

CITY OF MAPLEWOOD ADOPTED 2013 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.

2013 BUDGET PROCESS

In May, department heads started the preparation of their budget requests for the 2013 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 10th, a hearing date was set and a proposed tax levy was certified to Ramsey County.

By November 23rd, 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 10, 2012 the Council approved the proposed budget and the City's property tax levy to finance the approved budget.

BUDGET ORGANIZATION

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

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

FINANCIAL POLICIES

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

LONG-TERM GOALS AND OBJECTIVES

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

A City Council/Management Team retreat was held in March 2012 which resulted in the setting of council three year goals. The goals ranked in order of priority are:

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

COUNCIL/MANAGER PRIORITIES AND ISSUES

The 2013 Budget achieves the following priorities of the City Council and City Manager:

- Continue delivery of essential services to Maplewood residents and businesses.
- Develop a funding source for economic development.
- 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.
- Maintain or increase tax levies for capital funds to manage the repair and replacement of vehicles, equipment and property.
- Work to increase recycling collection amounts throughout the City.

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

The current agreements with bargaining units expire at the end of 2012. The 2013 budget reflects an estimated 2% cost of living adjustment (COLA) for employees.

Because of the economic recession, Minnesota state revenues have been down significantly and one of the responses of the state was to withhold the payment of Market Value Homestead Credit (MVHC)

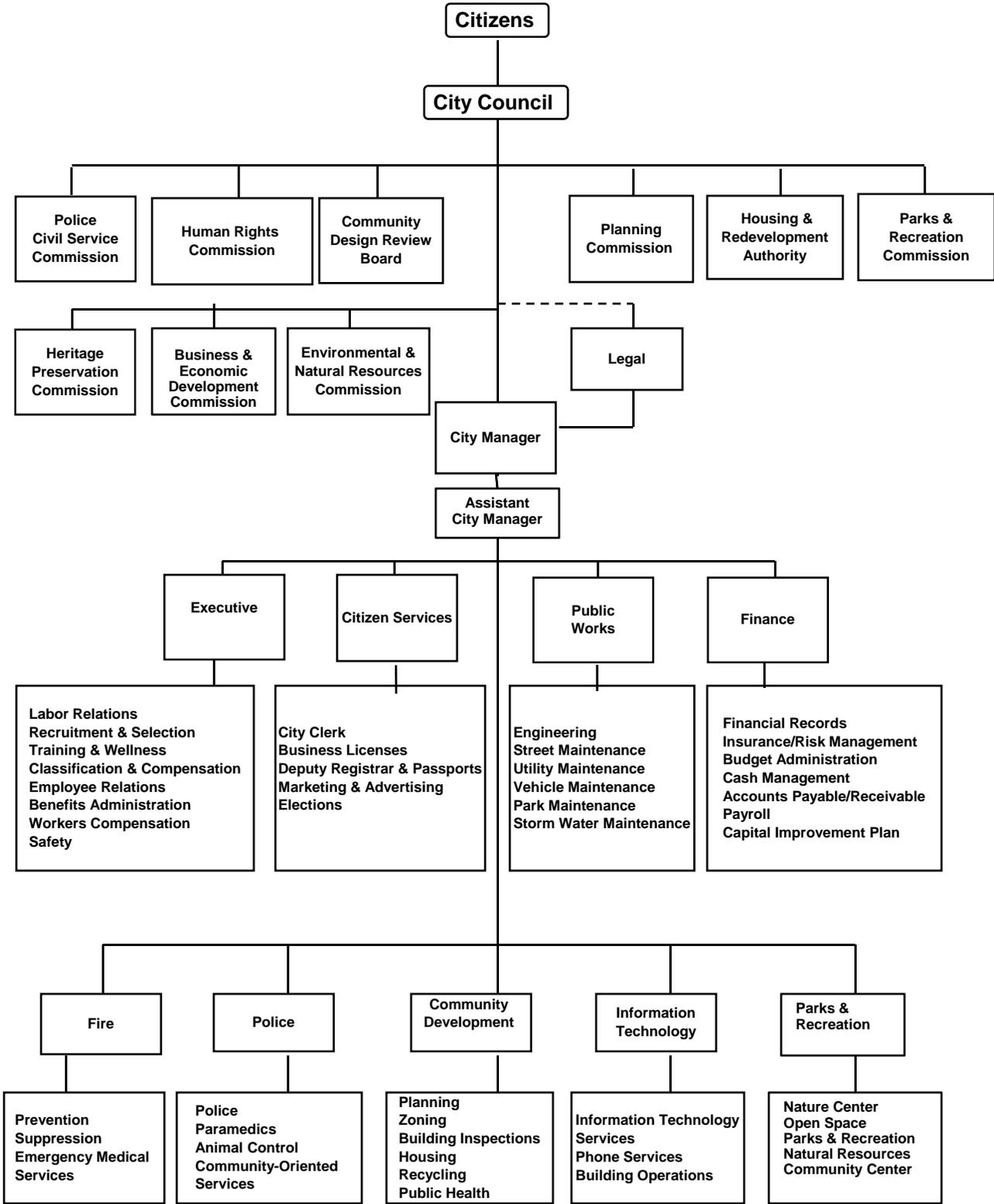
and Local Government Aid (LGA) to municipalities. Maplewood has not received LGA in recent years but had been eligible to receive MVHC. There was a reduction to Maplewood of more than \$500,000/year for 2009, 2010 and 2011. The MVHC program was eliminated for taxes payable beginning in 2012. In its place, homeowners now receive an exclusion of a portion of the market value of their house from property taxes. The new market value exclusion for homes resulted in a higher city tax rate and a shift in taxes among properties within each community, especially to commercial, industrial, apartment, and other properties that do not receive the benefit of the homestead market value exclusion. The City is no longer shorted by the State on its property tax levy but non-homestead properties have seen an increase in their taxes.

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 working to educate city staff and the community in developing sustainable “green building practices and methods” and promoting green construction.
- The newly formed Economic Development Authority will provide opportunities for the city.
- The Fire Department will continue to look at a consolidation of stations during 2013 and will delay the purchase of new and replacement equipment until that study is completed.
- Public Works is exploring options to maintain a steady Street Reconstruction program to revitalize older neighborhoods and is developing a Living Streets Policy for future infrastructure additions and/or replacements.
- Many changes are being implemented at the Community Center to reduce its operating losses.
- The IT staff continues to explore opportunities to work with other agencies to realize increased efficiencies.
- The Police Department continues its community involvement through volunteer programs and interaction by officers in schools.
- City Management continues to work through the issues related to financing deferred maintenance improvements needed at City Hall, the Maplewood Community Center, the Public Works Building, the Park Maintenance Building and the City’s Fire Stations.

City of Maplewood Organization Chart



CITY OF MAPLEWOOD, MINNESOTA
PRINCIPAL CITY OFFICIALS

November 2012

CITY COUNCIL

WILLIAM ROSSBACH, MAYOR
 Term Expires 1-01-2014

KATHLEEN JUENEMANN, COUNCILMEMBER
 Term Expires 1-01-2014

REBECCA CAVE, COUNCILMEMBER
 Term Expires 1-01-2014

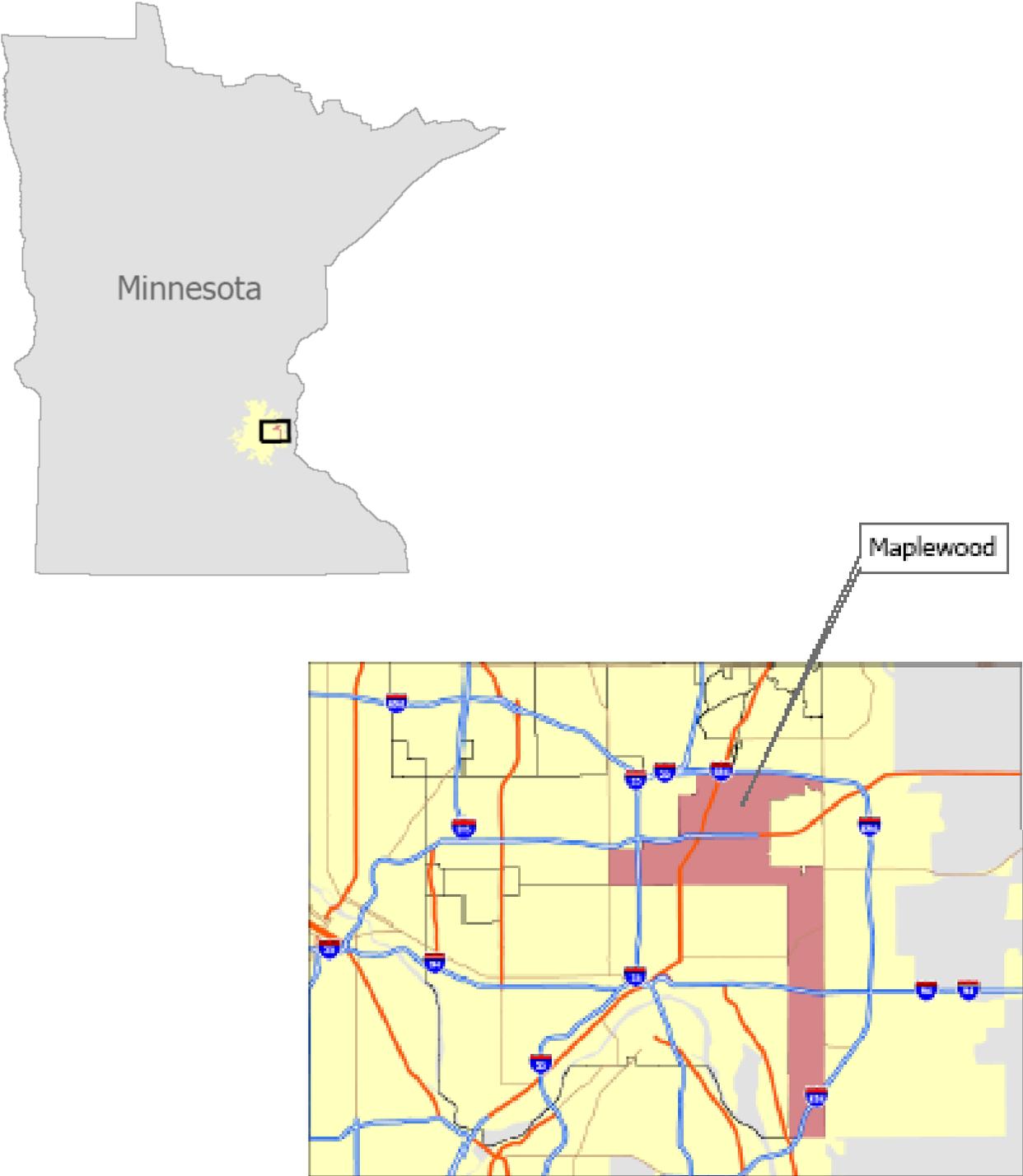
BOB CARDINAL, COUNCILMEMBER
 Term Expires 1-01-2016

MARV KOPPEN, COUNCILMEMBER
 Term Expires 1-01-2016

CITY MANAGERIAL STAFF

<u>Employee</u>	<u>Position</u>	<u>Date Appointed</u>
James W. Antonen	City Manager	March 9, 2009
R. Charles Ahl	Assistant City Manager	March 24, 2009
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	Director of Public Works/City Engineer	June 4, 2012
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 2013 Budget. The 2013 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 3.8% increase. The operating budget and debt service budget are seeing tax levy increases of 2.5%. The capital improvements budget tax levy is being increased by 59.3% or \$234,270, with much of this increase being directed toward economic development and redevelopment.

The primary considerations in the preparation of the 2013 Budget are as follows:

1. Police and Fire Stations are a priority for the City. Much consideration was given to the Police Department expansion project and finding a funding mechanism to be able to build new or rehab old fire stations.
2. Additional levies for debt service reflect the expanded street reconstruction program as well as funds required as a result of debt issued in 2011 and 2012.
3. More work needs to be put toward our recycling efforts in the City. Compared to the rest of the County, recycling collections in the City are low. The 2013 Budget includes a new position for a Recycling Coordinator whose main focus will be on working to increase recycling amounts throughout the City.
4. The Economic Development Authority was created in 2009 but has never had any funding dedicated to it. A levy was added in 2013 to assist with the City’s economic development efforts.
5. The City continues to work toward solutions for alleviating deficits in the Ambulance Service Fund and the Community Center Operations Fund.

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

Conserving the City’s financial resources is important and the 2013 Budget protects our excellent bond rating and minimizes the need for borrowing for unexpected expenditures while maintaining the General Fund balance to a level covering 40.0% of anticipated revenues.

The 2013 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 2013 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 2013 Budget, city staff focused on the long-range goals established by the City Council and management staff at the past several strategic planning retreats. The goals were established after issues and opportunities were identified and prioritized. Top City Council priorities include public safety facilities, economic development, financial sustainability and parks and recreation funding.

STRATEGIC PLAN

The goals that were established at the retreats which have been addressed in the 2013 Budget are as follows:

- Public Safety – there is a tax levy for public safety expansion needs.
- Economic Development – levies have been added or increased to help begin meeting these needs.
- Financial Sustainability – we continue to maintain a 40% unreserved fund balance in the general fund.
- Parks and Recreation – staff continues to work toward a more self-sustaining Community Center and has worked hard to reduce the deficit and take care of deferred maintenance issues.
- Consolidation of Services/Shared Services – the City currently has many cooperative agreements in place.

TAX LEVY FOR 2013 3.8% HIGHER

The City's tax levy for 2013 is \$18,528,400 which is 3.8% (\$674,877) higher than 2012. For 2013, the average median value home is estimated to be \$160,700, reflecting a decrease of 12.14%. The net City portion of the property tax for the median valued home for 2013 is proposed to be \$706 as compared to \$752 in 2012. This is a decrease of \$46 (\$3.83 per month) or 6.0%. Approximately 73.3% of the tax levy is for operations and 23.3% is for debt service costs on bond issues. The remaining 3.4% is for capital improvements.

CITY RECEIVES 30.8% OF TAXES

In 2012 the City received 30.8% of the property taxes on property within the City. The following illustration indicates the allocation of property tax dollars by government type.



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

Expenditures in the 2013 Budget are 6.1% more than 2012. The breakdown by section is listed in the following table:

**2013
EXPENDITURES
BUDGET
\$45.6 MILLION**

REVENUES AND EXPENDITURES BY SECTION				
Comparison of 2012 and 2013 Budget				
	REVENUES		EXPENDITURES	
	Amount	Change	Amount	Change
Operations	\$33,761,650	3.9%	\$32,579,340	1.6%
Capital Improvements	2,037,910	10.1%	2,472,370	102.9%
Debt Service	6,936,840	0.4%	10,599,980	8.8%
Totals	\$42,736,400	3.6%	\$45,651,690	6.1%

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 2013 listed for each department and by the performance effectiveness indicators listed for each program.

**OPERATING
BUDGET
REVENUES
UP 3.9%**

Operating budget revenues for 2013 are 3.9% more than 2012. The revenue category with the largest increase is property taxes which is \$782,900 higher than 2012. This is due primarily to a levy increase of \$335,180 and an increase in the collection rate which is based on an average of the last three years.

UTILITY RATES

Operating budget revenues for 2013 produced by utility service charges will total \$7,520,520, which represents 22.3% of the total operating budget revenues. Utility service charges consist of sewer service charges (\$4,831,580), environmental utility charges (\$2,212,670) and recycling charges (\$476,270).

A 4% increase in sewer rates is necessary to finance the 2013 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 increase. In 2013 these charges will be approximately \$2,632,340 which is 63% 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.

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

Revenue from the surcharge on North St. Paul and St. Paul water utility bills is included in the Capital Improvements Budget. These revenues will be used to finance future water system improvements that cannot be financed by special assessments. The 2013 Budget includes no increase in the water surcharge for the North St. Paul Water Service District. It remains at \$1.20 per account per month. The 2013 Budget includes an increase in the water surcharge for the St. Paul Water Service District from 4.4% of the St. Paul Water charge to 6.5% of the St. Paul Water charge. The increase would be approximately \$1.05 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)	
	2012	2013	Amount	Percent
Sewer service*	\$62.04	\$64.68	\$2.64	4.0%
Environmental charge	18.84	20.73	1.89	10.0%
Recycling charge	6.66	7.68	1.02	15.0%
Water surcharge (St. Paul)	2.19	3.24	1.05	48.0%
Total	\$89.73	\$96.33	\$6.60	7.4%
*Rate per 1,000 gals	\$3.77	\$3.92	\$0.15	4.0%

**OPERATING
BUDGET
EXPENDITURES
UP 1.6%**

Operating budget expenditures for 2013 are \$32.6 million, which is \$500,010 higher than 2012. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2013 BUDGET	AMOUNT OVER (UNDER) 2012 BUDGET	% CHANGE OVER (UNDER) 2012 BUDGET
Citizen Services	\$1,145,350	\$26,840	2.4%
Community Development	2,032,050	(13,820)	-0.7%
Executive	904,190	63,000	7.5%
Finance	815,970	17,260	2.2%
Fire	4,099,380	(76,600)	-1.8%
Information Technology	1,348,990	13,430	1.0%
Legislative	251,160	57,310	29.6%
Parks & Recreation	3,881,300	(39,160)	-1.0%
Police	8,259,340	213,550	2.7%
Public Works	9,841,610	238,200	2.5%
Total expenditures	\$32,579,340	\$500,010	1.6%
Less internal charges	(2,311,940)	14,850	-0.6%
Net external expenditures	\$30,267,400	\$514,860	1.7%

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

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

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
2009	190	37,755	0.2%	\$31,765,603
2010	108	38,018	0.7%	\$24,063,929
2011	121	38,068	0.1%	\$33,836,373

The population for 2009 is from estimates prepared by the Metropolitan Council. The 2010 population is from the census. The average annual population increase between 2001 and 2011 was 0.6%. If this rate of increase continues, the city's population in 2012 will be 38,322 and in 2013 will be 38,628.

**FULL-TIME
EMPLOYEES
DOWN 1**

The number of full-time employees included in the 2013 Budget is 156 which is one less than the previous year. The decrease results from removing one police officer position due to the loss of the Landfall contract, eliminating a vacant engineering position and adding a recycling coordinator. Transfers of programs between departments have a neutral effect. The number of full-time equivalent positions in the 2013 Budget is 171 which is a decrease of two from 2012.

**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 2013 General Fund Budget compared to the 2012 Budget:

	2012 BUDGET	2013 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2012 BUDGET
Sources of funds:				
Taxes-current	\$11,910,680	\$12,302,380	\$391,700	3.3%
Other revenues	6,059,470	5,815,360	(244,110)	-4.0%
Fund balance	46,370	557,490	511,120	100.0%
Total	\$18,016,520	\$18,675,230	\$658,710	3.7%
Use of funds:				
Expenditures	\$17,942,020	\$18,405,730	\$463,710	2.6%
Transfers (net)	74,500	269,500	195,000	261.7%
Fund balance	0	0	0	N/A
Total	\$18,016,520	\$18,675,230	\$658,710	3.7%

It has been common for the past several years for the General Fund to reflect a deficit budget. This is because it is city budget policy to make conservative revenue estimates and liberal expenditure estimates. Consequently, the General Fund ending balance is usually higher than budgeted and provides a resource for financing the deficit in the annual budget. This practice is reflected in the 2013 budget where budgeted expenditures have exceeded revenues.

**GENERAL
FUND
REVENUES
UP 0.9%**

The net increase in General Fund revenues amounts to \$168,750. Most of the increase is in property taxes and licenses and permits which are up \$603,600. This increase is offset by decreases in intergovernmental revenue and charges for services.

GENERAL FUND EXPENDITURES UP 2.6%

The 2013 Budget includes recommended expenditures that are 2.6% higher than the 2012 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2013 BUDGET	AMOUNT OVER (UNDER) 2012 BUDGET	% CHANGE OVER 2012 BUDGET
Citizen Services	\$1,110,930	\$33,420	3.1 %
Community Development	1,202,880	98,420	8.9 %
Executive	904,190	63,000	7.5 %
Finance	772,230	14,990	2.0 %
Fire	1,817,360	59,950	3.4 %
Information Technology	569,840	21,120	3.8 %
Legislative	155,660	(4,870)	-3.0 %
Parks & Recreation	479,210	1,590	0.3 %
Police	8,228,280	182,570	2.3 %
Public Works	3,165,150	(6,480)	-0.2 %
Total expenditures	\$18,405,730	\$463,710	2.6 %

The increases in most departments are due to the cost of union contracts and inflation. Also, there is an additional squad car included in the 2013 budget and a reallocation of personnel costs for the Community Development and Executive departments.

GENERAL FUND BALANCE WILL BE 40% OF BUDGET

The fund balance needs to be large enough to finance cash flow needs and unexpected expenditures. Therefore, the budgeted 12-31-13 fund balance has been set at 40% of the 2013 budgeted operating revenues. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures.

CAPITAL IMPROVEMENTS BUDGET

This portion of the budget covers the acquisition and construction of major facilities other than those financed by the Operating Budget. The revenues and expenditures within the Capital Improvements Budget are grouped by fund. The money within each fund is restricted for major equipment purchases and construction projects costing in excess of \$50,000. All other capital outlay is financed within the Operating Budget. The 2013 Budget implements the first year of the 2013-2017 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
10.1%**

Revenues for 2013 in the Capital Improvements Budget are \$2,037,910 which is 10.1% more than 2012. Major revenue sources for the 2013 Capital Improvements Budget are taxes including tax increment revenues (\$1,150,750), intergovernmental revenues (\$345,000), charges for services (\$279,480) and miscellaneous revenues (\$262,680) which includes investment earnings and park availability charges.

**CAPITAL
IMPROVEMENTS
EXPENDITURES
UP 102.9%**

The Capital Improvements Budget expenditures are \$2,472,370 which is 102.9% more than the 2012 Budget. The largest projects planned for 2013 include the Police Department expansion (\$1,042,090), the Fire Training Facility (\$604,330), and Sewer Lift Station #14 (\$250,000).

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
0.4%**

Revenues for 2013 are 0.4% more than 2012. Major revenue sources, as in past years, are property taxes (\$4,210,720), special assessments (\$1,617,670), state street aid (\$833,600), federal aid (\$155,120) and investment earnings (\$119,730).

**DEBT SERVICE
EXPENDITURES
UP 8.8%**

Expenditures for 2013 (\$10,599,980) are 8.8% more than 2012. The increase is due to higher scheduled principal and interest payments, due in large part to issuance of bonds in 2010 and 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 2013 total \$11,955,000 to finance public works improvements and public safety facilities.

CAPITAL IMPROVEMENT PLAN 2013 – 2017

**CAPITAL
IMPROVEMENT
EXPENDITURES
IN 2013-2017**

Based on projections in the 2013-2017 Capital Improvement Plan, the Capital Budget will range from \$5.8 million in 2016 to \$27.2 million in 2013 with 2013 capital expenditures at \$27.2 million. Major factors affecting the capital budgets will be (a) continued competitive bidding environments and (b) the number of public improvement projects that are approved for construction. Low bid prices on projects and availability of relatively low-interest rate general obligation bonds have resulted in acceleration of projects over the past five years. If these conditions reverse, staff expects to slow the rate of public improvement projects.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Maplewood
Minnesota**

For the Fiscal Year Beginning

January 1, 2012

Linda C. Davison Jeffrey R. Egan

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, 2012.

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.



