 6.16	 6.14

Program Expenditures by Classification



Department:	Police	Fund #:	101
Program:	Administration	Program #:	401

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Hours of professional development training	82	232	80	90
Department expenditures	\$7.4 mil	\$7.4 mil	\$7.8 mil	\$8.0 mil
Number of FTE	60	61	60	58
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost for services	\$195	\$196	\$203	\$206
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:

2009 – 37,755
 2010 – 38,018
 2011 – 38,518
 2012 – 39,018

Department: Police
Program: Animal Control

Fund # : 101
Program # : 407

Program Description

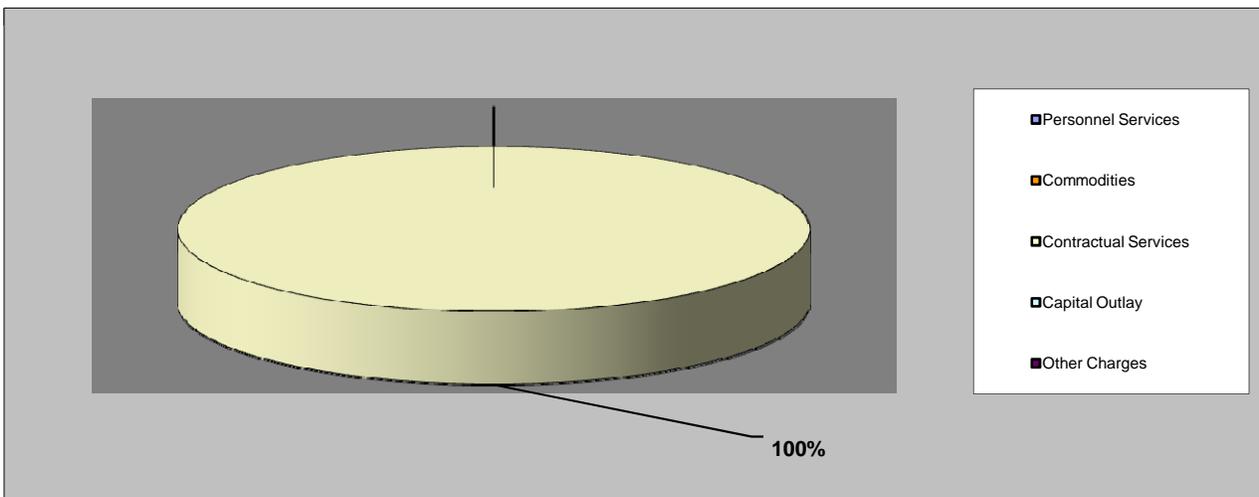
To provide animal control within the city and insure compliance with animal related ordinances.

Program Expenditure Highlights

There is no increase proposed to the Animal Control budget for 2012. No increase is projected for boarding fees assuming numbers of animals remain constant.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	41,924	33,486	43,440	43,380
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 41,924	\$ 33,486	\$ 43,440	\$ 43,380
Percent Change	9.6%	(-20.1%)	29.7%	(-0.1%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Police	Fund #:	101
Program:	Animal Control	Program #:	407

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total licenses monitored	729	164	640	170
Total animal complaints	584	616	620	640
Number of contacts by animal control officer	179	224	230	240
<u>EFFECTIVENESS INDICATORS</u>				
Hours spent per 1,000 population on animal related calls for service	6.1 hrs	5.7 hrs	6.0 hrs	6.0 hrs

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.

Department: Police
Program: Dispatching Services

Fund # : 101 & 606
Program # : 406

Program Description

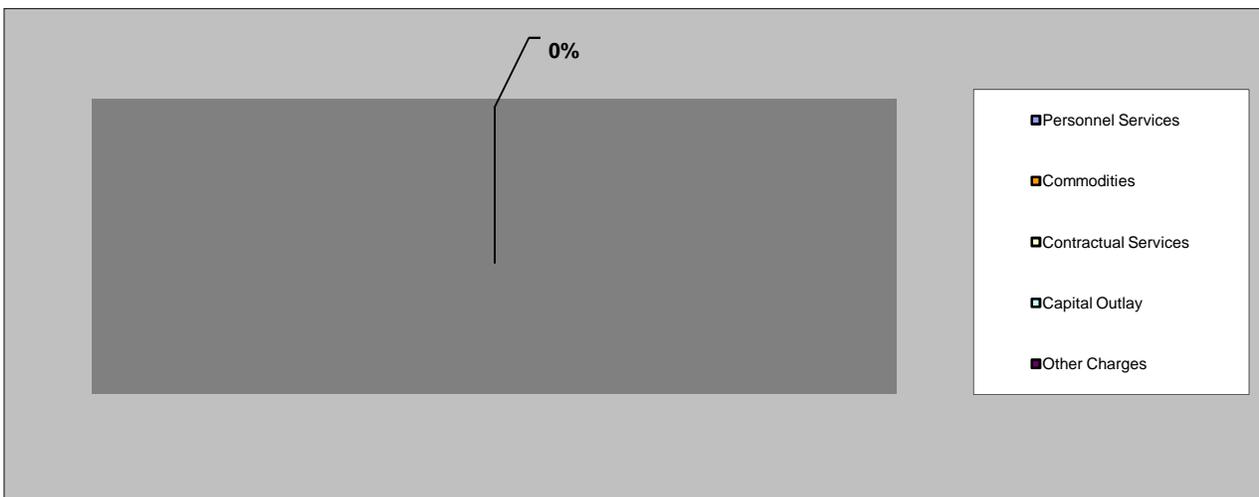
To provide professional emergency communications assistance, assurance and guidance to the public and public safety personnel.

Program Expenditure Highlights

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.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	5,449	-	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 5,449	\$ -	\$ -	\$ -
Percent Change	(-97.6%)	(-100.0%)	#DIV/0!	#DIV/0!
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Police	Fund #:	101 & 606
Program:	Dispatching Services	Program #:	406

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total police & EMS calls dispatched	N/A	N/A	N/A	N/A
Total fire & EMS calls dispatched	N/A	N/A	N/A	N/A
Total phone calls handled	N/A	N/A	N/A	N/A
<u>EFFECTIVENESS INDICATORS</u>				
Police & EMS calls per dispatcher	N/A	N/A	N/A	N/A
Fire calls per dispatcher	N/A	N/A	N/A	N/A
Total phone calls per dispatcher	N/A	N/A	N/A	N/A
Priority 1 receipt to dispatch	N/A	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.

Department: Police
Program: Investigations

Fund # : 101
Program # : 409

Program Description

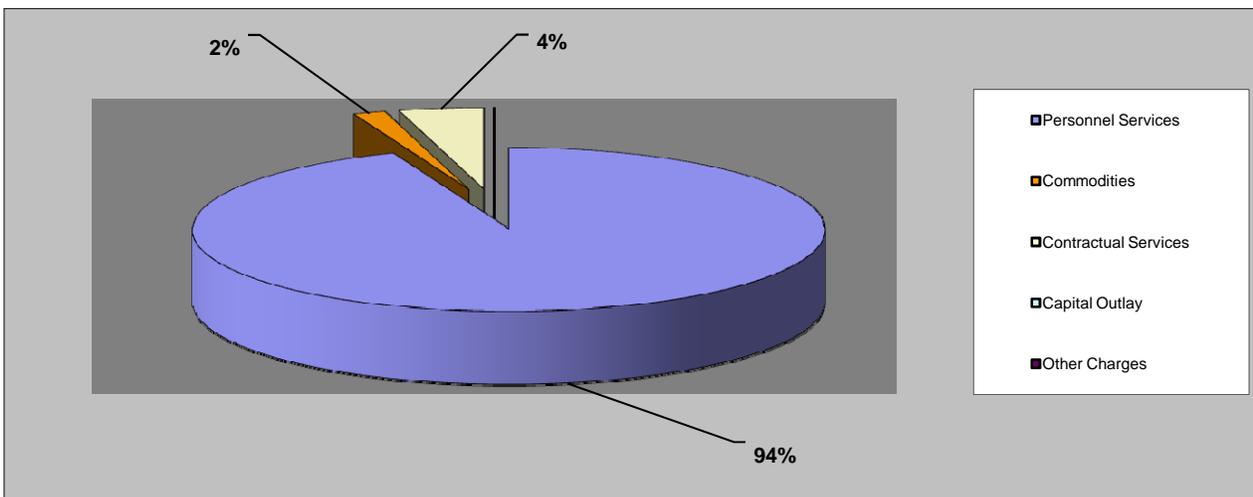
To provide investigative services to the Police Department and community and provide follow-up work to prepare cases for criminal charging.

Program Expenditure Highlights

An additional Detective was added in 2011 based on workloads and an officer assigned to the Ramsey County Violent Crimes Enforcement Team is included in this program. Funds were also transferred to this program from Police Services to pay for the juvenile diversion program contract.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 991,623	\$ 1,021,777	\$ 1,040,030	\$ 1,187,970
Commodities	11,644	10,918	16,410	20,780
Contractual Services	35,705	36,827	29,470	54,470
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 1,038,972	\$ 1,069,522	\$ 1,085,910	\$ 1,263,220
Percent Change	4.0%	2.9%	1.5%	16.3%
Full-Time Equivalent positions	9.60	9.80	8.80	9.90

Program Expenditures by Classification



Department:	Police	Fund #:	101
Program:	Investigations	Program #:	409

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Felony cases charged	130	138	70	85
Gross misdemeanor cases charged	294	276	272	275
<u>EFFECTIVENESS INDICATORS</u>				
Total cases assigned to investigators	3383	3098	2500	2800
Total cases cleared	3296	3256	2520	2900
Juveniles sent to Diversion Program	271	231	180	190

COMMENTS

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 2010. The total number of cases assigned to investigators has decreased which is also possibly related to the reduction in reported crime.

The department's records management system allows case loads for individual investigators to be closely tracked. First time juvenile offenders can be sent to a contractual diversion program for certain first-time offenses. This keeps petty offenders out of the court system for minor offenses, thus reducing the caseload on the juvenile courts. The total number of juveniles sent to diversion decreased 14.7% in 2010.

Department: Police
Program: Police Services

Fund # : 101 & 208
Program # : 402

Program Description

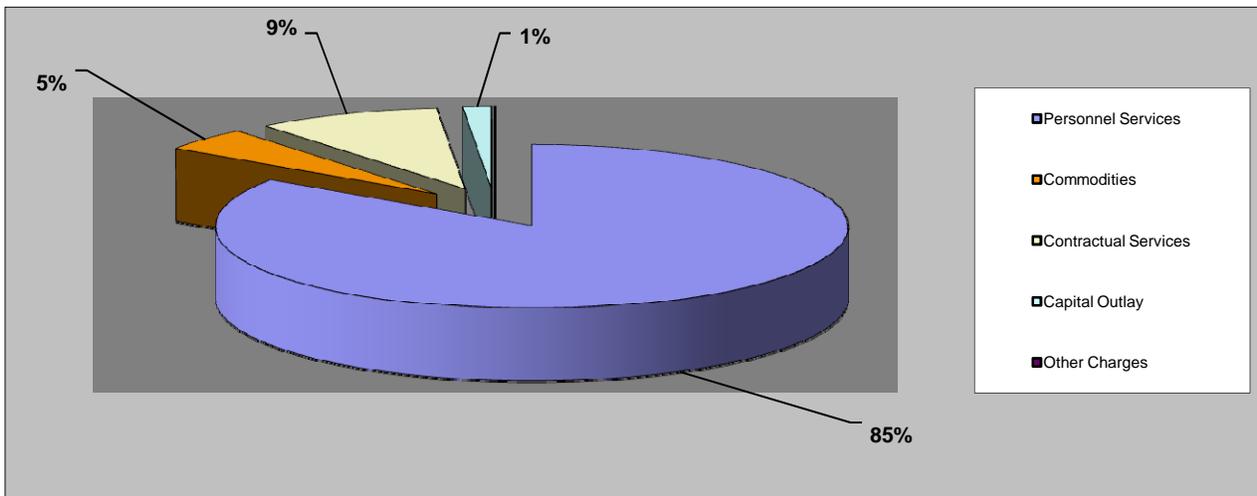
To provide public safety, investigative, and enforcement activities including neighborhood policing and public service programs.

Program Expenditure Highlights

Personnel costs have increased slightly due to negotiated step and benefit increases for employees, however two positions will be left vacant and one shifted to the Investigations program. Capital outlay consists of purchasing three new squad cars in 2012. The cost of dispatching services was shifted to this program in 2009 and the police department's share of this cost will increase 14.5% in 2012 per the contract with Ramsey County. Money allocated to the increased fuel costs has also increased.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 4,513,476	\$ 4,569,847	\$ 4,888,350	\$ 4,921,970
Commodities	260,190	235,362	291,580	268,810
Contractual Services	510,359	465,654	528,720	548,670
Capital Outlay	141,559	167,155	104,000	84,000
Other Charges	229	175	-	80
Total	\$ 5,425,813	\$ 5,438,193	\$ 5,812,650	\$ 5,823,530
Percent Change	2.5%	0.2%	6.9%	0.2%
Full-Time Equivalent positions	44.20	45.10	45.20	42.30

Program Expenditures by Classification



Department:	Police	Fund #:	101 & 208
Program:	Police Services	Program #:	402

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Arrests for Part I & II crimes	2317	1993	1900	1900
DUI arrests per 1,000 population	6.9	6.2	6.5	6.8
Total arrests for Part I crimes per sworn FTE	19.8	17.3	17	16.7
<u>EFFECTIVENESS INDICATORS</u>				
Part I offenses per 1,000 population	67.3	62.4	61	60.5
Arrests for Part I crimes per 1000 population	19.8	23.7	24	24.5
Response time to Priority I calls from dispatch to arrival	6.2 min	7.1 min	7.0 min	7.0 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	73.5%	84.2%	85.0%	85%

COMMENTS

Total arrests for Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) and Part II crime decreased 13.9%. DUI arrests decreased slightly in 2010. Road construction in and around Maplewood in 2011 and 2012 may delay response times. The department reestablished random quality assurance checks in 2006.



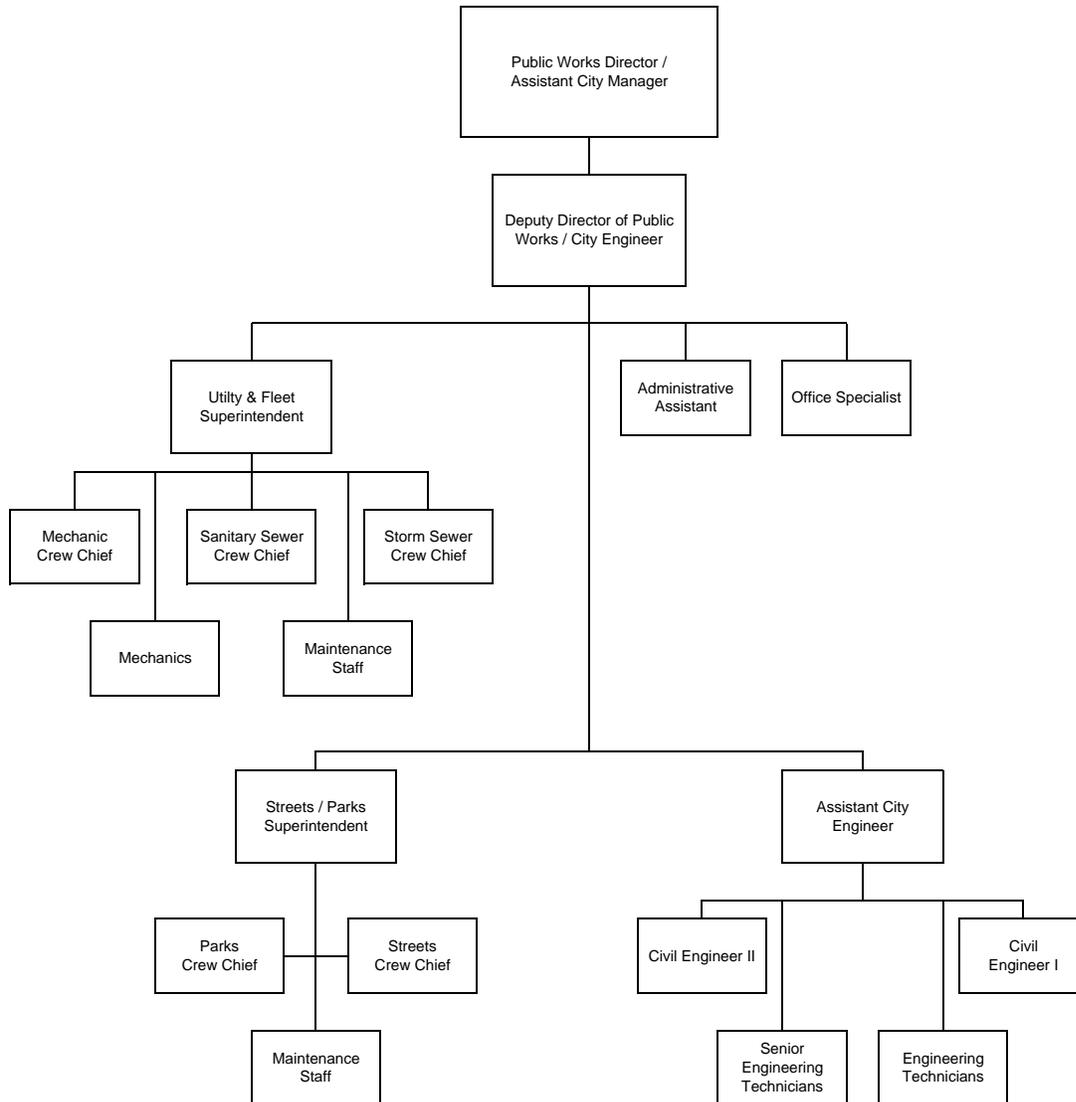
MAPLEWOOD

Together We Can

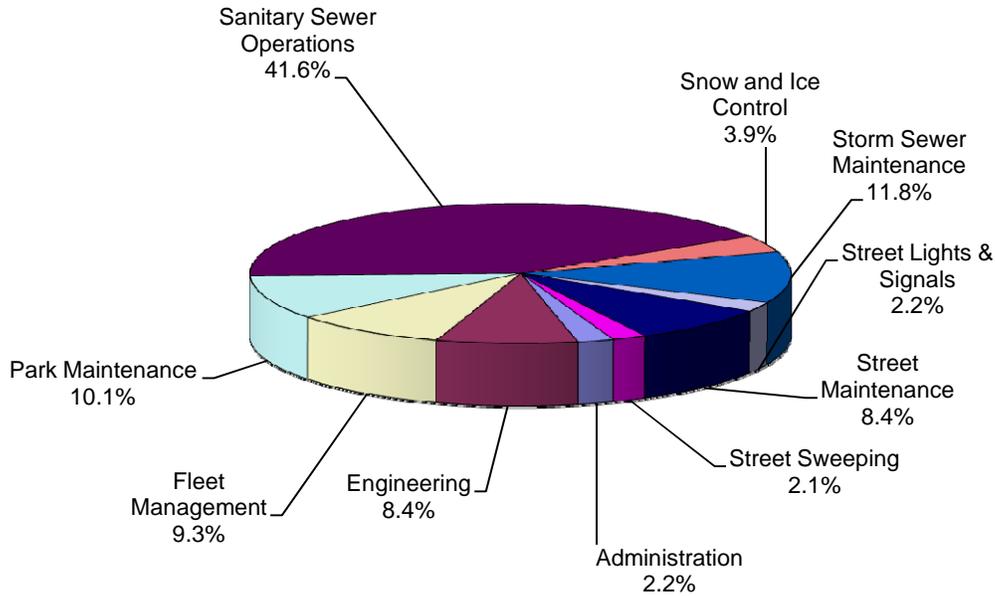
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PUBLIC WORKS

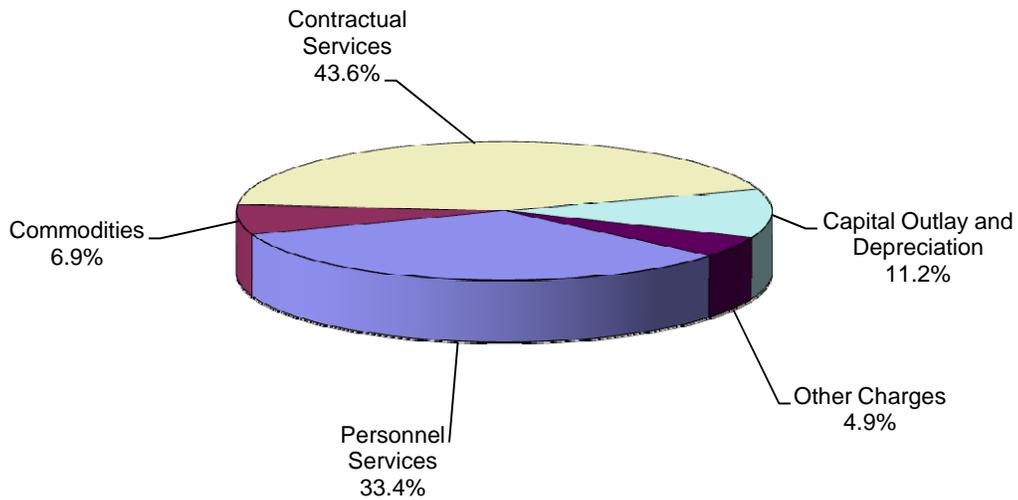
ORGANIZATION CHART



PUBLIC WORKS BUDGET 2012 Total By Program

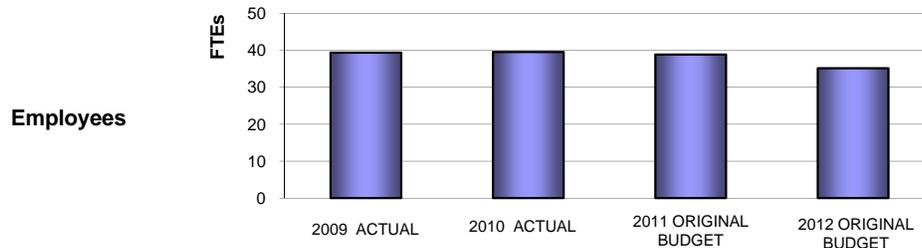
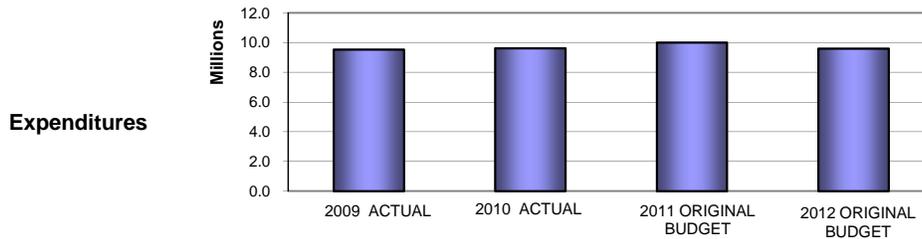


Total By Classification



**PUBLIC WORKS
EXPENDITURE SUMMARY**

	2009	2010	2011	2012	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
			BUDGET	BUDGET	2011
					BUDGET
Total By Program					
Administration	\$297,614	\$241,620	\$249,620	\$207,330	-16.9%
Engineering	942,766	955,397	940,490	809,350	-13.9%
Fleet Management	782,085	852,881	759,980	895,540	17.8%
Park Maintenance	911,742	920,039	922,420	971,440	5.3%
Sanitary Sewer Operations	4,020,855	3,990,646	4,190,650	3,997,380	-4.6%
Snow and Ice Control	302,271	358,776	370,480	377,820	2.0%
Storm Sewer Maintenance	1,176,349	1,264,987	1,376,100	1,130,880	-17.8%
Street Lights & Signals	184,785	176,524	205,470	210,170	2.3%
Street Maintenance	702,104	687,015	787,070	805,690	2.4%
Street Sweeping	181,684	179,474	195,480	197,810	1.2%
Transit Operations	32,998	0	0	0	N/A
Totals	9,535,253	9,627,359	9,997,760	9,603,410	-3.9%
Total By Classification					
Personnel Services	3,435,750	3,489,683	3,586,420	3,206,020	-10.6%
Commodities	430,697	473,476	539,920	664,350	23.0%
Contractual Services	4,231,118	4,204,635	4,361,100	4,188,590	-4.0%
Capital Outlay and Depreciation	1,006,919	1,046,317	1,076,020	1,078,070	0.2%
Other Charges	430,769	413,248	434,300	466,380	7.4%
Totals	9,535,253	9,627,359	9,997,760	9,603,410	-3.9%
Total By Fund					
General Fund	3,189,495	3,162,847	3,270,080	3,171,630	-3.0%
Sewer Fund	4,020,855	3,990,646	4,190,650	3,997,380	-4.6%
Environmental Utility Fund	1,358,033	1,444,461	1,571,580	1,328,690	-15.5%
Street Light Utility Fund	184,785	176,524	205,470	210,170	2.3%
Fleet Management Fund	782,085	852,881	759,980	895,540	17.8%
Totals	\$9,535,253	\$9,627,359	\$9,997,760	\$9,603,410	-3.9%
Number of Employees (FTE)	39.43	39.60	38.92	35.15	-9.7%





MAPLEWOOD

Together We Can

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PUBLIC WORKS

MISSION STATEMENT

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

2012 OBJECTIVES

1. Finalize implementation of Phase One of the Gladstone Neighborhood Redevelopment project, including the Savanna Restoration.
2. Implement final design and right-of-way coordination to allow for the construction of the Highway 36 and English Street tight-diamond interchange in 2013.
3. Maintain a steady Street Reconstruction program to invest into older neighborhoods by replacing deteriorated streets and utilities, and meeting federal and state mandates by implementing stormwater best management practices.
4. Implement a Mill and Overlay project encompassing collector roadways with the greatest surface pavement failures.
5. Successful implementation of the new MS4 permit; including a major upgrade in internal tracking and enforcement on construction sites. Continue reductions of runoff volume and pollutant loading to the MS4 system through adherence to the Stormwater Ordinance and Standards.
6. Coordinate maintenance efforts of personnel in sewer, streets, storm sewer and parks at current levels with maximum efficiency.
7. Continue Infiltration/Inflow Reduction Program for sanitary sewer system with an added focus on implementation with Street Reconstruction projects.
8. Continued professional administration of the right-of-way ordinance, wetland ordinance, tree ordinance and erosion control requirements.
9. Implement a "Local Drainage Improvement" pilot program to assist homeowners and businesses with local flooding and nuisance drainage issues.