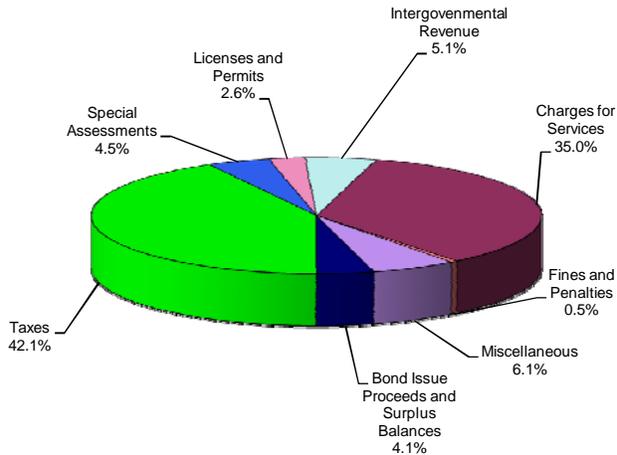
MAPLEWOOD

Together We Can

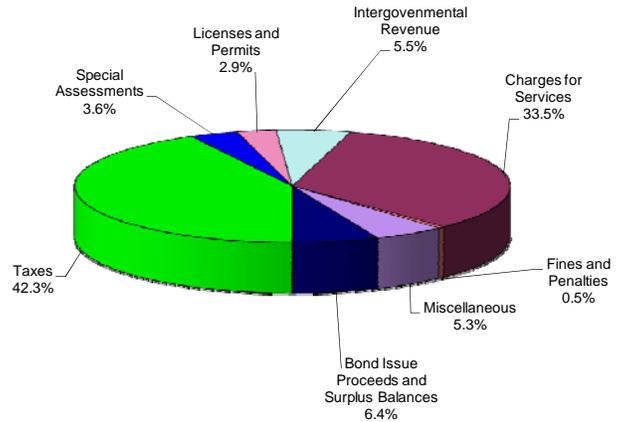
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2012 AND 2013 BUDGET - ALL BUDGETARY FUNDS

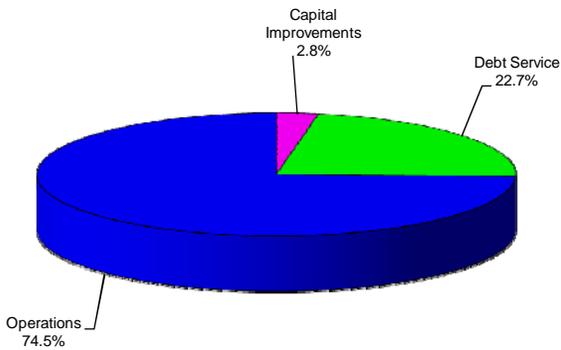
Financing Sources and Expenditures



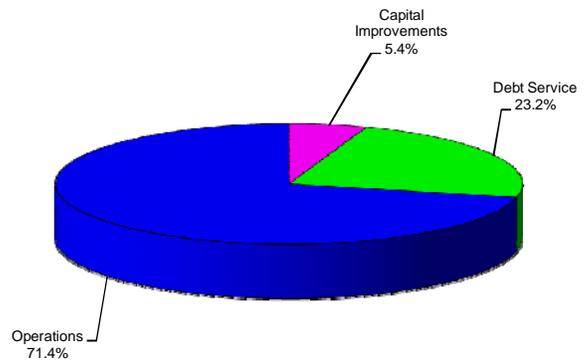
Financing Sources
2012 Budget - \$43.0 Million



Financing Sources
2013 Budget - \$45.6 Million



Expenditures By Category
2012 Budget - \$43.0 Million



Expenditures By Category
2013 Budget - \$45.6 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:

	2011 Actual	2012 Budget	2013 Budget	2013 Percent Change
Operating Budget	\$13,489,621	\$13,163,030	\$13,945,930	5.9%
Capital Improvement Budget	572,203	944,650	1,150,750	21.8%
Debt Service Budget	<u>3,846,579</u>	<u>4,018,600</u>	<u>4,210,720</u>	4.8%
Totals	\$17,908,403	\$18,126,280	\$19,307,400	6.5%

Property tax collections for 2013 are anticipated to be 97.6% 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:

	2011 Actual	2012 Budget	2013 Budget	2013 Percent Change
Operating Budget	\$20,458	\$33,280	\$25,160	-24.4%
Capital Improvement Budget	2	0	0	0.0%
Debt Service Budget	<u>3,046,549</u>	<u>1,879,910</u>	<u>1,617,670</u>	-13.9%
Totals	\$3,067,009	\$1,913,190	\$1,642,830	-14.1%

Special assessment collections for 2013 will be 14.1% less than the 2012 Budget. The decrease of \$270,360 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 2013 they will total \$1,335,050 and in 2012 they totaled \$1,115,510. 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 2012 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 2013 they will be \$2,501,420 compared to \$2,196,800 in 2012. Items that account for most of these revenues in 2013 are state police aid (\$332,260), joint powers agreement (JPA) revenue (\$327,170), federal grants (\$170,120) and state street construction and maintenance aid (\$1,147,590). 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 2012 they total \$15,064,830 and in 2013 they will total \$15,299,210. Revenues from service charges will be 1.6% more than the 2012 Budget due mainly to an increase in utility charges, plan check fees and program fees.

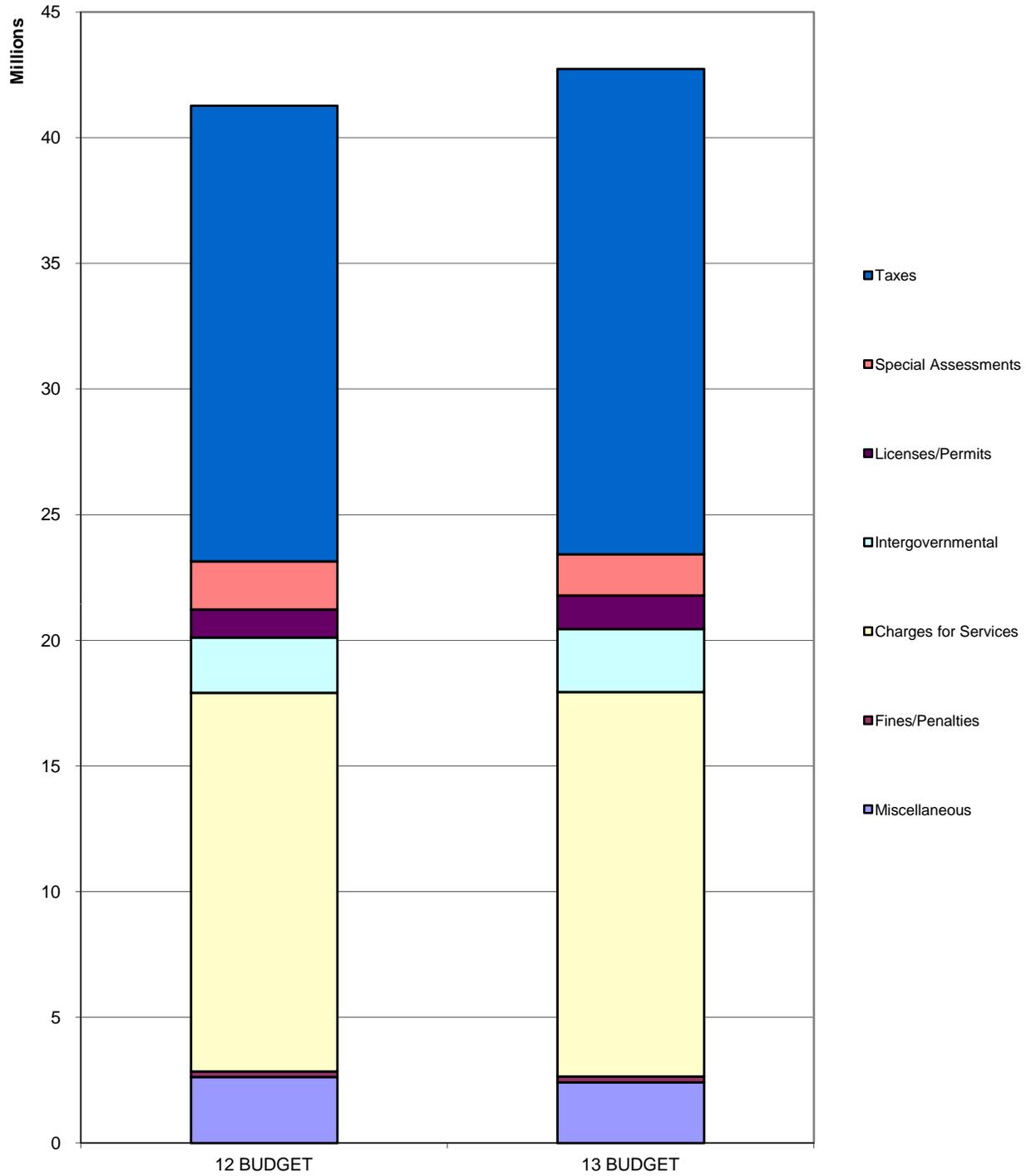
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2012 they total \$222,140 and in 2013 they will total \$235,180. Revenues from fines and penalties will be 5.9% more than budgeted for 2012 based upon average actual collections for 2008-2011.

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

	2011 Actual	2012 Budget	2013 Budget	2013 Percent Change
Operating Budget	\$1,644,392	\$1,877,370	\$2,032,900	8.3%
Capital Improvement Budget	410,188	713,930	262,680	-63.2%
Debt Service Budget	<u>26,483</u>	<u>37,670</u>	<u>119,730</u>	217.8%
Totals	\$2,081,063	\$2,628,970	\$2,415,310	-8.1%

Internal information technology and fleet management charges account for 64.7% of the miscellaneous revenues budgeted for 2013.

ALL BUDGETARY FUNDS REVENUE SUMMARY



REVENUE SUMMARY - ALL BUDGETARY FUNDS

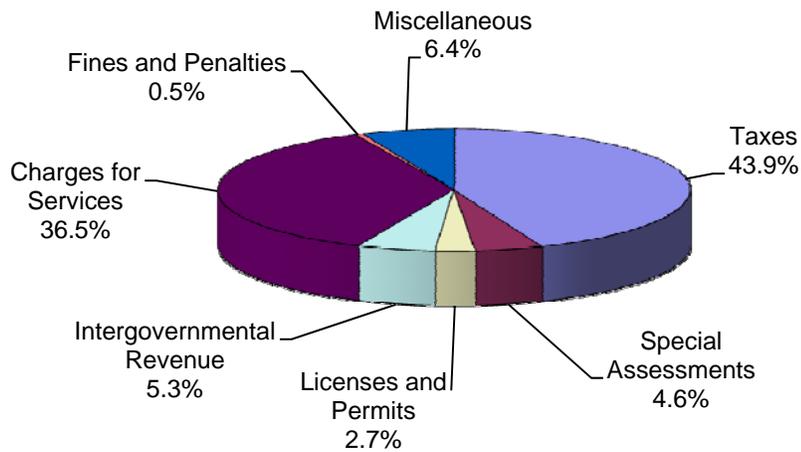
	2011 ACTUAL	2012 BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Total By Source				
Taxes	\$17,905,690	\$18,126,280	\$19,307,400	6.5%
Special Assessments	3,067,009	1,913,190	1,642,830	-14.1%
Licenses and Permits	1,183,935	1,115,510	1,335,050	19.7%
Intergovernmental Revenue	5,673,824	2,196,800	2,501,420	13.9%
Charges for Services	14,720,898	15,064,830	15,299,210	1.6%
Fines and Penalties	276,427	222,140	235,180	5.9%
Miscellaneous	2,081,063	2,628,970	2,415,310	-8.1%
Totals	\$44,908,845	\$41,267,720	\$42,736,400	3.6%
Total By Fund				
Operating Budget:				
Ambulance Service	\$1,936,054	\$2,300,590	\$2,458,470	6.9%
Charitable Gambling Tax	21,729	20,000	20,000	0.0%
Community Center	2,187,280	2,490,910	2,451,910	-1.6%
Environmental Utility	1,870,443	2,014,130	2,213,820	9.9%
Fleet Management	907,798	907,680	926,180	2.0%
General	18,849,344	17,970,150	18,117,740	0.8%
Information Technology	549,905	670,180	738,680	10.2%
Maplewood Area EDA	3,232	6,710	92,400	1277.0%
Police Services Fund	19,200	5,760	5,740	-0.3%
Recreation Programs	738,607	658,020	761,000	15.6%
Recycling Program	493,103	488,990	640,250	30.9%
Sanitary Sewer	4,588,626	4,653,380	4,841,880	4.1%
Street Light Utility	286,915	287,360	478,460	66.5%
Taste of Maplewood	17,981	21,500	15,000	-30.2%
Tree Preservation Fund	29,766	10,030	120	-98.8%
Total Operating Budget	\$32,499,983	\$32,505,390	\$33,761,650	3.9%
Capital Improvements Budget:				
Capital Improvement Projects	\$183	\$139,310	\$236,580	69.8%
Bruentrup Farm	(31)	0	0	N/A
City Dump	15	0	0	N/A
Fire Training Facility	22	0	285,000	N/A
Fire Truck Replacement	1,229	49,750	53,080	6.7%
Legacy Village Park Development District	33	0	50	N/A
Legacy Village Tax Abatement District	3,709	5,000	12,810	156.2%
Open Space	135	40	0	-100.0%
Park Development	261,498	668,820	230,140	-65.6%
Public Safety Expansion	101	192,000	257,120	33.9%
Public Improvement Projects	3,286,387	0	0	N/A
Redevelopment	12	0	20,310	N/A
Right of Way	17,899	250	710	184.0%
Sewer Lift Station #8	(518)	0	0	N/A
Sewer Lift Station #18	7	0	0	N/A
Storm Cleanup	96	0	0	N/A
Tax Increment Economic Development District #1-5	6,812	0	0	N/A
Tax Increment Economic Development District #1-11	(8)	0	(130)	N/A
Tax Increment Housing District #1-1	111,356	111,270	132,340	18.9%
Tax Increment Housing District #1-2	149,759	149,650	173,580	16.0%
Tax Increment Housing District #1-3	44,206	44,320	51,370	15.9%
Tax Increment Housing District #1-4	41,021	40,880	43,990	7.6%
Tax Increment Housing District #1-5	31,789	31,770	34,200	7.6%
Tax Increment Housing District #1-6	86,927	87,050	102,490	17.7%
Tax Increment Housing District #1-7	21,866	21,850	23,040	5.4%
Tax Increment Housing District #1-8	79,477	79,410	65,070	-18.1%
Tax Increment Housing District #1-9	(17)	0	0	N/A
Tax Increment Housing District #1-10	(17)	0	(150)	N/A
Water Availability Charge - No. St. Paul	9,343	11,100	10,890	-1.9%
Water Availability Charge - St. Paul	189,675	218,960	305,420	39.5%
Total Capital Budget	\$4,342,966	\$1,851,430	\$2,037,910	10.1%
Debt Service Budget:				
Debt Service Fund	8,065,896	6,910,900	6,936,840	0.4%
Grand Total	\$44,908,845	\$41,267,720	\$42,736,400	3.6%

REVENUE SOURCES AS PERCENT OF TOTAL

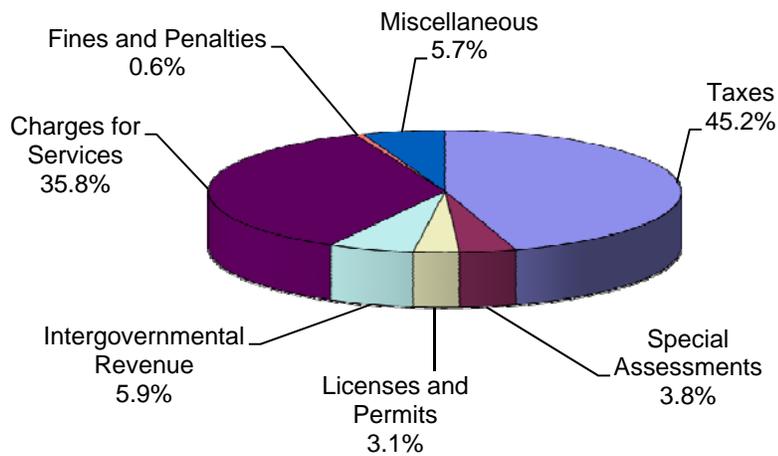
<u>SOURCE</u>	2012 BUDGET	PERCENT OF TOTAL	2013 BUDGET	PERCENT OF TOTAL
Taxes	\$18,126,280	43.9%	\$19,307,400	45.2%
Special Assessments	1,913,190	4.6%	1,642,830	3.8%
Licenses and Permits	1,115,510	2.7%	1,335,050	3.1%
Intergovernmental Revenue	2,196,800	5.3%	2,501,420	5.9%
Charges for Services	15,064,830	36.5%	15,299,210	35.8%
Fines and Penalties	222,140	0.5%	235,180	0.6%
Miscellaneous	2,628,970	6.4%	2,415,310	5.7%
Totals	<u>\$41,267,720</u>	<u>100.0%</u>	<u>\$42,736,400</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2012 BUDGET



2013 BUDGET





MAPLEWOOD

Together We Can

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EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 0.7% over the 2012 Budget due to step increases and an increase in the cost of benefits.

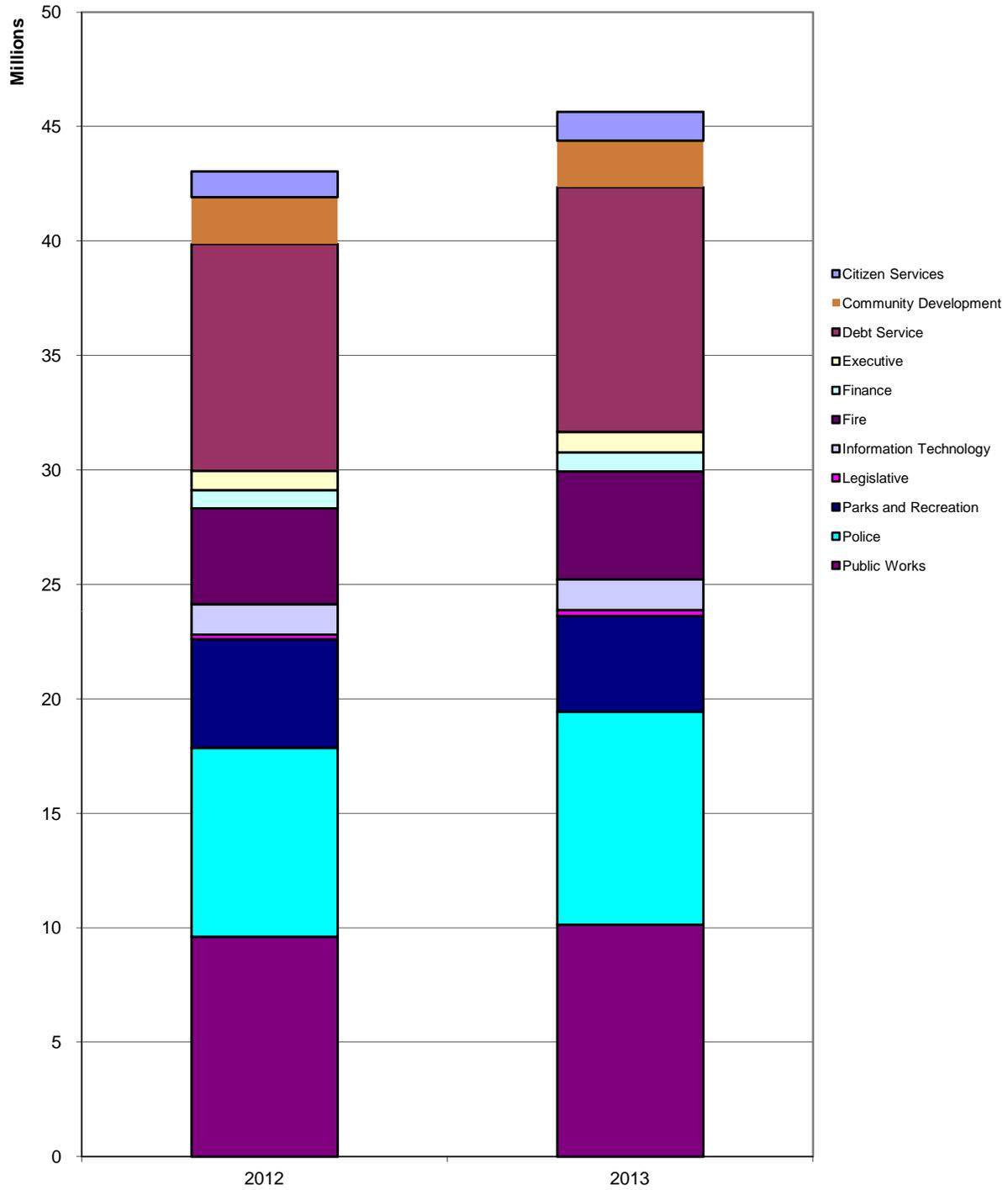
Expenditures for commodities will be 0.7% lower in 2013, or \$11,320.

Contractual services costs for 2013 will be 3.1% more than 2012.

Capital outlay and depreciation expenditures are anticipated to be 57.0% more than 2012 primarily due to costs associated with the Fire Training Facility and Police Department Expansion.

Expenditures for debt service will be 7.4% more in 2013 due to the bonds issued during 2011 and 2012.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS

	2011 ACTUAL	2012 BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Total By Department				
Citizen Services	\$1,052,504	\$1,118,510	\$1,270,350	13.6%
Community Development	1,667,539	2,045,870	2,032,100	-0.7%
Debt Service	14,138,023	9,912,830	10,679,880	7.7%
Executive	882,976	841,190	904,190	7.5%
Finance	761,491	803,520	833,800	3.8%
Fire	4,241,120	4,177,180	4,703,970	12.6%
Information Technology	1,155,768	1,335,560	1,348,990	1.0%
Legislative	166,533	193,850	251,160	29.6%
Parks and Recreation	4,912,673	4,755,720	4,186,350	-12.0%
Police	7,837,376	8,245,790	9,301,630	12.8%
Public Works	24,226,318	9,611,070	10,139,270	5.5%
Totals	\$61,042,321	\$43,041,090	\$45,651,690	6.1%
Total By Type				
Personal Services	\$18,496,510	\$18,893,920	\$19,030,120	0.7%
Commodities	1,591,399	1,687,490	1,676,170	-0.7%
Contractual Services	9,104,578	9,098,420	9,380,330	3.1%
Capital Outlay and Depreciation	15,247,725	2,580,330	4,050,480	57.0%
Debt Service	14,095,109	9,900,420	10,637,600	7.4%
Other Charges	2,507,000	880,510	876,990	-0.4%
Totals	\$61,042,321	\$43,041,090	\$45,651,690	6.1%
Total By Fund				
Operating Budget:				
Ambulance Service	\$2,440,639	\$2,460,040	\$2,325,760	-5.5%
Charitable Gambling Tax	23,492	30,120	30,000	-0.4%
Community Center	2,893,677	2,629,360	2,560,680	-2.6%
Environmental Utility	1,607,485	1,687,450	1,741,410	3.2%
Fleet Management	853,338	895,540	903,110	0.8%
General	17,427,372	17,942,020	18,405,730	2.6%
Information Technology	664,908	786,840	779,150	-1.0%
Maplewood Area EDA	0	3,200	65,500	1946.9%
Police Services Fund	22,929	80	31,060	38725.0%
Recreation Programs	686,555	727,110	757,930	4.2%
Recycling Program	600,192	655,820	540,570	-17.6%
Sanitary Sewer	4,053,130	3,997,380	4,170,790	4.3%
Street Light Utility	195,375	210,170	228,040	8.5%
Taste of Maplewood	24,968	41,000	34,420	-16.0%
Tree Preservation	14,254	13,200	5,190	-60.7%
Total Operating Budget	\$31,508,314	\$32,079,330	\$32,579,340	1.6%
Capital Improvements Budget:				
Capital Improvement Projects	36,971	100,010	225,050	125.0%
City Dump	16,403	0	0	N/A
Fire Training Facility	91,218	0	604,330	N/A
Fire Truck Replacement	1,906	1,200	260	-78.3%
Legacy Village Park Development District	50	0	0	N/A
Legacy Village Tax Abatement District	5,754	3,750	770	-79.5%
Open Space	160,256	30,030	0	-100.0%
Park Development	589,300	705,230	205,050	-70.9%
Public Safety Expansion	23,848	200,000	1,042,290	421.1%
Public Improvement Projects	14,374,477	0	0	N/A
Redevelopment	19	0	50	N/A
Right of Way	258	200	40	-80.0%
Sewer Lift Station #8	14,656	0	0	N/A
Sewer Lift Station #14	0	0	250,000	N/A
Sewer Lift Station #18	11	0	0	N/A
Storm Cleanup	26,402	0	40,000	N/A
Tax Increment Economic Development District #1-5	36,456	0	0	N/A
Tax Increment Economic Development District #1-11	12,826	0	0	N/A
Tax Increment Housing District #1-1	426	500	4,470	794.0%
Tax Increment Housing District #1-2	468	500	5,710	1042.0%
Tax Increment Housing District #1-3	384	500	2,040	308.0%
Tax Increment Housing District #1-4	355	600	600	0.0%
Tax Increment Housing District #1-5	345	600	600	0.0%
Tax Increment Housing District #1-6	78,920	78,720	710	-99.1%
Tax Increment Housing District #1-7	20,864	21,040	22,850	8.6%
Tax Increment Housing District #1-8	71,906	72,020	60,700	-15.7%
Tax Increment Housing District #1-9	381	0	0	N/A
Tax Increment Housing District #1-10	12,605	0	0	N/A
Water Availability Charge - No. St. Paul	5,802	1,550	1,550	0.0%
Water Availability Charge - St. Paul	18,455	2,160	5,300	145.4%
Total Capital Budget	\$15,601,722	\$1,218,610	\$2,472,370	102.9%
Debt Service Budget:				
Debt Service Fund	13,932,285	9,743,150	10,599,980	8.8%
Grand Total	\$61,042,321	\$43,041,090	\$45,651,690	6.1%

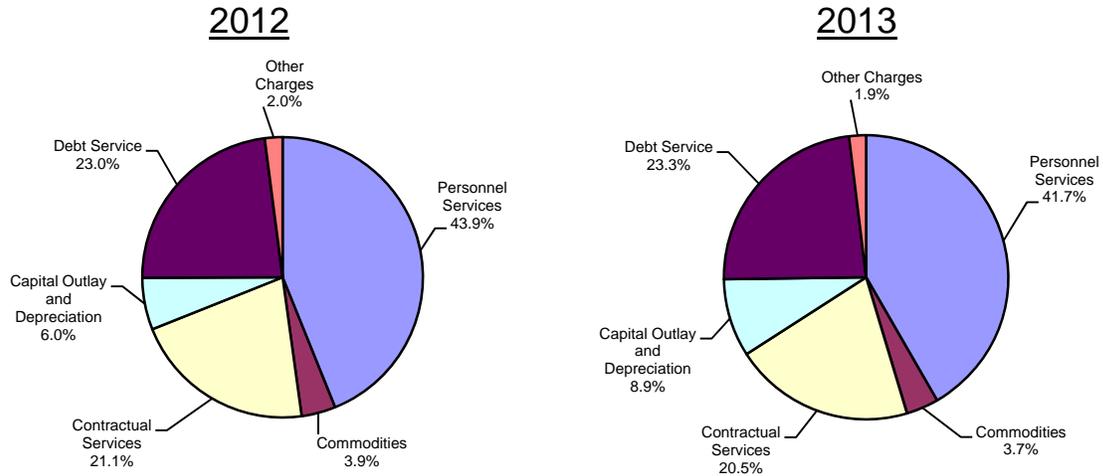
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL

<u>TYPE</u>	2012 BUDGET	PERCENT OF TOTAL	2013 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,893,920	43.9%	\$19,030,120	41.7%
Commodities	1,687,490	3.9%	1,676,170	3.7%
Contractual Services	9,098,420	21.1%	9,380,330	20.5%
Capital Outlay and Depreciation	2,580,330	6.0%	4,050,480	8.9%
Debt Service	9,900,420	23.0%	10,637,600	23.3%
Other Charges	880,510	2.0%	876,990	1.9%
Totals	<u>\$43,041,090</u>	<u>100.0%</u>	<u>\$45,651,690</u>	<u>100.0%</u>

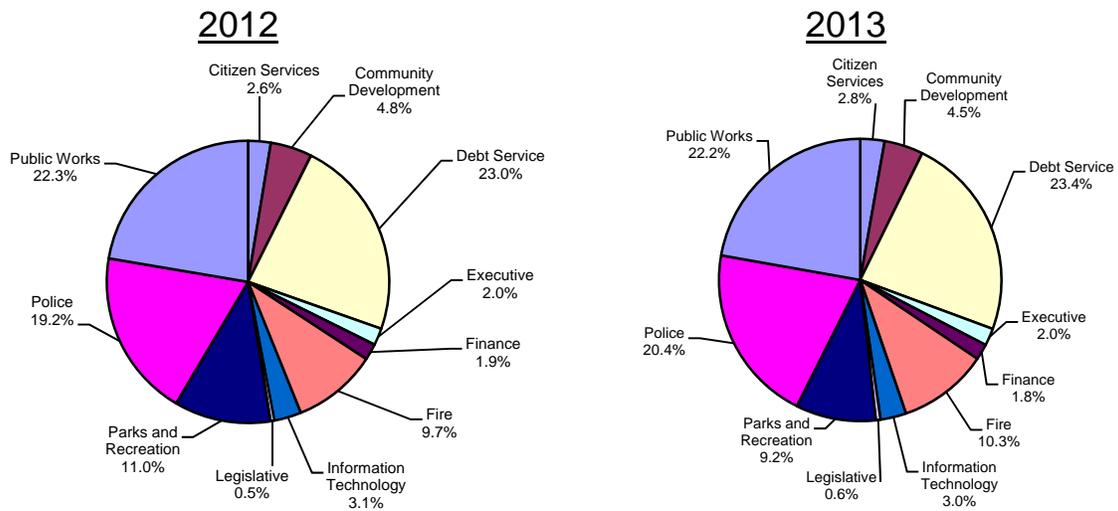
<u>DEPARTMENT</u>				
Citizen Services	\$ 1,118,510	2.6%	\$ 1,270,350	2.8%
Community Development	2,045,870	4.8%	2,032,100	4.5%
Debt Service	9,912,830	23.0%	10,679,880	23.4%
Executive	841,190	2.0%	904,190	2.0%
Finance	803,520	1.9%	833,800	1.8%
Fire	4,177,180	9.7%	4,703,970	10.3%
Information Technology	1,335,560	3.1%	1,348,990	3.0%
Legislative	193,850	0.5%	251,160	0.6%
Parks and Recreation	4,755,720	11.0%	4,186,350	9.2%
Police	8,245,790	19.2%	9,301,630	20.4%
Public Works	9,611,070	22.3%	10,139,270	22.2%
Totals	<u>\$43,041,090</u>	<u>100.0%</u>	<u>\$45,651,690</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, 2013 fund balance is equal to 40% of the budgeted 2013 operating revenues to provide working capital to finance operations between the semi-annual receipt of property tax and State aid revenues and to provide a reserve for emergencies.

Special Revenue Funds

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

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

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

Recreation Programs Fund - the projected December 31, 2013 fund balance is \$74,904. Temporary deficits in this fund are financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

Taste of Maplewood Fund - this fund accounts for expenses related to the annual July 4th/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 12-31-2013 cash deficit is \$2,181,105 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 12-31-2013 cash deficit is \$626,832. 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 12-31-2013, the cash balance will be \$183,011.

Recycling Program Fund - the projected 12-31-2013 cash balance is \$220,834. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-2013 cash balance is \$1,823,305. 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 12-31-2013 cash deficit is \$180,398. A rate increase was put into effect for 2013 to take care of the deficit and provide funding for future projects.

Internal Service Funds

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

Information Technology Fund - the projected 12-31-2013 cash balance is \$38,281. Internal service charges are set to provide working capital equal to approximately 10% of the annual budgeted expenses and fund depreciation.

CAPITAL IMPROVEMENT BUDGET:

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

DEBT SERVICE BUDGET:

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

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

<u>Total By Fund</u>	BALANCE 01-01-13	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12-31-13
Operating Budget:					
Ambulance Service	(\$1,466,472)	\$2,458,470	\$0	\$2,325,760	(\$1,333,762)
Charitable Gambling Tax	18,078	20,000	0	30,000	8,078
Community Center	6,863,592	2,451,910	170,000	2,560,680	6,924,822
Environmental Utility	20,151,784	2,213,820	(569,690)	1,741,410	20,054,504
Fleet Management	2,069,707	926,180	0	903,110	2,092,777
General	7,783,517	18,117,740	(269,500)	18,405,730	7,226,027
Information Technology	112,577	738,680	0	779,150	72,107
Maplewood Area EDA	7,742	92,400	0	65,500	34,642
Police Services Fund	30,544	5,740	0	31,060	5,224
Recreation Programs	71,834	761,000	0	757,930	74,904
Recycling Program	223,171	640,250	(77,960)	540,570	244,891
Sanitary Sewer	13,474,025	4,841,880	(614,710)	4,170,790	13,530,405
Street Light Utility	339,895	478,460	(715,000)	228,040	(124,685)
Taste of Maplewood	82	15,000	19,500	34,420	162
Tree Preservation Fund	(7,147)	120	0	5,190	(12,217)
Total Operating Budget	\$49,672,929	\$33,761,650	(\$2,057,360)	\$32,579,340	\$48,797,879
Capital Improvements Budget:					
Capital Improvement Projects	\$86,882	\$236,580	(\$235,000)	\$225,050	(\$136,588)
City Dump	12	0	0	0	12
Fire Training Facility	(15,653)	285,000	335,000	604,330	17
Fire Truck Replacement	427,378	53,080	0	260	480,198
Legacy Village Park Development	5,074	50	0	0	5,124
Legacy Village Tax Abatement District	1,280,578	12,810	0	770	1,292,618
Park Development	85,287	230,140	(150,000)	205,050	(39,623)
Public Improvement Projects	(1,216,545)	0	1,045,000	0	(171,545)
Public Safety Expansion	331,564	257,120	3,534,200	1,042,290	3,080,594
Redevelopment	79,460	20,310	0	50	99,720
Right of Way Fund	71,446	710	0	40	72,116
Sewer Lift Station No. 14	0	0	250,000	250,000	0
Storm Cleanup	(26,305)	0	70,000	40,000	3,695
Tax Increment Economic Development District #1-5	11,881	0	0	0	11,881
Tax Increment Economic Development District #1-11	(12,834)	(130)	0	0	(12,964)
Tax Increment Housing District #1-1	5,403	132,340	(127,870)	4,470	5,403
Tax Increment Housing District #1-2	6,845	173,580	(167,870)	5,710	6,845
Tax Increment Housing District #1-3	2,832	51,370	(49,330)	2,040	2,832
Tax Increment Housing District #1-4	2,060	43,990	(43,390)	600	2,060
Tax Increment Housing District #1-5	1,533	34,200	(33,600)	600	1,533
Tax Increment Housing District #1-6	191,209	102,490	(287,000)	710	5,989
Tax Increment Housing District #1-7	82	23,040	0	22,850	272
Tax Increment Housing District #1-8	35,550	65,070	0	60,700	39,920
Tax Increment Housing District #1-9	(6,084)	0	0	0	(6,084)
Tax Increment Housing District #1-10	(15,372)	(150)	0	0	(15,522)
Water Availability Charge - No. St. Paul	(45,685)	10,890	0	1,550	(36,345)
Water Availability Charge - St. Paul	33,325	305,420	(125,760)	5,300	207,685
Total Capital Budget	\$1,319,923	\$2,037,910	\$4,014,380	\$2,472,370	\$4,899,843
Debt Service Budget:					
Debt Service Fund	11,128,372	6,936,840	1,497,180	10,599,980	8,962,412
Grand Total	\$62,121,224	\$42,736,400	\$3,454,200	\$45,651,690	\$62,660,134

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.



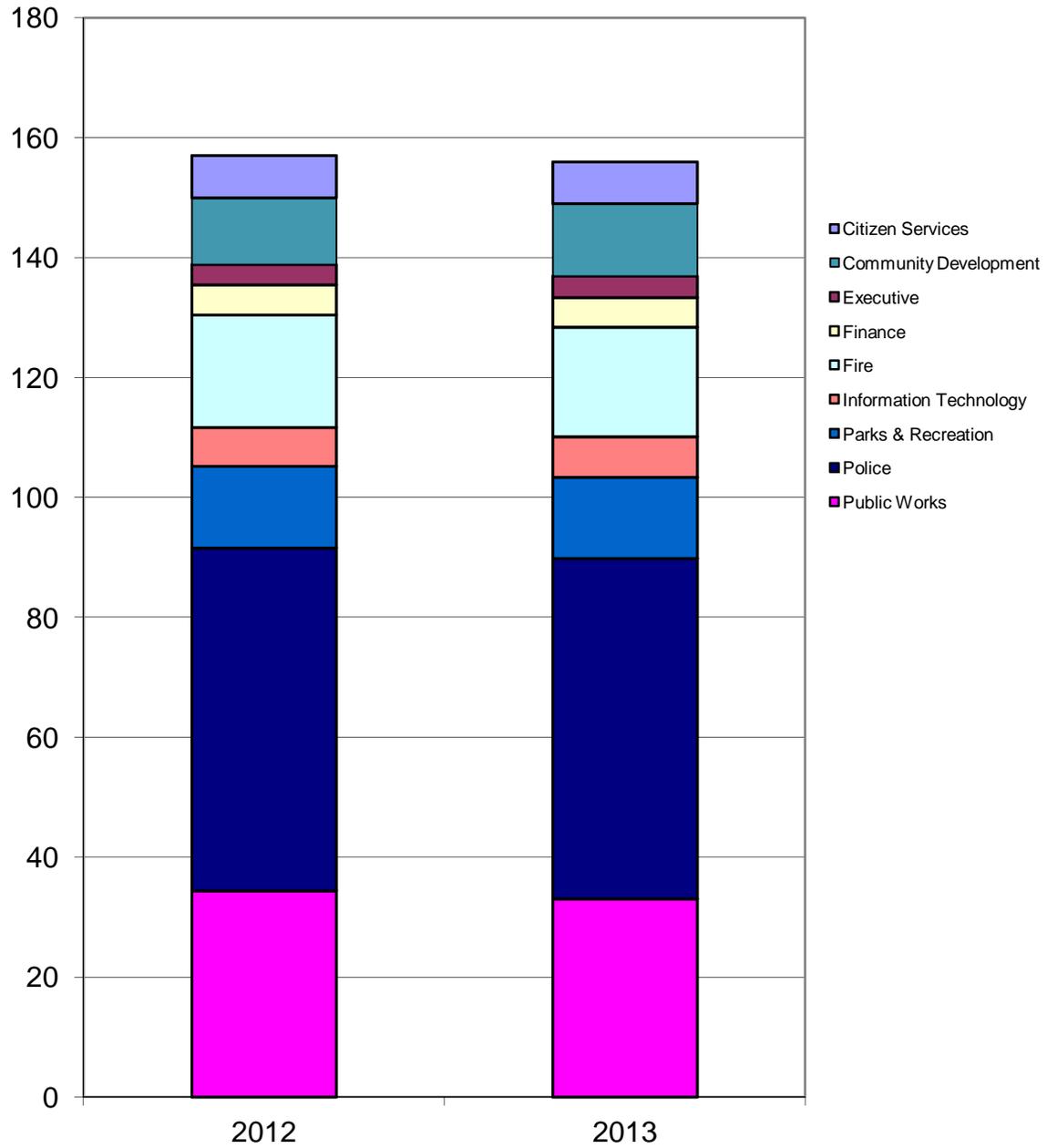
MAPLEWOOD

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SUMMARY OF PERSONNEL BY DEPARTMENT

BUDGET FULL-TIME REGULAR EMPLOYEES



SUMMARY OF PERSONNEL BY DEPARTMENT

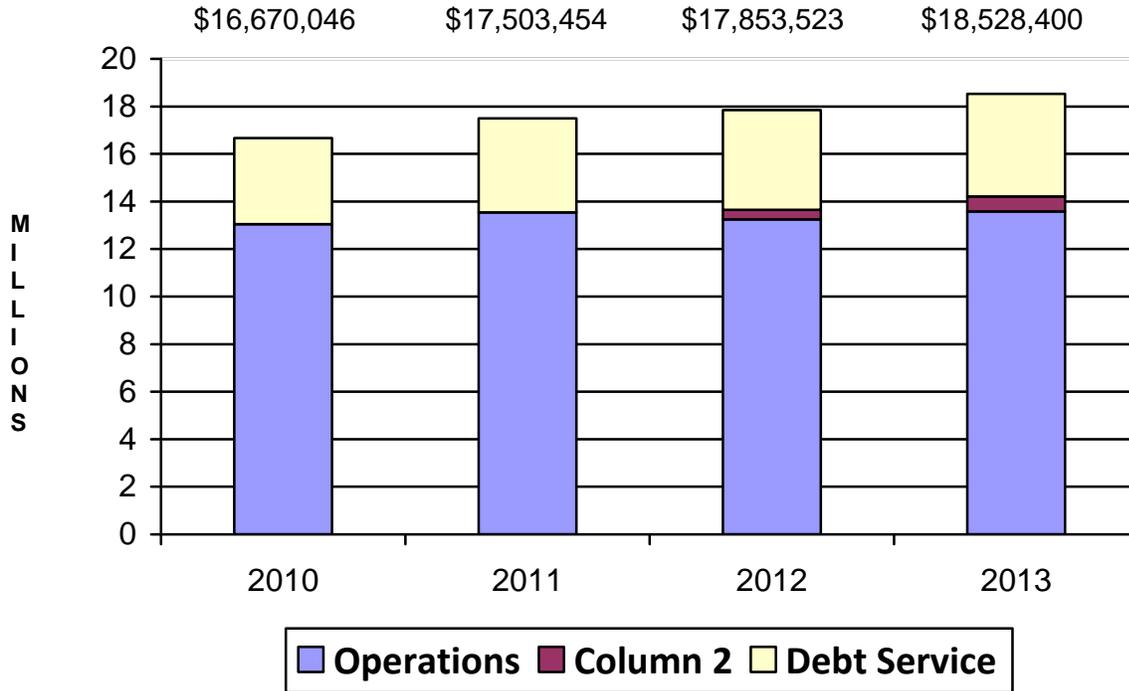
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2012		2013	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	7	3	7	3
Community Development	11	1	12	1
Executive	3	0	4	0
Finance	5	1	5	1
Fire	19	1	18	1
Information Technology	7	1	7	0
Parks & Recreation	14	8	14	7
Police	57	1	57	1
Public Works	34	1	33	1
TOTALS*	157	16	156	15

* 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 2010 - 2013

The city's tax levy has increased from \$16,670,046 in 2010 to \$18,528,400 in 2013. The average annual increase has been 3.6% for these years.



The 2013 tax levy is 3.8% above the 2012 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2013:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$13,585,600	\$335,180	2.5%
Capital Improvements	629,270	234,270	59.3%
Debt Service	4,313,530	105,427	2.5%
Total	\$18,528,400	\$674,877	3.8%

City taxes on a home in Maplewood whose value decreased 12.14% to the pay 2013 median value of \$160,700 will be approximately \$706. This is a decrease of \$46 from the 2012 median value home.

TAX LEVY BY FUND

	<u>2012</u> <u>Levy</u>	<u>2013</u> <u>Levy</u>	<u>Change</u>	
			<u>Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$12,265,420	\$12,500,600	\$235,180	1.9%
Ambulance Service Fund	350,000	450,000	100,000	28.6%
Community Center Operations Fund	460,000	460,000	0	0.0%
Recreation Programs Fund	175,000	175,000	0	0.0%
<u>Capital Improvements:</u>				
Capital Improvement Projects Fund	145,000	180,000	35,000	24.1%
Fire Truck Replacement Fund	50,000	50,000	0	0.0%
Park Development Fund	0	30,000	30,000	100.0%
Public Safety Expansion Fund	200,000	260,000	60,000	30.0%
Redevelopment Fund	0	20,000	20,000	100.0%
Economic Development Authority	0	89,270	89,270	100.0%
<u>Debt Service:</u>				
Debt Service Fund	4,208,103	4,313,530	105,427	2.5%
<u>Totals – All Funds</u>	<u>\$17,853,523</u>	<u>\$18,528,400</u>	<u>\$674,877</u>	<u>3.8%</u>

CHANGES IN TAX BASE 2010 – 2013

The assessor's estimated taxable market values for 2010-2013 have been as follows:

2010	\$3,730,663,300	-4.7%
2011	\$3,517,546,900	-5.7%
2012	\$3,168,106,800	-9.9%
2013	\$2,910,124,400	-8.1% (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 2013 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 2010 through 2013.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2010 Taxes</u>	<u>Rate for 2011 Taxes</u>	<u>Rates for 2012 Taxes</u>	<u>Rates for 2013 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 2010 – 2013

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 2010-2013 has been as follows:

2010	\$45,561,700	-4.7%
2011	\$43,513,736	-4.5%
2012	\$39,582,567	-9.0%
2013	\$37,178,844	-6.1% (estimate)

The amounts listed include real estate and personal property such as electric substations. Also, the amounts are after adjustments for tax increment districts and fiscal disparities. The adjustment for tax increment districts reduces the tax base for the value of new development in a specified area. This allows the city to use the additional property taxes generated by the development to pay for certain expenses. Beginning in 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 and 2013 total tax capacity amounts listed above are reduced for the exclusion.

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

TAX CAPACITY	2010	2011	2012	2013 Estimate
Real Estate	\$47,627,596	\$44,767,816	\$40,924,525	\$38,165,377
Personal Property	442,159	488,531	528,593	570,443
Tax Increment Districts	<u>(498,312)</u>	<u>(485,102)</u>	<u>(453,775)</u>	<u>(259,568)</u>
Sub-Total	47,571,443	44,771,245	40,999,343	38,476,252
Fiscal Disparities:				
Contribution	(7,606,625)	(6,841,590)	(6,832,028)	(6,508,024)
Distribution	<u>5,596,882</u>	<u>5,584,081</u>	<u>5,415,252</u>	<u>5,210,616</u>
Total Tax Capacity	45,561,700	43,513,736	39,582,567	37,178,844

CHANGES IN TAX RATES 2010 – 2013

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 2010-2013 tax capacity rates for the city property tax levy has been as follows:

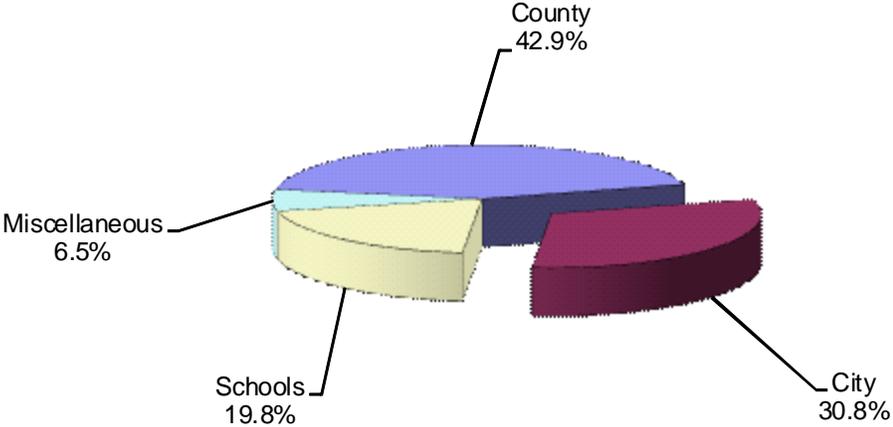
2010	– 35.354%
2011	– 39.050%
2012	– 44.056%
2013	– 48.611% (estimate)

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 2010-2013 market value tax rates for the city property tax levy have been as follows:

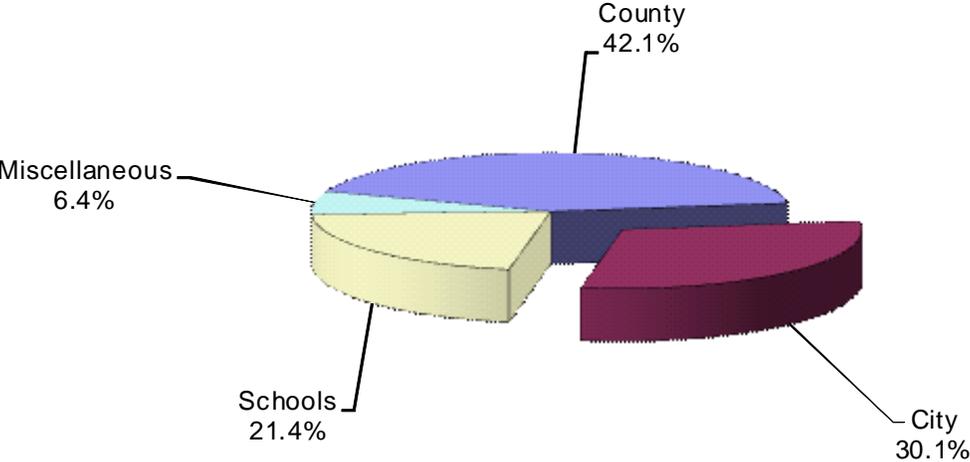
2010	– .01932%
2011	– .02051%
2012	– .02045%
2013	– .02226% (estimate)

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 2011 and 2012.