Department: Public Works
Program: Administration

Fund # : 101
Program # : 501

Program Description

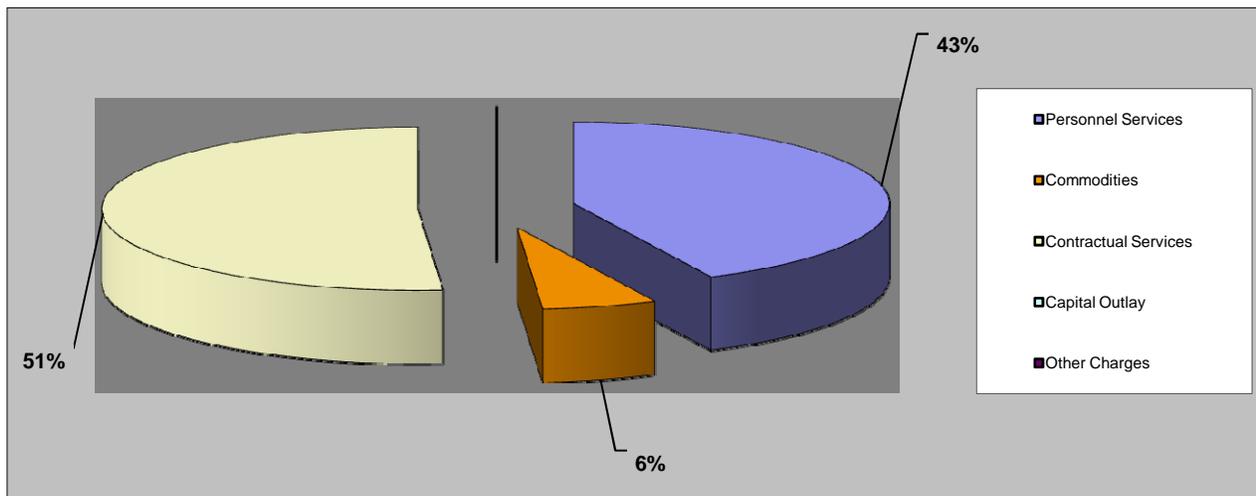
To provide accurate and timely administrative, clerical and financial support services for public works programs and to handle service requests, complaints and inquiries from the public in a courteous and helpful manner.

Program Expenditure Highlights

The reduction in personnel costs is a result of attrition. Consulting fees have also been decreased in this program.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 192,195	\$ 149,032	\$ 121,360	\$ 88,830
Commodities	9,646	11,510	12,170	12,170
Contractual Services	95,773	81,078	116,090	106,330
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 297,614	\$ 241,620	\$ 249,620	\$ 207,330
Percent Change	(-39.1%)	(-18.8%)	3.3%	(-16.9%)
 Full-Time Equivalent positions	 1.80	 1.55	 1.18	 0.95

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Administration	Program #:	501

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Council agenda reports	107	86	80	80
Informational mailings	88	82	85	85
Active projects	56	47	45	42
Neighborhood meetings	14	12	12	12
Web page updates	183	187	195	200
Permits issued	136	184	175	170
E-mails to web site requiring follow-up	83	73	80	85
<u>EFFECTIVENESS INDICATORS</u>				
Hits to Public Works web page	156,080	158,060	165,000	168,000

COMMENTS

It is anticipated that the number of active projects and permits issued will be slightly lower than previous years.

Department: Public Works
Program: Engineering

Fund # : 101
Program # : 503

Program Description

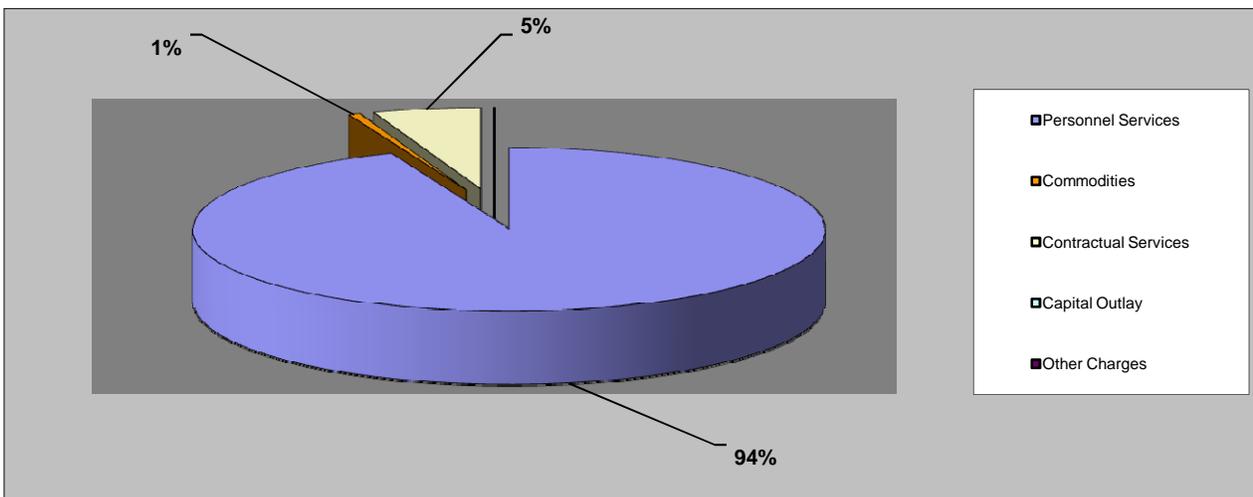
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.

Program Expenditure Highlights

The decrease in personnel services is due to the elimination of an engineering position, transfers of 0.30 FTE to other programs and reduction to OT and Temp Wages.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 875,826	\$ 902,595	\$ 889,690	\$ 760,190
Commodities	5,012	3,774	5,290	4,690
Contractual Services	61,928	49,028	45,510	44,470
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 942,766	\$ 955,397	\$ 940,490	\$ 809,350
Percent Change	17.0%	1.3%	(-1.6%)	(-13.9%)
 Full-Time Equivalent positions	 9.13	 9.90	 8.45	 7.15

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Engineering	Program #:	503

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$1,295,597	\$1,261,922	\$1,325,000	\$1,300,000
Improvements (engineered in-house only)	\$4.8 mil	\$6.6 mil	\$6.0 mil	\$3.3 mil
Improvements (in-house and consultants)	\$7.5 mil	\$10.7 mil	\$11.7 mil	\$6.6 mil
Billable hours	14,059	14,337	12,425	13,100
Total staff hours available	25,904	22,768	18,960	18,200
<u>EFFECTIVENESS INDICATORS</u>				
Staff utilization rate	54%	63%	65%	72%
Percent of improvement costs engineered in-house	64%	62%	51%	50%
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

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 well in excess of 50% for the staff, which shows the program is continuing a high staff assignment rate to projects. The reduction to the street reconstruction is reflected in 2012. Engineering in 2012 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.

Department: Public Works
Program: Fleet Management

Fund # : 702
Program # : 509

Program Description

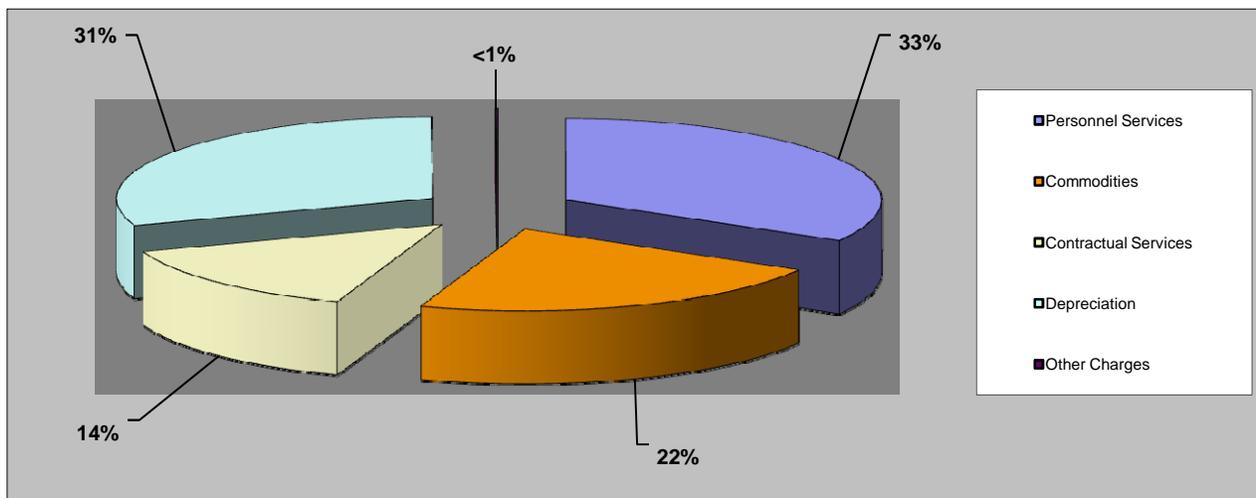
To maintain and repair the vehicles and equipment fleet so that other departments can perform their public services.

Program Expenditure Highlights

There is a slight increase in Personnel Services costs due to an increase in wages, benefits and a re-distribution of costs among programs. There is also an increase in depreciation and fuel costs.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 250,546	\$ 275,268	\$ 291,000	\$ 298,540
Commodities	155,113	201,358	150,130	196,910
Contractual Services	125,008	130,446	122,370	127,540
Depreciation	228,227	245,667	196,020	271,810
Other Charges	23,191	142	460	740
Total	\$ 782,085	\$ 852,881	\$ 759,980	\$ 895,540
Percent Change	(-13.2%)	9.1%	(-10.9%)	17.8%
Less charges to other depts.	(863,232)	(851,232)	(863,230)	(851,240)
Net Total	(81,147)	1,649	(103,250)	44,300
 Full-Time Equivalent positions	 3.35	 3.50	 3.50	 3.50

Program Expenditures by Classification



Department:	Public Works	Fund #:	702
Program:	Fleet Management	Program #:	509

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total vehicles in fleet	263	263	262	262
Hours on work orders	3,497	3,175	3,400	3,400
Total staff hours	5,158	4,999	5,100	5,100
Number of work orders	1,637	1,715	1,715	1,720
Average age of equipment/vehicle	9.0	9.2	9.2	9.3
<u>EFFECTIVENESS INDICATORS</u>				
Percent of chargeable time	68.0%	64.0%	67.0%	67.0%
Work orders per vehicle	6.22	6.52	6.55	6.56

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.

Department: Public Works
Program: Park Maintenance

Fund # : 101
Program # : 602

Program Description

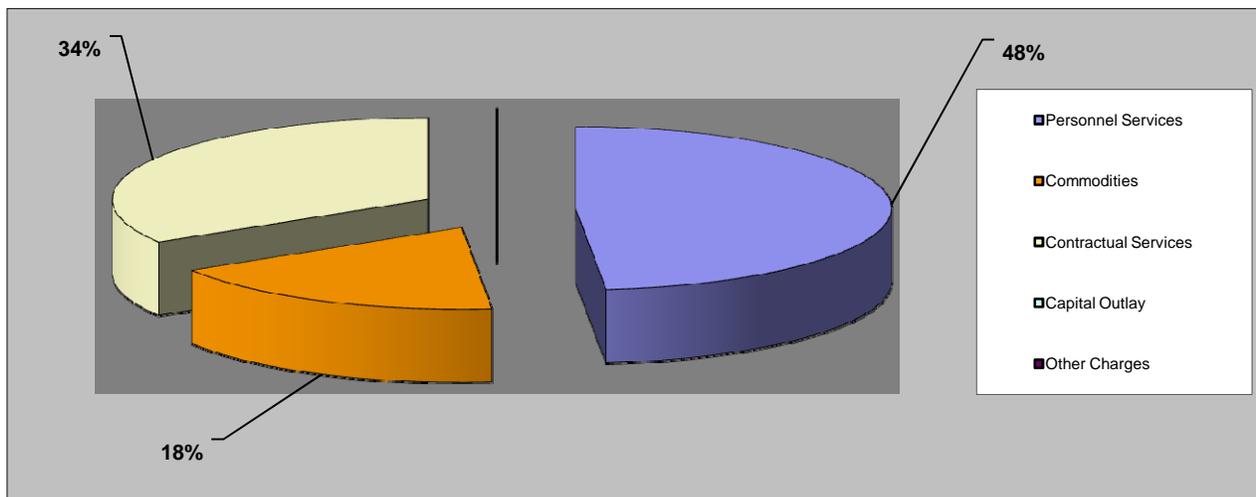
To preserve and maintain the parks, preserves, and campus grounds in a safe, clean and attractive condition for our city residents and visitors.

Program Expenditure Highlights

The decrease in personnel services is due to attrition while the increase in commodities reflects pavement overlay projects for roughly 2 miles of trails.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 526,537	\$ 524,826	\$ 493,860	\$ 470,830
Commodities	54,906	90,590	93,040	172,290
Contractual Services	330,299	304,623	335,520	328,320
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 911,742	\$ 920,039	\$ 922,420	\$ 971,440
Percent Change	(-5.6%)	0.9%	0.3%	5.3%
 Full-Time Equivalent positions	 6.00	 6.00	 6.00	 6.00

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Park Maintenance	Program #:	602

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of acres mowed	250	230	225	205
Number of times athletic fields maintained	1,980	2,150	2,250	2,200
Number of work orders for removal of graffiti	45	45	50	45
<u>EFFECTIVENESS INDICATORS</u>				
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

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. In the last two years staff has seen an increase in the demand for soccer and lacrosse fields.

One hundred and thirty-seven recycling containers were placed in thirty-four parks, at city hall, and at the nature center in 2011. This was done in an effort to increase away-from-home recycling in public spaces. These containers are serviced weekly by park maintenance staff.

Department: Public Works
Program: Sanitary Sewer Operations

Fund # : 601
Program # : 508

Program Description

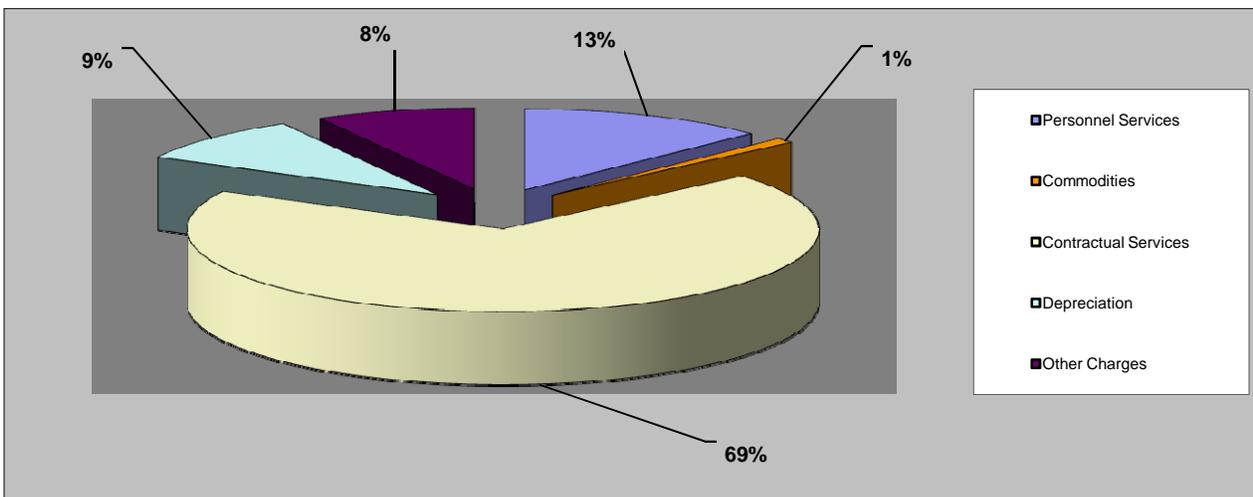
To clean , repair and operate the wastewater infrastructure to minimize interruptions to customers.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 501,727	\$ 458,683	\$ 504,610	\$ 509,070
Commodities	28,412	14,521	38,860	38,530
Contractual Services	2,800,900	2,823,576	2,919,070	2,757,180
Depreciation	362,024	362,365	400,000	367,970
Other Charges	327,792	331,501	328,110	324,630
Total	\$ 4,020,855	\$ 3,990,646	\$ 4,190,650	\$ 3,997,380
Percent Change	3.0%	(-0.8%)	5.0%	(-4.6%)
Full-Time Equivalent positions	6.70	6.05	5.84	5.70

Program Expenditures by Classification



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

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Feet of sewer cleaned	385,522	350,320	310,000	310,000
Hours of sewer cleaning	623	515	500	500
Feet of sewer televised	74,373	44,045	50,000	50,000
Total miles of sewer	155	155	155	155
Sewage volume (MG)	1,600	1,625	1,625	1,625
<u>EFFECTIVENESS INDICATORS</u>				
Percent of system cleaned	47%	40%	38%	38%
Number of backup calls	32	53	45	40
Number of obstructions	3	4	5	5
<u>EFFICIENCY MEASURES</u>				
Feet cleaned per hour	618	680	620	620

COMMENTS

Department: Public Works
Program: Snow and Ice Control

Fund # : 101
Program # : 514

Program Description

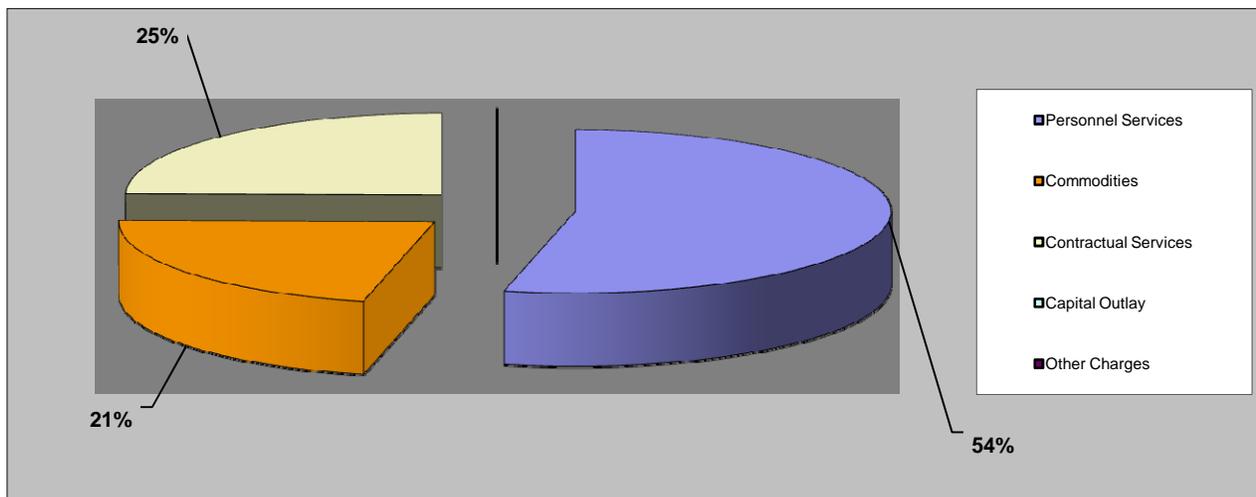
To provide safe winter driving conditions for the community through timely plowing and chemical applications completed within 8 hours after a 3+ inch snowfall; and plow all trails and sidewalks within 48 hours after the completion of all street operations.

Program Expenditure Highlights

The total 2012 budget is similar to the past year, except for a slight increase in personnel services due to an increase in wages and benefits.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 157,329	\$ 225,079	\$ 196,760	\$ 202,570
Commodities	52,700	40,521	81,650	81,650
Contractual Services	92,242	93,176	92,070	93,600
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 302,271	\$ 358,776	\$ 370,480	\$ 377,820
Percent Change	(-3.7%)	18.7%	3.3%	2.0%
 Full-Time Equivalent positions	 1.90	 1.90	 2.20	 2.20

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Snow & Ice Control	Program #:	514

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Hours of plowing and sanding	1,171	1,671	1,500	1,400
Number of plowing events	15	16	15	15
Hours of sanding only	311	240	200	200
Number of sanding events	15	11	20	15
Lane miles maintained	270	270	270	270
Inches of snowfall	47	68	65	50
<u>EFFECTIVENESS INDICATORS</u>				
Dollars per lane-mile	\$1,120	\$1,329	\$1,372	\$1,399
<u>EFFICIENCY MEASURES</u>				
Average hours to plow event	7	8.94	9	9
Employee hours per sand event	21	21.8	22	20

COMMENTS

This program remains very efficient. The department continues to cross-train employees within the department to assist in snow plow operations. The slight increase in average hours to plow is related to an overall reduction of available personnel in Public Works.

Department: Public Works
Program: Storm Sewer Maintenance

Fund # : 604
Program # : 512

Program Description

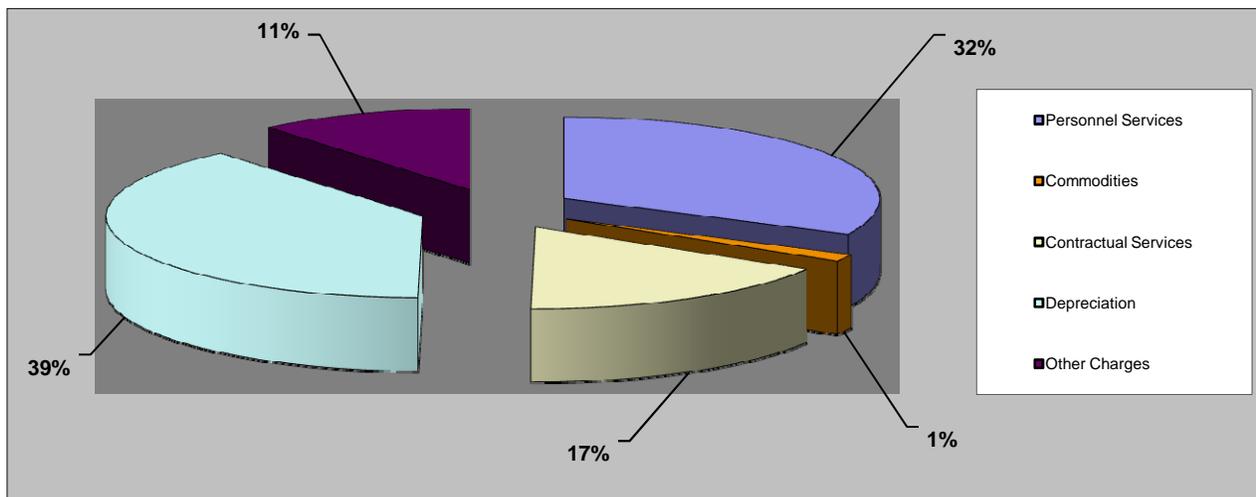
To protect the environment and public safety by providing an adequate storm water system and wetland management program that addresses and enhances the treatment of storm water runoff.