CITY PORTION OF PROPERTY TAXES



2012 ACTUAL



2011 ACTUAL

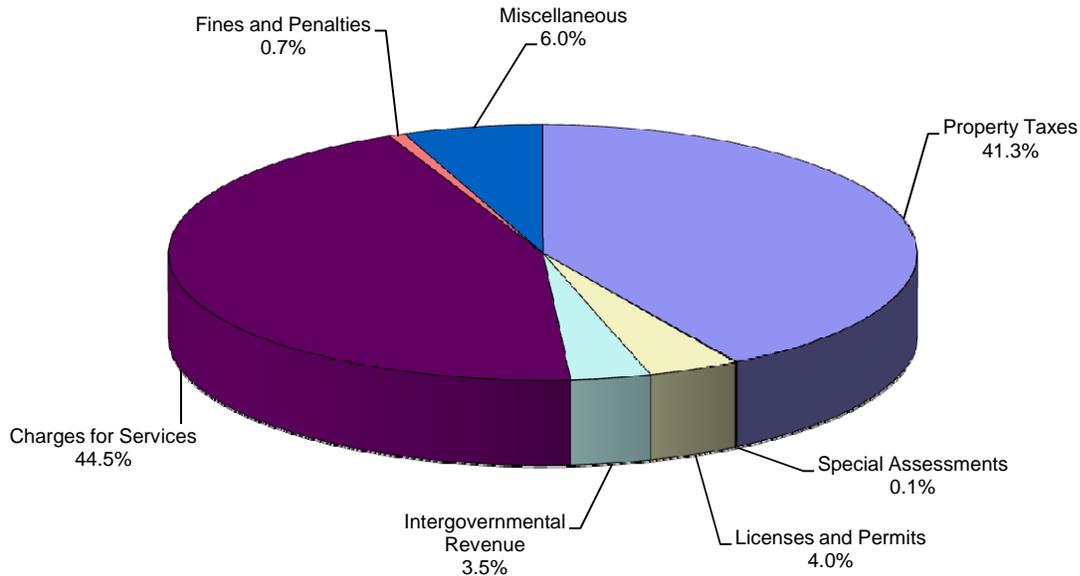


MAPLEWOOD

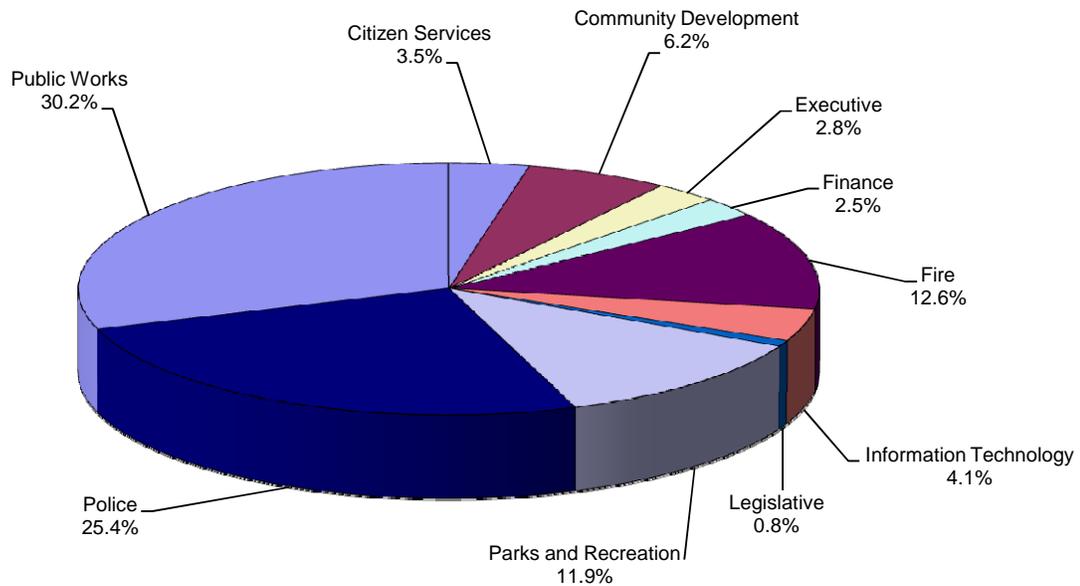
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2013 OPERATING BUDGET Summary of Revenues and Expenditures



**Revenues by Source
\$33.7 Million**



**Expenditures by Department
\$32.6 Million**

**2013 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2012 BUDGET	PERCENT OF TOTAL	2013 BUDGET	PERCENT OF TOTAL
Property Taxes	\$13,163,030	40.5%	\$13,945,930	41.3%
Special Assessments	33,280	0.1%	25,160	0.1%
Licenses and Permits	1,115,510	3.4%	1,335,050	4.0%
Intergovernmental Revenue	1,222,080	3.8%	1,167,700	3.5%
Charges for Services	14,871,980	45.8%	15,019,730	44.5%
Fines and Penalties	222,140	0.7%	235,180	0.7%
Miscellaneous	1,877,370	5.8%	2,032,900	6.0%
Totals	<u>\$32,505,390</u>	<u>100.0%</u>	<u>\$33,761,650</u>	<u>100.0%</u>

2013 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL

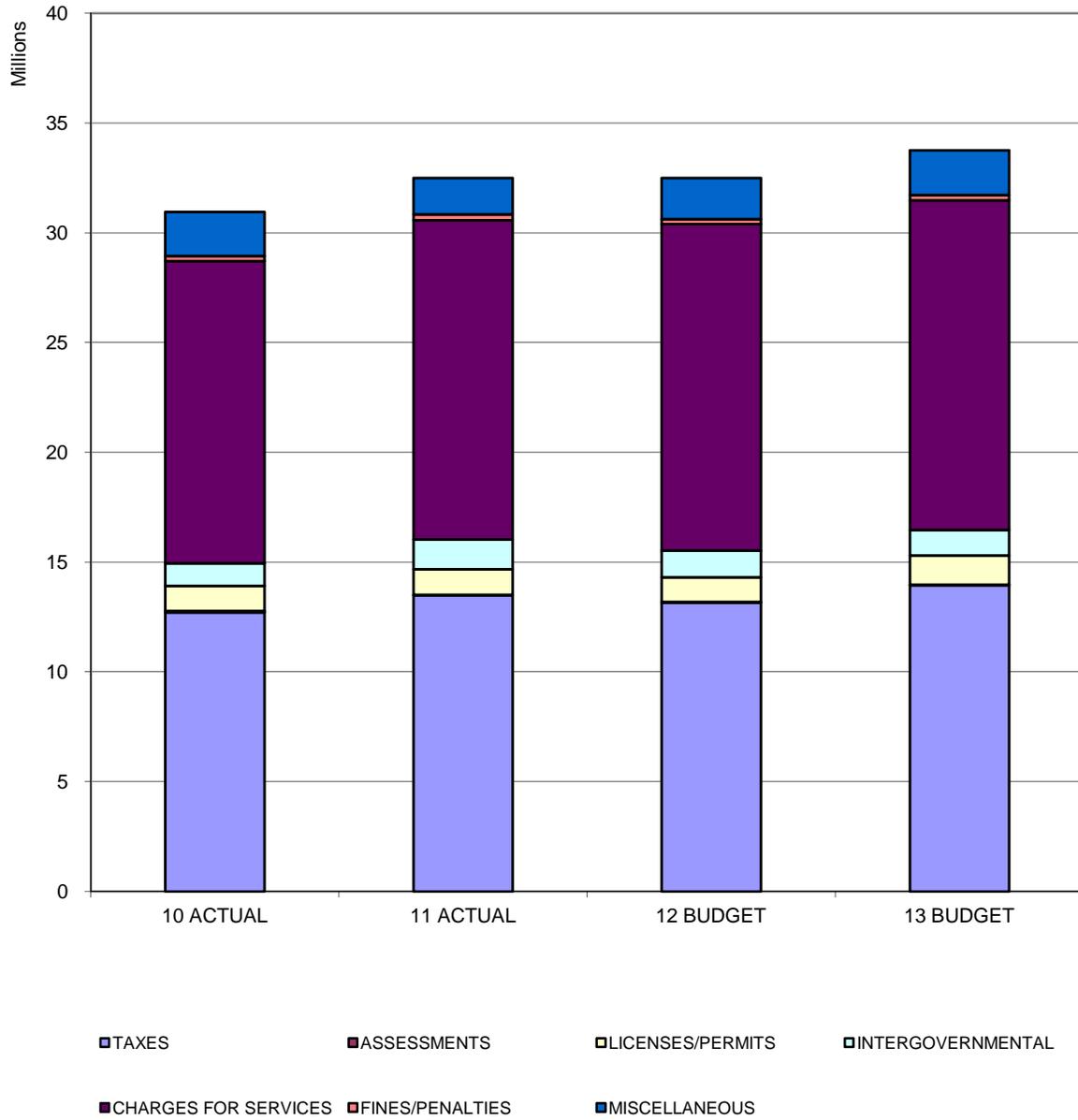
<u>TYPE</u>	2012 BUDGET	PERCENT OF TOTAL	2013 BUDGET	PERCENT OF TOTAL
Personnel Services	\$18,893,920	58.9%	\$19,030,120	58.4%
Commodities	1,687,490	5.3%	1,676,170	5.1%
Contractual Services	9,082,140	28.3%	9,356,350	28.7%
Capital Outlay and Depreciation	1,545,330	4.8%	1,724,060	5.3%
Other Charges	870,450	2.7%	792,640	2.4%
Totals	<u>\$32,079,330</u>	<u>100.0%</u>	<u>\$32,579,340</u>	<u>100.0%</u>
 <u>DEPARTMENT</u>				
Citizen Services	\$1,118,510	3.5%	\$1,145,350	3.5%
Community Development	2,045,870	6.4%	2,032,050	6.2%
Executive	841,190	2.6%	904,190	2.8%
Finance	798,710	2.5%	815,970	2.5%
Fire	4,175,980	13.0%	4,099,380	12.6%
Information Technology	1,335,560	4.2%	1,348,990	4.1%
Legislative	193,850	0.6%	251,160	0.8%
Parks and Recreation	3,920,460	12.2%	3,881,300	11.9%
Police	8,045,790	25.1%	8,259,340	25.4%
Public Works	9,603,410	29.9%	9,841,610	30.2%
Totals	<u>\$32,079,330</u>	<u>100.0%</u>	<u>\$32,579,340</u>	<u>100.0%</u>

**OPERATING BUDGET
REVENUE SUMMARY**

<u>Total By Source</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Taxes	\$12,716,230	\$13,489,622	\$13,163,030	\$13,945,930	5.9%
Special Assessments	63,780	20,458	33,280	25,160	-24.4%
Licenses and Permits	1,149,967	1,166,202	1,115,510	1,335,050	19.7%
Intergovernmental Revenue	1,024,774	1,361,583	1,222,080	1,167,700	-4.4%
Charges for Services	13,768,728	14,541,300	14,871,980	15,019,730	1.0%
Fines and Penalties	230,737	276,427	222,140	235,180	5.9%
Miscellaneous	2,003,072	1,644,392	1,877,370	2,032,900	8.3%
Totals	\$30,957,288	\$32,499,983	\$32,505,390	\$33,761,650	3.9%
<u>Total By Fund</u>					
Ambulance Service	\$1,755,840	\$1,936,054	\$2,300,590	\$2,458,470	6.9%
Charitable Gambling Tax	21,507	21,729	20,000	20,000	0.0%
Community Center	2,130,704	2,187,280	2,490,910	2,451,910	-1.6%
Environmental Utility	1,737,321	1,870,443	2,014,130	2,213,820	9.9%
Fleet Management	937,160	907,798	907,680	926,180	2.0%
General	17,897,989	18,849,344	17,970,150	18,117,740	0.8%
Information Technology	593,681	549,905	670,180	738,680	10.2%
Maplewood Area EDA	1,000	3,232	6,710	92,400	1277.0%
Police Services	24,277	19,200	5,760	5,740	-0.3%
Recreation Programs	635,720	738,607	658,020	761,000	15.6%
Recycling Program	474,934	493,103	488,990	640,250	30.9%
Sanitary Sewer	4,453,640	4,588,626	4,653,380	4,841,880	4.1%
Street Light Utility	262,087	286,915	287,360	478,460	66.5%
Taste of Maplewood	31,152	17,981	21,500	15,000	-30.2%
Tree Preservation Fund	277	29,766	10,030	120	-98.8%
Totals	\$30,957,288	\$32,499,983	\$32,505,390	\$33,761,650	3.9%

OPERATING BUDGET

Revenues for 2010-2013

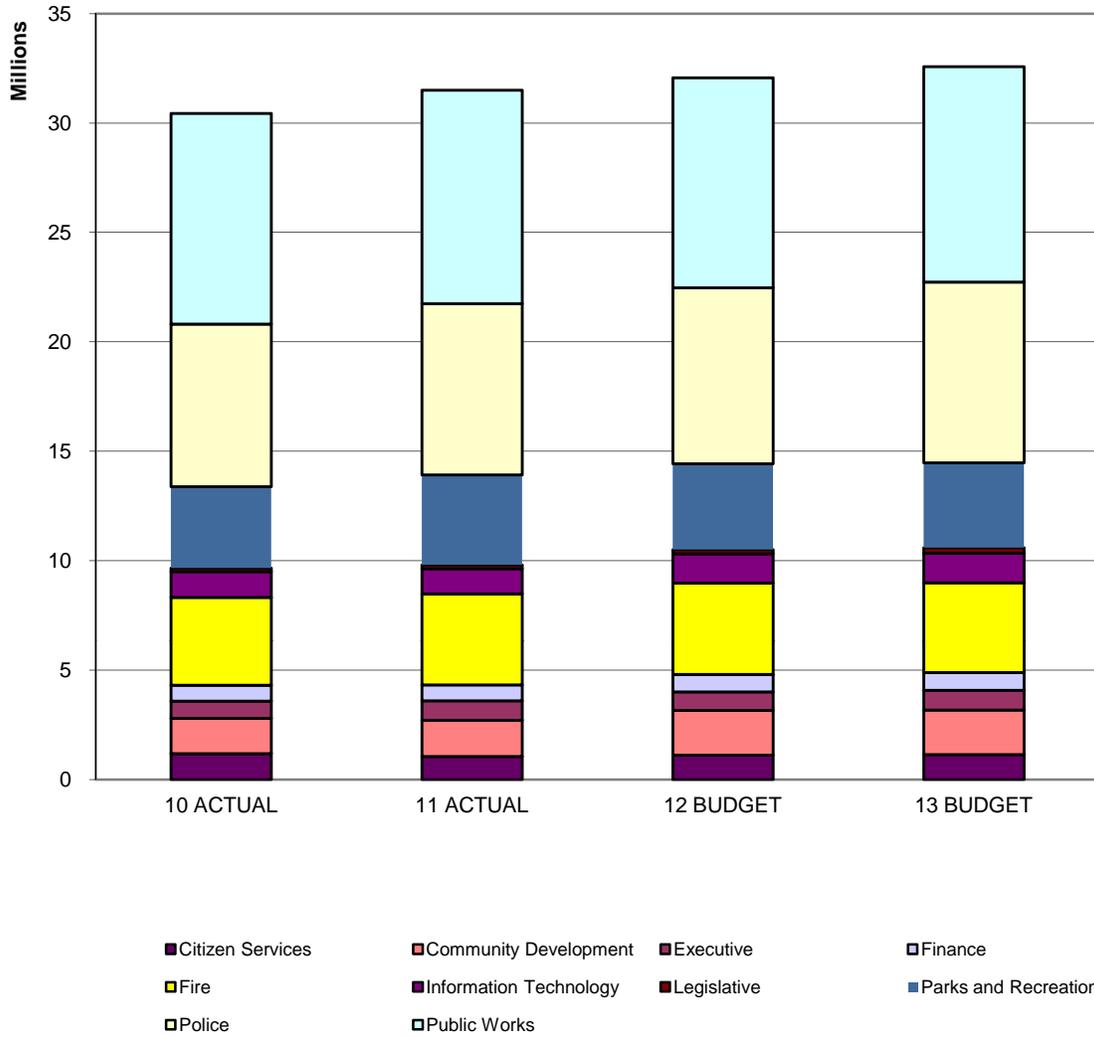


OPERATING BUDGET EXPENDITURE SUMMARY

<u>Total By Department</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Citizen Services	\$1,184,781	\$1,052,504	\$1,118,510	\$1,145,350	2.4%
Community Development	1,615,716	1,667,520	2,045,870	2,032,050	-0.7%
Executive	783,066	882,976	841,190	904,190	7.5%
Finance	731,903	730,921	798,710	815,970	2.2%
Fire	4,017,665	4,147,538	4,175,980	4,099,380	-1.8%
Information Technology	1,169,427	1,155,768	1,335,560	1,348,990	1.0%
Legislative	165,660	166,533	193,850	251,160	29.6%
Parks and Recreation	3,714,456	4,126,310	3,920,460	3,881,300	-1.0%
Police	7,436,659	7,814,144	8,045,790	8,259,340	2.7%
Public Works	9,627,359	9,764,100	9,603,410	9,841,610	2.5%
Totals	\$30,446,692	\$31,508,314	\$32,079,330	\$32,579,340	1.6%
<u>Total By Classification</u>					
Personnel Services	\$18,032,374	\$18,496,510	\$18,893,920	\$19,030,120	0.7%
Commodities	1,487,239	1,587,042	1,687,490	1,676,170	-0.7%
Contractual Services	8,464,332	8,817,415	9,082,140	9,356,350	3.0%
Capital Outlay and Depreciation	1,647,009	1,698,069	1,545,330	1,724,060	11.6%
Other Charges	815,738	909,278	870,450	792,640	-8.9%
Totals	\$30,446,692	\$31,508,314	\$32,079,330	\$32,579,340	1.6%
<u>Total By Fund</u>					
Ambulance Service	\$2,377,066	\$2,440,639	\$2,460,040	\$2,325,760	-5.5%
Charitable Gambling Tax	20,919	23,492	30,120	30,000	-0.4%
Community Center	2,640,327	2,893,677	2,629,360	2,560,680	-2.6%
Environmental Utility	1,514,171	1,607,485	1,687,450	1,741,410	3.2%
Fleet Management	852,881	853,338	895,540	903,110	0.8%
General	17,000,434	17,427,372	17,942,020	18,405,730	2.6%
Information Technology	682,464	664,908	786,840	779,150	-1.0%
Maplewood Area EDA	0	0	3,200	65,500	1946.9%
Police Services	36,781	22,929	80	31,060	38725.0%
Recreation Programs	545,546	686,555	727,110	757,930	4.2%
Recycling Program	507,882	600,192	655,820	540,570	-17.6%
Sanitary Sewer	3,990,646	4,053,130	3,997,380	4,170,790	4.3%
Street Light Utility	176,524	195,375	210,170	228,040	8.5%
Taste of Maplewood	92,184	24,968	41,000	34,420	-16.0%
Tree Preservation	8,867	14,254	13,200	5,190	-60.7%
Totals	\$30,446,692	\$31,508,314	\$32,079,330	\$32,579,340	1.6%

OPERATING BUDGET

Expenditures for 2010-2013



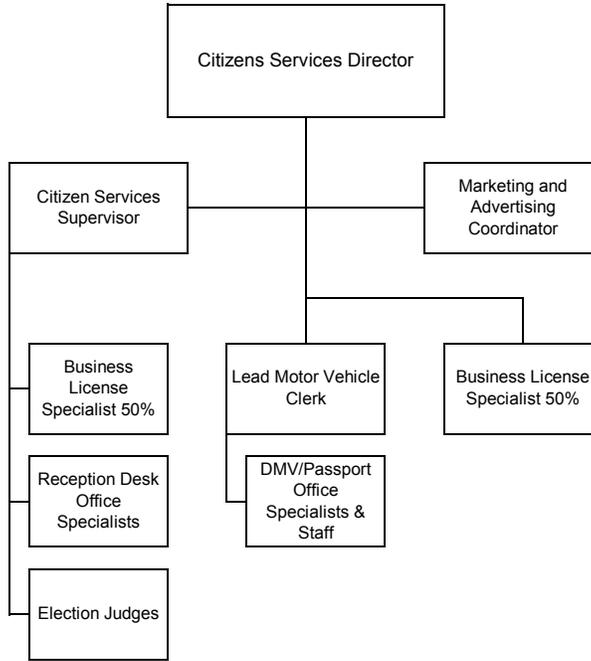
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2013 BUDGET

DEPARTMENT	CODE	PROGRAM	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	2013 PERCENT CHANGE
POLICE	402	Police Services	\$5,438,193	\$5,643,445	\$5,823,530	\$6,105,210	4.8%
PUBLIC WORKS	508	Sanitary Sewer Oper.	3,990,646	4,053,131	3,997,380	4,170,790	4.3%
PARKS & REC	61X	Community Center Oper.	2,640,327	2,893,677	2,629,360	2,560,680	-2.6%
FIRE	403	Emer. Medical Services	2,004,132	2,078,671	2,098,250	2,069,990	-1.3%
FIRE	404	Fire Suppression	1,310,452	1,350,524	1,347,710	1,368,660	1.6%
PUBLIC WORKS	512	Storm Sewer Maint.	1,264,987	1,357,059	1,130,880	1,191,900	5.4%
POLICE	409	Investigations	1,069,522	1,199,308	1,263,220	1,182,850	-6.4%
POLICE	401	Adminstration	895,458	923,372	915,660	927,890	1.3%
PUBLIC WORKS	602	Park Maintenance	920,039	860,257	971,440	924,030	-4.9%
PUBLIC WORKS	509	Fleet Management	852,881	853,338	895,540	903,110	0.8%
INFO TECH	118	I.T. Services	682,464	664,908	786,840	779,150	-1.0%
PUBLIC WORKS	503	Engineering	955,397	887,526	809,350	766,620	-5.3%
PARKS & REC	603	Recreation Programs	545,546	686,555	727,110	757,930	4.2%
PUBLIC WORKS	502	Street Maintenance	687,015	739,458	805,690	752,820	-6.6%
CITIZEN SERVICES	301	Administration	481,358	587,248	618,980	658,440	6.4%
INFO TECH	115	Building Operations	486,963	490,860	548,720	569,840	3.8%
FIRE	411	Adminstration	595,726	631,572	635,890	565,530	-11.1%
COMM DEVELOP	702	Planning	235,075	229,402	536,400	543,610	1.3%
COMM DEVELOP	706	Recycling	507,882	600,192	655,820	540,570	-17.6%
COMM DEVELOP	703	Building Inspections	458,146	430,845	455,150	479,030	5.2%
FINANCE	202	Finance Services	356,528	387,863	403,190	450,880	11.8%
CITIZEN SERVICES	303	Deputy Registrar	375,267	382,415	393,890	395,180	0.3%
EXECUTIVE	102	Administration	307,651	335,163	350,200	378,860	8.2%
PUBLIC WORKS	514	Snow and Ice Control	358,776	376,628	377,820	373,400	-1.2%
FINANCE	201	Administration	323,578	301,411	354,050	321,350	-9.2%
COMM DEVELOP	701	Administration	281,849	246,761	261,380	286,410	9.6%
EXECUTIVE	116	HR Administration	252,600	273,300	261,060	282,070	8.0%
PARKS & REC	604	Nature Center	256,032	286,431	264,830	273,690	3.3%
PUBLIC WORKS	506	Street Lights and Signals	176,524	195,375	210,170	228,040	8.5%
EXECUTIVE	103	Legal Services	216,621	265,849	221,020	225,450	2.0%
PUBLIC WORKS	501	Administration	241,620	258,136	207,330	202,100	-2.5%
PARKS & REC	601	Administration	184,198	157,592	182,870	187,210	2.4%
PUBLIC WORKS	513	Street Sweeping	179,474	183,193	197,810	182,620	-7.7%
LEGISLATIVE	101	City Council	143,756	136,771	155,080	151,710	-2.2%
PUBLIC WORKS	516	Forestry	0	0	0	146,180	N/A
COMM DEVELOP	707	Code Enforcement	80,069	110,813	94,080	137,220	45.9%
FIRE	405	Fire Prevention	90,537	78,047	83,270	84,430	1.4%
PARKS & REC	605	Open Space Mgmt.	62,047	66,683	72,790	71,240	-2.1%
LEGISLATIVE	000	Maplewood Area EDA	0	(2)	3,200	65,500	1946.9%
CITIZEN SERVICES	304	Elections	66,387	57,873	64,640	57,310	-11.3%
COMM DEVELOP	704	Public Health Inspections	52,695	49,507	43,040	45,210	5.0%
FINANCE	203	Ambulance Billing	51,797	41,647	41,470	43,740	5.5%
POLICE	407	Animal Control	33,486	48,019	43,380	43,390	0.0%
CITIZEN SERVICES	000	Taste of Maplewood	92,184	24,971	41,000	34,420	-16.0%
LEGISLATIVE	000	Chaitable Gambling	20,919	23,491	30,120	30,000	-0.4%
PARKS & REC	606	Ice Arena Operations	17,439	21,118	30,300	25,360	-16.3%
EXECUTIVE	114	Safety	6,194	8,664	8,910	17,810	99.9%
FIRE	413	Emergency Mgmt.	16,818	8,723	10,860	10,770	-0.8%
PARKS & REC	000	Tree Preservation	8,866	14,254	13,200	5,190	-60.7%
LEGISLATIVE	105	Police Civil Service Comm.	10	6,099	2,150	2,150	0.0%
LEGISLATIVE	107	Planning Comm.	969	99	1,050	1,050	0.0%
LEGISLATIVE	108	Human Rights Comm.	0	1	500	500	0.0%
LEGISLATIVE	106	Parks and Rec. Comm.	1	69	250	250	0.0%
LEGISLATIVE	104	Business & Economic Dev Comm	5	2	1,500	0	-100.0%
CITIZEN SERVICES	111	Marketing	169,585	0	0	0	N/A
			\$30,446,691	\$31,508,314	\$32,079,330	\$32,579,340	1.6%

CITY OF MAPLEWOOD

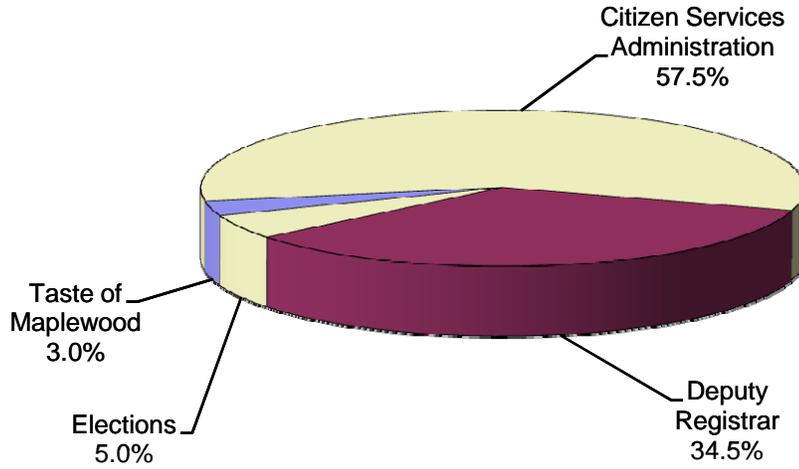
CITIZEN SERVICES

ORGANIZATION CHART

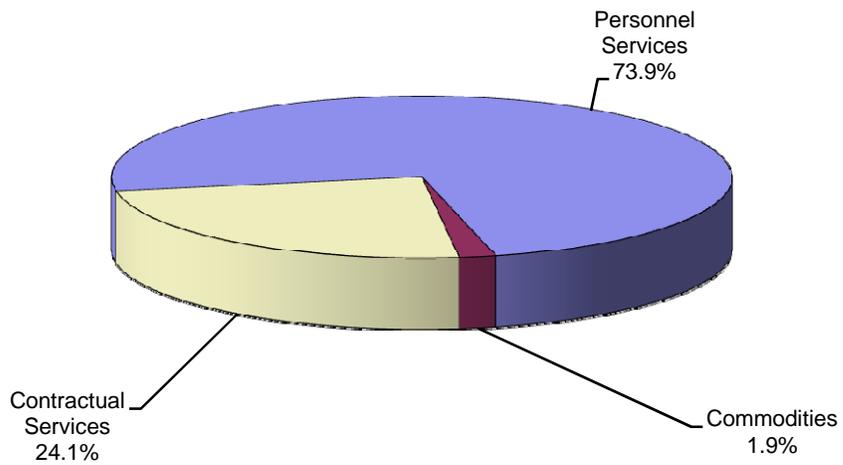


CITIZEN SERVICES BUDGET 2013

Total By Program

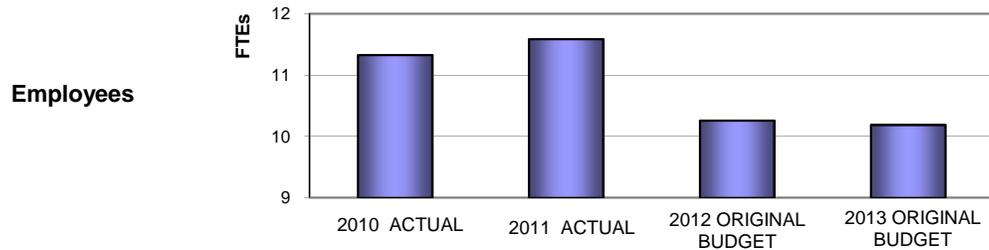
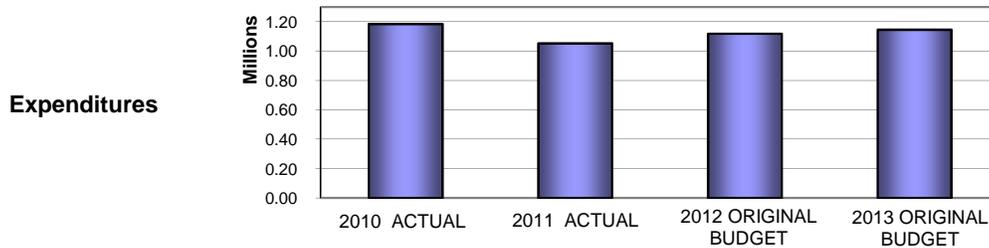


Total By Classification



**CITIZEN SERVICES
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Citizen Services Administration	\$481,358	\$587,248	\$618,980	\$658,440	6.4%
Deputy Registrar	375,267	382,415	393,890	395,180	0.3%
Elections	66,387	57,873	64,640	57,310	-11.3%
Marketing/Advertising	169,585	0	0	0	N/A
Taste of Maplewood	92,184	24,968	41,000	34,420	-16.0%
Totals	1,184,781	1,052,504	1,118,510	1,145,350	2.4%
Total By Classification					
Personnel Services	863,115	857,925	834,000	846,830	1.5%
Commodities	24,455	11,091	24,800	22,000	-11.3%
Contractual Services	290,800	179,365	259,710	276,520	6.5%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	6,411	4,123	0	0	N/A
Totals	1,184,781	1,052,504	1,118,510	1,145,350	2.4%
Total By Fund					
General Fund	1,092,597	1,027,536	1,077,510	1,110,930	3.1%
Taste of Maplewood	92,184	24,968	41,000	34,420	-16.0%
Totals	\$1,184,781	\$1,052,504	\$1,118,510	\$1,145,350	2.4%
Number of Employees (FTE)	11.33	11.59	10.26	10.19	-0.7%





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.

2013 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. Facilitate updates to the City Code of Ordinances through Municipal Code on a quarterly basis or as needed.
4. Revise the Retention Schedule reflecting changes in the 2012 legislative session and train departments in current Data Practice Laws and Practices and retention practices.
5. Continue working with local auto dealers, bands and credit unions in Maplewood and surrounding areas performing deputy registrar work.
6. Conduct the 2013 Local Municipal Election cycle and be involved in the selection of election equipment in conjunction with Ramsey County.
7. Continue to work with local and surrounding business and the use of social networking for marketing and advertising purposes.
8. Act as the Department liaison for Human Rights Commission assisting the Commission in projects and events as needed.
9. Conduct the annual July 4th "Lite It Up" fireworks event at Hazelwood Park.

Department: Citizen Services
Program: Administration

Fund # : 101
Program # : 301

Program Description

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

Program Expenditure Highlights

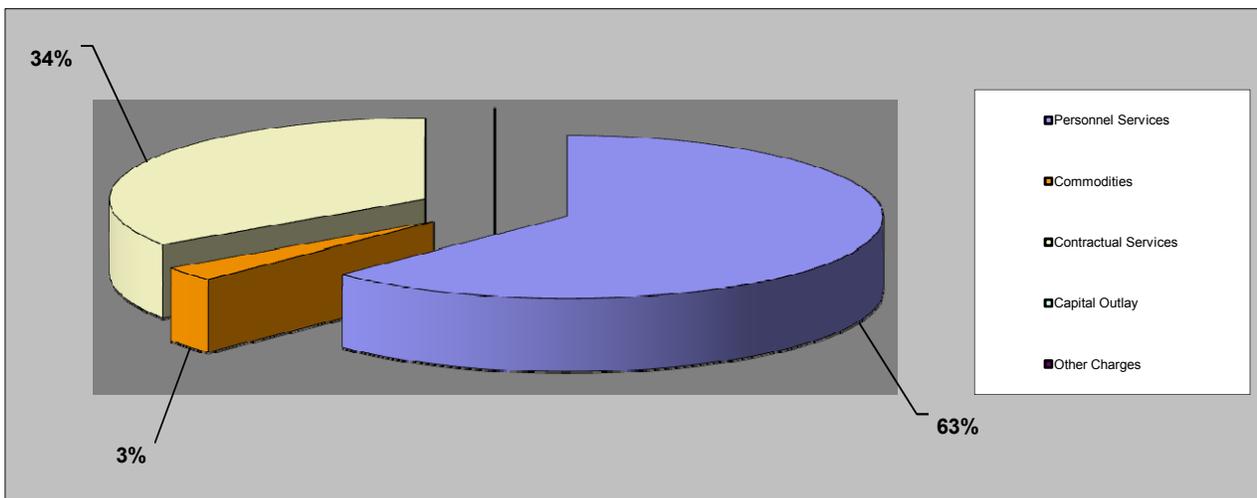
The increase in personnel services is due to the reallocation of some hours from the Deputy Registrar program to the Administration program, pay increases, and an increase in the cost of benefits.

The increase in contractual services is due to costs associated with the publication of the Maplewood Monthly. The City is proposing to increase the annual number of publications from 8 to 10.

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

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 370,165	\$ 431,428	\$ 391,800	\$ 412,490
Commodities	13,225	7,706	23,200	19,200
Contractual Services	91,557	144,001	203,980	226,750
Capital Outlay	-	-	-	-
Other Charges	6,411	4,113	-	-
Total	\$ 481,358	\$ 587,248	\$ 618,980	\$ 658,440
Percent Change	0.7%	22.0%	5.4%	6.4%
Full-Time Equivalent positions	4.30	5.57	4.26	4.39

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Agenda reports	632	652	630	525
Pages of minutes	549	480	560	550
Number of ordinances	15	8	8	8
Number of resolutions	298	164	290	240
Business licenses / permits / registrations / dog-cat licenses	2,124	1,175	2,000	2,000
Annual marketing agreements	20	21	10	18
Number of marketing projects	300	325	350	200
Testimonial marketing	8	8	8-10	6
<u>EFFECTIVENESS INDICATORS</u>				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
Maintain revenue sources	94%	99%	99%	99%
Percentage of marketing projects completed	98%	100%	98%	99%
Testimonials used in marketing materials	70%	70%	80%	80%
Business contacts for the purpose of ad revenue and partnerships	60%	80%	80%	80%
<u>EFFICIENCY MEASURES</u>				
Revenue changes from previous year	1.3%	3.2%	3.4%	2.1%
Projects are completed on time and in a professional manner	100%	100%	100%	100%

COMMENTS

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

Department: Citizen Services
Program: Deputy Registrar

Fund # : 101
Program # : 303

Program Description

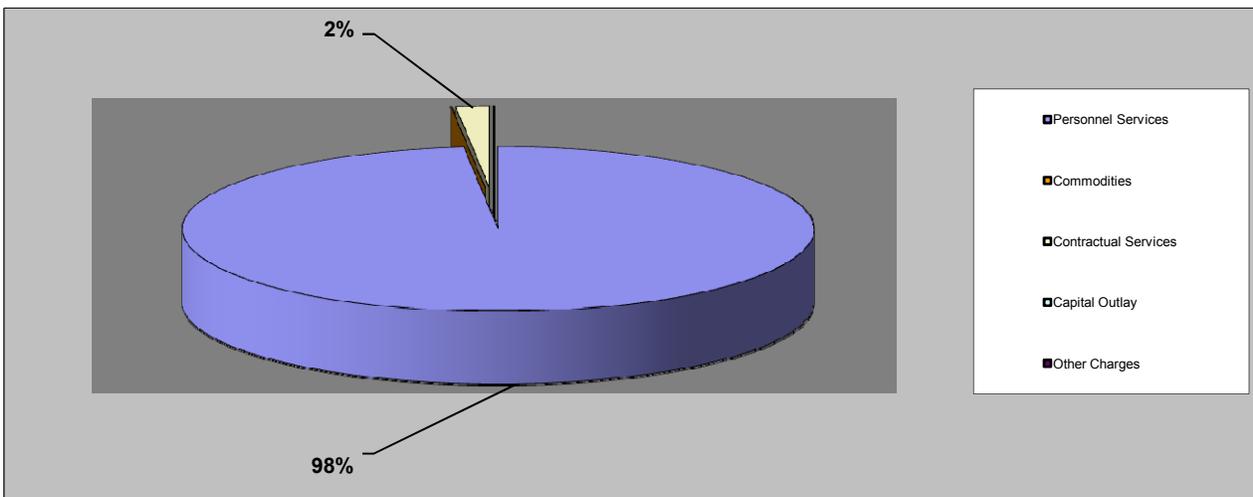
To present a courteous, service-oriented team providing a high level of accuracy and efficiency.

Program Expenditure Highlights

No significant change in the Deputy Registrar budget for 2013.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 372,397	\$ 379,397	\$ 388,370	\$ 388,390
Commodities	-	-	-	-
Contractual Services	2,870	3,018	5,520	6,790
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 375,267	\$ 382,415	\$ 393,890	\$ 395,180
Percent Change	1.0%	1.9%	3.0%	0.3%
 Full-Time Equivalent positions	 6.03	 6.02	 6.00	 5.80

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of motor vehicle transactions	50,691	50,038	51,500	51,000
Number of driver's license transactions	19,481	17,457	21,000	17,500
Number of passports processed	2,200	1,993	2,100	2,000
<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 has decreased due to the Federal Passport Card that can be used for entry into Canada.

Driver's license transactions have decreased due to Federal guidelines prohibiting State Motor Vehicle Departments that are also house a Federal Passport Facility to process first-time drivers licenses and passports at the same facility. The City opted to continue processing passports as that option is more revenue producing than first-time drivers licenses.

Department: Citizen Services
Program: Elections

Fund # : 101
Program # : 304

Program Description

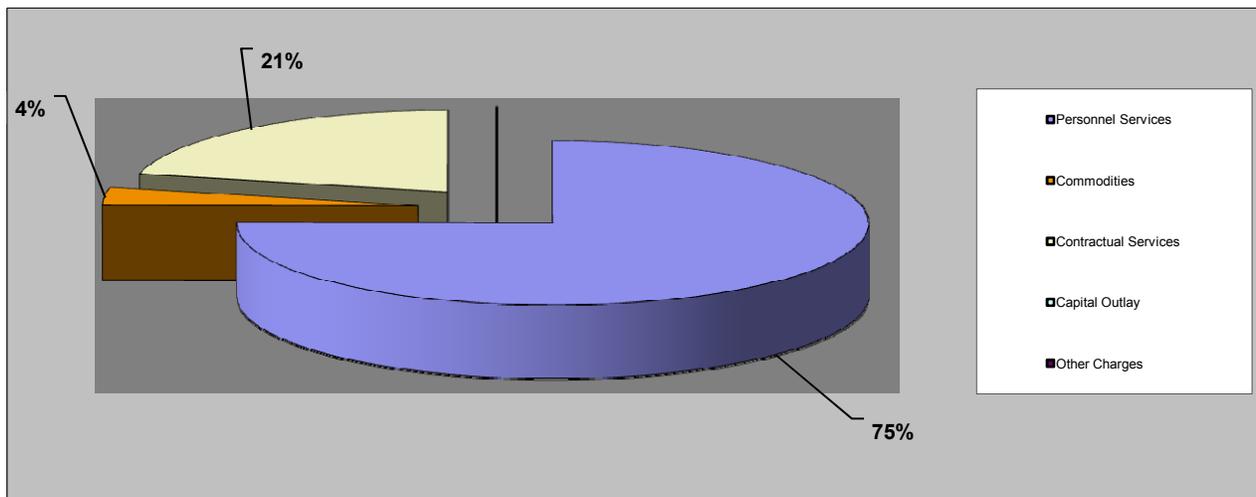
To manage all municipal, federal and state elections focusing on legal compliance and integrity.

Program Expenditure Highlights

2013 is not a presidential election year.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 55,470	\$ 43,845	\$ 53,830	\$ 43,030
Commodities	2,322	3,020	1,600	2,000
Contractual Services	8,595	11,008	9,210	12,280
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 66,387	\$ 57,873	\$ 64,640	\$ 57,310
Percent Change	(-2.6%)	(-12.8%)	11.7%	(-11.3%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of registered voters	23,764	21,815	27,000	24,000
Election judges trained	190	186	200	180
Number of ballots cast	14,355	5,959	26,000	8,000
Number of absentee ballots transmitted	1,022	312	2,800	300
Number of absentee ballots returned by voter	930	266	2,600	250
Number of absentee ballots rejected	50	12	100	5
<u>EFFECTIVENESS INDICATORS</u>				
Eligible voter turnout	62%	27%	85%	30%

COMMENTS

Decrease 2013 Outputs/Workloads is due to 2013 being a local election.

Department: Citizen Services
Program: Marketing & Advertising

Fund # : 101
Program # : 111

Program Description

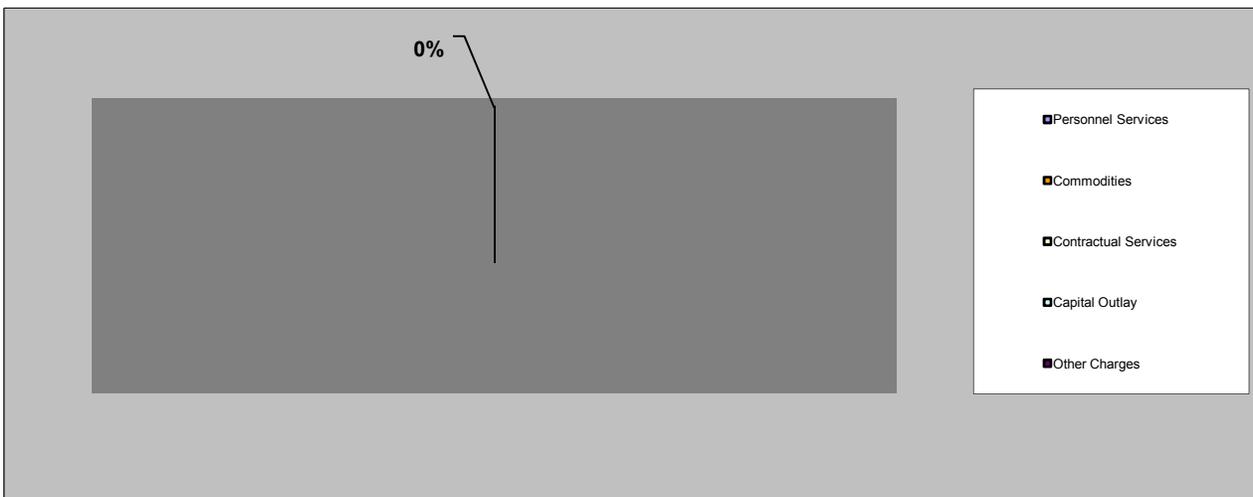
This program has been moved to Citizen Services Administration.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 59,423	\$ -	\$ -	\$ -
Commodities	1,444	-	-	-
Contractual Services	108,718	-	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 169,585	\$ -	\$ -	\$ -
Percent Change	(-21.6%)	(-100.0%)	0.0%	0.0%
Full-Time Equivalent positions	1.00	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Annual marketing agreements	20	21	N/A	N/A
Number of marketing projects	300	325	N/A	N/A
Testimonial marketing	8-10	8	N/A	N/A
<u>EFFECTIVENESS INDICATORS</u>				
Revenue increases from year to year	20%	3.6%	N/A	N/A
Percentage of marketing projects completed	98%	98%	N/A	N/A
Testimonials used in marketing materials	70%	60%	N/A	N/A
Business contacts for the purpose of ad revenue and partnerships	60%	70%	N/A	N/A
<u>EFFICIENCY MEASURES</u>				
Revenue increases	25%	22%	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%	60%	N/A	N/A

COMMENTS

This program was moved to the Citizen Services Administration program beginning in 2011.