Program Expenditure Highlights

Costs from this program have been transferred to the newly created planning program within the Environmental Utility Fund.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ 452,050	\$ 505,774	\$ 594,640	\$ 364,220
Commodities	31,160	19,415	18,460	16,100
Contractual Services	207,063	230,348	190,640	187,560
Depreciation	416,668	438,285	480,000	438,290
Other Charges	69,408	71,165	92,360	124,710
Total	\$ 1,176,349	\$ 1,264,987	\$ 1,376,100	\$ 1,130,880
Percent Change	4.5%	7.5%	8.8%	(-17.8%)
Full-Time Equivalent positions	5.25	5.40	5.90	3.80

Program Expenditures by Classification



Department:	Public Works	Fund #:	604
Program:	Storm Sewer Maintenance	Program #:	512

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total water bodies	206	208	208	208
Water bodies inspected	0	0	25	25
Total outfalls	405	405	405	405
Outfalls inspected	0	0	100	100
Employee hours of inspection	184	114	300	300
Total sump structures	116	144	145	146
Sump structures inspected	116	144	145	146
Sump structures cleaned	97	58	60	60
Tons of sediment removed	44.25	43	35	40
<u>EFFECTIVENESS INDICATORS</u>				
Percent of devices maintained	100%	100%	100%	100%
<u>EFFICIENCY MEASURES</u>				
Number of hours/water body	0	0	0	2.0

COMMENTS

This program was new in 2004 and shows the growth of information, inspection and the dedication of personnel to the storm sewer program responsibilities. This is a major growth program as the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit require additional inspections and maintenance activities to meet the storm water goals of the region. The 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.

Department: Public Works
Program: Street Lights and Signals

Fund # : 607
Program # : 506

Program Description

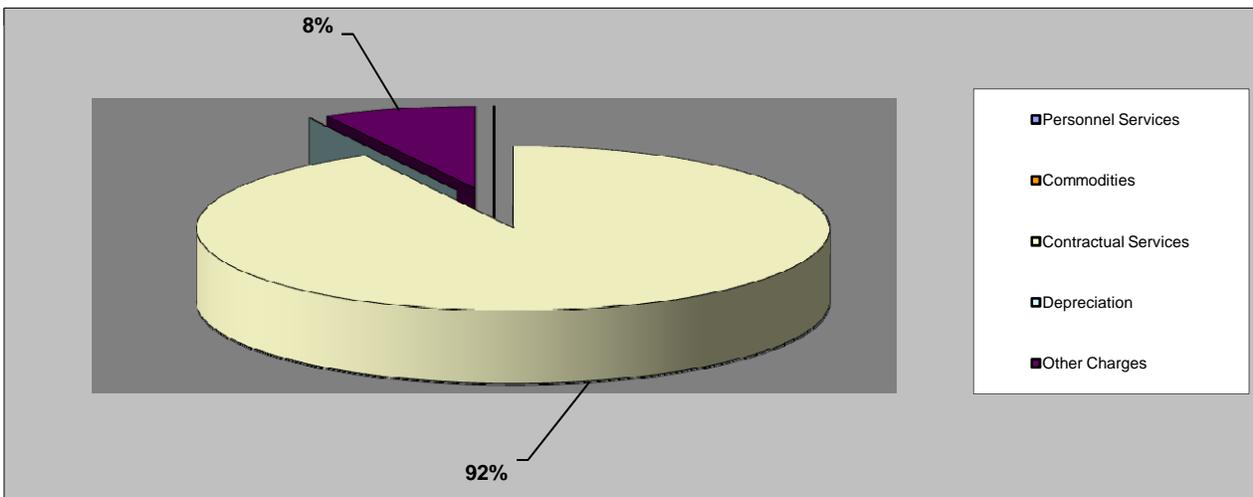
To maintain and operate street lights and traffic signals.

Program Expenditure Highlights

Program costs are expected to slightly increase with additional special lighting to be installed along County Road D (Southlawn to WB Ave.) and on White Bear Avenue (County Rd. D to Beam Ave).

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	174,407	166,369	192,100	193,870
Depreciation	-	-	-	-
Other Charges	10,378	10,155	13,370	16,300
Total	\$ 184,785	\$ 176,524	\$ 205,470	\$ 210,170
Percent Change	2.1%	(-4.5%)	16.4%	2.3%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Public Works	Fund #:	607
Program:	Street Lights & Signals	Program #:	506

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of street lights	1,068	1,070	1,070	1,110
Number of traffic signals	49	49	51	51
<u>EFFECTIVENESS INDICATORS</u>				
Average cost per street light	\$173	\$165	\$192	\$189

COMMENTS

Department: Public Works
Program: Street Maintenance

Fund # : 101
Program # : 502

Program Description

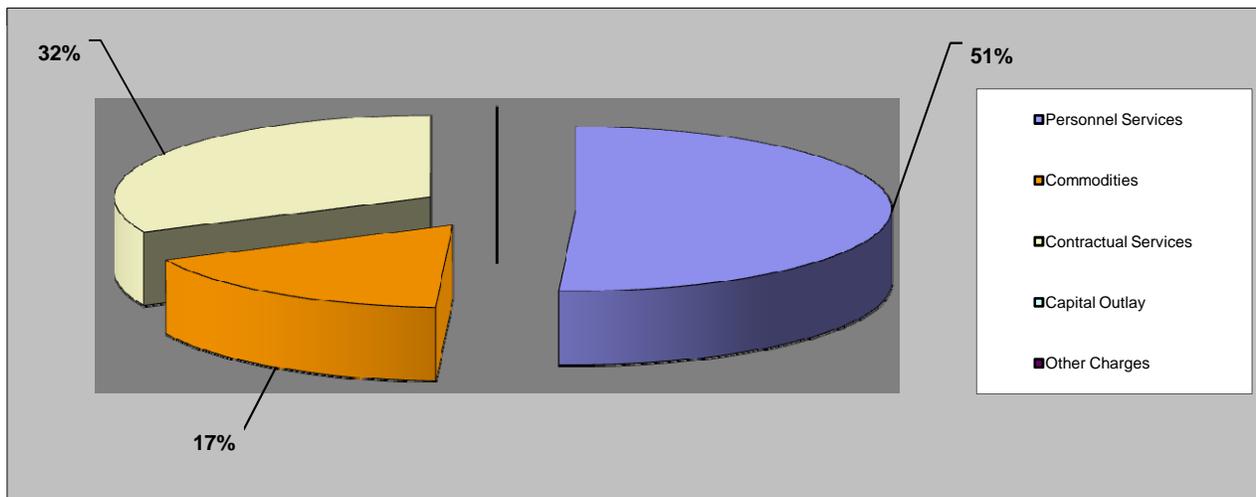
To keep the city streets in a safe and good condition through timely maintenance.

Program Expenditure Highlights

The total 2012 budget is similar to the past year, except for a slight increase in personnel services due to an increase in wages and benefits.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 383,060	\$ 360,555	\$ 395,820	\$ 409,670
Commodities	92,390	90,357	135,710	138,560
Contractual Services	226,654	235,818	255,540	257,460
Capital Outlay	-	-	-	-
Other Charges	-	285	-	-
Total	\$ 702,104	\$ 687,015	\$ 787,070	\$ 805,690
Percent Change	3.1%	(-2.1%)	14.6%	2.4%
 Full-Time Equivalent positions	 4.25	 4.25	 4.70	 4.70

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Street Maintenance	Program #:	502

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total lane miles of streets	270	270	270	270
Lane miles assessed/rated	115	26	68	68
Lane miles above 70 PCI	168	171	176	180
Lane miles seal coated	0	0	0	0
Tonnage of repair material	669	592	550	500
<u>EFFECTIVENESS INDICATORS</u>				
Percent in good condition	62%	63%	65%	67%
Percent seal coated	0%	0%	0%	0%
Percent of system assessed	43%	10%	25%	25%

COMMENTS

The investment in the City's road reconstruction program is shown in the mileage of streets expected to be above the good rating of 70 PCI. The goal of the department is to get at least 75% of 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.

Department: Public Works
Program: Street Sweeping

Fund # : 604
Program # : 513

Program Description

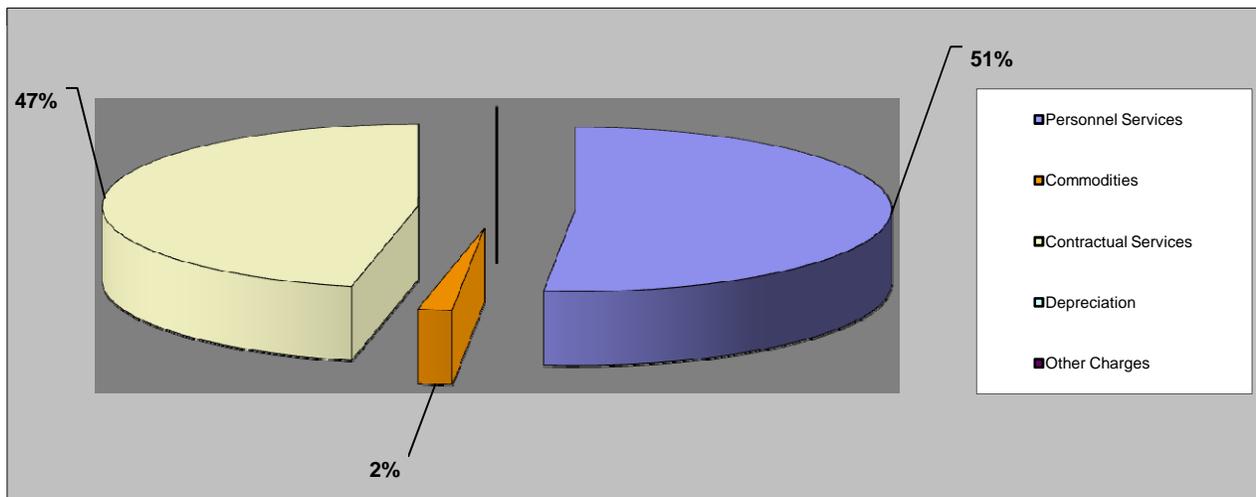
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street five times per year.

Program Expenditure Highlights

The total 2012 is similar to the past year, except for a slight increase in personnel services due to an increase in wages and benefits.

<u>Program Expenditures</u>	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>
Personnel Services	\$ 96,480	\$ 87,871	\$ 98,680	\$ 102,100
Commodities	1,358	1,430	4,610	3,450
Contractual Services	83,846	90,173	92,190	92,260
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 181,684	\$ 179,474	\$ 195,480	\$ 197,810
Percent Change	(-3.0%)	(-1.2%)	8.9%	1.2%
 Full-Time Equivalent positions	 1.05	 1.05	 1.15	 1.15

Program Expenditures by Classification



Department:	Public Works	Fund #:	604
Program:	Street Sweeping	Program #:	513

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Lane miles swept	1,350	1,215	1,350	1,350
Total lane miles	270	270	270	270
Employee hours sweeping	1,865	1,457	1,700	1,700
Tonnage collected	2,219	1,823	1,500	1,400
<u>EFFECTIVENESS INDICATORS</u>				
Times swept per year	5	4.5	5	5
1 st sweep completion date	4/16	4/6	4/21	4/15
<u>EFFICIENCY MEASURES</u>				
Cost per lane mile swept	\$135	\$148	\$145	\$147
Cost per capita	\$4.81	\$4.72	\$5.08	\$5.07

COMMENTS

This program is maintaining a steady pace of implementation. The indicators show that the average date of completion of the first sweep is within the first 15 days of April which 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 fall sweeping was cut short due to the early winter season.

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 – 38,018
 2011 – 38,518
 2012 – 39,018

Department: Public Works
Program: Transit Operations

Fund # : 101
Program # : 515

Program Description

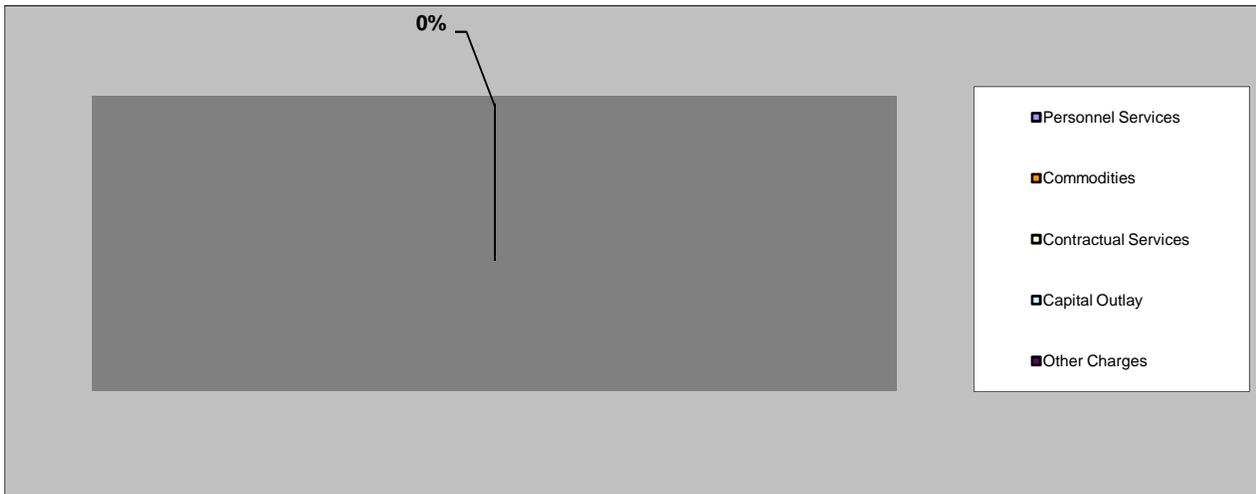
To provide safe, reliable and affordable public transportation for everyone in Maplewood, North St. Paul and Oakdale.

Program Expenditure Highlights

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.

<u>Program Expenditures</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	32,998	-	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 32,998	\$ -	\$ -	\$ -
Percent Change	0.1%	(-100.0%)	#DIV/0!	#DIV/0!
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Transit Operations	Program #:	515

Performance Measures	2009 Actual	2010 Actual	2011 Estimate	2012 Estimate
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OUTPUTS/WORKLOAD

Ridership	114,320	N/A	N/A	N/A
Buses	4	N/A	N/A	N/A

EFFECTIVENESS INDICATORS

Subsidy per passenger	\$4.45	N/A	N/A	N/A
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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. This fund was reclassified to an Internal Service Fund in 2011.

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

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

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

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

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

Enterprise Funds

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

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

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

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

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

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

Internal Service Funds

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

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

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

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

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 RE-EST.	2012 BUDGET
Revenues:					
Taxes - current property	\$11,069,531	\$11,809,686	\$12,109,850	\$12,049,660	\$11,774,800
Taxes - other	160,887	162,637	283,650	135,880	135,880
Special assessments	41,560	31,537	37,430	32,120	32,120
Licenses and permits	1,152,252	1,131,215	1,204,400	1,065,310	1,104,710
Fines and forfeits	205,491	225,774	221,490	216,480	216,480
Intergovernmental	722,194	879,306	812,940	916,830	983,080
Charges for services	3,498,545	3,419,476	3,516,560	3,543,630	3,571,260
Miscellaneous	119,557	162,067	184,410	91,660	95,920
Total revenues	16,970,017	17,821,697	18,370,730	18,051,570	17,914,250
Expenditures:					
Citizen Services	1,133,826	1,092,598	1,176,120	1,059,280	1,077,510
Community Development	1,217,598	1,107,834	1,142,120	1,081,250	1,104,460
Executive	793,206	783,067	955,700	867,410	841,190
Finance	692,459	680,106	740,310	686,450	757,240
Fire	1,505,413	1,692,396	1,789,070	1,675,620	1,757,410
Information Technology	514,924	486,963	540,950	499,380	548,720
Legislative	143,030	144,742	159,020	143,240	160,530
Parks	417,704	450,006	463,990	460,480	477,620
Police	7,331,182	7,399,878	7,808,730	7,794,140	8,045,710
Public Works	3,189,494	3,162,847	3,270,080	3,283,980	3,171,630
Total expenditures	16,938,836	17,000,437	18,046,090	17,551,230	17,942,020
Excess (deficit) of revenues over expenditures	31,181	821,260	324,640	500,340	(27,770)
Other financing sources (uses):					
Proceeds - Sale of Capital Assets	118,099	76,292	73,320	55,900	55,900
Operating transfers in (out):					
Capital Improvement Projects Fund	0	0	0	(50,000)	0
Community Center Operations Fund	0	0	0	(211,000)	0
Debt Service Fund	(350,000)	0	0	0	0
FireTruck Replacement Fund	(45,000)	0	0	0	0
Information Technology Fund	0	0	0	(90,000)	0
Risk Management Fund	0	(75,000)	(60,000)	(60,000)	0
Park Development Fund (equipment)	0	12,000	(30,000)	(30,000)	(30,000)
Police Expansion fund	0	0	0	(170,000)	0
Open Space Fund	0	0	(5,000)	(5,000)	(5,000)
Housing Replacement Fund	0	0	(10,000)	(10,000)	(10,000)
Commercial Property Redevelopment PIP fund	5,696	11,060	0	0	0
Taste of Maplewood	0	(80,411)	(35,000)	(6,500)	(19,500)
Public Safety Communication System Fund	0	40,517	0	0	0
Recreation Programs Fund	0	0	0	(16,860)	0
Total other financing sources (uses)	(271,205)	(15,542)	(76,680)	(603,460)	(18,600)
Net change in fund balance	(240,024)	805,719	247,960	(103,120)	(46,370)
Fund balance - January 1	6,752,160	6,512,136	6,501,087	7,317,855	7,214,735
Fund balance - December 31	\$6,512,136	\$7,317,855	\$6,749,047	\$7,214,735	\$7,168,365
Fund balance/revenues	38.4%	41.1%	36.7%	40.0%	40.0%
Fund balance/expenditures	38.4%	43.0%	37.4%	41.1%	40.0%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Taxes:</u>					
3021 Taxes - charitable gambling	\$23,617	\$21,479	\$20,000	\$20,000	\$20,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	284	28	50	0	0
Total revenues	23,900	21,507	20,050	20,000	20,000
<u>Expenditures:</u>					
4480 Fees for service	29,851	17,564	21,550	21,750	25,000
4530 Outside rental - property & building	8,560	3,240	3,450	3,450	5,000
4640 Equipment - other	6,204	0	0	0	0
4930 Investment management fees	141	115	120	0	120
Total expenditures	44,756	20,919	25,120	25,200	30,120
Excess (deficit) of revenues over expenditures	(20,855)	589	(5,070)	(5,200)	(10,120)
Fund balance - January 1	47,788	26,933	21,863	27,522	22,322
Fund balance - December 31	\$26,933	\$27,522	\$16,793	\$22,322	\$12,202
Fund balance/expenditures	60.2%	131.6%	66.9%	88.6%	40.5%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 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	135,000	0	0
<hr/>					
Total expenditures	0	0	135,000	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	0	0	(135,000)	0	0
<hr/>					
Fund balance - January 1	0	0	75,000	0	0
<hr/>					
Fund balance - December 31	\$0	\$0	(\$60,000)	\$0	\$0
<hr/>					
Fund balance/expenditures	N/A	N/A	-44.4%	N/A	N/A

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
Investment earnings	\$0	\$0	\$0	\$3,230	\$6,710
Miscellaneous	0	1,000	0	0	0
Total revenues	0	1,000	0	3,230	6,710
<u>Expenditures:</u>					
Other	0	0	0	0	3,200
Total expenditures	0	0	0	0	3,200
Excess (deficit) of revenues over expenditures	0	1,000	0	3,230	3,510
Fund balance - January 1	0	0	0	1,000	4,230
Fund balance - December 31	\$0	\$1,000	\$0	\$4,230	\$7,740
Fund balance/expenditures	N/A	N/A	N/A	N/A	241.9%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Fines and Forfeits:</u>					
3403 Confiscated property	\$6,356	\$4,963	\$9,750	\$11,490	\$5,660
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	442	43	100	100	100
3803 Donations & contributions	500	0	0	0	0
3804 Sale of property	0	19,271	0	0	0
Total revenues	7,298	24,277	9,850	11,590	5,760
<u>Expenditures:</u>					
4480 Fees for service	1,122	0	0	80	0
4610 Vehicles	22,422	36,606	26,000	22,380	0
4930 Investment management fees	229	175	0	120	80
Total expenditures	23,773	36,781	26,000	22,580	80
Excess (deficit) of revenues over expenditures	(16,475)	(12,504)	(16,150)	(10,990)	5,680
Fund balance - January 1	57,573	41,097	16,217	28,594	17,604
Fund balance - December 31	\$41,097	\$28,594	\$67	\$17,604	\$23,284
Fund balance/expenditures	172.9%	77.7%	0.3%	78.0%	29104.5%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Taxes:</u>					
3011 Taxes	\$232,972	\$251,840	\$209,850	\$209,850	\$168,000
<u>Intergovernmental Revenue:</u>					
3542 Other government - JPA	0	0	0	52,000	25,000
3544 Other government - misc. grants	0	0	0	1,000	0
<u>Charges for Services:</u>					
3641 Recreation program fees	373,095	340,523	391,750	391,750	421,420
3646 Gate receipts	827	208	500	500	0
3649 Miscellaneous	469	175	0	0	600
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	(22)	(23)	0	0	0
3803 Donations & contributions	1,362	0	0	0	0
3809 Miscellaneous	(507)	(121)	0	0	0
3862 Snack bar sales	2,363	3,579	3,000	3,000	3,000
3872 Rentals - room	33,964	39,538	26,500	26,500	40,000
<hr/>					
Total revenues	644,524	635,720	631,600	684,600	658,020
<hr/>					
Total expenditures	659,304	545,546	676,900	639,720	727,110
<hr/>					
Excess (deficit) of revenues over expenditures	(14,780)	90,174	(45,300)	44,880	(69,090)
<u>Other financing sources (uses):</u>					
General Fund	0	0	0	16,860	0
<hr/>					
Fund balance - January 1	(3,382)	(18,163)	25,364	72,012	133,752
<hr/>					
Fund balance - December 31	(\$18,163)	\$72,012	(\$19,936)	\$133,752	\$64,662
<hr/>					
Fund balance/expenditures	-2.8%	13.2%	-2.9%	20.9%	8.9%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Licenses and Permits:</u>					
Miscellaneous	\$4,970	\$13,408	\$10,000	\$4,225	\$6,500
<u>Miscellaneous Revenue:</u>					
Investment earnings	(28)	(41)	0	0	0
Other	6,507	1,185	0	0	0
Advertising	8,466	16,600	15,000	13,750	15,000
 Total revenues	 19,915	 31,152	 25,000	 17,975	 21,500
<u>Expenditures:</u>					
Personnel	0	5,659	0	3,255	0
Commodities	2,674	7,464	0	365	0
Contractual services	36,038	79,060	60,000	21,340	41,000
 Total expenditures	 38,712	 92,184	 60,000	 24,960	 41,000
Excess (deficit) of revenues over expenditures	(18,797)	(61,032)	(35,000)	(6,985)	(19,500)
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	80,411	35,000	6,500	19,500
Net increase (decrease) in fund balance	(18,797)	19,379	0	(485)	0
Fund balance - January 1	0	(18,797)	0	583	98
Fund balance - December 31	(\$18,797)	\$583	\$0	\$98	\$98
Fund balance/expenditures	-48.6%	0.6%	0.0%	0.4%	0.2%