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

Program Description

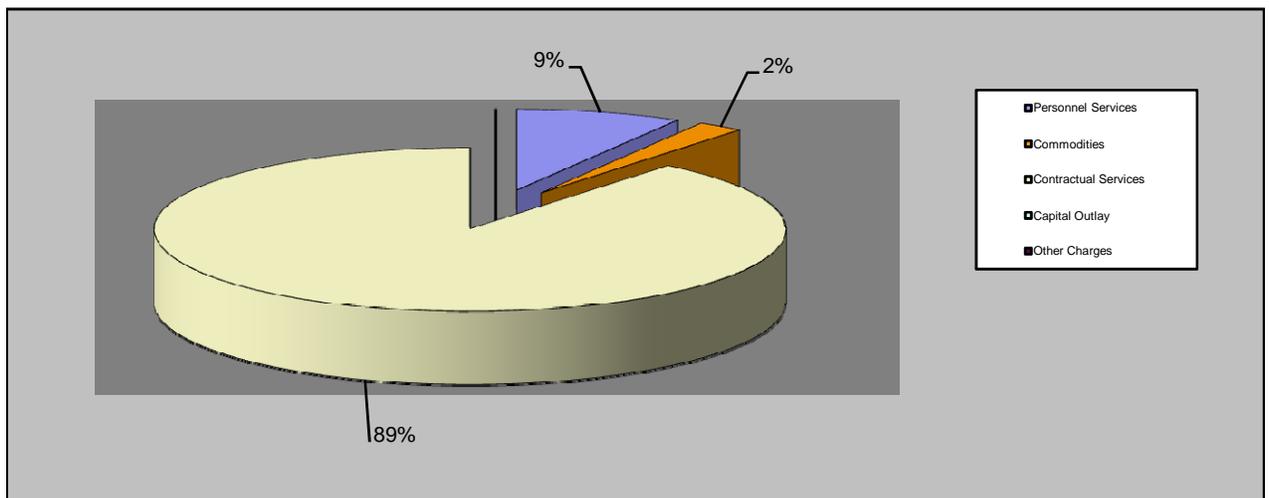
To hold a city-wide event for the purpose of bringing the community at large together to showcase area restaurants, businesses, crafters and city departments.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 5,660	\$ 3,255	\$ -	\$ 2,920
Commodities	7,464	365	-	800
Contractual Services	79,060	21,338	41,000	30,700
Capital Outlay	-	-	-	-
Other Charges	-	10	-	-
Total	\$ 92,184	\$ 24,968	\$ 41,000	\$ 34,420
Percent Change	138.1%	(-72.9%)	64.2%	(-16.0%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of vendors	114	24	12	10
Number of business sponsors	15	11	3	10
Number of media sponsors	3	3	2	2
Number of waste/recycling containers	50/50	50/50	50/50	50/50
<u>EFFECTIVENESS INDICATORS</u>				
Citizens attending the event (approximate)	8,500	3,000	7,000	10,000
Percentage of waste recycled	40%	60%	65%	70%

COMMENTS

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



MAPLEWOOD

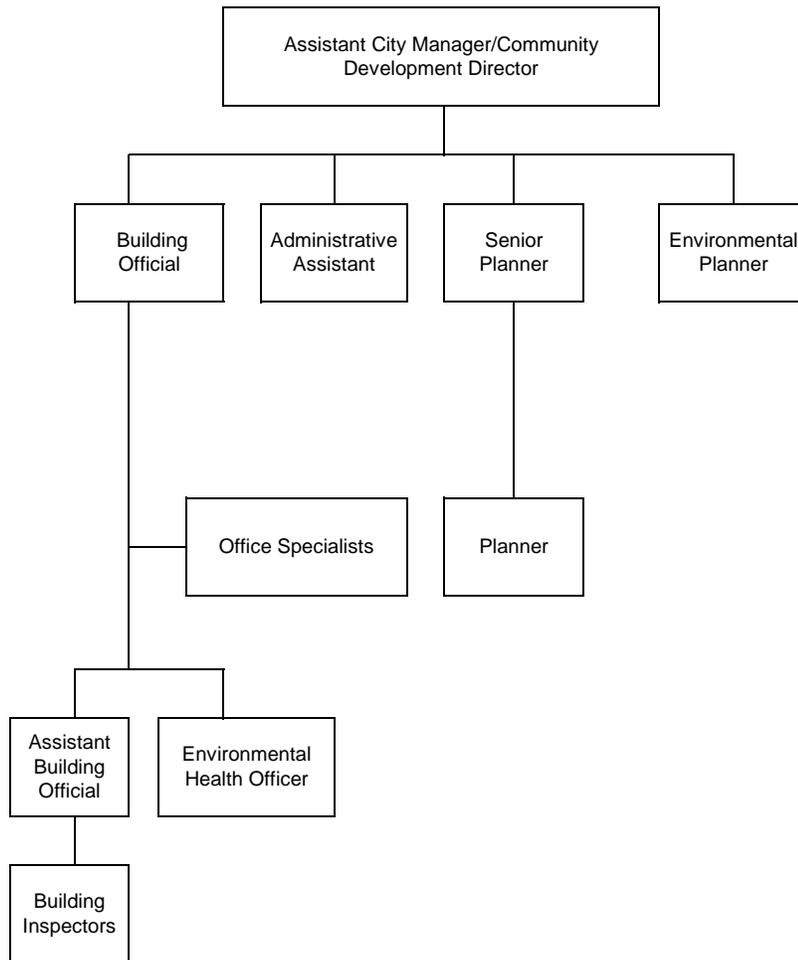
Together We Can

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CITY OF MAPLEWOOD

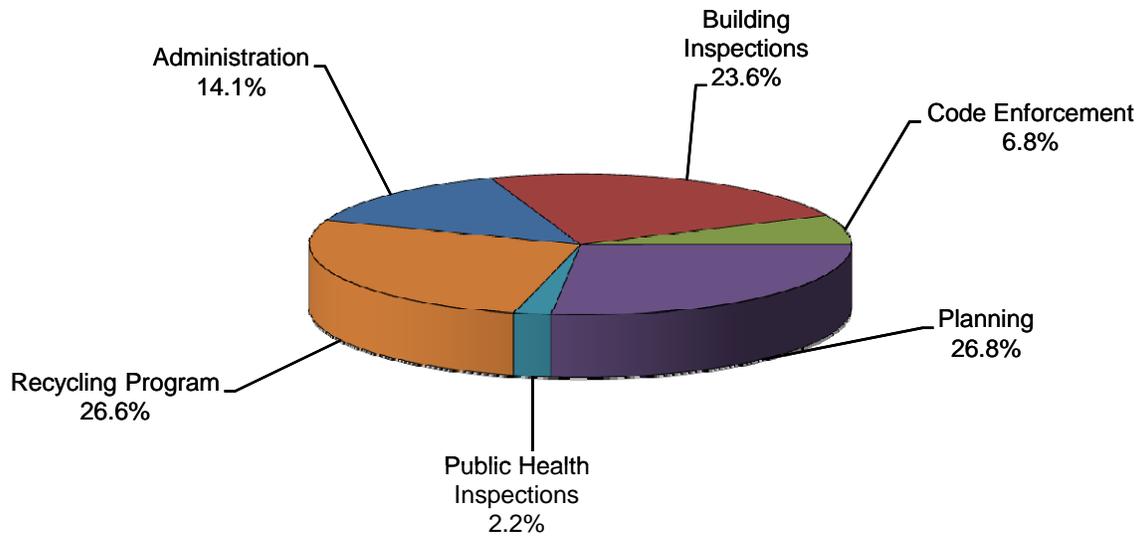
COMMUNITY DEVELOPMENT

ORGANIZATION CHART

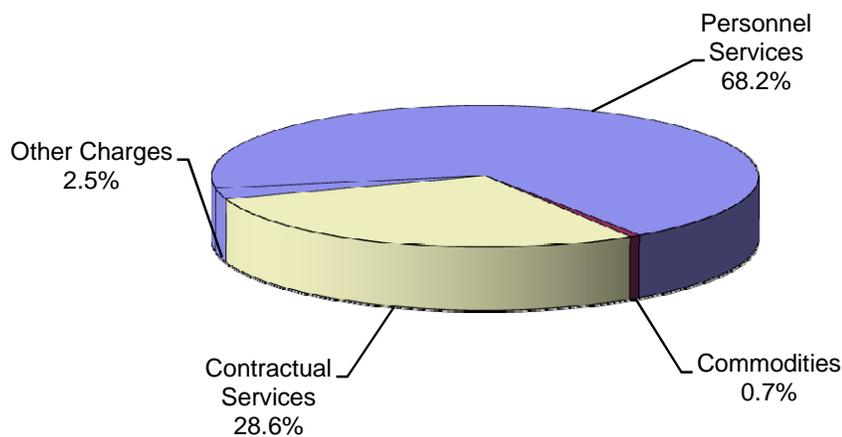


COMMUNITY DEVELOPMENT BUDGET 2013

Total By Program

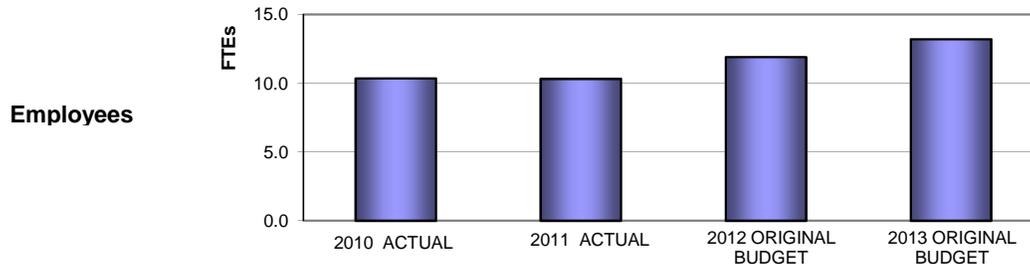
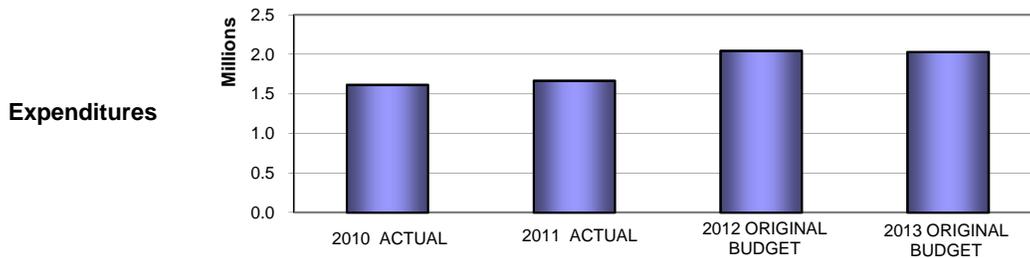


Total By Classification



**COMMUNITY DEVELOPMENT
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Administration	\$281,849	\$246,761	\$261,380	\$286,410	9.6%
Building Inspections	458,146	430,845	455,150	479,030	5.2%
Code Enforcement	80,069	110,813	94,080	137,220	45.9%
Planning	235,075	229,402	536,400	543,610	1.3%
Public Health Inspections	52,695	49,507	43,040	45,210	5.0%
Recycling Program	507,882	600,192	655,820	540,570	-17.6%
Totals	1,615,716	1,667,520	2,045,870	2,032,050	-0.7%
Total By Classification					
Personnel Services	1,010,713	1,011,540	1,280,480	1,386,690	8.3%
Commodities	9,343	16,724	18,950	13,230	-30.2%
Contractual Services	553,979	587,778	696,130	581,580	-16.5%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	41,681	51,478	50,310	50,550	0.5%
Totals	1,615,716	1,667,520	2,045,870	2,032,050	-0.7%
Total By Fund					
General Fund	1,107,834	1,067,328	1,104,460	1,202,880	8.9%
Environmental Utility Fund	0	0	285,590	288,600	1.1%
Recycling Fund	507,882	600,192	655,820	540,570	-17.6%
Totals	\$1,615,716	\$1,667,520	\$2,045,870	\$2,032,050	-0.7%
Number of Employees (FTE)	10.35	10.32	11.90	13.20	10.9%





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.

2013 OBJECTIVES

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

Department: Community Development
Program: Administration

Fund # : 101
Program # : 701

Program Description

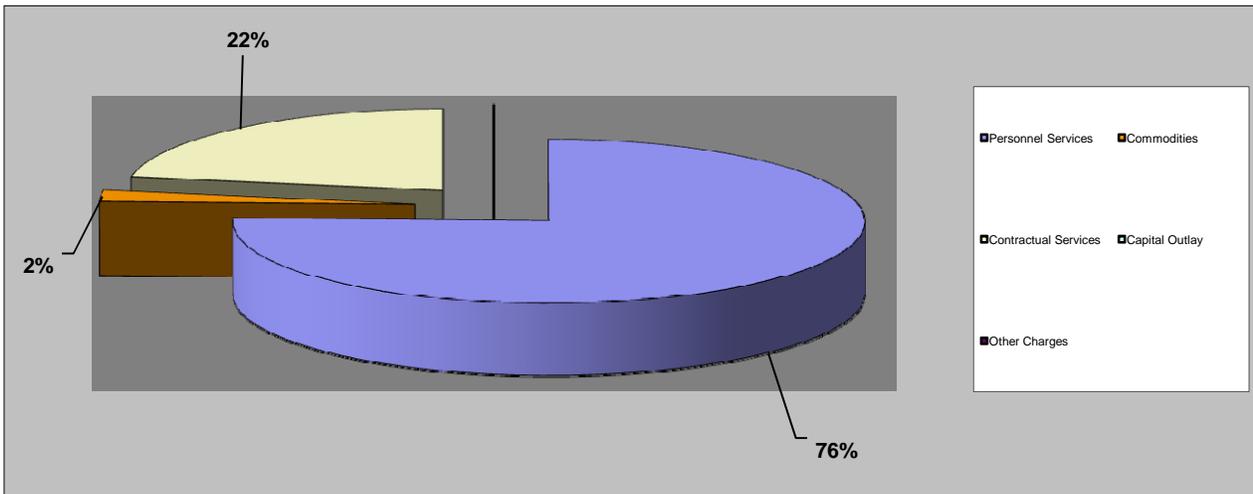
To provide accurate and timely administrative and clerical support to the divisions within Community Development including Building, Planning, Public Health and Code Enforcement.

Program Expenditure Highlights

Personnel services are increasing mainly due to the shift of .25 FTE of the Asst. City Manager's time to account for his duties as director of the department.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 215,178	\$ 187,868	\$ 193,790	\$ 216,390
Commodities	5,850	3,686	6,350	6,200
Contractual Services	60,821	54,916	61,240	63,820
Capital Outlay	-	-	-	-
Other Charges	-	291	-	-
Total	\$ 281,849	\$ 246,761	\$ 261,380	\$ 286,410
Percent Change	(-25.7%)	(-12.4%)	5.9%	9.6%
 Full-Time Equivalent positions	 <u>2.70</u>	 <u>2.59</u>	 <u>2.40</u>	 <u>2.65</u>

Program Expenditures by Classification



Department: Community Development
Program: Administration

Fund #: 101
Program #: 701

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Public meeting packets	76	58	65	65
Number of permits issued	3,095	3,095	3,100	3,100
<u>EFFECTIVENESS INDICATORS</u>				
Percent of minutes available for next meeting	95%	98%	99%	99%
Percent of permits issued accurately	98%	98%	99%	99%

COMMENTS

Community development staff's six of the city's advisory commissions. This entails the continued preparation of meeting agenda packets and meeting minutes for each commission. In turn, the community development department issues permits for the construction of projects approved through the planning review process.

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

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

2010 – 38,018
 2011 – 38,068
 2012 – 38,118
 2013 – 38,168

Department: Community Development
Program: Building Inspections

Fund # : 101
Program # : 703

Program Description

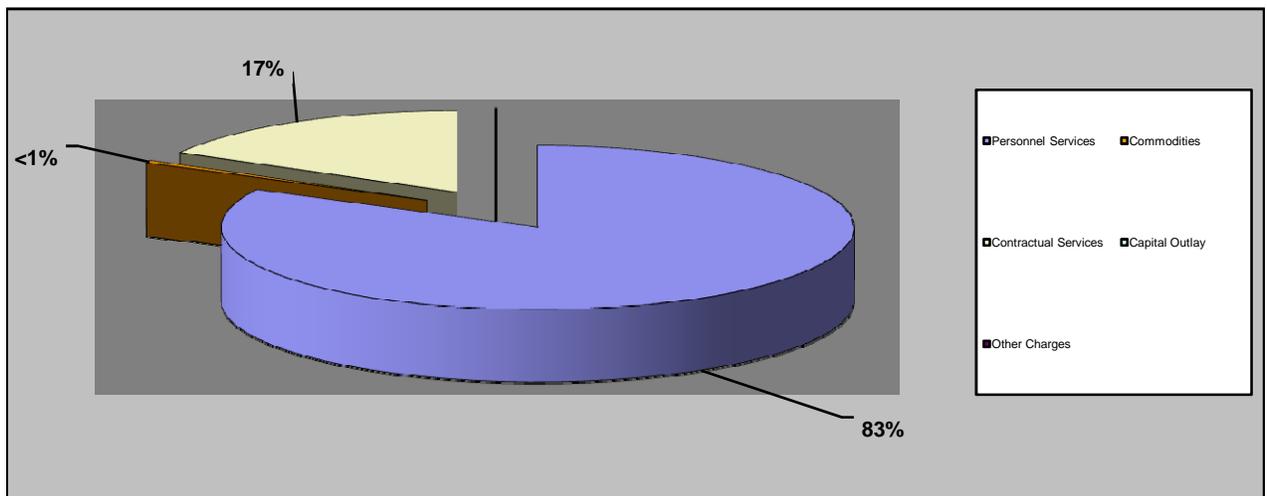
To administer the state building code and related ordinances and to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of Maplewood.

Program Expenditure Highlights

Increased building activity results in more electrical permit revenues but also increases our costs for the contracted inspection services. This is reflected in contractual services.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 378,628	\$ 371,594	\$ 392,030	\$ 395,720
Commodities	1,093	1,017	1,500	2,250
Contractual Services	78,425	58,234	61,620	81,060
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 458,146	\$ 430,845	\$ 455,150	\$ 479,030
Percent Change	(-2.3%)	(-6.0%)	5.6%	5.2%
Full-Time Equivalent positions	3.70	3.70	3.50	3.45

Program Expenditures by Classification



Department: Community Development
Program: Building Inspections

Fund #: 101
Program #: 703

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$794,911	\$952,369	\$1,190,000	\$1,120,000
Number of permit apps.	3,095	3,095	3,200	3,200
Number of plan reviews	644	660	650	650
Number of inspections	7,183	6,162	7,000	7,000
<u>EFFICIENCY MEASURES</u>				
Average time to issue residential permit	7 days	7 days	7 days	7 days
Average time to issue commercial permit	30 days	30 days	30 days	30 days
Percentage of inspection completed within 24 hours	98%	98%	97%	97%

COMMENTS

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

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

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

Department: Community Development
Program: Code Enforcement

Fund # : 101
Program # : 707

Program Description

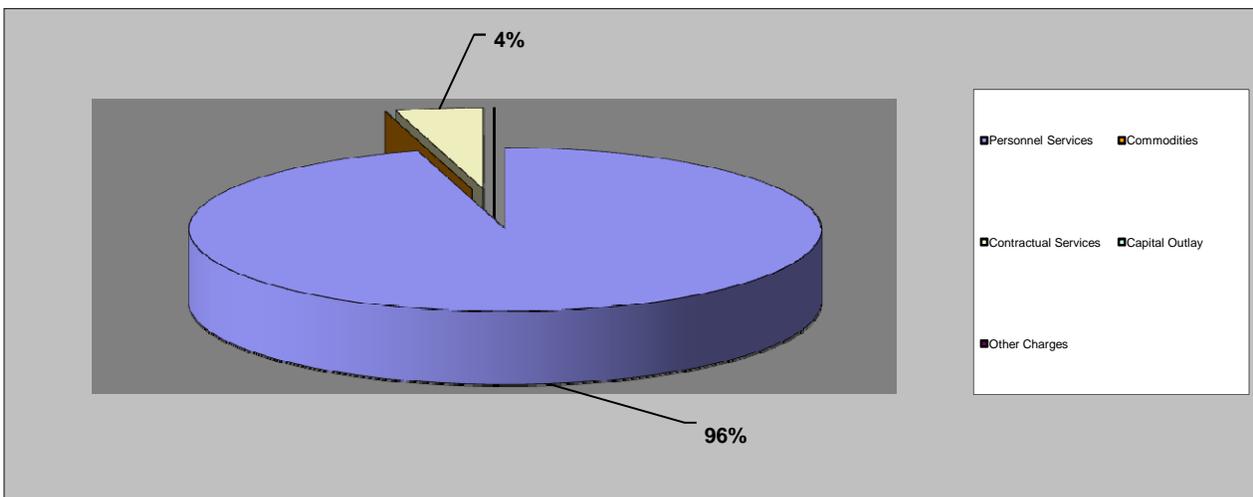
To maintain community standards and protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 74,572	\$ 105,062	\$ 87,520	\$ 131,110
Commodities	-	-	-	-
Contractual Services	5,497	5,751	6,560	6,110
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 80,069	\$ 110,813	\$ 94,080	\$ 137,220
Percent Change	26.3%	38.4%	(-15.1%)	45.9%
 Full-Time Equivalent positions	 0.75	 0.75	 0.85	 1.30

Program Expenditures by Classification



Department: Community Development
Program: Code Enforcement

Fund #: 101
Program #: 707

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total number of complaint cases inspected	570	539	580	540
Total number of complaint cases that were referred to the Admin/Judicial process	63	64	65	65
Total number of re-inspections	749	742	800	800
<u>EFFICIENCY INDICATORS</u>				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	120	112	125	110
Total number of complaint cases resolved	741	707	700	700
Total number of complaint cases pending	8	35	40	40
Abatement fees*	\$18,608	\$21,163	\$22,000	\$20,000
Re-inspection penalty fees**	\$350	\$2,475	\$2,300	\$2,500

COMMENTS

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

The number of abatements was directly impacted by the number of foreclosed properties in the city from 2010 to 2012.

The number of abatements may increase in 2012 from the early spring.

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

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

Department: Community Development
Program: Planning

Fund # : 101 & 604
Program # : 702

Program Description

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

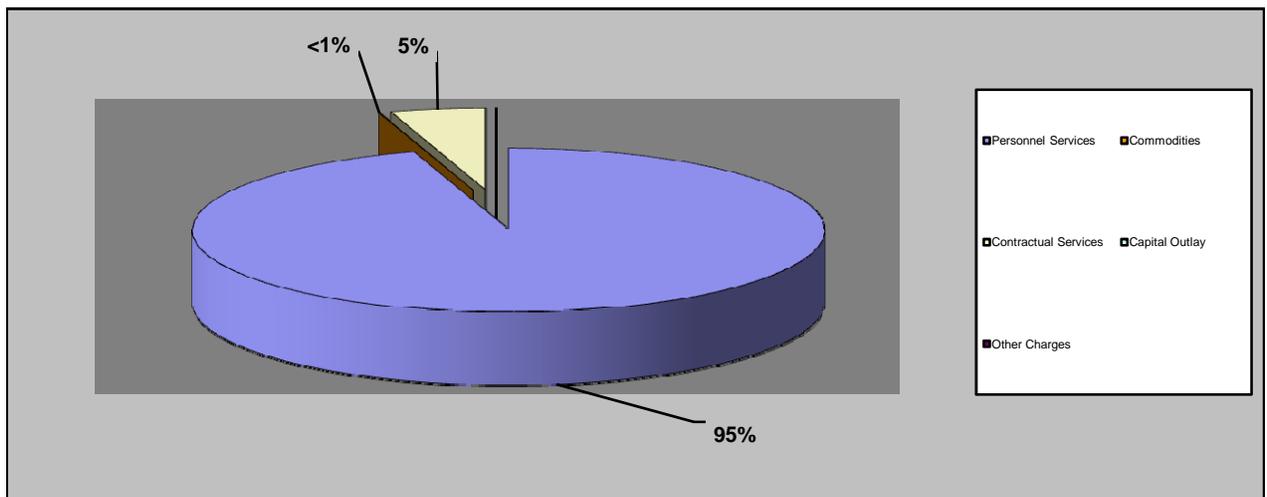
Program Expenditure Highlights

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

Fees for service in the Environmental Utility Fund are proposed to be decreased by \$15,000.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 225,523	\$ 221,353	\$ 483,880	\$ 517,310
Commodities	118	-	500	200
Contractual Services	9,434	8,049	52,020	26,100
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 235,075	\$ 229,402	\$ 536,400	\$ 543,610
Percent Change	(-9.2%)	(-2.4%)	133.8%	1.3%
 Full-Time Equivalent positions	 2.00	 2.00	 4.05	 4.30

Program Expenditures by Classification



Department: Community Development
Program: Planning

Fund #: 101 & 604
Program #: 702

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$32,292	\$35,355	\$34,400	\$34,400
Number of planning reviews	81	43	45	45
Number of building permit reviews	265	278	234	350
Number of new or modified water- related ordinances and policies adopted by the city.	2	2	2	2
Number of water-related articles published in city newsletters or local paper.	2	4	4	4
Number of project sites receiving water-related construction inspections.	N/A	460	500	550
Number of water-related improvements at parks or city facilities.	N/A	2	4	4
Miles of new streets with stormwater improvements.	N/A	3.1	2.5	2.3
<u>EFFECTIVENESS INDICATORS</u>				
Average # of hours to do building permit reviews	1	1	1	1
EDA contacts	1	5	10	15
Number of public meetings held to discuss water-related ordinances and policies	6	6	6	6
Number of households receiving water-related articles.	N/A	17,000	17,000	17,000
Number of non-compliant water-related construction inspections.	N/A	15	30	30
Drainage area affected by street improvements (in acres).	N/A	150	90	90

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

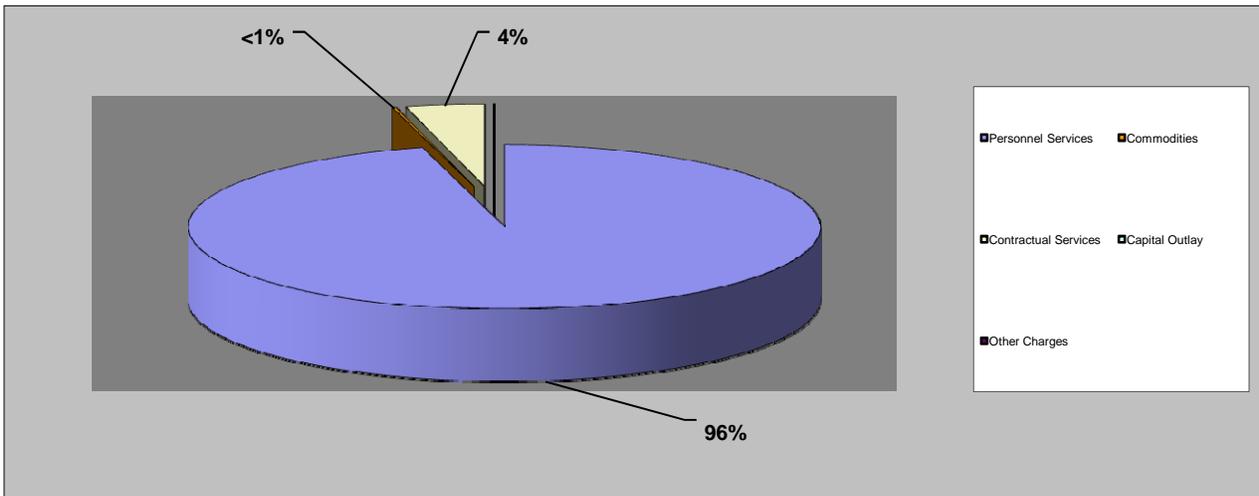
To improve and protect the health and well-being of the citizens of Maplewood through enforcement and education of local and state rules related to food, lodging, public swimming pools and public health.