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3801	\$237	\$27	\$100	\$50	\$30
3854	0	250	0	1,000	10,000
<hr/>					
Total revenues	237	277	100	1,050	10,030
<hr/>					
<u>Expenditures:</u>					
4290	5,344	6,263	13,200	5,000	6,200
4400	0	190	0	0	190
4490	0	2,306	0	7,500	6,700
4930	113	108	110	50	110
<hr/>					
Total expenditures	\$5,457	\$8,867	\$13,310	\$12,550	\$13,200
<hr/>					
Excess (deficit) of revenues over expenditures	(5,220)	(8,590)	(13,210)	(11,500)	(3,170)
<hr/>					
Fund balance - January 1	28,971	23,751	21,051	15,161	3,661
<hr/>					
Fund balance - December 31	\$23,751	\$15,161	\$7,841	\$3,661	\$491
<hr/>					
Fund balance/expenditures	435.2%	171.0%	58.9%	29.2%	3.7%

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

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
Ambulance fees	\$1,294,178	\$1,683,496	\$2,201,300	\$1,851,850	\$1,907,410
Total revenues	1,294,178	1,683,496	2,201,300	1,851,850	1,907,410
<u>Operating expenses:</u>					
Personnel services	1,237,312	1,465,792	1,585,360	1,475,360	1,535,380
Materials and supplies	126,087	119,308	138,750	138,750	119,350
Contractual services	279,828	357,740	394,960	394,960	388,930
203 Billing	54,582	51,797	41,170	51,800	41,470
4950 Administration	405,253	321,137	321,140	321,140	320,320
4795 Depreciation	55,006	61,292	59,250	61,290	54,590
Total expenses	2,158,068	2,377,066	2,540,630	2,443,300	2,460,040
Operating income (loss)	(863,890)	(693,569)	(339,330)	(591,450)	(552,630)
<u>Nonoperating revenues (expenses):</u>					
Property tax revenue	(188)	(31)	0	0	336,000
Special Assessments	(1,290)	1,135	0	1,130	1,160
State fire aid	74,390	71,993	69,770	65,520	65,520
Miscellaneous revenues (expenses)	3,489	6,111	0	0	0
Loss on disposal of fixed assets	0	(4,648)	0	0	0
Interest on interfund loans	(11,935)	(2,216)	(7,900)	(8,570)	(9,500)
Total nonoperating revenues (expenses)	64,466	72,343	61,870	58,080	393,180
Net income (loss) before contributions	(799,425)	(621,226)	(277,460)	(533,370)	(159,450)
Net assets - January 1	475,733	(323,691)	(609,551)	(944,917)	(1,478,287)
Net assets - December 31	(\$323,691)	(\$944,917)	(\$887,011)	(\$1,478,287)	(\$1,637,737)

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	(\$799,425)	(\$621,226)	(\$277,460)	(\$533,370)	(\$159,450)
Add depreciation	55,006	61,292	59,250	61,290	54,590
Change in current assets	732,461	14,218	0	0	0
Change in current liabilities	(26,511)	(9,270)	0	0	0
Purchase of fixed assets	(148,220)	(44,323)	(117,500)	0	0
Sale of fixed assets/non cash activity	0	5,716	0	0	0
Net increase (decrease) in cash	(186,689)	(593,592)	(335,710)	(472,080)	(104,860)
Cash balance - January 1	(1,422,032)	(1,608,721)	(1,853,320)	(2,202,313)	(2,674,393)
Cash balance - December 31	(\$1,608,721)	(\$2,202,313)	(\$2,189,030)	(\$2,674,393)	(\$2,779,253)

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

PROG NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
001	\$1,193,938	\$1,166,724	\$1,229,630	\$1,179,630	\$1,229,400
002	273,231	243,705	294,020	294,020	242,700
003	4,917	1,932	0	0	0
021	39,650	79,168	65,000	65,000	110,000
022	142,133	112,718	121,000	121,000	139,000
023	6,512	6,592	6,500	6,500	0
024	21,523	18,309	19,500	19,500	14,000
025	121,787	121,756	134,000	134,000	135,220
026	0	0	0	0	8,000
060	0	11,800	12,200	12,200	16,500
061	10,866	13,599	12,000	12,000	9,000
062	46,968	27,154	30,500	30,500	15,390
063	3,386	3,390	2,400	2,400	2,600
064	56,526	8,967	2,700	2,700	17,500
065	24,784	23,465	24,620	24,620	28,000
067	20,271	0	0	0	0
068	24,500	24,500	20,000	20,000	22,000
069	0	15,642	18,400	18,400	7,500
070	0	7,399	18,400	18,400	19,000
071	0	11,537	13,400	13,400	14,000
072	0	3,354	4,600	4,600	4,250
073	0	2,742	2,840	2,840	2,100
074	0	8,579	8,420	8,420	8,750
075	0	5,547	4,830	4,830	4,000
076	0	1,813	2,280	2,280	2,000
077	0	394	1,510	1,510	3,000
078	0	390	2,920	2,920	0
	<u>1,990,992</u>	<u>1,921,175</u>	<u>2,051,670</u>	<u>2,001,670</u>	<u>2,053,910</u>
<u>Operating expenses:</u>					
001	549,936	616,048	639,300	565,270	613,150
002	132,786	123,058	141,260	141,260	72,250
003	108,452	59,613	39,940	39,940	53,980
021	19,370	30,951	27,250	27,250	43,450
022	18,672	26,724	19,890	19,890	26,560
023	27,956	23,174	31,640	31,640	0
024	13,030	12,020	13,610	13,610	0
025	47,954	43,460	46,720	46,720	44,190
060	0	7,902	9,970	9,970	9,750
061	269,357	273,637	284,130	284,130	266,240
062	22,021	5,815	6,450	6,450	3,810
063	102	125	300	300	300
064	176,262	149,622	141,110	141,110	180,910
065	17,957	19,066	15,430	15,430	22,750
067	11,364	1,010	0	0	0
068	9,831	9,706	9,960	9,960	10,030
069	0	15,153	12,760	12,760	3,900
070	0	9,597	13,950	13,950	13,730
071	0	6,809	6,700	6,700	8,250
072	0	2,011	2,300	2,300	2,280
073	0	1,888	1,200	1,200	1,200
074	0	4,296	4,300	4,300	4,300
075	0	2,782	1,570	1,570	0
076	0	1,235	1,140	1,140	1,140
077	0	1,801	2,490	2,490	2,560
078	0	804	1,460	1,460	0
614	913,200	896,139	925,860	925,860	925,760
	<u>2,338,248</u>	<u>2,344,446</u>	<u>2,400,690</u>	<u>2,326,660</u>	<u>2,310,490</u>
Operating income (loss) before depreciation	(347,256)	(423,271)	(349,020)	(324,990)	(256,580)
<u>Other revenues (expenses):</u>					
Property tax revenue	280,518	208,597	317,100	317,100	442,000
Transfer in from General Fund	0	0	0	211,000	0
Miscellaneous revenues (expenses)	1,980	(1,058)	0	0	0
Depreciation	(291,943)	(293,401)	(255,840)	(255,840)	(293,870)
Extraordinary item	0	0	0	(225,000)	(25,000)
Interest on interfund loans	(2,101)	(491)	(18,310)	(5,000)	(5,000)
Total other revenues (expenses)	<u>(11,546)</u>	<u>(86,353)</u>	<u>42,950</u>	<u>42,260</u>	<u>118,130</u>
Change in net assets	(358,801)	(509,624)	(306,070)	(282,730)	(138,450)
Net assets - January 1	<u>8,415,864</u>	<u>8,057,063</u>	<u>7,668,475</u>	<u>7,547,439</u>	<u>7,264,709</u>
Net assets - December 31	<u>\$8,057,063</u>	<u>\$7,547,439</u>	<u>\$7,362,405</u>	<u>\$7,264,709</u>	<u>\$7,126,259</u>

CITY OF MAPLEWOOD, MINNESOTA
COMMUNITY CENTER OPERATIONS FUND (602)
STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss)	(\$358,801)	(\$509,624)	(\$306,070)	(\$282,730)	(\$138,450)
Add depreciation	291,943	293,401	255,840	255,840	293,870
Change in deferred revenue	31,755	0	0	0	0
Change in current assets	16,526	(1,334)	0	0	0
Change in other liabilities	227	(762)	0	0	0
Purchase of fixed assets	(14,576)	(9,158)	0	0	0
Net increase (decrease) in cash	<u>(32,927)</u>	<u>(227,477)</u>	<u>(50,230)</u>	<u>(26,890)</u>	<u>155,420</u>
Cash balance - January 1	<u>(262,282)</u>	<u>(295,209)</u>	<u>(393,796)</u>	<u>(522,686)</u>	<u>(549,576)</u>
Cash balance - December 31	<u><u>(\$295,209)</u></u>	<u><u>(\$522,686)</u></u>	<u><u>(\$444,026)</u></u>	<u><u>(\$549,576)</u></u>	<u><u>(\$394,156)</u></u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3651 Environmental utility charges	\$1,617,338	\$1,736,452	\$1,903,610	\$1,868,930	\$2,011,520
Total revenues	<u>1,617,338</u>	<u>1,736,452</u>	<u>1,903,610</u>	<u>1,868,930</u>	<u>2,011,520</u>
<u>Operating expenses:</u>					
Nature center	70,441	69,710	72,330	72,330	73,170
Planning	0	0	0	0	285,590
Storm sewer maintenance	643,729	714,820	767,500	767,500	527,880
Street sweeping	181,684	179,474	195,480	195,480	197,810
4485 Billing	46,544	40,716	36,300	36,300	40,000
4950 Administration	69,408	69,400	92,300	92,300	122,760
4795 Depreciation	416,668	438,285	480,000	480,000	438,290
Total expenses	<u>1,428,474</u>	<u>1,512,404</u>	<u>1,643,910</u>	<u>1,643,910</u>	<u>1,685,500</u>
Operating income (loss)	188,864	224,047	259,700	225,020	326,020
<u>Nonoperating revenues (expenses):</u>					
3110 Special assessments	0	31,084	0	0	0
3801 Investment earnings	(1,717)	438	(310)	1,750	2,610
3809 Miscellaneous income	9,977	0	0	0	0
3899 Gain/(loss) on disposal of property	0	(30,653)	0	0	0
4930 Investment management fees	0	(1,766)	0	(2,000)	(1,950)
Total nonoperating revenues (expenses)	<u>8,260</u>	<u>(896)</u>	<u>(310)</u>	<u>(250)</u>	<u>660</u>
Net income (loss) before contributions and transfers	197,124	223,151	259,390	224,770	326,680
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(127,000)	(397,298)	(1,900,000)	(2,076,200)	(396,200)
Amount to be bonded for	0	0	1,600,000	1,910,200	0
Debt Service Fund	(112,660)	(174,650)	(194,540)	(193,050)	(301,460)
Storm Cleanup Fund	0	0	0	(100,000)	0
City Dump Remediation Fund	0	0	0	(29,000)	(50,000)
Fire Training Facility Fund	0	(15,000)	(60,000)	(250,000)	0
Park Development Fund	0	0	(200,000)	(25,000)	(100,000)
Capital Contributions	<u>3,672,480</u>	<u>1,342,559</u>	<u>0</u>	<u>0</u>	<u>0</u>
Change in net assets	3,629,944	978,762	(495,150)	(538,280)	(520,980)
Net assets - January 1	<u>14,272,822</u>	<u>17,902,765</u>	<u>18,509,526</u>	<u>18,881,528</u>	<u>18,343,248</u>
Net assets - December 31	<u>\$17,902,765</u>	<u>\$18,881,528</u>	<u>\$18,014,376</u>	<u>\$18,343,248</u>	<u>\$17,822,268</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	\$197,124	\$223,151	\$259,390	\$224,770	\$326,680
Add depreciation	416,668	438,285	480,000	480,000	438,290
Change in current assets	(2,790)	(41,121)	0	0	0
Change in current liabilities	(2,820)	(12,965)	0	0	0
Sale of fixed assets/non cash activity	0	30,653	0	0	0
Transfers in (out)	<u>(239,660)</u>	<u>(586,948)</u>	<u>(754,540)</u>	<u>(763,050)</u>	<u>(847,660)</u>
Net increase (decrease) in cash	368,522	51,056	(15,150)	(58,280)	(82,690)
Cash balance - January 1	<u>(217,429)</u>	<u>151,092</u>	<u>37,853</u>	<u>202,149</u>	<u>143,869</u>
Cash balance - December 31	<u>\$151,092</u>	<u>\$202,149</u>	<u>\$22,703</u>	<u>\$143,869</u>	<u>\$61,179</u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3534	\$72,570	\$73,475	\$73,480	\$73,480	\$73,480
3781	392,550	394,433	415,800	414,150	414,150
	<u>465,120</u>	<u>467,908</u>	<u>489,280</u>	<u>487,630</u>	<u>487,630</u>
<u>Operating expenses:</u>					
	50,874	64,673	85,460	85,460	81,230
	14,872	2,282	7,390	7,390	10,400
	368,595	399,246	522,220	522,220	513,880
4950	39,330	39,330	49,290	49,290	49,290
	<u>473,671</u>	<u>505,530</u>	<u>664,360</u>	<u>664,360</u>	<u>654,800</u>
	(8,551)	(37,622)	(175,080)	(176,730)	(167,170)
<u>Nonoperating revenues (expenses):</u>					
3801	4,198	584	2,490	1,590	1,360
3809	1,700	6,442	0	0	0
4930	(2,824)	(2,352)	(1,100)	(1,900)	(1,020)
	<u>3,074</u>	<u>4,674</u>	<u>1,390</u>	<u>(310)</u>	<u>340</u>
	(5,478)	(32,948)	(173,690)	(177,040)	(166,830)
	<u>536,985</u>	<u>531,507</u>	<u>509,577</u>	<u>498,559</u>	<u>321,519</u>
	<u>\$531,507</u>	<u>\$498,559</u>	<u>\$335,887</u>	<u>\$321,519</u>	<u>\$154,689</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	(\$5,478)	(\$32,948)	(\$173,690)	(\$177,040)	(\$166,830)
Change in current assets	(398)	7,321	0	0	0
Change in current liabilities	44,336	(44,154)	0	0	0
Net increase (decrease) in cash	38,460	(69,781)	(173,690)	(177,040)	(166,830)
Cash balance - January 1	<u>479,055</u>	<u>517,515</u>	<u>495,585</u>	<u>447,734</u>	<u>270,694</u>
Cash balance - December 31	<u>\$517,515</u>	<u>\$447,734</u>	<u>\$321,895</u>	<u>\$270,694</u>	<u>\$103,864</u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$4,001	\$5,344	\$4,000	\$4,000	\$4,300
3651 Sewer billings	4,132,607	4,440,773	4,731,420	4,510,440	4,645,750
Total revenues	<u>4,136,608</u>	<u>4,446,117</u>	<u>4,735,420</u>	<u>4,514,440</u>	<u>4,650,050</u>
<u>Operating expenses:</u>					
Personnel services	501,727	458,683	504,610	504,610	509,070
Materials and supplies	28,412	14,521	38,860	38,860	38,530
Contractual services	215,323	212,669	257,700	257,700	260,940
4485 Billing	23,780	40,306	36,110	36,110	36,110
4510 Sewage treatment	2,561,797	2,570,600	2,625,260	2,625,260	2,460,130
4950 Administration	323,960	323,960	323,960	323,960	323,960
4795 Depreciation	362,024	362,365	400,000	400,000	367,970
Total expenses	<u>4,017,023</u>	<u>3,983,104</u>	<u>4,186,500</u>	<u>4,186,500</u>	<u>3,996,710</u>
Operating income (loss)	119,586	463,013	548,920	327,940	653,340
<u>Nonoperating revenues (expenses):</u>					
3160 Special assessment penalties & interest	53	24	50	50	0
3801 Investment earnings	7,455	645	690	4,870	3,330
3809 Miscellaneous revenues	6,632	6,854	0	0	0
4975 Miscellaneous expenses	0	(5,222)	(4,120)	(4,120)	0
3980 Gain/(loss) on disposal of property	576	0	0	0	0
4930 Investment management fees	(3,833)	(2,319)	(30)	(970)	(670)
Total nonoperating revenues (expenses)	<u>10,883</u>	<u>(18)</u>	<u>(3,410)</u>	<u>(170)</u>	<u>2,660</u>
Net income (loss) before contributions and transfers	130,469	462,995	545,510	327,770	656,000
<u>Transfers in (out):</u>					
Public Improvement Projects Fund (net)	(428,600)	(112,152)	(402,000)	(412,400)	(406,900)
Debt Service	(293,925)	(184,400)	(269,150)	(269,150)	(266,930)
Sewer Lift Station projects	0	0	(260,000)	(355,860)	0
Fish Creek Open Space	0	0	(700,000)	0	0
Capital contributions	<u>1,306,819</u>	<u>330,845</u>	<u>0</u>	<u>0</u>	<u>0</u>
Change in net assets	714,763	497,288	(1,085,640)	(709,640)	(17,830)
Net assets - January 1	<u>11,669,644</u>	<u>12,384,407</u>	<u>12,408,467</u>	<u>12,881,695</u>	<u>12,172,055</u>
Net assets - December 31	<u>\$12,384,407</u>	<u>\$12,881,695.29</u>	<u>\$11,322,827</u>	<u>\$12,172,055</u>	<u>\$12,154,225</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	\$130,469	\$462,995	\$545,510	\$327,770	\$656,000
Add depreciation	362,024	362,365	400,000	400,000	367,970
Change in current assets	86,391	153,253	0	0	0
Change in current liabilities	(3,015)	765	0	0	0
Transfers in (out)	<u>(722,525)</u>	<u>(296,552)</u>	<u>(1,631,150)</u>	<u>(1,037,410)</u>	<u>(673,830)</u>
Net increase (decrease) in cash	(146,656)	682,827	(685,640)	(309,640)	350,140
Cash balance - January 1	<u>438,627</u>	<u>291,970</u>	<u>(208,260)</u>	<u>974,797</u>	<u>665,157</u>
Cash balance - December 31	<u>\$291,970</u>	<u>\$974,797</u>	<u>(\$893,900)</u>	<u>\$665,157</u>	<u>\$1,015,297</u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3032 Electric franchise tax	\$187,412	\$262,024	\$240,000	\$286,350	\$286,350
Total revenues	<u>187,412</u>	<u>262,024</u>	<u>240,000</u>	<u>286,350</u>	<u>286,350</u>
<u>Operating expenses:</u>					
Contractual services	4,754	5,179	12,100	12,100	13,870
4320 Utilities	169,654	161,190	180,000	180,000	180,000
4950 Administration	9,904	9,900	13,170	13,170	15,540
Total expenses	<u>184,311</u>	<u>176,269</u>	<u>205,270</u>	<u>205,270</u>	<u>209,410</u>
Operating income (loss)	3,101	85,754	34,730	81,080	76,940
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	1,083	63	1,080	600	1,010
4930 Investment management fees	(474)	(255)	(200)	(750)	(760)
Total nonoperating revenues (expenses)	<u>609</u>	<u>(192)</u>	<u>880</u>	<u>(150)</u>	<u>250</u>
Net income (loss) before contributions and transfers	3,710	85,563	35,610	80,930	77,190
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	0	0	(600,000)	0	(715,000)
Amount to be bonded for	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>0</u>	<u>715,000</u>
Change in net assets	3,710	85,563	35,610	80,930	77,190
Net assets - January 1	<u>86,862</u>	<u>90,572</u>	<u>155,352</u>	<u>176,135</u>	<u>257,065</u>
Net assets - December 31	<u>\$90,572</u>	<u>\$176,135</u>	<u>\$190,962</u>	<u>\$257,065</u>	<u>\$334,255</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	\$3,710	\$85,563	\$35,610	\$80,930	\$77,190
Change in current assets	(111)	(24,541)	0	0	0
Change in current liabilities	1,678	543	0	0	0
Net increase (decrease) in cash	5,276	61,565	35,610	80,930	77,190
Cash balance - January 1	<u>53,918</u>	<u>59,195</u>	<u>123,975</u>	<u>120,760</u>	<u>201,690</u>
Cash balance - December 31	<u>\$59,195</u>	<u>\$120,760</u>	<u>\$159,585</u>	<u>\$201,690</u>	<u>\$278,880</u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3802	\$863,232	\$851,232	\$863,230	\$851,230	\$851,240
3671	55,883	54,366	55,880	54,370	\$55,460
	<u>919,115</u>	<u>905,598</u>	<u>919,110</u>	<u>905,600</u>	<u>906,700</u>
<u>Operating expenses:</u>					
Personnel services	250,546	275,268	291,000	291,000	298,540
Materials and supplies	155,113	201,358	150,130	150,130	196,910
Contractual services	125,008	130,446	122,370	122,370	127,540
Depreciation	228,228	245,667	196,020	245,670	271,810
	<u>758,895</u>	<u>852,739</u>	<u>759,520</u>	<u>809,170</u>	<u>894,800</u>
Operating income (loss)	160,220	52,859	159,590	96,430	11,900
<u>Nonoperating revenues (expenses):</u>					
3801	2,141	35	1,090	890	980
3804	40,149	31,528	0	0	0
3809	124	0	0	0	0
4930	(1,199)	(142)	(460)	(570)	(740)
Total nonoperating revenues (expenses)	<u>41,215</u>	<u>31,421</u>	<u>630</u>	<u>320</u>	<u>240</u>
Net income (loss) before contributions and transfers	201,435	84,280	160,220	96,750	12,140
Net assets - January 1	<u>1,717,393</u>	<u>1,918,828</u>	<u>2,075,428</u>	<u>2,003,107</u>	<u>2,099,857</u>
Net assets - December 31	<u>\$1,918,828</u>	<u>\$2,003,107</u>	<u>\$2,235,648</u>	<u>\$2,099,857</u>	<u>\$2,111,997</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	\$201,435	\$84,280	\$160,220	\$96,750	\$12,140
Add depreciation	228,228	245,667	196,020	245,670	271,810
Change in current assets	(27,233)	574	0	0	0
Change in current liabilities	4,253	33,738	0	0	0
Purchase of fixed assets	(381,810)	(368,412)	(325,000)	(325,000)	(285,710)
Sale of fixed assets/non cash activity	21,992	6,206			
Net increase (decrease) in cash	<u>46,864</u>	<u>2,052</u>	<u>31,240</u>	<u>17,420</u>	<u>(1,760)</u>
Cash balance - January 1	<u>129,770</u>	<u>176,634</u>	<u>218,055</u>	<u>178,687</u>	<u>196,107</u>
Cash balance - December 31	<u>\$176,634</u>	<u>\$178,687</u>	<u>\$249,295</u>	<u>\$196,107</u>	<u>\$194,347</u>

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3802 I.T. services	\$652,019	\$593,670	\$593,680	\$593,680	\$643,680
3542 Intergovernmental revenue	0	0	0	0	25,000
Total revenues	652,019	593,670	593,680	593,680	668,680
<u>Operating expenses:</u>					
Personnel services	284,050	289,087	317,700	317,700	398,490
Commodities	89,602	113,433	96,120	96,120	96,500
Contractual services	262,833	235,595	271,220	271,220	255,920
Depreciation	83,662	44,305	60,000	44,305	34,800
Total expenses	720,147	682,421	745,040	729,345	785,710
Operating income (loss)	(68,128)	(88,751)	(151,360)	(135,665)	(117,030)
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	62	11	1,010	500	1,500
4930 Investment management fees	(386)	(43)	(720)	(400)	(1,130)
Total nonoperating revenues (expenses)	(323)	(33)	290	100	370
Net income (loss) before contributions and transfers	(68,451)	(88,783)	(151,070)	(135,565)	(116,660)
Transfer in	0	0	0	90,000	0
Change in net assets	(68,451)	(88,783)	(151,070)	(45,565)	(116,660)
Net assets - January 1	434,800	366,349	268,800	277,565	232,000
Net assets - December 31	\$366,349	\$277,565	\$117,730	\$232,000	\$115,340

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	(\$68,451)	(\$88,783)	(\$151,070)	(\$135,565)	(\$116,660)
Add depreciation	83,662	44,305	60,000	44,305	34,800
Change in current assets	1,500	93	0	0	0
Change in current liabilities	8,540	(8,492)	0	0	0
Purchase of fixed assets	0	0	0	(90,000)	0
Transfers in (out)	0	0	0	90,000	0
Net increase (decrease) in cash	25,251	(52,877)	(91,070)	(91,260)	(81,860)
Cash balance - January 1	239,350	264,601	212,053	211,724	120,464
Cash balance - December 31	\$264,601	\$211,724	\$120,983	\$120,464	\$38,604



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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 2012-2016 C.I.P. was adopted by the Council on May 23, 2011. The following tables are an excerpt from the 2012-2016 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				
		2012	2013	2014	2015	2016
BUILDINGS	\$7,814,400	\$4,300,000	\$350,000	\$2,503,400	\$350,000	\$311,000
REDEVELOPMENT	5,375,000	1,275,000	0	400,000	3,700,000	0
EQUIPMENT	2,947,470	395,712	545,201	773,218	313,031	920,308
PARKS	6,750,000	2,080,000	3,285,000	680,000	305,000	400,000
PUBLIC WORKS	42,435,000	4,305,000	14,145,000	7,380,000	9,455,000	7,150,000
TOTALS	\$65,321,870	\$12,355,712	\$18,325,201	\$11,736,618	\$14,123,031	\$8,781,308

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
AMBULANCE SERVICE FUND	\$243,295	\$0	\$119,850	\$0	\$0	\$123,445
BONDS-G.O. IMPROVEMENT	11,119,900	2,783,400	2,525,200	1,285,600	2,423,300	2,102,400
BONDS-M.S.A.	5,216,800	2,104,200	1,761,600	400,000	565,000	386,000
BONDS-SP. ASSESSMENT	13,510,000	3,051,000	2,691,000	765,000	4,423,000	2,580,000
BONDS-TAX INCREMENT	500,000	0	500,000	0	0	0
C.I.P. FUND	3,339,400	300,000	325,000	2,353,400	200,000	161,000
COMMUNITY CENTER OPERATIONS	1,100,000	100,000	250,000	250,000	250,000	250,000
ENVIRONMENTAL UTILITY FUND	4,343,200	505,000	857,200	693,000	1,049,000	1,239,000
FEDERAL AID	7,200,000	0	4,200,000	3,000,000	0	0
FIRE TRUCK REPLACEMENT	949,630	0	0	458,725	0	490,905
FLEET MANAGEMENT FUND	1,629,545	395,712	300,351	314,493	313,031	305,958
GRANTS	2,700,000	250,000	1,200,000	0	1,250,000	0
MnDOT	3,800,000	300,000	1,500,000	900,000	1,100,000	0
PARK DEVELOPMENT FUND	1,925,000	905,000	60,000	505,000	205,000	250,000
RAMSEY COUNTY	350,000	175,000	175,000	0	0	0
SANITARY SEWER FUND	3,136,400	445,600	1,236,200	444,600	635,000	375,000
ST. PAUL WAC FUND	2,083,800	318,600	489,400	283,400	733,600	258,800
ST. PAUL WATER	949,900	97,200	134,400	83,400	376,100	258,800
STREET LIGHT UTILITY FUND	1,225,000	625,000	0	0	600,000	0
TOTALS	\$65,321,870	\$12,355,712	\$18,325,201	\$11,736,618	\$14,123,031	\$8,781,308

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

Revenues for the 2012 Capital Improvements Budget total \$1,851,430 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$944,650 and is derived from tax increment districts and a \$379,200 tax levy.