Program Expenditure Highlights

No significant change in the Public Health Inspections budget for 2013.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 52,139	\$ 48,570	\$ 42,030	\$ 43,330
Commodities	-	61	200	80
Contractual Services	556	876	810	1,800
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 52,695	\$ 49,507	\$ 43,040	\$ 45,210
Percent Change	12.4%	(-6.0%)	(-13.1%)	5.0%
 Full-Time Equivalent positions	 <u>0.60</u>	 <u>0.60</u>	 <u>0.50</u>	 <u>0.50</u>

Program Expenditures by Classification



Department: Community Development
Program: Public Health Inspections

Fund #: 101
Program #: 704

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of restaurant inspections	193	201	210	210
Number of pool inspections	52	48	40	40
Number of public health violations	34	32	25	25
Number of itinerant food sales inspections	100	54	50	50
<u>EFFECTIVENESS INDICATORS</u>				
Number of restaurant re-inspections	37	51	49	49
Number of hours on food sales inspections	590	545	545	545
Food establishment license fee*	\$88,836	\$80,992	\$89,000	\$89,000
Swimming pool license fee**	\$1,534	\$1,628	\$1,600	\$1,600
Lodging license fee***	\$1,786	\$1,564	\$1,800	\$1,800

COMMENTS

The public health officer is currently working with the FDA on a grant to achieve FDA inspection standards. FDA based inspections are risk based and more educational/demonstration based vs check list items.

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

The decrease in number of itinerant food sales inspections is reflected by the smaller Taste of Maplewood event.

* 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 2011 received in Citizen Services reflect the 5 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

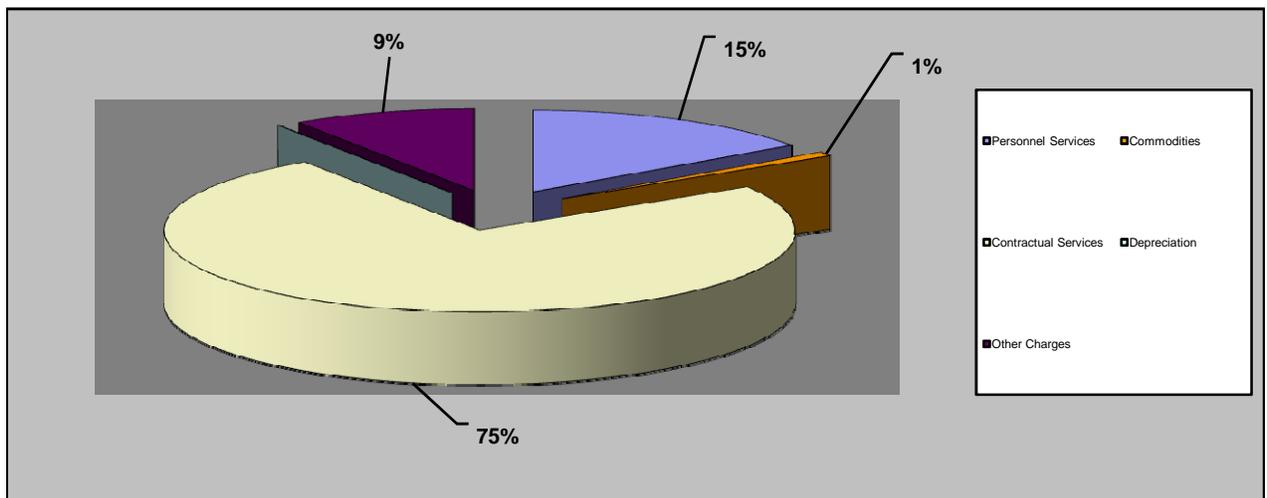
It is proposed to purchase \$3,000 worth of compost bins for re-sale at the Nature Center.

The recycling contract is a majority of the total annual budget for this program.

No further costs related to the consultant for organized trash collection are anticipated for 2013.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 64,673	\$ 77,093	\$ 81,230	\$ 82,830
Commodities	2,282	11,960	10,400	4,500
Contractual Services	399,246	459,952	513,880	402,690
Depreciation	-	-	-	-
Other Charges	41,681	51,187	50,310	50,550
Total	\$ 507,882	\$ 600,192	\$ 655,820	\$ 540,570
Percent Change	6.6%	18.2%	9.3%	(-17.6%)
Full-Time Equivalent positions	0.60	0.68	0.60	1.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Education outreach opportunities	15,801	17,000	17,000	17,000
Number of phone calls to Recycling Hotline	521	309	300	300
Number of tons of materials recycled	2,662	2,541	2,600	2,900
City events that featured recycling	8	8	8	8
<u>EFFICIENCY INDICATORS</u>				
Multi-Family units not offering recycling	32	32	16	0
Average number of tons recycled per household	40	38.91	39	40

COMMENTS

In 2011 the City began a new single stream recycling system where residents could recycle all of their materials together, no sorting necessary. Prior to 2011, the City had a dual stream recycling system for years where paper had to be separated from containers.

Recycling rates from 2010 to 2011 declined due to the education needed regarding the new program and the ongoing effects of the economy on recyclable products. Paper tonnage volume did increase over the last quarter of the year, which reflects the educational components of the new program from the beginning of the year and the convenience of recycling without sorting. This allowed for the recycling of larger items, such as corrugated cardboard boxes which otherwise may end up in the trash.



MAPLEWOOD

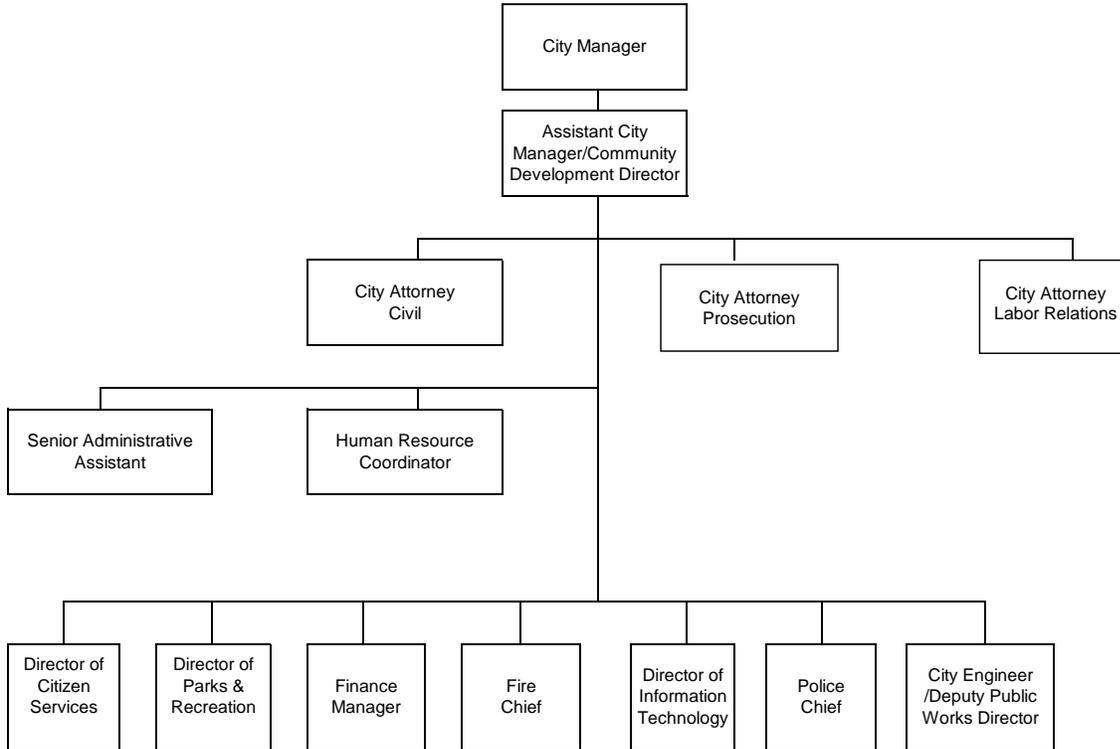
Together We Can

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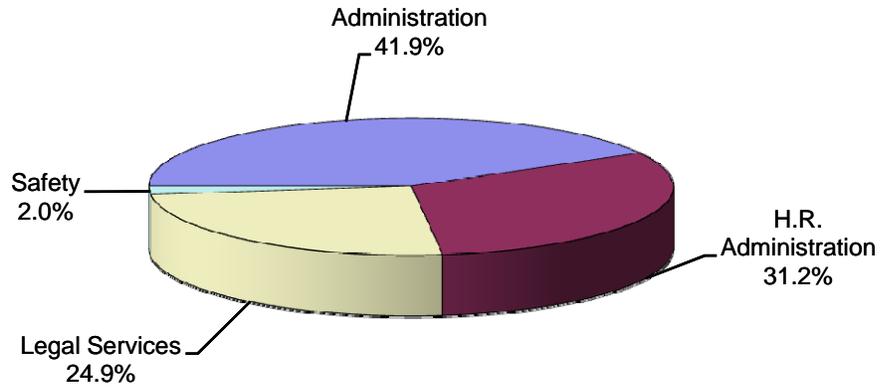
CITY OF MAPLEWOOD

EXECUTIVE

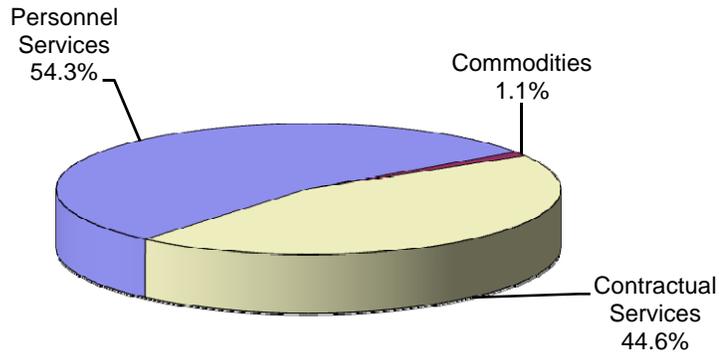
ORGANIZATION CHART



EXECUTIVE BUDGET 2013 Total By Program

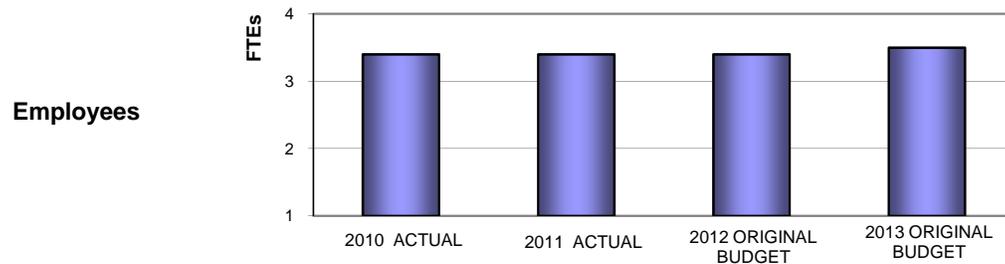
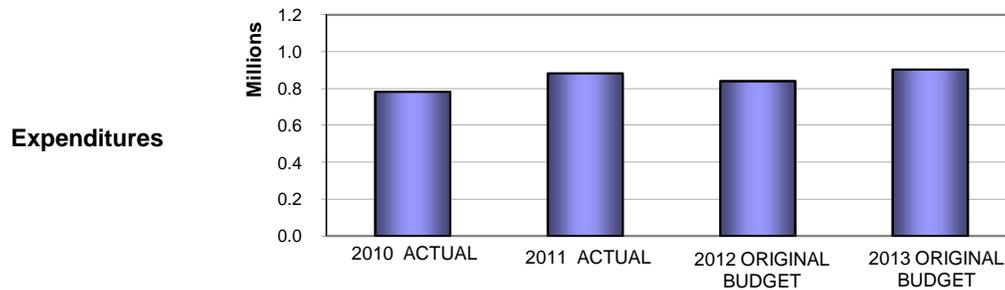


Total By Classification



**EXECUTIVE
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Administration	\$307,651	\$335,163	\$350,200	\$378,860	8.2%
H.R. Administration	252,600	273,300	261,060	282,070	8.0%
Legal Services	216,621	265,849	221,020	225,450	2.0%
Safety	6,194	8,664	8,910	17,810	99.9%
Totals	783,066	882,976	841,190	904,190	7.5%
Total By Classification					
Personnel Services	403,533	454,839	462,950	490,970	6.1%
Commodities	11,082	8,351	10,900	10,200	-6.4%
Contractual Services	360,663	355,947	367,340	403,020	9.7%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	7,788	63,839	0	0	N/A
Totals	783,066	882,976	841,190	904,190	7.5%
Total By Fund					
General Fund	783,066	882,976	841,190	904,190	7.5%
Totals	\$783,066	\$882,976	\$841,190	\$904,190	7.5%
Number of Employees (FTE)	3.40	3.40	3.40	3.50	2.9%





MAPLEWOOD

Together We Can

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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.

2013 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners and businesses in the 2013 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, the Public Works Building, the Park Maintenance Building and the City's Fire Stations.
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

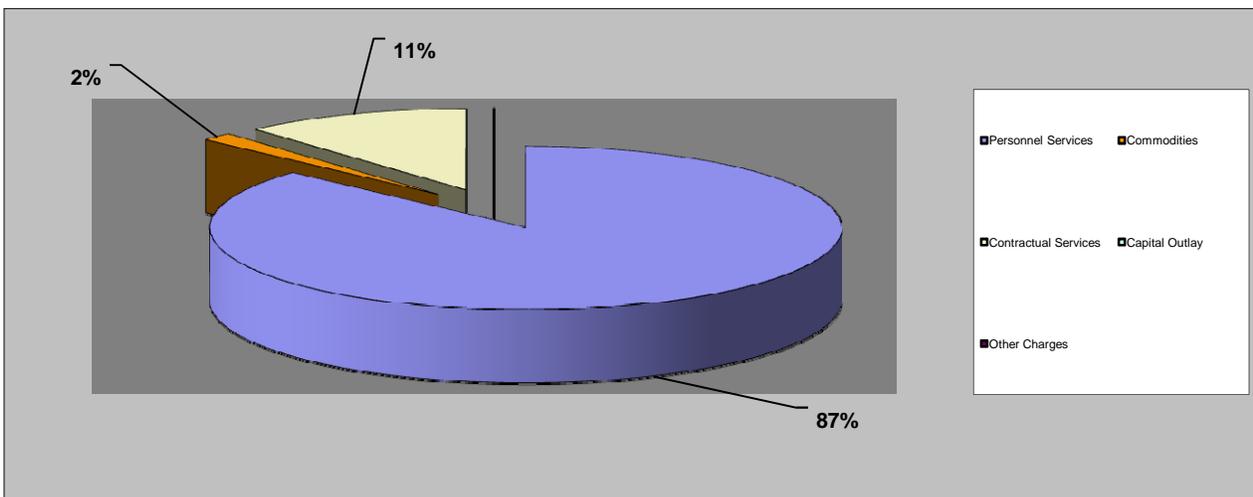
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. No significant changes are reflected in the remaining budget categories.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 264,213	\$ 298,122	\$ 302,200	\$ 328,800
Commodities	8,932	5,104	5,900	6,100
Contractual Services	34,506	31,937	42,100	43,960
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 307,651	\$ 335,163	\$ 350,200	\$ 378,860
Percent Change	8.9%	8.9%	4.5%	8.2%
Full-Time Equivalent positions	1.90	1.90	1.90	2.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Management Meetings	52	51	52	52
City Manager Reports	49	37	50	50
News Articles	6	8	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

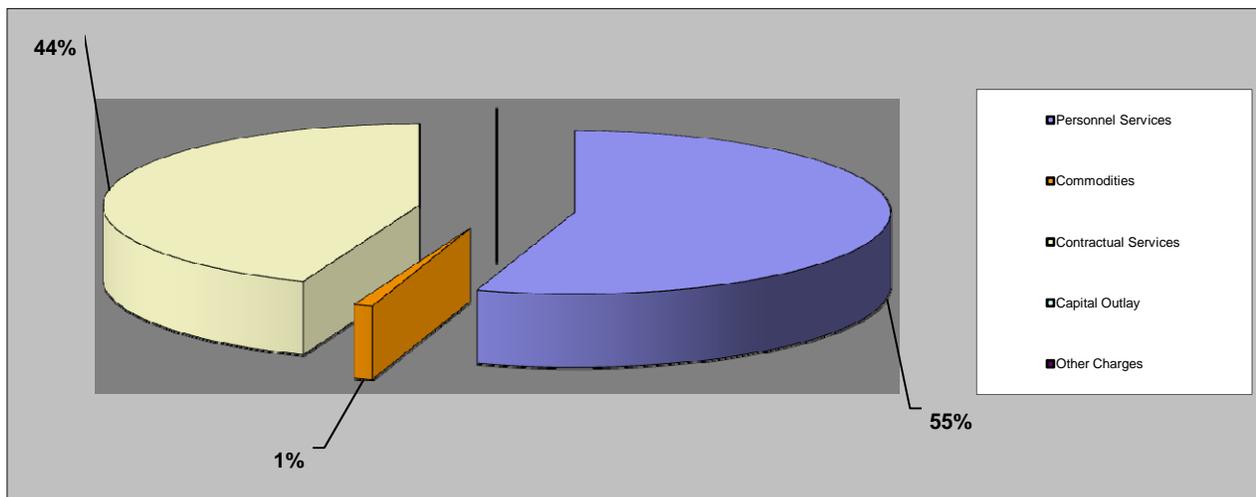
To provide a positive, productive work environment through management of employment law practices, labor and employee relations, personnel policies, hiring process, compensation and benefits program, performance and training.

Program Expenditure Highlights

The increase in contractual services is due to an increased need for services contracted with our HR Attorney.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 135,074	\$ 151,545	\$ 153,640	\$ 155,120
Commodities	1,713	2,680	2,600	2,700
Contractual Services	115,813	119,075	104,820	124,250
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 252,600	\$ 273,300	\$ 261,060	\$ 282,070
Percent Change	8.4%	8.2%	(-4.5%)	8.0%
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	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of full-time, regular employees who left City employment during the reporting period	12	11	5	4
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Number of grievances	2	2	3	3
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Number of employment investigations conducted or overseen by HR	14	14	15	15
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EFFECTIVENESS INDICATORS

Turnover rate	6.5%	6.1%	2.7%	2.2%
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Percentage of internal customers rating service as good to excellent	100%	100%	100%	100%
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EFFICIENCY MEASURES

Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an internal hiring process	20	20	18	18
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Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	38	37	35	35
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COMMENTS

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

Department: Executive
Program: Legal Services

Fund # : 101
Program # : 103

Program Description

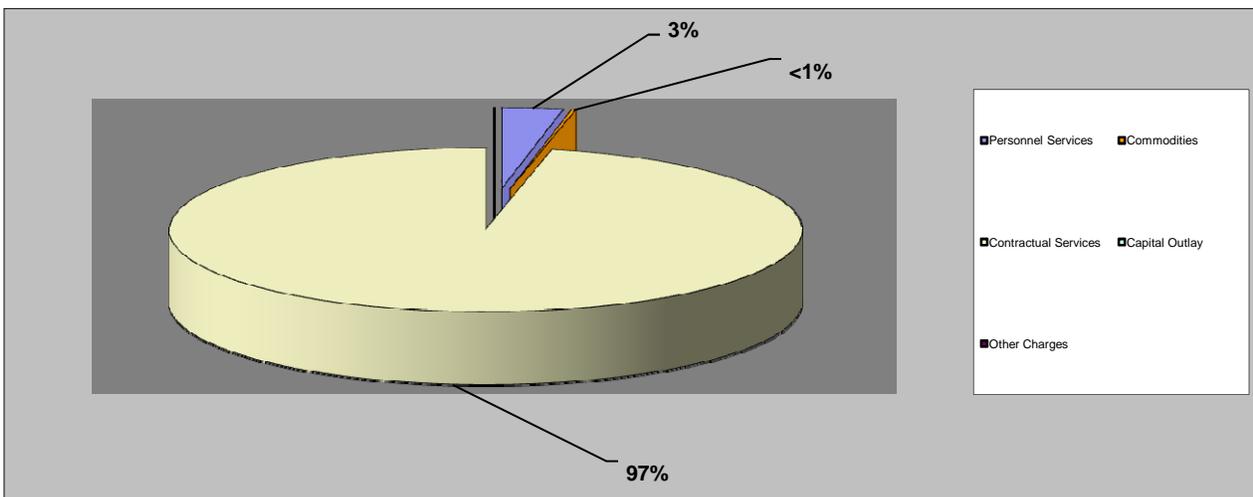
To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 4,246	\$ 5,172	\$ 7,110	\$ 7,050
Commodities	437	567	1,500	500
Contractual Services	204,150	196,271	212,410	217,900
Capital Outlay	-	-	-	-
Other Charges	7,788	63,839	-	-
Total	\$ 216,621	\$ 265,849	\$ 221,020	\$ 225,450
Percent Change	(-19.9%)	22.7%	(-16.9%)	2.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



Department:	Executive	Fund #:	101 & 221
Program:	Legal Services	Program #:	103

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Prosecution cases opened	7,113	8039	7,800	7,800
Civil cases processed	125	125	125	125
Meetings attended:				
Prosecution	585	575	575	575
Civil	200	225	225	225
<u>EFFECTIVENESS INDICATORS</u>				
% of criminal code enforcement cases favorably resolved	99%	99%	99%	99%
% of litigation cases resulting in a favorable disposition of either a dismissal or a settlement of less than \$25,000	100%	100%	100%	100%

COMMENTS

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

Department: Executive
Program: Safety

Fund # : 101
Program # : 114

Program Description

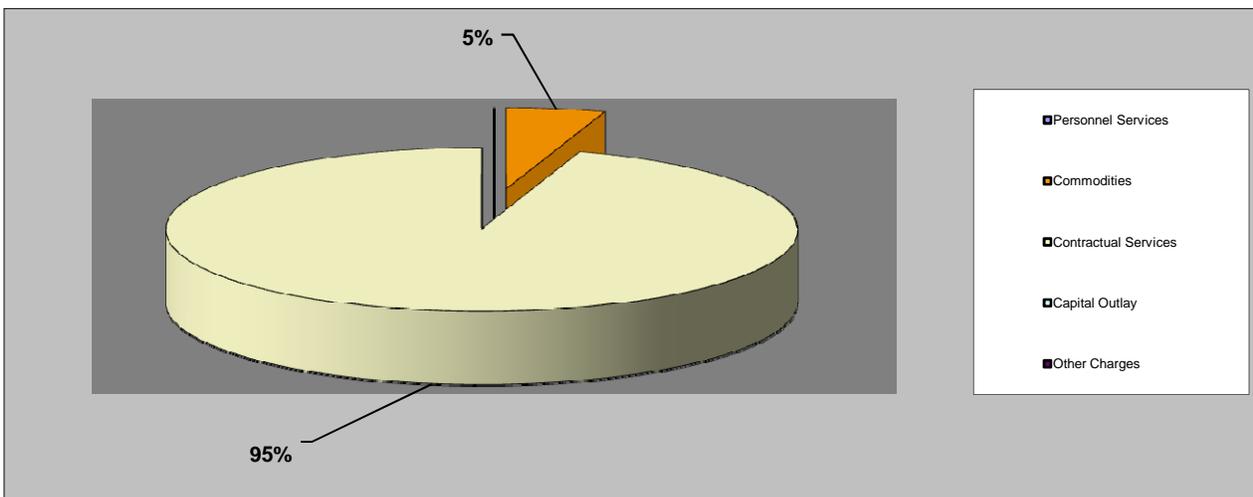
To ensure compliance with federal and state safety laws, regulations and City policies.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	900	900
Contractual Services	6,194	8,664	8,010	16,910
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 6,194	\$ 8,664	\$ 8,910	\$ 17,810
Percent Change	(-12.4%)	39.9%	2.8%	99.9%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of work-related injuries reported	20	30	32	30
Number of worker days lost due to injuries	35	98	20	20
Percent of injuries involving lost work days	15%	23%	13%	12%

COMMENTS

The numbers have been fairly steady from year to year on injuries and lost time. The City does a very good job bringing employees back to work with restrictions. Injured employees are brought back to do office work if they cannot perform their regular job. However, worker compensation claims have substantially increased, which are not shown in the above numbers, as the claims increase in 2011, are still showing an expense in premiums. A reduction in worker days lost due to injuries in 2012 and 2013 should impact worker compensation rates in 2013 – 2014.