The property tax levies by fund for 2012 are as follows:

Capital Improvements Projects	\$139,200
Fire Truck Replacement	48,000
Public Safety Expansion	<u>192,000</u>
Total	\$379,200

Charges for services total \$192,850 and consist of \$181,500 from a 4.4% surcharge on St. Paul water bills for Maplewood property owners and \$11,350 from a \$1.20 per month surcharge on North St. Paul water bills for Maplewood property owners. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$36,960 from water availability charges, \$665,000 from park availability charges and \$11,970 from investment earnings.

The projects included in the 2012 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$50,000	Community Field Upgrades
50,000	Park Equipment, Fence and Court Replacement
	<u>Open Space Land Acquisition Fund</u>
30,000	Open Space Improvements
	<u>Park Development Fund</u>
375,000	Gethsemane Park
50,000	Lions Park Improvements
280,000	Gladstone Savanna Improvements
	<u>Public Safety Expansion Fund</u>
200,000	Police Department Expansion
<u>\$1,035,000</u>	Total

IMPACT OF CAPITAL IMPROVEMENTS ON THE OPERATING BUDGET

Most of the City's capital improvements will be for street reconstruction. While not easily quantifiable, new street surface and subsurface cuts back on maintenance costs. Since 2007, the tons of repair material has reduced from 909 in 2007 to 500 in 2012. A corresponding reduction in man-hours for personnel has resulted in not filling a vacant maintenance position.

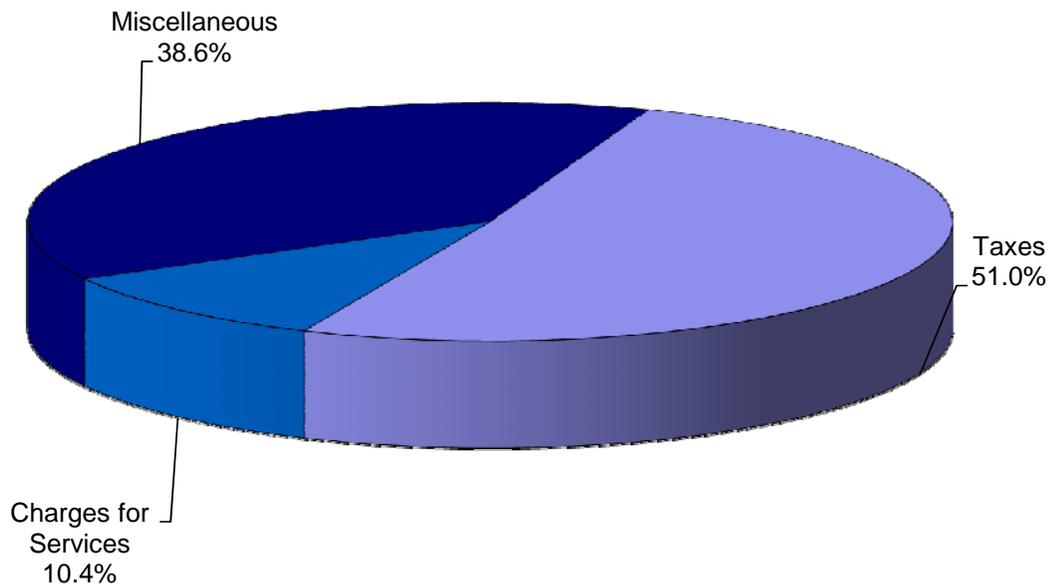
Vehicles are held until maintenance costs for them reach a level that points to replacement. These decisions are made by respective departments as well as Fleet Management.

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.

2012 CAPITAL IMPROVEMENTS BUDGET

Summary of Revenues

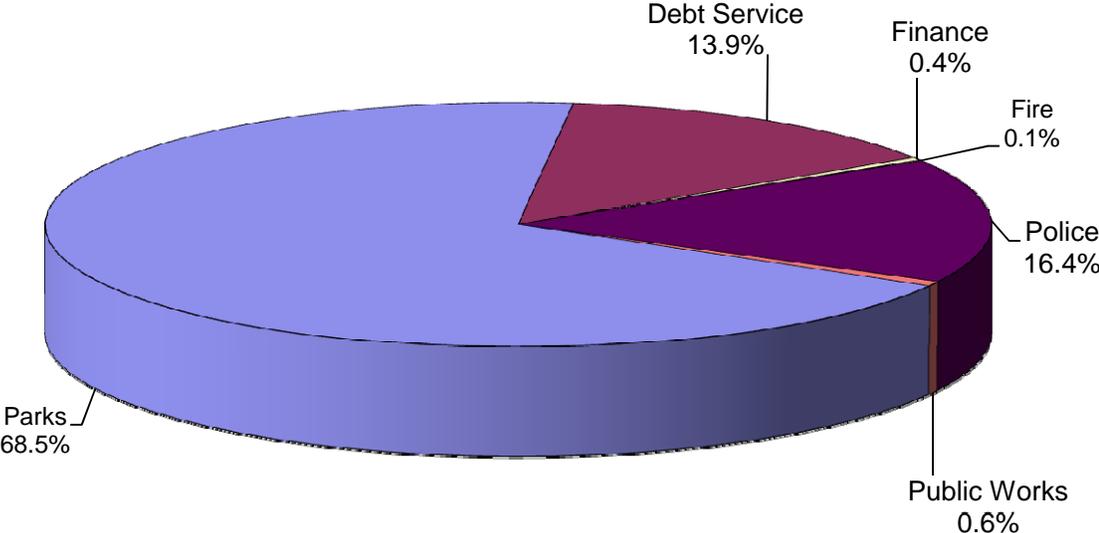


Revenues by Source
\$1.85 Million

**CAPITAL IMPROVEMENT BUDGET
REVENUE SUMMARY**

<u>Total By Fund</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Capital Improvement Projects	\$2,321	\$10,131	\$100	\$139,310
Bruentrup Farm Restoration	19,805	(28)	0	0
Fire Training Facility	0	(2)	450,000	0
Fire Truck Replacement	3,214	535	900	49,750
Legacy Village Park Development District	705	14	0	0
Legacy Village Tax Abatement District	12,036	1,406	2,500	5,000
Open Space	1,641	217	350	40
Park Development	300,102	195,909	421,660	668,820
Public Improvement Projects	2,029,552	2,323,446	0	0
Public Safety Communication System	1,027	135	0	0
Public Safety Expansion	0	0	0	192,000
Public Works Building Addition	1	0	0	0
Redevelopment	(389)	47,292	0	0
Right-of-Way	17,930	14,941	0	250
Sewer Lift Station #8	0	16	0	0
Sewer Lift Station #18	101	0	0	0
Tax Increment Economic Development District #1-5	41,713	43,465	43,460	0
Tax Increment Housing District #1-1	92,998	108,445	108,420	111,270
Tax Increment Housing District #1-2	148,624	117,021	137,040	149,650
Tax Increment Housing District #1-3	55,163	58,915	59,080	44,320
Tax Increment Housing District #1-4	35,041	37,451	37,440	40,880
Tax Increment Housing District #1-5	28,604	30,662	30,740	31,770
Tax Increment Housing District #1-6	75,421	79,249	79,370	87,050
Tax Increment Housing District #1-7	22,255	23,098	23,100	21,850
Tax Increment Housing District #1-8	65,323	64,928	64,950	79,410
Tax Increment Housing District #1-9	0	(1)	0	0
Water Availability Charge - No. St. Paul	61	37,921	9,480	11,100
Water Availability Charge - St. Paul	149,365	87,335	210,060	218,960
Totals	3,102,613	3,282,501	1,678,650	1,851,430
<u>Total By Source</u>				
Taxes	563,211	563,007	583,250	944,650
Special Assessments	20,811	89,379	0	0
Intergovernmental Revenue	587,787	1,674,553	450,000	0
Charges for Services	121,199	103,402	174,480	192,850
Miscellaneous	1,809,604	852,159	470,920	713,930
Totals	\$3,102,613	\$3,282,501	\$1,678,650	\$1,851,430
Percent Change Over Prior Year	-1.4%	5.8%	-48.9%	10.3%

2012 CAPITAL IMPROVEMENTS BUDGET
Summary of Expenditures



Expenditures by Department
\$1.2 Million

**CAPITAL IMPROVEMENT BUDGET
EXPENDITURE SUMMARY**

<u>Total By Fund</u>	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
Capital Improvement Projects	\$200,334	\$53,027	\$45,180	\$100,010
Bruentrup Farm Restoration	12,371	0	0	0
Fire Training Facility	0	30,675	570,000	0
Fire Truck Replacement	1,542	2,166	451,730	1,200
Legacy Village Park Development District	78,223	2,057	0	0
Legacy Village Tax Abatement District	206,737	5,665	2,500	3,750
Open Space	788	1,095	750,800	30,030
Park Development	213,150	954,351	1,051,000	705,230
Public Improvement Projects	9,421,720	11,755,132	0	0
Public Safety Communication System	493	290	0	0
Public Safety Expansion	0	0	0	200,000
Right-of-Way	76	142	0	200
Sewer Lift Station #8	0	180,626	217,500	0
Sewer Lift Station #18	61	49	0	0
Tax Increment Economic Development District #1-5	37,514	39,754	39,710	0
Tax Increment Housing District #1-1	104	675	500	500
Tax Increment Housing District #1-2	166	665	500	500
Tax Increment Housing District #1-3	54	663	500	500
Tax Increment Housing District #1-4	17,525	(16,859)	600	600
Tax Increment Housing District #1-5	14,334	713	600	600
Tax Increment Housing District #1-6	67,321	72,480	72,440	78,720
Tax Increment Housing District #1-7	20,909	22,304	22,210	21,040
Tax Increment Housing District #1-8	58,702	59,101	59,010	72,020
Tax Increment Housing District #1-9	0	5,686	0	0
Tax Increment Housing District #1-10	0	2,750	0	0
Water Availability Charge - No. St. Paul	43	14,792	1,550	1,550
Water Availability Charge - St. Paul	3,585	31,346	1,760	2,160
Totals	10,355,750	13,219,344	3,288,090	1,218,610
<u>Total By Department</u>				
Parks	366,480	1,020,193	1,846,980	835,260
Debt Service	215,417	172,888	190,390	169,680
Finance	3,319	15,381	5,680	4,810
Fire	11,542	22,841	1,021,730	1,200
Police	126,771	290	0	200,000
Public Works	9,632,222	11,987,751	223,310	7,660
Totals	10,355,750	13,219,344	3,288,090	1,218,610
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	12,841	969	0	0
Contractual Services	159,064	256,352	8,210	7,610
Capital Outlay and Depreciation	9,712,050	11,245,902	3,082,230	1,035,000
Debt Service	416,470	172,888	190,390	169,680
Other Charges	55,325	1,543,232	7,260	6,320
Totals	\$10,355,750	\$13,219,344	\$3,288,090	\$1,218,610
Percent Change Over Prior Year	-5.1%	27.7%	-75.1%	-62.9%



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FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 17 Capital Project Funds that have anticipated financial activity in 2012. These funds account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. The City of Maplewood has the following Capital Project Funds:

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

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

City Dump Fund – established to evaluate current remediation efforts and future plans for a former City dump site.

Fire 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 Safety Expansion Fund – accounts for revenues and expenditures related to maintaining and/or constructing buildings related to public safety.

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.

Storm Cleanup Fund – established in 2011 for the purpose of analyzing locations and identifying improvements for areas that experienced localized flooding.

Tax Increment Economic Development District 1-5 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2001 for the expansion of the Schroeder Milk Company.

Tax Increment Economic Development District 1-11 – this fund is used to account for all revenue and expenditures for the tax increment district established in 2011 for the Maplewood Mall area improvements.

Tax Increment Housing District 1-1 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on County Road D.

Tax Increment Housing District 1-2 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on Stillwater Road.

Tax Increment Housing District 1-3 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1987 for the Cottages of Maplewood on Woodlyn Avenue.

Tax Increment Housing District 1-4 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood-Phase I on Gervais Avenue.

Tax Increment Housing District 1-5 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood-Phase II on Gervais Avenue.

Tax Increment Housing District 1-6 – this fund is used to account for all revenues and expenditures for the tax increment district established in 1995 for the Carefree Cottages of Maplewood-Phase III on Gervais Avenue.

Tax Increment Housing District 1-7 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Van Dyke Village project on Van Dyke Street.

Tax Increment Housing District 1-8 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Sibley Cove Apartments on County Road D.

Tax Increment Housing District 1-9 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2009 for the Gethsemane Senior Housing development to be located south of Gethsemane Lutheran Church.

Tax Increment Housing District 1-10 – this fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Shores Senior Living development.

Water Availability Charge Fund – North St. Paul Water Service District - accounts for the receipt of water availability charge revenues collected in the North St. Paul Water Service District. Disbursements are made from this fund to finance unassessed water system improvements.

Water Availability Charge Fund – St. Paul Water Service District - accounts for the receipt of water availability charge and water surcharge revenues collected in the St. Paul Water Service District. Disbursements are made from this fund to finance unassessed water system improvements.

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

FUND: CAPITAL IMPROVEMENT PROJECTS (405)**Fund Description**

This fund is used to finance major capital outlay expenditures that cannot be easily financed by alternative methods and that individually cost in excess of \$50,000.

Projects in 2012 Budget

Community Field Upgrades - \$50,000.

General upgrades of various community fields. This proposal will provide the City with resources to begin updating and/or replacing basketball and tennis courts, fields and fences. 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 - \$50,000.

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

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Property Taxes:</u>					
3011	\$0	\$0	\$0	\$0	\$139,200
3012	(11)	31	0	0	0
3017	41	14	0	0	0
<u>Special Assessments:</u>					
3130	0	3	0	0	0
<u>Intergovernmental:</u>					
3544	0	10,000	0	0	0
<u>Miscellaneous Revenue:</u>					
3801	2,290	84	100	100	110
<hr/>					
Total revenues	2,321	10,131	100	100	139,310
<hr/>					
<u>Expenditures:</u>					
4480	5,000	(5,000)	0	0	0
4490	0	0	0	10,000	0
4720	0	27,890	0	0	0
4730	0	29,800	0	0	0
4640	126,278	0	0	0	0
4720	11,979	0	20,000	20,000	50,000
4720	49,969	0	25,000	25,000	50,000
4730	5,000	0	0	0	0
4930	2,108	337	180	10	10
<hr/>					
Total expenditures	200,334	53,027	45,180	55,010	100,010
<hr/>					
Excess (deficit) of revenues over expenditures	(198,013)	(42,895)	(45,080)	(54,910)	39,300
<u>Other financing sources (uses):</u>					
<u>Transfers in (out):</u>					
General Fund	0	0	0	50,000	0
Bruentrup Farm Restoration Fund	0	0	0	(14,542)	0
Fire Training Facility Fund	0	(15,000)	(60,000)	0	0
State Grants Fund	0	0	0	(12,245)	0
<hr/>					
Net increase (decrease) in fund balance	(198,013)	(57,895)	(105,080)	(31,697)	39,300
Fund balance - January 1	317,096	119,083	84,623	61,188	29,491
<hr/>					
Fund balance - December 31	\$119,083	\$61,188	(\$20,457)	\$29,491	\$68,791

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 2012 Budget

None.

Budget Comments

The restoration was completed in 2009. This fund was closed in 2011.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3530 Misc. State Aid/Grants	\$20,000	\$0	\$0	\$0	\$0
3801 Investment earnings	(195)	(28)	0	0	0
Total revenues	19,805	(28)	0	0	0
<u>Expenditures:</u>					
4290 Restoration costs	12,371	0	0	0	0
Total expenditures	12,371	0	0	0	0
Excess (deficit) of revenues over expenditures	7,434	(28)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Capital Improvement Plan Fund	0	0	0	14,542	0
Net increase (decrease) in fund balance	7,434	(28)	0	14,542	0
Fund balance - January 1	(21,949)	(14,514)	(14,514)	(14,542)	(0)
Fund balance - December 31	(\$14,514)	(\$14,542)	(\$14,514)	(\$0)	(\$0)

FUND: CITY DUMP REMEDIATION FUND (446)**Fund Description**

This fund was established in 2011 with a transfer of money from the Environmental Utility Fund. The placing of street sweepings to maintain cover over the materials in the dump, as the garbage under the cover deteriorates, is running in conflict with the placement of fill material being placed into the creek buffer area, which is possibly a wetland area. These conflicts and the future plan for the dump site need to be evaluated.

Projects in 2012 Budget

None.

CITY OF MAPLEWOOD, MINNESOTA
CITY DUMP REMEDIATION FUND (446)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$0	\$0	\$0	\$0	\$0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	29,000	0
Total expenditures	0	0	0	29,000	0
Excess (deficit) of revenues over expenditures	0	0	0	(29,000)	0
Other financing sources (uses):					
Transfers in (out):					
Environmental Utility Fund	0	0	0	29,000	50,000
Net increase (decrease) in fund balance	0	0	0	0	50,000
Fund balance - January 1	0	0	0	0	0
Fund balance - December 31	\$0	\$0	\$0	\$0	\$50,000

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 2012 Budget

Budget of \$3,700,000 was established in 2011.

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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Intergovernmental:</u>					
3530 State grant	\$0	\$0	\$0	\$3,000,000	\$0
3534 County grant	0	0	450,000	450,000	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	0	(2)	0	0	0
Total revenues	0	(2)	450,000	3,450,000	0
<u>Expenditures:</u>					
4480 Fees for service	0	675	0	0	0
4660 Construction - building	0	0	570,000	3,590,000	0
4752 Engineering	0	30,000	0	110,000	0
Total expenditures	0	30,675	570,000	3,700,000	0
Excess (deficit) of revenues over expenditures	0	(30,677)	(120,000)	(250,000)	0
Other financing sources (uses):					
Transfers in (out):					
Capital Improvement Projects Fund	0	15,000	60,000	0	0
Environmental Utility Fund	0	15,000	60,000	250,000	0
Net increase (decrease) in fund balance	0	(677)	0	0	0
Fund balance - January 1	0	0	325	(677)	(677)
Fund balance - December 31	\$0	(\$677)	\$325	(\$677)	(\$677)

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 2012 Budget

None.

Budget Comments

The next fire truck replacement is scheduled for 2014.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$48,000
3012 Delinquent	(9)	14	0	0	0
3017 Interest	13	6	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	3,210	537	900	900	1,750
3809 Miscellaneous	0	(23)	0	0	0
<hr/>					
Total revenues	3,214	535	900	900	49,750
<hr/>					
<u>Expenditures:</u>					
4610 Fire trucks	0	0	449,730	0	0
4930 Investment management fees	1,542	2,166	2,000	2,000	1,200
<hr/>					
Total expenditures	1,542	2,166	451,730	2,000	1,200
<hr/>					
Excess (deficit) of revenues over expenditures	1,673	(1,630)	(450,830)	(1,100)	48,550
Other financing sources (uses):					
Transfers in (out):					
Transfer from General Fund	45,000	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	46,673	(1,630)	(450,830)	(1,100)	48,550
<hr/>					
Fund balance - January 1	379,464	426,136	425,006	424,506	423,406
<hr/>					
Fund balance - December 31	\$426,136	\$424,506	(\$25,824)	\$423,406	\$471,956

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 2012 Budget

None.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$705	\$14	\$0	\$0	\$0
Total revenues	705	14	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	2,000	0	0	0
4640 Equipment - other	59,672	0	0	0	0
4690 Construction - other	9,094	0	0	0	0
4720 Land improvement	9,100	0	0	0	0
4930 Investment management fees	356	57	0	0	0
Total expenditures	78,223	2,057	0	0	0
Excess (deficit) of revenues over expenditures	(77,518)	(2,043)	0	0	0
Fund balance - January 1	84,653	7,135	7,135	5,092	5,092
Fund balance - December 31	<u>\$7,135</u>	<u>\$5,092</u>	<u>\$7,135</u>	<u>\$5,092</u>	<u>\$5,092</u>

FUND: LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)**Fund Description**

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

Projects in 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$12,036	\$1,406	\$2,500	\$4,500	\$5,000
Total revenues	12,036	1,406	2,500	4,500	5,000
<u>Expenditures:</u>					
4810 Principal payments	201,053	0	0	0	0
4930 Investment management fees	5,684	5,665	2,500	4,500	3,750
Total expenditures	206,737	5,665	2,500	4,500	3,750
Excess (deficit) of revenues over expenditures	(194,701)	(4,259)	0	0	1,250
Fund balance - January 1	1,480,334	1,285,633	1,282,643	1,281,373	1,281,373
Fund balance - December 31	\$1,285,633	\$1,281,373	\$1,282,643	\$1,281,373	\$1,282,623

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 2012 Budget

Open Space Improvements - \$30,000

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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$1,641	\$217	\$350	\$170	\$40
Total revenues	1,641	217	350	170	40
<u>Expenditures:</u>					
4480 Fees for service	0	220	0	0	0
4710 Land purchase	0	0	750,000	160,050	30,000
4930 Investment management fees	788	875	800	200	30
Total expenditures	788	1,095	750,800	160,250	30,030
Excess (deficit) of revenues over expenditures	853	(878)	(750,450)	(160,080)	(29,990)
<u>Other financing sources (uses):</u>					
Operating transfers in (out):					
Park Development Fund	0	0	50,000	0	30,000
Sanitary Sewer Fund	0	0	700,000	0	0
General Fund	0	0	5,000	5,000	5,000
Net increase (decrease) in fund balance	853	(878)	4,550	(155,080)	5,010
Fund balance - January 1	197,466	198,319	197,859	197,442	42,362
Fund balance - December 31	\$198,319	\$197,442	\$202,409	\$42,362	\$47,372

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 2012 Budget**Gethsemane Park Purchase and Renovations - \$375,000**

Gethsemane Park is a local neighborhood park that the City has leased from Gethsemane Lutheran Church for the past 28 years. A purchase agreement has been negotiated for a portion of the park in conjunction with a senior housing project that the Church is pursuing. The funds requested in 2012 will be to purchase the final two acre's.

Gladstone Savanna Improvements - \$280,000

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.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$10	\$0	\$0	\$0	\$0
3017 Interest	14	0	0	0	0
<u>Intergovernmental Revenue:</u>					
3544 Other Governments	24,827	300	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	13,822	2,119	3,860	9,710	3,820
3803 Donations & contributions	0	3,700	0	0	0
3851 Park availability charges - residential	61,429	56,640	417,800	65,000	150,000
3852 Park availability charges - non-residential	200,000	133,150	0	372,400	515,000
Total revenues	300,102	195,909	421,660	447,110	668,820
<u>Expenditures:</u>					
4160 Supplies	0	969	0	0	0
4480 Fees for service	843	2,189	0	0	0
4490 Consulting	21,000	95,384	0	0	0
4530 Outside rental	26,400	16,300	0	0	0
4720 Park development projects	92,285	422,549	1,050,000	840,400	705,000
4730 Building improvement	0	36,419	0	0	0
4751 Awarded construction contracts	57,699	359,757	0	0	0
4759 Other construction costs	8,000	12,243	0	0	0
4930 Investment management fees	6,425	8,541	1,000	580	230
4950 Administration charges - Gen Fund	427	0	0	0	0
4960 Engineering charges - Gen Fund	71	0	0	0	0
Total expenditures	213,150	954,351	1,051,000	840,980	705,230
Excess (deficit) of revenues over expenditures	86,951	(758,442)	(629,340)	(393,870)	(36,410)
Other financing sources (uses):					
Transfers in (out):					
General Fund	0	(12,000)	30,000	30,000	30,000
Environmental Utility Fund	0	0	200,000	25,000	100,000
Open Space	0	0	0	0	(30,000)
Public Improvement Project Fund	0	0	(50,000)	(225,000)	(250,000)
Net increase (decrease) in fund balance	86,951	(770,442)	(449,340)	(563,870)	(186,410)
Fund balance - January 1	1,654,015	1,740,966	854,706	970,525	406,655
Fund balance - December 31	\$1,740,966	\$970,525	\$405,366	\$406,655	\$220,245

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 2012 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 2012 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 2012-2016 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Special Assessments:</u>					
3140	\$20,266	\$88,654	\$0	\$0	\$0
3160	544	723	0	0	0
<u>Intergovernmental Revenue:</u>					
3517	0	959,985	0	201,720	0
3525	542,960	574,051	0	1,676,200	0
3530	0	0	0	10,000	0
3544	0	130,217	0	410,160	0
<u>Miscellaneous Revenue:</u>					
3801	16,124	1,039	0	6,400	0
3805	34,000	0	0	39,120	0
3809	1,415,658	568,777	0	25,230	0
<hr/>					
Total revenues	2,029,552	2,323,446	0	2,368,830	0
<hr/>					
<u>Expenditures:</u>					
	9,386,707	11,719,294	0	11,600,000	0
4930	35,013	35,838	0	24,280	0
<hr/>					
Total expenditures	9,421,720	11,755,132	0	11,624,280	0
<hr/>					
Excess (deficit) of revenues over expenditures	(7,392,168)	(9,431,685)	0	(9,255,450)	0
Other financing sources (uses):					
Bond sale proceeds	2,977,072	11,660,310	0	10,073,910	0
Transfers in (out):					
General Fund	(5,696)	(11,060)	0	0	0
Environmental Utility Fund	127,000	397,298	300,000	166,000	396,200
Debt Service Fund	(35,690)	(1,491,021)	0	0	0
Sewer Fund	428,600	112,152	402,000	580,630	406,900
Park Development Fund	0	0	0	225,000	250,000
N. St. Paul WAC Fund	0	80,000	0	0	0
St. Paul WAC Fund	0	(212,000)	0	40,800	423,500
<hr/>					
Net increase (decrease) in fund balance	(3,900,883)	1,103,993	702,000	1,830,890	1,476,600
Fund balance - January 1	1,992,331	(1,908,551)	707,189	(804,558)	1,026,332
Fund balance - December 31	(\$1,908,551)	(\$804,558)	\$1,409,189	\$1,026,332	\$2,502,932

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 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$1,027	\$135	\$0	\$0	\$0
Total revenues	1,027	135	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	493	290	0	0	0
Total expenditures	493	290	0	0	0
Excess (deficit) of revenues over expenditures	534	(156)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
General Fund	0	(40,517)	0	0	0
Debt Service 2006B	0	(83,277)	0	0	0
Net increase (decrease) in fund balance	534	(123,950)	0	0	0
Fund balance - January 1	123,415	123,950	0	0	0
Fund balance - December 31	\$123,950	\$0	\$0	\$0	\$0

FUND: PUBLIC SAFETY EXPANSION FUND (442)**Fund Description**

This fund was established in 2011 to account for revenues and expenditures related to maintaining and/or constructing buildings related to public safety. This should help alleviate the need for future borrowing when items need to be repaired, replaced or constructed.

Projects in 2012 Budget

Building - \$200,000

The city is investigating the need to replace and/or renovate existing fire stations. The Police Department is in need of additional space and amenity upgrades.

CITY OF MAPLEWOOD, MINNESOTA
PUBLIC SAFETY EXPANSION FUND (442)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3011 Property taxes	\$0	\$0	\$0	\$0	\$192,000
Total revenues	0	0	0	0	192,000
<u>Expenditures:</u>					
4660 Building	0	0	0	170,000	200,000
Total expenditures	0	0	0	170,000	200,000
Excess (deficit) of revenues over expenditures	0	0	0	(170,000)	(8,000)
Other financing sources (uses):					
Transfers in (out):					
General Fund	0	0	0	170,000	0
Net increase (decrease) in fund balance	0	0	0	0	(8,000)
Fund balance - January 1	0	0	0	0	0
Fund balance - December 31	\$0	\$0	\$0	\$0	(\$8,000)

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 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$1	\$0	\$0	\$0	\$0
Total revenues	1	0	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	0	0	0	0	0
Total expenditures	0	0	0	0	0
Excess (deficit) of revenues over expenditures	1	0	0	0	0
Fund balance - January 1	(1)	0	0	0	0
Fund balance - December 31	\$0	\$0	\$0	\$0	\$0

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 2012 Budget

None.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$2	\$0	\$0	\$0	\$0
3017 Interest	3	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	(395)	(73)	0	0	0
3809 Miscellaneous	0	47,365	0	0	0
Total revenues	(389)	47,292	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	0	0	0	0	0
Total expenditures	0	0	0	0	0
Excess (deficit) of revenues over expenditures	(389)	47,292	0	0	0
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	0	20,000	20,000	20,000
Net increase (decrease) in fund balance	(389)	47,292	20,000	20,000	20,000
Fund balance - January 1	(47,437)	(47,826)	(47,926)	(533)	19,467
Fund balance - December 31	(\$47,826)	(\$533)	(\$27,926)	\$19,467	\$39,467

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 2012 Budget

None.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3320 Right of way permits	\$17,776	\$14,906	\$0	\$9,960	\$0
3801 Investment earnings	154	35	0	200	250
Total revenues	17,930	14,941	0	10,160	250
<u>Expenditures:</u>					
4930 Investment management fees	76	142	0	240	200
Total expenditures	76	142	0	240	200
Excess (deficit) of revenues over expenditures	17,854	14,800	0	9,920	50
Fund balance - January 1	16,612	34,465	36,985	49,265	59,185
Fund balance - December 31	\$34,465	\$49,265	\$36,985	\$59,185	\$59,235

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 2012 Budget

None.

Budget Comments

This fund was closed in 2011.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$0	\$16	\$0	(\$600)	\$0
Total revenues	0	16	0	(600)	0
<u>Expenditures:</u>					
4490 Consulting	0	1,773	0	2,720	0
4751 Construction	0	137,444	0	0	0
4752 Outside engineering	0	36,697	0	2,310	0
4759 Other construction costs	0	0	217,500	0	0
4930 Investment management fee	0	65	0	0	0
4950 Administration charges - General Fund	0	3,557	0	0	0
4960 In house engineering	0	1,091	0	90	0
Total expenditures	0	180,626	217,500	5,120	0
Excess (deficit) of revenues over expenditures	0	(180,610)	(217,500)	(5,720)	0
Other financing sources (uses):					
Transfers in (out):					
Sanitary Sewer Fund	0	0	260,000	186,330	0
Net increase (decrease) in fund balance	0	(180,610)	42,500	180,610	0
Fund balance - January 1	0	0	(42,500)	(180,610)	0
Fund balance - December 31	\$0	(\$180,610)	\$0	\$0	\$0

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 2012 Budget

None.

Budget Comments

This fund was closed in 2011.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$101	\$0	\$0	\$0	\$0
Total revenues	101	0	0	0	0
<u>Expenditures:</u>					
4759 Other construction costs	0	48	0	0	0
4930 Investment management fees	61	0	0	0	0
Total expenditures	61	49	0	0	0
Excess (deficit) of revenues over expenditures	41	(49)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Sanitary Sewer Fund	0	0	0	1,304	0
Net increase (decrease) in fund balance	41	(49)	0	1,304	0
Fund balance - January 1	(1,296)	(1,256)	(1,256)	(1,304)	(0)
Fund balance - December 31	(\$1,256)	(\$1,304)	(\$1,256)	(\$0)	(\$0)

FUND: STORM CLEAN UP 7/16/11 FUND (444)**Fund Description**

This fund was established in 2011 with a transfer of money from the Environmental Utility Fund. The fund will be used to finance the investigation and remediation efforts of localized flooding issues.

Projects in 2012 Budget

None.

Budget Comments

Over the past few years the City has made improvements to the local drainage system on private property by acquiring easements and improving overflow elevations and installing new overflow piping outlets. Identifying minor improvements such as these in addition to more substantial improvements are expected.

CITY OF MAPLEWOOD, MINNESOTA
STORM CLEAN UP 7/16/11 FUND (444)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$0	\$0	\$0	\$0	\$0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	100,000	0
Total expenditures	0	0	0	100,000	0
Excess (deficit) of revenues over expenditures	0	0	0	(100,000)	0
Other financing sources (uses):					
Transfers in (out):					
Environmental Utility Fund	0	0	0	100,000	0
Net increase (decrease) in fund balance	0	0	0	0	0
Fund balance - January 1	0	0	0	0	0
Fund balance - December 31	\$0	\$0	\$0	\$0	\$0

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 2012 Budget

None.

Budget Comments

The tax increment district has a nine-year life. The agreement with Schroeder Milk Company provides that 90% of the annual tax increment revenues on the project be paid to the company for nine years.

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$41,653	\$43,456	\$43,460	\$43,460	\$0
3801 Investment earnings	59	8	0	0	0
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Total revenues	41,713	43,465	43,460	43,460	0
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<u>Expenditures:</u>					
4480 Fees for service	0	610	600	600	0
4820 Interest payments	37,488	39,111	39,110	39,110	0
4930 Investment Management Fees	26	34	0	0	0
<hr/>					
Total expenditures	37,514	39,754	39,710	39,710	0
<hr/>					
Excess (deficit) of revenues over expenditures	4,198	3,710	3,750	3,750	0
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Fund balance - January 1	7,317	11,515	15,165	15,225	18,975
<hr/>					
Fund balance - December 31	\$11,515	\$15,225	\$18,915	\$18,975	\$18,975

FUND: TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT 1-11 (443)**Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Maplewood Mall area improvements.

Projects in 2012 Budget

None.

Budget Comments

The tax increment district has a nine-year life. The agreement calls for the utilization of tax increment to finance the city's public improvements which include construction of additional sidewalks along the ring-road around the Mall and roadways adjacent to the site and other public improvements and infrastructure needs in the district.

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT #1-11 FUND (443)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$0	\$0	\$0	\$0	\$0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	4,200	0
Total expenditures	0	0	0	4,200	0
Excess (deficit) of revenues over expenditures	0	0	0	(4,200)	0
Fund balance - January 1	0	0	0	0	(4,200)
Fund balance - December 31	\$0	\$0	\$0	(\$4,200)	(\$4,200)

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 2012 Budget

A \$110,770 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$92,888	\$108,423	\$108,420	\$108,420	\$111,270
3801 Investment earnings	110	21	0	0	0
Total revenues	92,998	108,445	108,420	108,420	111,270
<u>Expenditures:</u>					
4480 Fees for service	0	590	500	500	500
4930 Investment management fees	104	86	0	0	0
Total expenditures	104	675	500	500	500
Excess (deficit) of revenues over expenditures	92,894	107,769	107,920	107,920	110,770
Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	(84,580)	(110,750)	(107,920)	(107,920)	(110,770)
Net increase (decrease) in fund balance	8,314	(2,981)	0	0	0
Fund balance - January 1	70	8,383	5,423	5,403	5,403
Fund balance - December 31	\$8,383	\$5,403	\$5,423	\$5,403	\$5,403

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 2012 Budget

A \$149,150 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$148,461	\$117,002	\$137,040	\$137,040	\$149,650
3801 Investment earnings	164	19	0	0	0
<hr/>					
Total revenues	148,624	117,021	137,040	137,040	149,650
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	590	500	500	500
4930 Investment management fees	166	76	0	0	0
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Total expenditures	166	665	500	500	500
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Excess (deficit) of revenues over expenditures	148,459	116,355	136,540	136,540	149,150
 Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	(148,000)	(110,050)	(136,540)	(136,540)	(149,150)
<hr/>					
Net increase (decrease) in fund balance	459	6,305	0	0	0
Fund balance - January 1	80	539	6,849	6,844	6,844
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Fund balance - December 31	\$539	\$6,844	\$6,849	\$6,844	\$6,844
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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 2012 Budget

A \$43,820 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$55,121	\$58,907	\$59,080	\$44,320	\$44,320
3801 Investment earnings	42	8	0	0	0
Total revenues	55,163	58,915	59,080	44,320	44,320
<u>Expenditures:</u>					
4480 Fees for service	0	631	500	500	500
4930 Investment management fees	54	32	0	0	0
Total expenditures	54	663	500	500	500
Excess (deficit) of revenues over expenditures	55,110	58,252	58,580	43,820	43,820
Other financing sources (uses):					
Transfers in (out):					
1993/2002C/2010B Tax Increment Bonds	(51,140)	(55,980)	(58,580)	(43,820)	(43,820)
Net increase (decrease) in fund balance	3,970	2,272	0	0	0
Fund balance - January 1	(3,411)	558	2,958	2,830	2,830
Fund balance - December 31	\$558	\$2,830	\$2,958	\$2,830	\$2,830

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 2012 Budget

A transfer of \$40,280 to the debt service fund is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$35,034	\$37,439	\$37,440	\$37,440	\$40,880
3801 Investment earnings	7	12	0	0	0
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Total revenues	35,041	37,451	37,440	37,440	40,880
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<u>Expenditures:</u>					
4480 Fees for service	0	610	600	600	600
4820 Interest payments	17,517	(17,517)	0	0	0
4930 Investment management fees	9	48	0	0	0
<hr/>					
Total expenditures	17,525	(16,859)	600	600	600
<hr/>					
Excess (deficit) of revenues over expenditures	17,515	54,310	36,840	36,840	40,280
 Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds	(17,921)	(53,600)	(36,840)	(36,840)	(40,280)
<hr/>					
Net increase (decrease) in fund balance	(406)	710	0	0	0
 Fund balance - January 1					
	1,650	1,244	1,871	1,954	1,954
<hr/>					
Fund balance - December 31	\$1,244	\$1,954	\$1,871	\$1,954	\$1,954
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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 2012 Budget

A transfer of \$31,170 to the debt service fund is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$28,668	\$30,636	\$30,740	\$30,740	\$31,770
3801 Investment earnings	(64)	26	0	0	0
<hr/>					
Total revenues	28,604	30,662	30,740	30,740	31,770
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<u>Expenditures:</u>					
4480 Fees for service	0	610	600	600	600
4820 Interest payments	14,334	0	0	0	0
4930 Investment management fees	0	103	0	0	0
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Total expenditures	14,334	713	600	600	600
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Excess (deficit) of revenues over expenditures	14,270	29,949	30,140	30,140	31,170
Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds	0	(44,890)	(30,140)	(30,140)	(31,170)
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Net increase (decrease) in fund balance	14,270	(14,941)	0	0	0
Fund balance - January 1	2,200	16,470	1,540	1,529	1,529
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Fund balance - December 31	\$16,470	\$1,529	\$1,540	\$1,529	\$1,529
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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 2012 Budget

An interest payment to the developer in the amount of \$77,720 is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$73,994	\$79,074	\$79,070	\$79,070	\$86,350
3801 Investment earnings	1,427	174	300	700	700
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Total revenues	75,421	79,249	79,370	79,770	87,050
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<u>Expenditures:</u>					
4480 Fees for service	0	610	600	600	600
4820 Interest payments	66,594	71,167	71,160	71,160	77,720
4930 Investment management fees	726	703	680	680	400
<hr/>					
Total expenditures	67,321	72,480	72,440	72,440	78,720
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Excess (deficit) of revenues over expenditures	8,101	6,769	6,930	7,330	8,330
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Fund balance - January 1	158,573	166,673	173,503	173,442	180,772
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Fund balance - December 31	\$166,673	\$173,442	\$180,433	\$180,772	\$189,102

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 2012 Budget

An interest payment to the developer in the amount of \$20,540 is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$22,223	\$23,100	\$23,100	\$23,100	\$21,850
3801 Investment Earnings	32	(2)	0	0	0
Total revenues	<u>22,255</u>	<u>23,098</u>	<u>23,100</u>	<u>23,100</u>	<u>21,850</u>
<u>Expenditures:</u>					
4480 Fees for service	0	590	500	500	500
4820 Interest payments	20,890	21,714	21,710	21,710	20,540
4930 Investment Management Fees	19	0	0	0	0
Total expenditures	<u>20,909</u>	<u>22,304</u>	<u>22,210</u>	<u>22,210</u>	<u>21,040</u>
Excess (deficit) of revenues over expenditures	1,346	795	890	890	810
Fund balance - January 1	<u>309</u>	<u>1,655</u>	<u>2,445</u>	<u>2,450</u>	<u>3,340</u>
Fund balance - December 31	<u>\$1,655</u>	<u>\$2,450</u>	<u>\$3,335</u>	<u>\$3,340</u>	<u>\$4,150</u>

FUND: TAX INCREMENT HOUSING DISTRICT 1-8 (429)**Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Sibley Cove Apartments on County Road D.

Projects in 2012 Budget

An interest payment to the developer in the amount of \$71,420 is included in the 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$65,105	\$64,903	\$64,900	\$64,900	\$79,360
3801 Investment earnings	218	25	50	50	50
<hr/>					
Total revenues	65,323	64,928	64,950	64,950	79,410
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	590	500	500	500
4820 Interest payments	58,595	58,413	58,410	58,410	71,420
4930 Investment management fees	107	99	100	100	100
<hr/>					
Total expenditures	58,702	59,101	59,010	59,010	72,020
<hr/>					
Excess (deficit) of revenues over expenditures	6,621	5,826	5,940	5,940	7,390
<hr/>					
Fund balance - January 1	21,752	28,373	34,193	34,199	40,139
<hr/>					
Fund balance - December 31	\$28,373	\$34,199	\$40,133	\$40,139	\$47,529

FUND: TAX INCREMENT HOUSING DISTRICT 1-9 (438)**Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2009 for the Gethsemane Senior Housing development to be located south of Gethsemane Lutheran Church.

Projects in 2012 Budget

None.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Gethsemane Senior Housing project 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 #1-9 FUND (438)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$0	\$0	\$0	\$0	\$0
3801 Investment earnings	0	(1)	0	0	0
Total revenues	0	(1)	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	5,686	0	0	0
Total expenditures	0	5,686	0	0	0
Excess (deficit) of revenues over expenditures	0	(5,687)	0	0	0
Fund balance - January 1	0	0	0	(5,687)	(5,687)
Fund balance - December 31	\$0	(\$5,687)	\$0	(\$5,687)	(\$5,687)

FUND: TAX INCREMENT HOUSING DISTRICT 1-10 (441)**Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 2011 for the Shores Senior Living development.

Projects in 2012 Budget

None.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Shores Senior Living provides that 90% of the annual tax increment revenues on the project be paid to the developer.

CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-10 FUND (441)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$0	\$0	\$0	\$0	\$0
Total revenues	0	0	0	0	0
<u>Expenditures:</u>					
4480 Fees for service	0	2,750	0	5,500	0
Total expenditures	0	2,750	0	5,500	0
Excess (deficit) of revenues over expenditures	0	(2,750)	0	(5,500)	0
Fund balance - January 1	0	0	0	(2,750)	(8,250)
Fund balance - December 31	\$0	(\$2,750)	\$0	(\$8,250)	(\$8,250)

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 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3651	\$0	\$37,927	\$9,480	\$9,510	\$11,350
3801	61	(6)	0	(210)	(250)
<hr/>					
Total revenues	61	37,921	9,480	9,300	11,100
<hr/>					
<u>Expenditures:</u>					
Capital projects	0	8,622	0	4,200	0
4485 Fees for utility billing	0	6,170	1,550	1,550	1,550
4930 Investment management fees	43	0	0	0	0
<hr/>					
Total expenditures	43	14,792	1,550	5,750	1,550
<hr/>					
Excess (deficit) of revenues over expenditures	18	23,129	7,930	3,550	9,550
Other financing sources (uses):					
Operating transfers in (out):					
Public Improvement Project Fund	0	(80,000)	0	0	0
<hr/>					
Net increase (decrease) in fund balance	18	(56,871)	7,930	3,550	9,550
Fund balance - January 1	(1,923)	(1,905)	(56,405)	(58,776)	(55,226)
<hr/>					
Fund balance - December 31	(\$1,905)	(\$58,776)	(\$48,475)	(\$55,226)	(\$45,676)
<hr/>					

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 2012 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.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$103,424	\$50,569	\$165,000	\$134,900	\$181,500
3801 Investment earnings	585	(194)	(300)	400	500
3808 Water availability charge	45,356	36,960	45,360	36,960	36,960
	<hr/>				
Total revenues	149,365	87,335	210,060	172,260	218,960
<u>Expenditures:</u>					
Capital projects	0	35,102	0	16,790	0
4485 Fees for utility billing	2,558	(3,756)	1,760	880	1,760
4930 Investment management fees	1,027	0	0	470	400
	<hr/>				
Total expenditures	3,585	31,346	1,760	18,140	2,160
Excess (deficit) of revenues over expenditures	145,780	55,990	208,300	154,120	216,800
<u>Other financing sources (uses):</u>					
<u>Operating transfers in (out):</u>					
Public Improvement Project Fund	0	212,000	0	(40,800)	(423,500)
1993/2002B G.O. Imp. Refunding Bonds	(33,460)	(33,460)	(33,460)	(33,460)	0
2010A G.O. Improvement Bonds	0	0	(16,580)	(15,860)	(46,080)
	<hr/>				
Net increase (decrease) in fund balance	112,320	234,530	158,260	64,000	(252,780)
Fund balance - January 1	(271,572)	(159,251)	(115,911)	75,278	139,278
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Fund balance - December 31	(\$159,251)	\$75,278	\$42,349	\$139,278	(\$113,502)



MAPLEWOOD

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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.

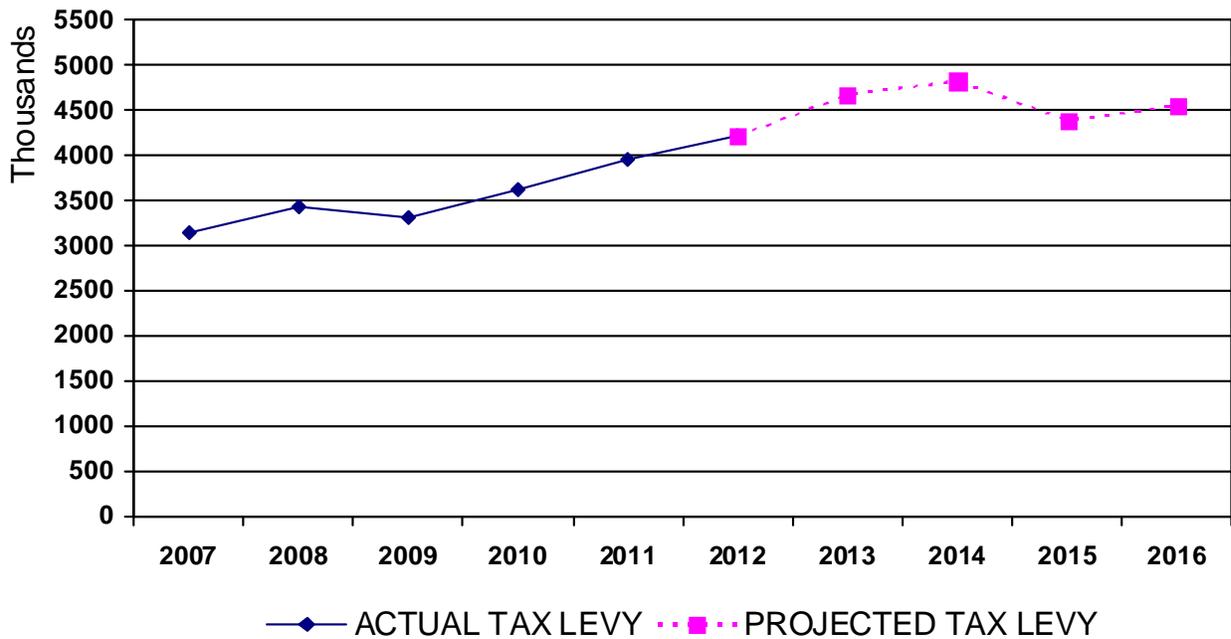
The 2012 Budget for the Debt Service Fund includes a tax levy of \$4,208,103 which is a 6.3% increase over 2011. The following table lists a breakdown by bond issue type along with a comparison for 2011:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2011	2012	
\$1,888,197	\$2,955,233	Public Works Improvement Bonds
0	0	Tax Increment Bonds
402,990	369,200	Open Space Bonds
1,352,206	566,700	Tax Abatement Bonds
314,710	316,970	Fire Safety Bonds
\$3,958,103	\$4,208,103	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 2016. The amounts listed are for existing bond issues. Debt service tax levies in future operating budgets through the year 2016 will increase annually by an average of 0.1%.

DEBT SERVICE TAX LEVIES 2007 TO 2016 - ACTUAL AND PROJECTED



Revenues for the 2012 Debt Service Budget total \$6,910,900 and consist of property taxes, special assessments, intergovernmental aid and investment interest. Property tax revenue totals \$4,018,600 and is based upon the assumption that 95.5% of the tax levy will be collected. Anticipated 2012 revenues from special assessments are \$1,879,910, state street aid is \$814,410, federal interest credit aid is \$160,310 and investment interest will be approximately \$37,670.

Expenditures for the 2012 Debt Service Budget total \$9,743,150 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2012 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2011, the City's net debt outstanding will be \$78,017,297. This is an increase of 2.5% from the balance on December 31, 2010. On December 31, 2012, the City's net debt outstanding will be \$79,755,297, which is an increase of 2.2% from the balance on December 31, 2011.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2011	2012
Tax Increment Bonds	\$4,067,297	\$2,082,297
Open Space Bonds	1,400,000	1,070,000
Public Works Improvement Bonds	53,145,000	55,085,000
Sewer Revenue Bonds	3,140,000	2,210,000
Environmental Utility Revenue Bonds	1,505,000	3,405,000
St. Paul Water Utility Revenue Bonds	510,000	510,000
Equipment Certificates	65,000	0
Fire Safety Bonds	2,540,000	2,355,000
Tax Abatement Bonds	3,850,000	3,465,000
MSA Bonds	8,205,000	7,320,000
Capital Improvement Plan Bonds	545,000	515,000
Total debt payable – January 1	78,972,297	78,017,297
New debt issues	10,000,000	8,563,000
Debt retired/refunded	10,955,000	6,825,000
Total debt payable - December 31	78,017,297	79,755,297
Escrow balance for bonds to be called	0	0
Net debt outstanding – December 31	\$78,017,297	\$79,755,297
Percent increase (decrease)	2.5%	2.2%

The anticipated new debt for 2012 of \$8,563,000 is for public improvements and fire stations.

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 2016.

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 three bond issues that will be subject to the debt limit: the Open Space Bonds, Series 2002D; Refunding Bonds, Series 2004A; and Capital Improvement Plan Bonds, Series 2004D.

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 2012-2016. 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**

	2012	2013	2014	2015	2016
Market value of taxable property	\$3,716,534,000	\$3,926,778,000	\$4,148,915,000	\$4,383,618,000	\$4,631,599,000
Statutory debt limit: 3.0% of market value	111,496,020	117,803,340	124,467,450	131,508,540	138,947,970
<u>Amount of debt applicable to debt limit:</u>					
Open Space Refunding Bonds 2002D	725,000	365,000	-	0	0
Refunding Bonds 2004A	2,145,000	1,935,000	1,715,000	1,495,000	1,270,000
Capital Improvement Plan Bonds 2004C	485,000	455,000	420,000	385,000	350,000
Total debt applicable to debt limit	3,355,000	2,755,000	2,135,000	1,880,000	1,620,000
Legal debt margin	108,141,020	115,048,340	122,332,450	129,628,540	137,327,970

BOND RATINGS

The City has utilized two different rating agencies over the years - Moody's Investor Services and Standard and Poor's. In 1989, Moody's improved the City's rating from 'A-1' to 'Aa'. The improved rating was due to "continued growth and diversification of the City's economy, strength and long-term stability of its dominant taxpayer and well maintained finances" according to the Moody's Credit Report.

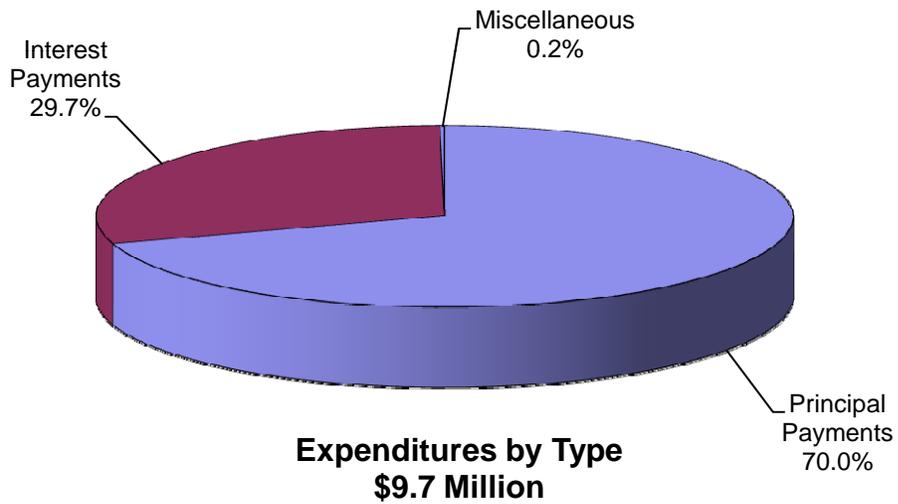
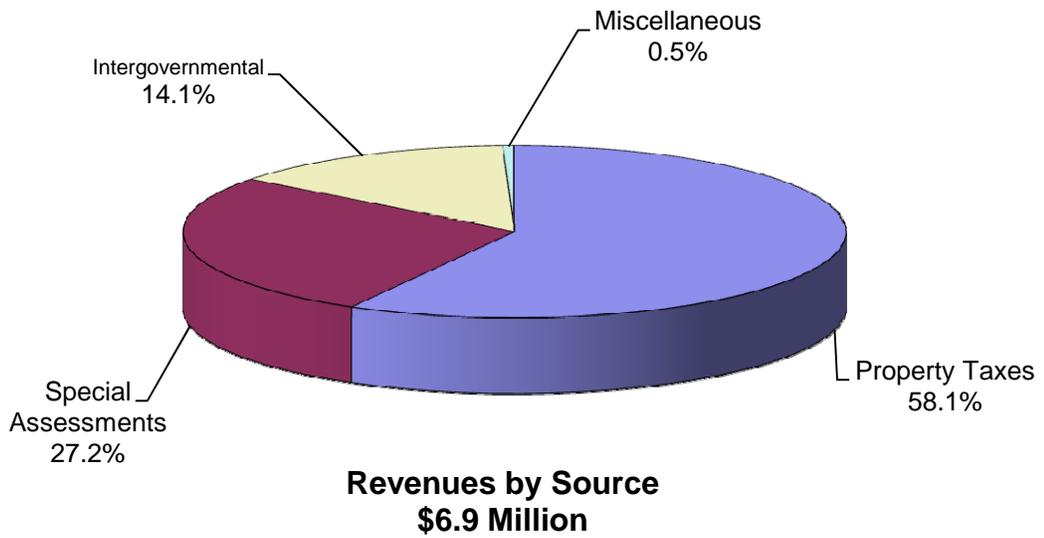
In 1997 Moody's revised their rating scale and the 'Aa' rating was replaced with 'Aa2' and 'Aa3' ratings. Maplewood had the 'Aa2' rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were 'Aa2' or better in November 2005.

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

For the 2011 bond issue, the City returned to Moody's Investor Services and was assigned a rating of Aa1, which is equivalent to the AA+ assigned by Standard and Poor's. This is the second highest investment grade in the scale. Part of Moody's rationale for their decision was "stable financial operations, supported by satisfactory General Fund reserves and sound fiscal policies".

2012 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Revenues:					
<u>Property Taxes:</u>					
3011 Current	\$3,070,981	\$3,440,798	\$3,827,110	\$3,827,110	\$4,018,600
3012 Delinquent	35,568	27,669	0	0	0
<u>Special Assessments:</u>					
3110 Current	1,794,422	1,605,849	1,597,020	1,855,100	1,879,910
3130 Delinquent	567,352	108,157	0	0	0
3140 Deferred	1,107,867	1,761,850	0	0	0
3160 Penalties	197,105	29,833	0	0	0
3190 Deferred - County	18,034	0	0	0	0
<u>Intergovernmental Revenue:</u>					
3517 Federal grant	0	0	0	198,370	160,310
3525 State street construction aid	270,000	852,826	540,000	540,000	540,000
3526 State street maintenance aid	363,184	311,538	293,140	301,920	274,410
<u>Miscellaneous Revenue:</u>					
Miscellaneous	(6,480)	(1,322)	0	0	0
3801 Investment earnings	103,480	9,848	49,440	40,280	37,670
Total revenues	7,521,513	8,147,046	6,306,710	6,762,780	6,910,900

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

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Expenditures:					
<u>Debt Service:</u>					
4810					
Principal:					
Regular	7,545,000	9,485,000	6,955,000	6,955,000	6,825,000
Called bonds	2,560,000	0	4,000,000	4,000,000	0
4820	2,927,000	2,663,669	2,727,990	2,926,360	2,898,430
4840	61,951	11,696	7,740	8,490	7,310
<u>Other Charges:</u>					
4480	21,260	93,414	4,740	12,820	8,670
4920	0	0	30,560	0	0
4930	38,917	29,995	3,270	5,340	3,740
<hr/>					
Total expenditures	13,154,129	12,283,774	13,729,300	13,908,010	9,743,150
<hr/>					
Excess (deficit) of revenues over expenditures	(5,632,616)	(4,136,727)	(7,422,590)	(7,145,230)	(2,832,250)
Other financing sources (uses):					
Bond proceeds (net)	4,536,376	4,144,036	0	227,440	0
Transfers in (out):					
Debt Service Sub-Fund (in)	3,672,426	2,047,918	3,477,380	0	0
Debt Service Sub-Fund (out)	(3,672,426)	(2,047,918)	(3,477,380)	0	0
Public Improvement Project	35,690	1,491,021	0	0	0
Public Safety Comm Fund	0	83,277	0	0	0
Environmental Utility Fund	112,660	174,650	194,540	193,050	301,460
General Fund	350,000	0	0	0	0
Sewer Fund	293,925	184,400	269,150	269,150	266,930
Tax Increment Funds	301,641	375,270	370,020	355,260	375,190
WAC Fund - St. Paul District	33,460	33,460	50,040	49,320	46,080
<hr/>					
Net increase (decrease) in fund balance	31,136	2,349,386	(6,538,840)	(6,051,010)	(1,842,590)
<hr/>					
Fund balance - January 1	12,669,088	12,700,223	11,506,854	15,049,610	8,998,600
<hr/>					
Fund balance - December 31	\$12,700,223	\$15,049,610	\$4,968,014	\$8,998,600	\$7,156,010

**DEBT SERVICE BUDGET
BUDGETED CHANGES IN FUND BALANCES**

SUB- FUND NO.	BALANCE 01-01-12	REVENUES	EXPENDITURES	OTHER SOURCES & USES	BALANCE 12-31-12	
334	G.O. Refunding Bonds - 1998B	(1,287)	0	0	0	(1,287)
336	G.O. Tax Increment Bonds - 1999B	204,427	60	520	71,450	275,417
342	G.O. Improvement Refunding Bonds - 2002B	(3,506)	0	0	0	(3,506)
344	G.O. Open Space Refunding Bonds - 2002D	70,147	352,820	387,820	0	35,147
347	G.O. Refunding Bonds - 2004A	3,530	323,030	317,550	0	9,010
348	G.O. Improvement Bonds - 2004B	202,832	879,750	1,082,570	0	12
349	G.O. Tax Abatement Bonds - 2004C	(1,759)	539,210	526,840	0	10,611
350	G.O. Capital Improvement Bonds - 2004D	(249)	54,670	53,610	0	811
351	G.O. State Aid Street Bonds - 2004E	239,670	419,900	416,420	0	243,150
353	G.O. Improvement Bonds - 2005A	1,159,742	102,620	200,650	0	1,061,712
354	G.O. Improvement Bonds 2006A	140,073	462,070	516,940	0	85,203
355	G.O. Equipment Certificates - 2006B	39,849	0	0	0	39,849
356	G.O. Improvement Bonds - 2007A	2,004,493	411,310	1,349,020	51,230	1,118,013
357	G.O. Improvement Bonds - 2007B	387,624	336,550	517,250	90,240	297,164
358	G.O. Bonds - 2008A	982,250	649,750	1,045,750	159,190	745,440
359	G.O. Improvement & Refunding Bonds - 2008B	540,916	83,030	157,530	0	466,416
360	G.O. Improvement Bonds - 2009A	178,374	415,550	537,860	0	56,064
361	G.O. Improvement Bonds - 2009B	165,148	364,630	395,390	0	134,388
362	G.O. Improvement Bonds - 2010A	1,634,520	781,070	1,079,790	138,730	1,474,530
363	G.O. Refunding Bonds - 2010B	819,011	75,600	758,560	433,880	569,931
364	G.O. Improvement Bonds - 2011A	232,790	659,280	399,080	44,940	537,930
Grand Total		<u>\$8,998,595</u>	<u>\$6,910,900</u>	<u>\$9,743,150</u>	<u>\$989,660</u>	<u>\$7,156,005</u>



MAPLEWOOD

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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.

BUDGET REVIEW BY CITY COUNCIL

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

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

BUDGET PROCESS

BUDGET ADOPTION

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

BUDGET CALENDAR

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

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

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

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

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

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

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

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

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

FINANCIAL POLICIES AND PROCEDURES

BASIS OF ACCOUNTING/BUDGETING

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

BALANCED BUDGET

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

BUDGETARY CONTROL

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

The City legally adopts annual budgets for the General Fund and the Recreation Programs Special Revenue Fund. The City also adopts annual budgets for the Special Revenue, Debt Service and Capital Project Funds which are prepared on the modified accrual basis of accounting, except for the Federal Grant and State Grant Funds. Budgets were not adopted for these funds in 2012 and therefore, individual budget schedules are not presented. The budgets adopted for the Special Revenue and Capital Project Funds indicate the amount that can be expended by fund based upon detailed budget estimates for individual expenditure accounts. The General Fund budget is by department and the budget for the Debt Service fund is adopted as totals for all bond issues. Budgets are also adopted as needed to calculate user charges for the Enterprise and Internal Service Funds and to determine debt service tax levies.

FINANCIAL POLICIES AND PROCEDURES

BUDGET AMENDMENT PROCESS

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

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

FINANCIAL POLICIES AND PROCEDURES

Accounting, Budgeting and Financial Planning

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

Revenue Management

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

FINANCIAL POLICIES AND PROCEDURES

A. Property Taxes

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

Possible factors for considering an increase in property tax include:

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

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

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

B. Service Fees and Charges

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

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.
- As part of the City's enterprise effort, evaluate City services and pursue actions to accomplish the following:
 - Find community based partners to share in service delivery.
 - Make services financially self supporting or, when possible, profitable.

FINANCIAL POLICIES AND PROCEDURES

- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services and a policy for establishing fees will be set for each. Included as part of this process may be a market analysis that compares our fees to comparable market cities.
- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.
- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

C. Non-recurring Revenues

Several revenue sources, such as intergovernmental transfers, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The City Manager and Finance 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 36.1% of annual general fund revenues with a goal of achieving 40.0%.
2. **Special Revenue Funds** – Temporary deficits in these funds will be financed by loans from other funds with an interest rate equal to the average rate earned on city investments.
3. **Debt Service Funds** - The City's fund balance in the Debt Service fund shall be at a minimum level of 50% of annual debt service expenditures. Because the majority of annual debt service is paid on February 1 and August 1 of each year, funds must be on hand for payment of February 1 debt service.
4. **Capital Improvement and Project Improvement Funds** – The fund balances in these funds within the Capital Improvement Budget vary annually

FINANCIAL POLICIES AND PROCEDURES

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

FINANCIAL POLICIES AND PROCEDURES

Debt Management

1. Debt financing which includes general obligation bonds, permanent improvement bonds, revenue bonds, certificates of obligation, lease/purchase agreements and other obligations allowed under Minnesota law shall be used to acquire or construct land and improvements that cannot be funded by current revenues. The term of debt shall not exceed the expected useful life of the capital asset being financed.
2. Each year the City will adopt a capital improvement plan. The plan will recommend specific funding of projects for the following five fiscal years.
3. The City is committed to providing continuing disclosure to certain financial and operating data and material event notices as required by Securities and Exchange Commission (SEC) Rule 15c2-12. The Finance Department shall be responsible for the preparation of all disclosure documents and releases required under Rule 15c2-12.
4. The City shall use a competitive bidding process for the sale of debt unless the use of a negotiated process is warranted due to adverse market conditions, such as a high degree of volatility in the bond market, market timing requirements (refunding), or a unique pledge or debt structure. The City will award competitively issued debt on the true interest cost (TIC) basis.
5. The city welcomes ideas and proposals from investment bankers and will seek to give first consideration to those firms that submit unique and innovative ideas that benefit the City. Unsolicited proposals should be submitted to the City's Finance Department and the City's Financial Advisor.
6. An advance or current refunding of outstanding debt shall only be considered when present value savings of at least 3.50% of the principal amount of the refunded bonds are produced, unless a debt restructuring or bond covenant revisions are necessary. Savings from refundings will be distributed evenly over the life of the refunded bonds unless special circumstances warrant another savings structure.

FINANCIAL POLICIES AND PROCEDURES

Investments

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

Grants

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

Retirement Funds

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

Risk Management

1. The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
 - a) Loss prevention – prevent losses where possible
 - b) Loss control – reduce or mitigate losses
 - c) Loss financing – provide a means to finance losses
 - d) Loss information management – collect and analyze data to make prudent prevention, control and financing decisions

FINANCIAL POLICIES AND PROCEDURES

2. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the result of the City's risk management program for the preceding year.

Economic Development Authority

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

Among the 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

FINANCIAL POLICIES AND PROCEDURES

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:

1. The EDA appropriates the funds as part of the annual budget, or
2. The EDA authorizes an amendment to the EDA budget outside of the annual appropriation process.



MAPLEWOOD

Together We Can

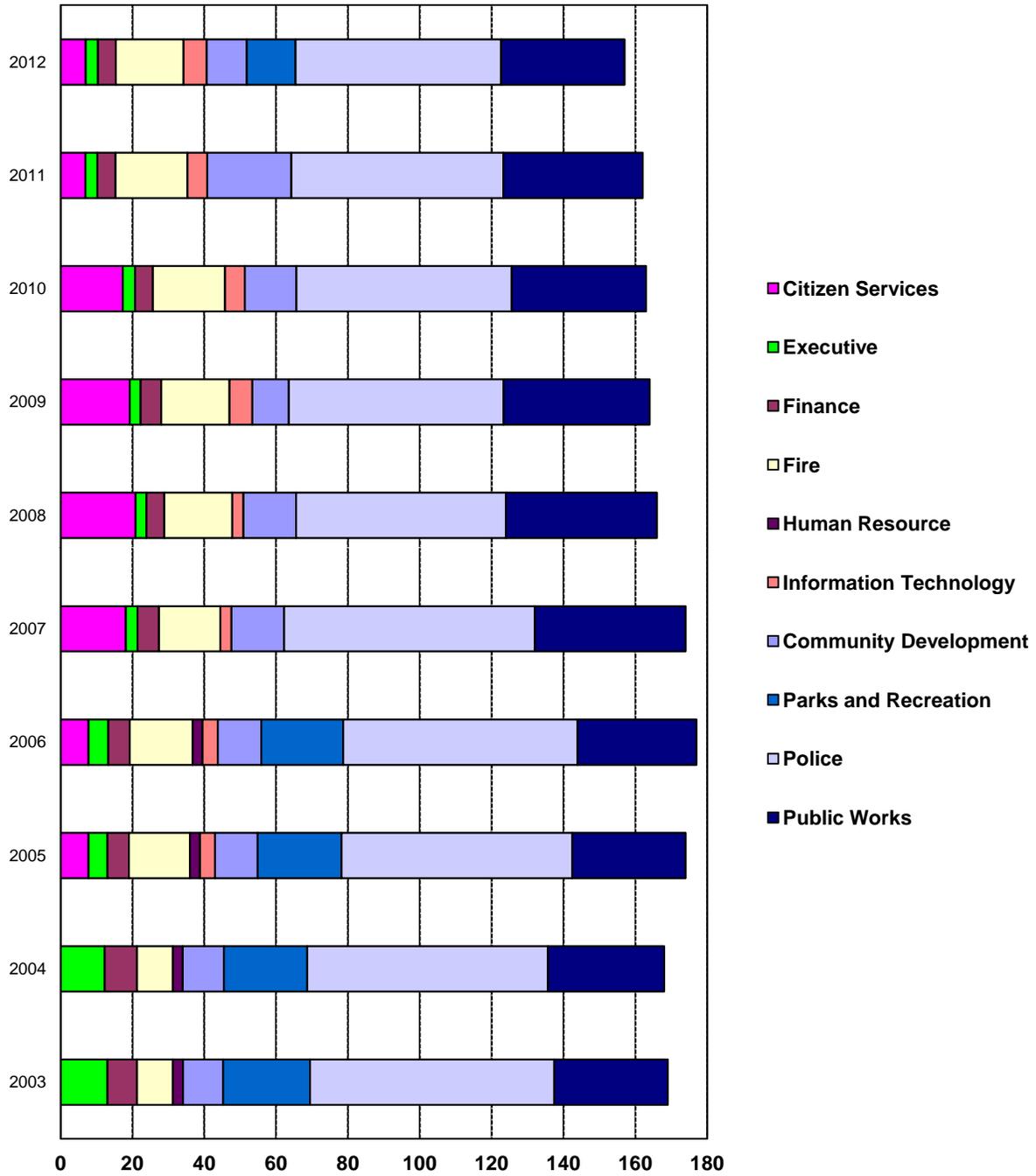
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SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

2003-2012



SUMMARY OF PERSONNEL BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department and Fund
2003-2012

By Department:	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Citizen Services	-	-	7.75	7.75	18.20	20.90	19.30	17.30	6.90	7.00
Executive	13.04	12.25	5.27	5.54	3.20	3.00	3.00	3.40	3.40	3.40
Finance	8.26	9.00	6.00	6.00	6.00	5.00	5.75	5.00	5.00	5.00
Fire	10.00	10.00	17.00	17.50	17.09	18.89	19.00	20.10	20.00	18.80
Human Resource	2.75	2.75	2.75	2.75	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	-	-	4.25	4.25	3.10	3.10	6.30	5.50	5.50	6.50
Community Development	11.20	11.48	11.85	12.10	14.66	14.66	10.20	14.35	23.43	11.10
Parks and Recreation	24.20	23.17	23.33	22.76	0.00	0.00	0.00	0.00	0.00	13.60
Police	68.00	67.00	64.20	65.20	69.80	58.40	59.80	59.90	59.00	57.20
Public Works	31.55	32.35	31.60	33.15	41.95	42.05	40.65	37.45	38.77	34.40
Totals	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00	157.00

By Fund:	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
General Fund	144.63	139.46	131.72	135.84	132.29	124.27	125.32	122.80	118.00	114.00
Information Technology Fund	2.26	3.00	4.25	4.25	3.10	3.10	3.00	3.00	3.00	4.00
Rec. Programs Fund	4.30	4.10	4.10	4.10	3.60	3.38	2.88	2.00	3.50	3.30
Community Center Fund	8.15	6.03	7.08	6.81	7.60	8.00	7.50	8.40	8.40	7.80
Environmental Utility Fund	-	5.50	5.75	5.55	6.50	6.50	5.60	6.00	7.75	7.55
Ambulance Service Fund	-	-	11.60	10.70	11.71	11.25	10.40	11.35	11.50	11.05
Recycling Fund	-	0.25	0.25	0.25	0.35	0.40	0.40	0.60	0.80	0.60
Sewer Fund	6.33	6.08	6.00	6.25	5.60	5.90	5.80	5.60	5.80	5.45
Fleet Management Fund	3.33	3.58	3.25	3.25	3.25	3.20	3.10	3.25	3.25	3.25
Totals	169.00	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00	157.00

LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-111	Public Relations:				
	Marketing/Public Relations	1.00	1.00	-	-
	Events & Marketing Coordinator	0.50	-	-	-
101-301	Administration:				
	Citizen Services Director	1.00	0.90	0.90	1.00
	Citizen Services Supervisor	1.00	1.00	1.00	1.00
	Administrative Assistant	0.80	-	-	-
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Licensing Specialist	-	-	-	0.20
	Marketing/Public Relations	-	-	1.00	-
101-303	Deputy Registrar:				
	Licensing Specialist	2.63	2.00	2.00	2.80
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
Citizen Services Department Total		<u>8.93</u>	<u>6.90</u>	<u>6.90</u>	<u>7.00</u>
<u>EXECUTIVE DEPARTMENT</u>					
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager	-	0.40	0.40	0.40
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				
	Human Resource Coordinator	1.00	1.00	1.00	1.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
Executive Department Total		<u>3.00</u>	<u>3.40</u>	<u>3.40</u>	<u>3.40</u>
<u>FINANCE DEPARTMENT</u>					
101-202	Accounting:				
	Assistant Finance Manager	1.00	1.00	1.00	1.00
	Accounting Technician	0.75	0.75	1.00	1.00
	Payroll Coordinator	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Manager	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
606-203	Ambulance Service Billing:				
	Accounting Technician	1.00	0.25	-	-
Finance Department Total		<u>5.75</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012**

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>FIRE DEPARTMENT</u>					
101-411	Administration:				
	Fire Chief	1.00	1.00	0.75	0.75
	Assistant Fire Chief/Fire Marshal	0.40	0.50	0.50	0.50
	Administrative Assistant	1.00	1.00	0.75	-
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.60	0.50	0.50	0.50
101-404	Fire Suppression:				
	Captain	0.70	1.20	1.20	1.20
	Paramedic Coordinator	0.05	-	-	-
	Firefighter	4.81	4.80	4.80	4.80
606-403	Emergency Medical Services:				
	Fire Chief	-	-	0.25	0.25
	Administrative Assistant	-	-	0.25	-
	Captain	1.30	1.20	1.80	1.80
	Sergeant	0.30	0.30	0.30	0.30
	Asst Fire Chief/EMS Coordinator	0.95	1.00	1.00	1.00
	Police Officer/Paramedic	0.90	0.90	0.70	0.50
	Firefighter/Paramedic	6.99	7.70	7.20	7.20
	Fire Department Total	19.00	20.10	20.00	18.80
<u>INFORMATION TECHNOLOGY DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.50	0.60	0.60	0.60
	Facility Technician	1.90	1.00	1.00	1.00
	Building Maintenance Worker	0.90	0.90	0.90	0.90
703-118	Information Technology Services:				
	IT Director	1.00	1.00	1.00	1.00
	IT/Network Analyst	1.00	1.00	1.00	1.00
	IT Technician	-	-	-	1.00
	GIS Analyst	1.00	1.00	1.00	1.00
	Information Technology Department Total	6.30	5.50	5.50	6.50

LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>					
101-701	Administration:				
	Community Development Director	0.25	0.30	0.30	0.20
	Building Official	0.50	-	-	-
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	1.00	1.00	-	1.00
101-703	Building Inspections:				
	Building Official	0.50	0.25	0.25	0.75
	Assistant Building Official	1.00	1.00	1.00	0.80
	Building Inspector	2.00	3.00	2.00	1.50
	Senior Engineering Technician	0.95	0.45	0.45	0.45
101-707	Code Enforcement				
	Building Official	-	0.75	0.75	0.25
	Building Inspector	-	-	-	0.50
101-702	Planning:				
	Senior Planner	1.00	1.00	1.00	1.00
	Planner	1.00	1.00	1.00	1.00
	Environmental Planner	1.00	1.00	-	-
604-702	EUF Planning:				
	Community Development Director	-	-	-	0.10
	Assistant Building Official	-	-	-	0.20
	Senior Engineering Technician	-	-	-	0.45
	Environmental Planner	-	-	-	0.60
	Natural Resources Coordinator	-	-	-	0.70
605-706	Recycling				
	Community Development Director	-	0.20	0.20	-
	Operations Analyst	0.15	0.20	0.20	-
	Chief Building Engineer	-	0.10	0.10	0.10
	Building Maintenance Worker	-	0.10	0.10	0.10
	Environmental Planner	0.25	-	0.20	0.40
Community Development Department Total		<u>10.60</u>	<u>11.35</u>	<u>8.55</u>	<u>11.10</u>

PARKS & RECREATION DEPARTMENT

101-601	Administration:				
	Parks & Recreation Director	-	0.30	0.30	0.40
	Parks and Recreation Manager	-	1.00	1.00	0.30
	Office Specialist	-	1.00	0.50	0.50
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.55	0.55	0.55	0.55
101-604	Nature Center:				
	Lead Naturalist	0.45	0.45	0.45	0.45
101-605	Open Space				
	Natural Resources Coordinator	0.30	0.30	0.30	0.30
206-603	Recreation Programs:				
	Parks & Recreation Director	-	-	-	0.10
	Events/Marketing Coordinator	0.50	-	-	-

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012**

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
	Recreation Manager	2.00	2.00	2.00	1.00
	Parks Manager	-	-	-	0.70
	Recreation Program Asst Coordinator	-	-	1.00	1.00
	Office Specialist	0.38	-	0.50	0.50
602-611	Community Center Administration:				
	Parks & Recreation Director	0.10	0.10	0.10	0.50
	Fitness/Operations Director	1.00	1.00	1.00	-
	Member Services Supervisor	1.00	1.00	1.00	1.00
	Banquet Events Manager	-	-	1.00	1.00
	Customer Service Supervisor	1.00	1.00	-	-
	Recreation Coordinator	1.00	1.00	1.00	-
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.40	0.30	0.30	0.30
	Lead Building Custodian	1.00	1.00	1.00	1.00
	Facility Technician	1.00	2.00	2.00	1.00
	Building Custodian	-	-	-	1.00
602-612	Community Center Recreation Activities:				
	Fitness Supervisor	-	-	-	1.00
	Aquatics Program Supervisor	1.00	1.00	1.00	1.00
	Parks & Recreation Department Total	<u>11.68</u>	<u>14.00</u>	<u>15.00</u>	<u>13.60</u>

POLICE DEPARTMENT

101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Deputy Police Chief	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Police Records Specialist	3.00	3.00	3.00	3.00
101-409	Investigations				
	Lieutenant	1.00	1.00	1.00	1.00
	Police Officer	7.60	7.80	6.80	7.90
	Technical Assistant	1.00	1.00	1.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	7.70	5.70	6.70	6.70
	Police Officer	<u>34.50</u>	<u>36.40</u>	<u>35.50</u>	<u>32.60</u>
	Police Department Total	<u>59.80</u>	<u>59.90</u>	<u>59.00</u>	<u>57.20</u>

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012**

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>PUBLIC WORKS DEPARTMENT</u>					
101-501	Administration:				
	Public Works Director	1.00	0.35	0.35	0.20
	Operations Analyst	0.20	0.20	0.20	-
	Administrative Assistant	0.75	0.75	0.50	0.50
101-503	Engineering:				
	Deputy Public Works Dir./City Engineer	-	1.00	0.60	0.30
	Assistant City Engineer	1.00	-	1.00	1.00
	Civil Engineer I	1.75	1.00	0.75	-
	Civil Engineer II	1.00	2.00	1.00	0.75
	Senior Engineering Technician	3.05	3.10	3.10	3.10
	Engineering Technician	2.00	2.00	2.00	2.00
702-509	Fleet Management				
	Superintendent	0.25	0.25	0.25	0.25
	Crew Chief	0.95	1.00	1.00	1.00
	Heavy Equipment Mechanic	1.90	2.00	2.00	2.00
101-602	Park Maintenance:				
	Superintendent	-	-	1.00	-
	Crew Chief	-	-	-	1.00
	Foreman	1.00	1.00	-	-
	Maintenance Worker	6.50	5.00	5.00	5.00
601-508	Sanitary Sewer Operations:				
	Public Works Director	-	-	0.25	0.10
	Deputy Public Works Dir./City Engineer	-	0.25	0.20	0.35
	Operations Analyst	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	3.00	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	0.20	0.40
	Maintenance Worker	1.40	1.40	1.80	1.60

LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2009-2012

<u>CODE</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
604-512	Storm Sewer Maintenance:				
	Deputy Public Works Dir./City Engineer	-	-	0.20	0.35
	Community Development Director	-	0.20	0.20	-
	Administrative Assistant	-	-	0.25	0.25
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.90	0.90	0.70	0.80
	Maintenance Worker	1.75	1.75	2.10	2.00
	Natural Resources Coordinator	0.70	0.70	0.70	-
	Operations Analyst	0.25	0.25	0.25	-
	Senior Engineering Technician	-	-	0.45	-
	Civil Engineer	0.25	0.45	0.25	0.25
	Environmental Planner	-	-	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	3.15	3.60	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	0.70	0.70	0.80	0.80
Public Works Department Total		<u>38.95</u>	<u>36.85</u>	<u>38.65</u>	<u>34.40</u>
TOTALS - ALL DEPARTMENTS		164.00	163.00	162.00	157.00

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 2012 estimate for leave benefits is based upon actual leave hours used in 2010 and projected 2012 pay rates. The estimate for retirement benefits is based on projected 2012 pay rates and employer required contribution rates. Insurance benefits expense for 2012 is based upon an estimated 10% increase in health insurance premium rates and projected 2012 pay rates.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL ESTIMATE	2011 RE-EST.	2012 ESTIMATE
<u>Operating revenues:</u>					
3833 Charges for leave benefits	\$1,655,784	\$1,896,588	\$1,719,230	\$1,719,230	\$1,750,630
3834 Charges for retirement benefits	2,105,748	2,061,516	2,428,480	2,428,480	2,250,440
3835 Charges for insurance benefits	2,004,276	2,107,932	2,405,860	2,405,860	2,699,540
Total revenues	<u>5,765,808</u>	<u>6,066,036</u>	<u>6,553,570</u>	<u>6,553,570</u>	<u>6,700,610</u>
<u>Operating expenses:</u>					
Early retirement pay	63,756	132,889	50,000	75,000	20,000
Leave benefits	1,758,614	1,855,821	1,800,000	1,750,000	1,750,000
Retirement benefits	2,195,493	2,200,538	2,330,000	2,225,000	2,250,000
Insurance benefits	1,977,796	2,230,645	2,300,000	2,325,000	2,575,000
Opeb	91,036	72,460	50,000	50,000	50,000
Miscellaneous service charges	5,796	7,952	7,640	7,640	7,640
Total expenses	<u>6,092,491</u>	<u>6,500,305</u>	<u>6,537,640</u>	<u>6,432,640</u>	<u>6,652,640</u>
Operating income (loss)	(326,683)	(434,269)	15,930	120,930	47,970
<u>Nonoperating revenues (expenses):</u>					
3530 State aid	32,410	32,410	32,410	32,410	32,410
3517 Federal aid	0	14,391	0	0	0
3801 Investment earnings	9,042	1,879	15,000	2,000	15,000
Total nonoperating revenues (expenses)	<u>41,452</u>	<u>48,680</u>	<u>47,410</u>	<u>34,410</u>	<u>47,410</u>
Change in fund equity	(285,230)	(385,589)	63,340	155,340	95,380
Fund equity - January 1	<u>223,266</u>	<u>(61,964)</u>	<u>(372,100)</u>	<u>(447,554)</u>	<u>(292,214)</u>
Fund equity - December 31	<u>(\$61,964.34)</u>	<u>(\$447,553.65)</u>	<u>(\$308,760.00)</u>	<u>(\$292,213.65)</u>	<u>(\$196,833.65)</u>

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL ESTIMATE	2011 RE-EST.	2012 ESTIMATE
Net income (loss)	(\$285,230)	(\$385,589)	\$63,340	\$155,340	\$95,380
Change in current assets	7,019	(13,971)	0	0	0
Change in current liabilities	12,598	75,381	0	0	0
Net increase (decrease) in cash	(265,613)	(324,179)	63,340	155,340	95,380
Cash balance - January 1	<u>2,077,384</u>	<u>1,811,771</u>	<u>1,501,634</u>	<u>1,487,592</u>	<u>1,642,932</u>
Cash balance - December 31	<u>\$1,811,770.81</u>	<u>\$1,487,591.78</u>	<u>\$1,564,974.00</u>	<u>\$1,642,931.78</u>	<u>\$1,738,311.78</u>

CITY OF MAPLEWOOD, MINNESOTA
RISK MANAGEMENT FUND (705)

This fund accounts for general insurance and risk management expenses and provides a reserve to finance premiums, claims and deductibles. These operating expenses are used as a basis to determine amounts to be charged to departments for general insurance and risk management. The charges are levied as a percentage of the departments' cost for annual insurance premiums.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

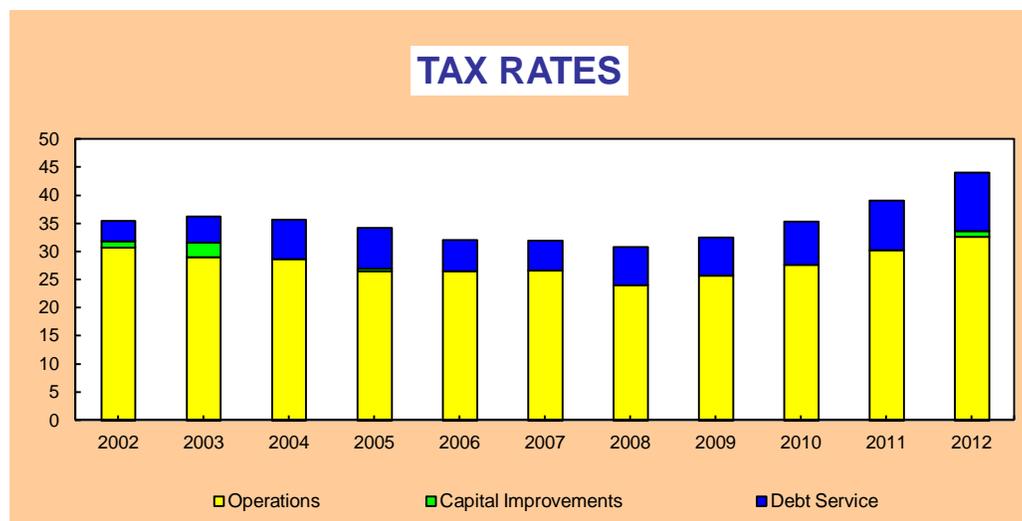
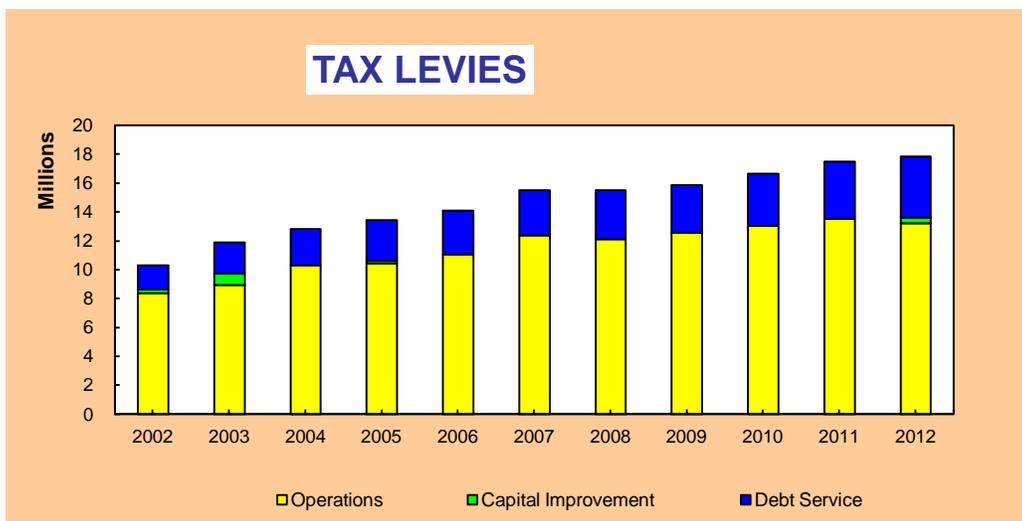
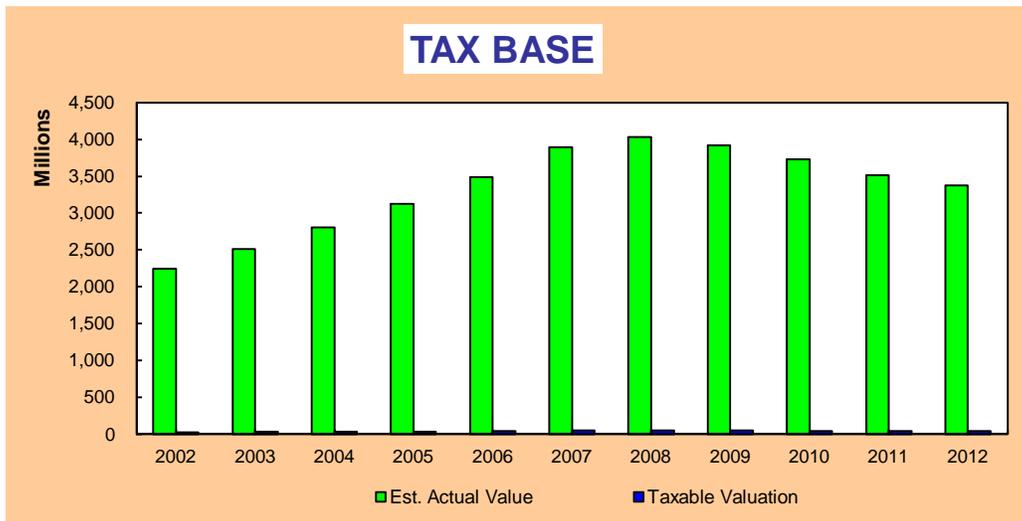
ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL ESTIMATE	2011 RE-EST.	2012 ESTIMATE
<u>Operating revenues:</u>					
3838 Charges for insurance	\$0	\$0	\$0	\$0	\$323,770
Total revenues	0	0	0	0	323,770
<u>Operating expenses:</u>					
Insurance	0	0	0	0	238,740
Fees for service	0	0	0	0	12,000
Total expenses	0	0	0	0	250,740
Operating income (loss)	0	0	0	0	73,030
Nonoperating revenues (expenses):					
Transfers in/(out)	0	75,000	60,000	60,000	0
Total nonoperating revenues (expenses)	0	75,000	60,000	60,000	0
Change in fund equity	0	75,000	60,000	60,000	73,030
Fund equity - January 1	0	0	75,000	75,000	135,000
Fund equity - December 31	\$0	\$75,000	\$135,000	\$135,000	\$208,030

STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL ESTIMATE	2011 RE-EST.	2012 ESTIMATE
Net income (loss)	\$0	\$75,000	\$60,000	\$60,000	\$73,030
Changes in current assets	0	0	0	0	0
Changes in current liabilities	0	0	0	0	0
Net increase (decrease) in cash	0	75,000	60,000	60,000	73,030
Cash balance - January 1	0	0	75,000	75,000	135,000
Cash balance - December 31	\$0	\$75,000	\$135,000	\$135,000	\$208,030

TAX BASE, TAX LEVIES AND TAX RATES

Years 2002 through 2012



TAX BASE, TAX LEVIES AND TAX RATES

Years 2002 through 2012

TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
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	3,517,546,900	43,513,736	-4.5%
2012	3,378,785,700	39,591,449	-9.0%

TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
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%
2012	13,250,420	395,000	4,208,103	17,853,523	2.0%

TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
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	30.220	-	8.830	39.050	0.02051
2012	32.688	0.974	10.381	44.044	0.02043



MAPLEWOOD

Together We Can

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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 2010 U.S. Census Bureau was 38,018, which is a 8.8% increase over the 2000 Census count of 34,947. As of 2010, the population was estimated by the Metropolitan Council to be 38,018.

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 2012 the City will have 159 full-time employees serving in various departments, including fire and police protection, and approximately 370 part-time, casual and temporary employees. Police protection is provided to all parts of the City through a 53-employee police force. Fire protection services are provided by 16 full-time firefighters and numerous casual part-time firefighters at three fire stations.

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	38,018	22.8	508,640	4.7	2,849,567	24.5
	2020	38,500	24.4	568,280	17.0	3,334,000	45.7
	2030	40,900	32.1	587,380	20.9	3,608,000	57.6
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	14,882	29.5	202,691	6.4	1,117,749	27.7
	2020	16,650	44.8	230,850	21.2	1,362,000	55.6
	2030	18,150	57.9	242,030	27.0	1,492,000	70.4
Persons Per Household	1980	3.06	--	2.70	--	2.75	--
	1990	2.69	--	2.55	--	2.61	--
	2000	2.56	-4.8	2.54	-0.6	2.59	-1.1
	2010	2.55	-5.1	2.51	-1.6	2.55	-2.5
	2020	2.31	-14.1	2.46	-3.5	2.45	-6.4
	2030	2.25	-16.3	2.43	-4.8	2.42	-7.5
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	27,570	10.0	316,626	10.4	1,542,088	21.1
	2020	41,000	63.6	403,620	40.7	1,990,000	56.2
	2030	44,500	77.5	425,630	48.4	2,126,000	66.9

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

Demographic Statistics

Characteristics	Maplewood In 1990	Maplewood In 2000	Maplewood In 2010	Metro Area In 1990	Metro Area In 2000	Metro Area In 2010
Number of Persons	30,954	35,258	38,018	2,288,729	2,642,062	2,849,567
Persons by Gender						
Female	51%	48%	52%	51%	51%	51%
Male	49%	52%	48%	49%	49%	49%
Number of Families	6,977	8,446	9,191	438,402	583,900	744,303
Number of Households (occupied)	11,496	13,758	14,882	875,504	1,021,456	1,117,749
Persons per Household	2.69	2.56	2.55	2.61	2.59	2.55
Number of Housing Units	12,120	14,004	15,564	922,224	1,169,775	1,186,986
Median Household Income	37,856	51,596	51,557			63,927
Number of Persons By Age						
0 - 19	27%	27%	26%	28%	28%	27%
20 - 24	7%	6%	6%	8%	7%	7%
25 - 34	19%	13%	13%	20%	16%	15%
35 - 64	35%	40%	40%	34%	39%	40%
65 - 74	7%	7%	7%	6%	5%	6%
75+	5%	7%	8%	4%	5%	5%
Persons by Race						
White	94%	88%	76%	92%	85%	76%
Non-white	6%	12%	24%	8%	15%	24%
Households by Type						
Family Households						
Married	60%	53%	54%	54%	51%	54%
Unmarried	14%	14%	11%	13%	13%	9%
Non-family Households	26%	33%	35%	33%	36%	37%

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