MAPLEWOOD

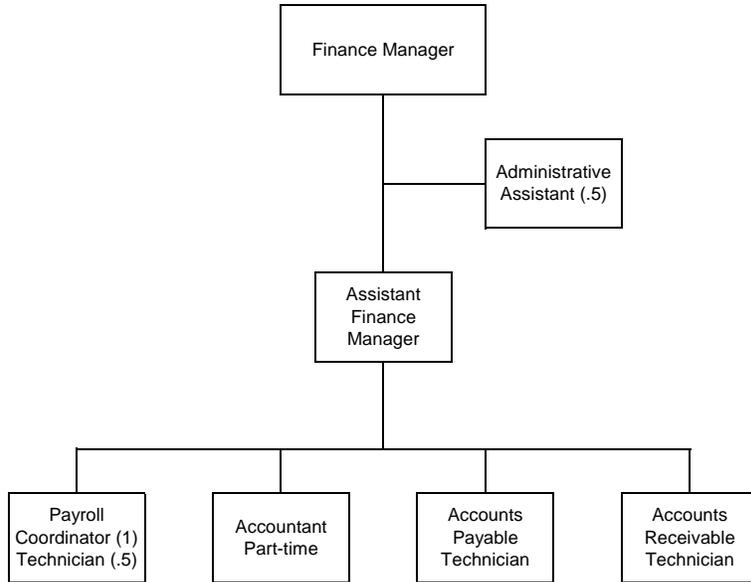
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CITY OF MAPLEWOOD

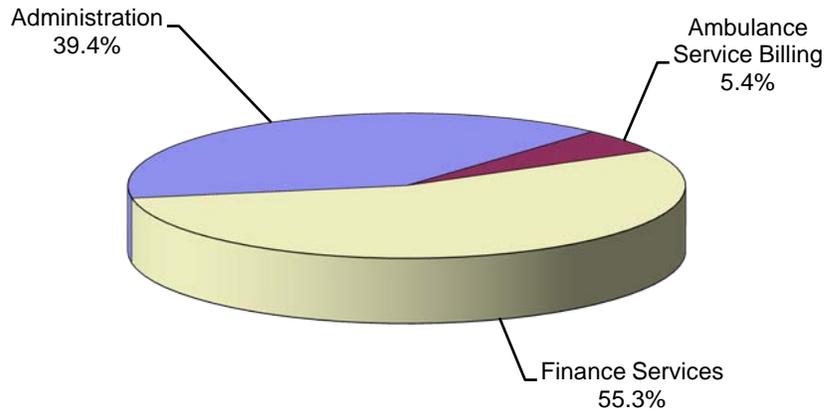
FINANCE

ORGANIZATION CHART

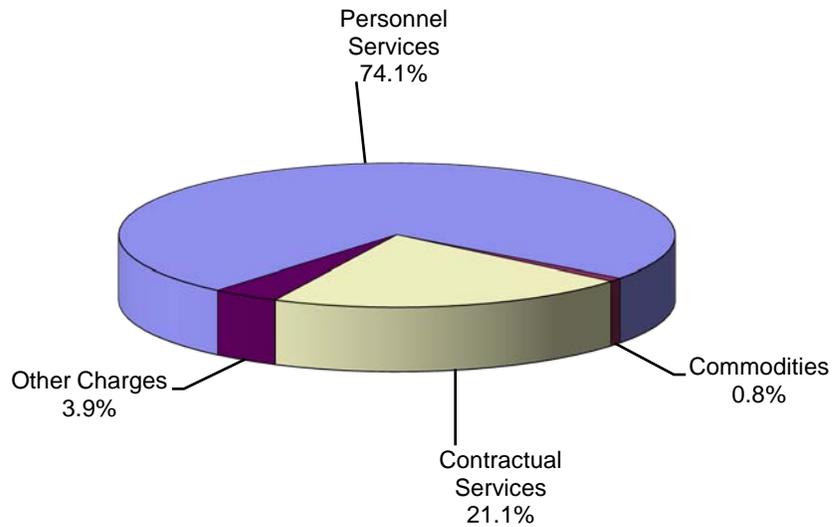


FINANCE BUDGET 2013

Total By Program

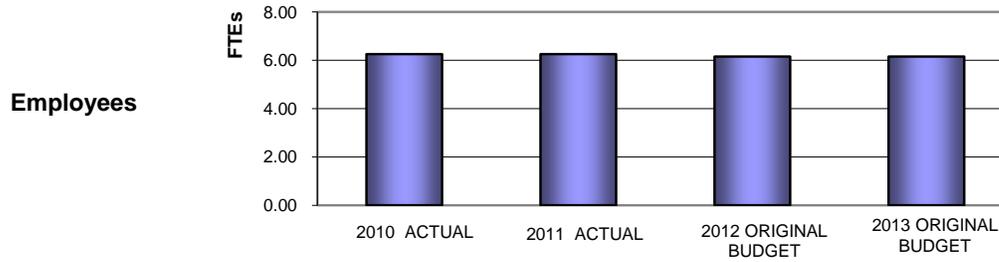
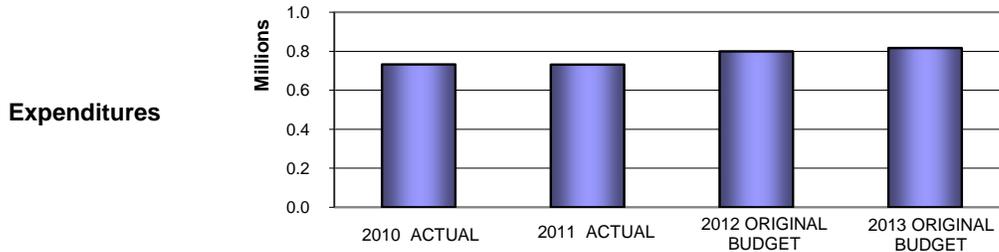


Total By Classification



**FINANCE
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Administration	\$323,578	\$301,411	\$354,050	\$321,350	-9.2%
Ambulance Service Billing	51,797	41,647	41,470	43,740	5.5%
Finance Services	356,528	387,863	403,190	450,880	11.8%
Totals	731,903	730,921	798,710	815,970	2.2%
Total By Classification					
Personnel Services	525,164	548,761	581,300	604,910	4.1%
Commodities	2,577	8,969	12,590	6,740	-46.5%
Contractual Services	180,827	147,904	172,820	172,320	-0.3%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	23,335	25,287	32,000	32,000	0.0%
Totals	731,903	730,921	798,710	815,970	2.2%
Total By Fund					
General Fund	680,106	689,274	757,240	772,230	2.0%
Ambulance Service Fund	51,797	41,647	41,470	43,740	5.5%
Totals	\$731,903	\$730,921	\$798,710	\$815,970	2.2%
Number of Employees (FTE)	6.25	6.25	6.15	6.15	0.0%





MAPLEWOOD

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FINANCE

MISSION STATEMENT

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

2013 OBJECTIVES

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities and explore opportunities for refunding of existing debt to move interest costs.
2. Maintain city's bond rating of AA1 from the credit rating agencies.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2012 by May 27, 2013.
4. Prepare and distribute the 2014-2018 Capital Improvement Plan by June 24, 2013.
5. Prepare and distribute the proposed 2014 Budget for City Council review by August 26, 2013.
6. Submit 2012 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2013 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

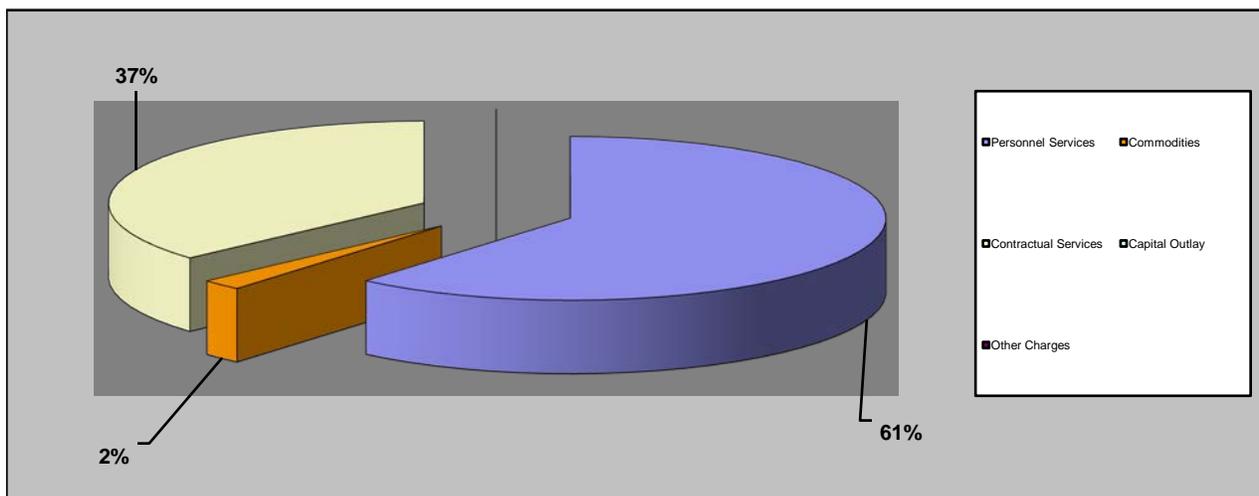
To manage department operations, borrow money to finance city expenditures, invest city money, prepare and monitor the annual city budget and prepare the annual update of the city's five-year capital improvement plan.

Program Expenditure Highlights

The decrease in personnel services is due to creation of a new position to replace the vacant Administrative Assistant position. The new position is split between this program and Finance Services (101-202). There is also an increase in internal I.T. charges and a decrease in fees for service over the 2012 Budget.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 183,889	\$ 192,245	\$ 222,430	\$ 196,610
Commodities	2,577	8,969	9,490	6,740
Contractual Services	137,111	100,197	122,130	118,000
Capital Outlay	-	-	-	-
Other Charges	1	-	-	-
Total	\$ 323,578	\$ 301,411	\$ 354,050	\$ 321,350
Percent Change	(-1.8%)	(-6.9%)	17.5%	(-9.2%)
Full-Time Equivalent positions	2.00	2.00	2.00	1.50

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of pages in budget booklet	348	362	360	360
Number of pages in capital improvement plan booklet	142	143	144	145

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

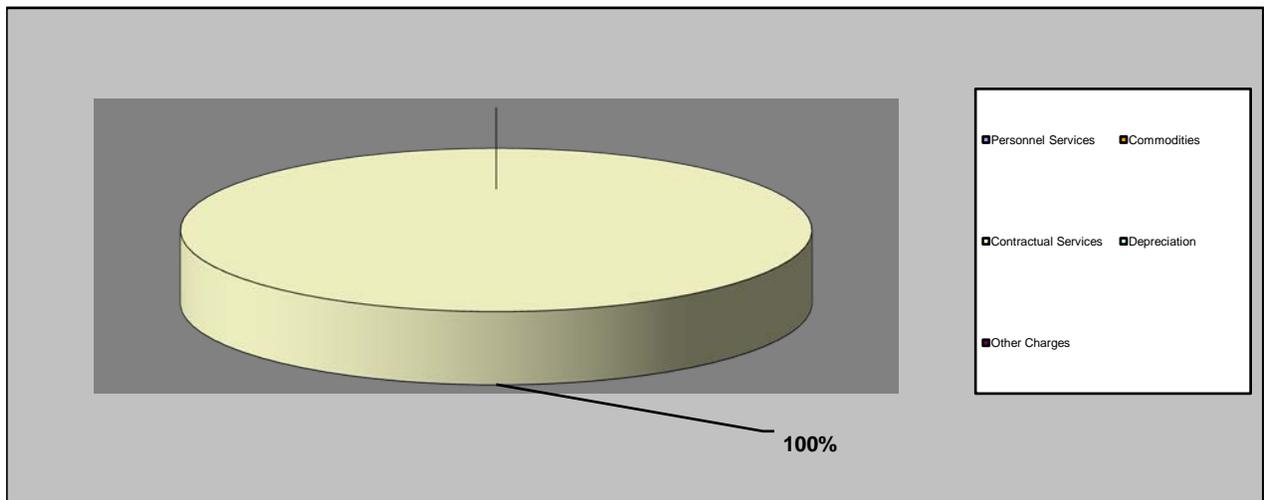
To bill, collect and account for ambulance service charges.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 13,254	\$ 424	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	38,543	41,223	41,470	43,740
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 51,797	\$ 41,647	\$ 41,470	\$ 43,740
Percent Change	(-5.1%)	(-19.6%)	(-0.4%)	5.5%
Full-Time Equivalent positions	0.25	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of service calls billed	0	0	0	0
Number of payments posted	150	196	0	0

EFFECTIVENESS INDICATORS

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

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

Department: Finance
Program: Finance Services

Fund # : 101
Program # : 202

Program Description

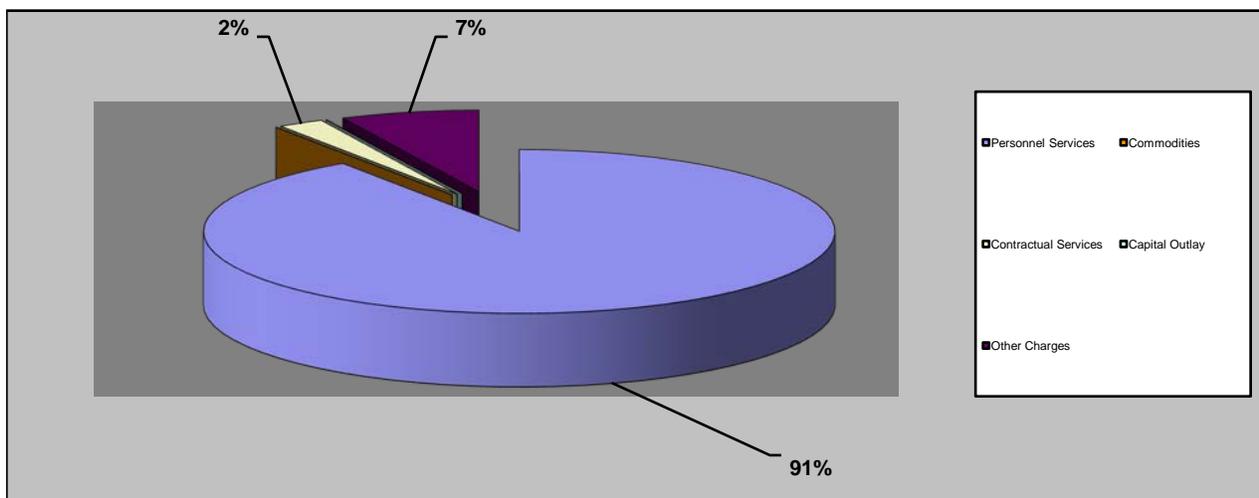
To collect and deposit revenues, disburse money to pay vendors and employees, maintain accounting records, prepare financial reports, maintain adequate insurance coverage, and assist with the preparation of the annual city budget and five-year capital improvement plan.

Program Expenditure Highlights

The increase in personnel services is due to the creation of a new position to fill a vacant position - of which 50% was classified to this program. A small increase is projected in contractual services.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 328,021	\$ 356,092	\$ 358,870	\$ 408,300
Commodities	-	-	3,100	-
Contractual Services	5,173	6,484	9,220	10,580
Capital Outlay	-	-	-	-
Other Charges	23,334	25,287	32,000	32,000
Total	\$ 356,528	\$ 387,863	\$ 403,190	\$ 450,880
Percent Change	(-1.7%)	8.8%	4.0%	11.8%
 Full-Time Equivalent positions	 4.00	 4.25	 4.15	 4.65

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of invoices paid	10,780	11,178	10,700	10,500
Number of payroll checks and direct deposits	9,728	9,852	9,700	9,900
Number of pages in annual financial report	210	208	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	64%	69%	70%	70%
Percent of benefit earning employees paid by direct deposit	100%	100%	100%	100%

COMMENTS

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

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



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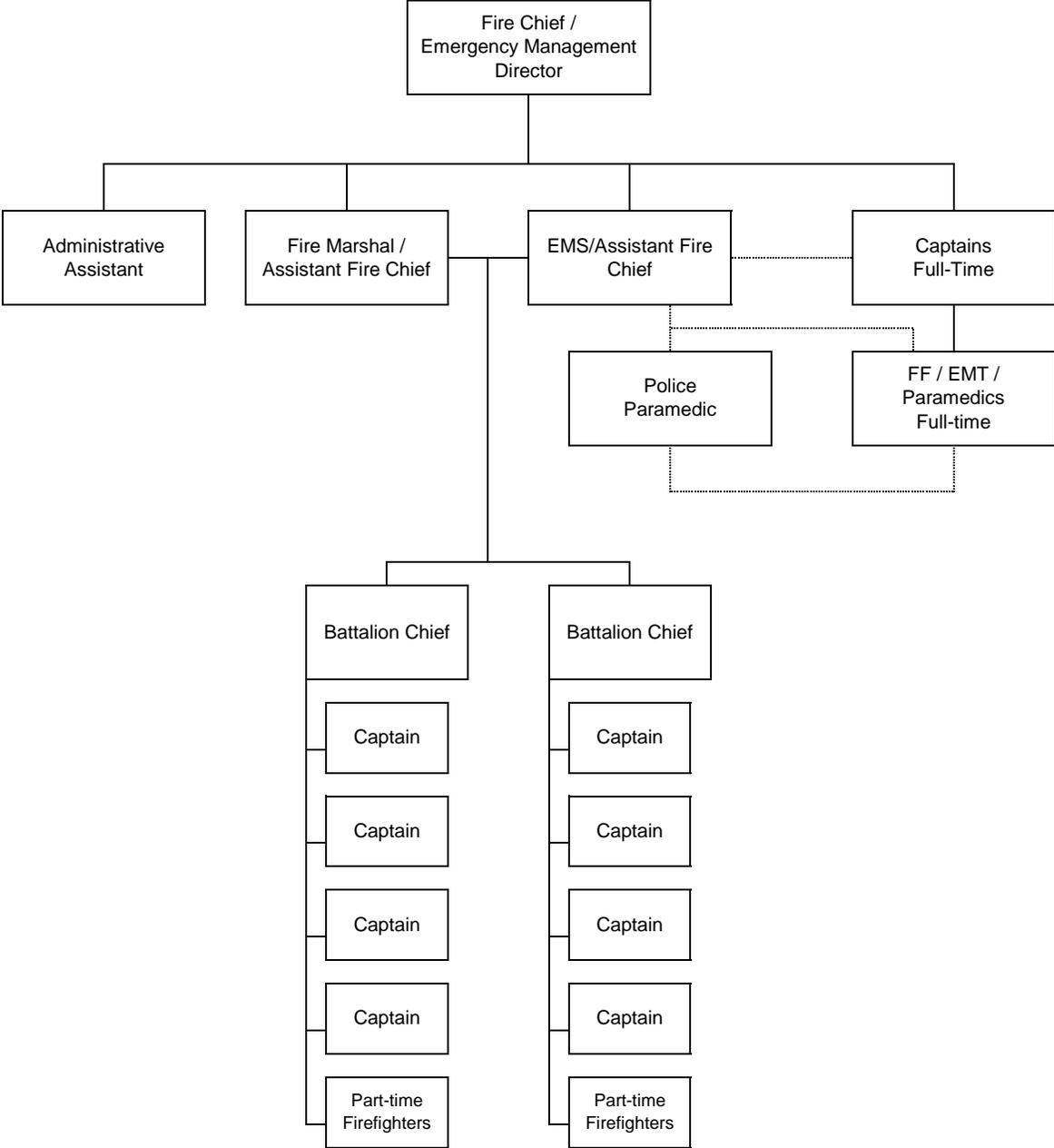
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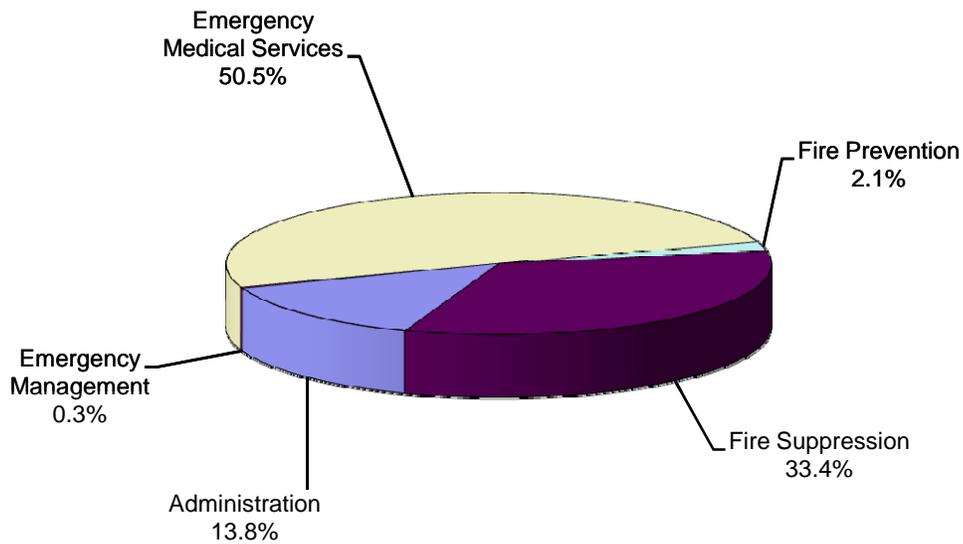
CITY OF MAPLEWOOD

FIRE

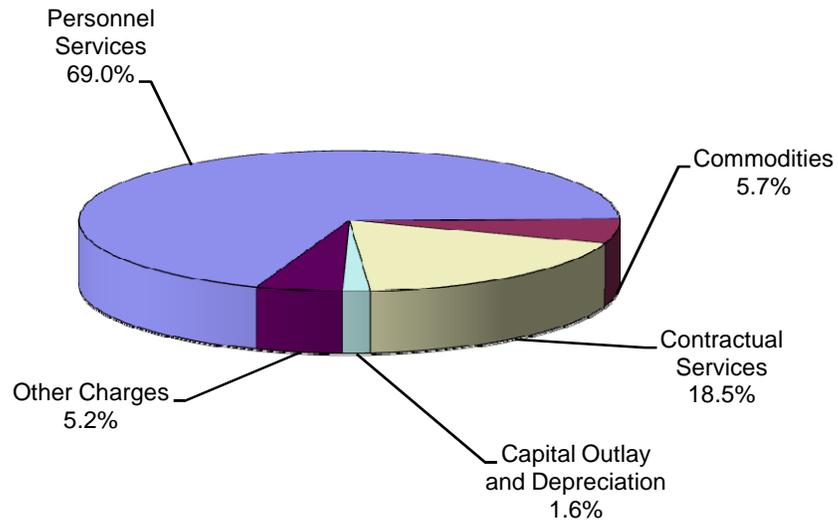
ORGANIZATION CHART



FIRE BUDGET 2013 Total By Program

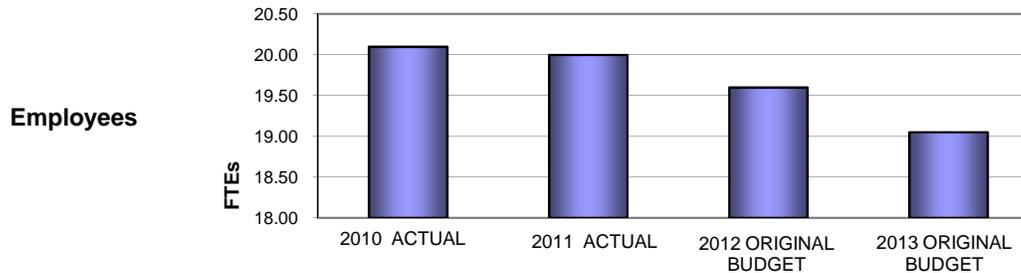
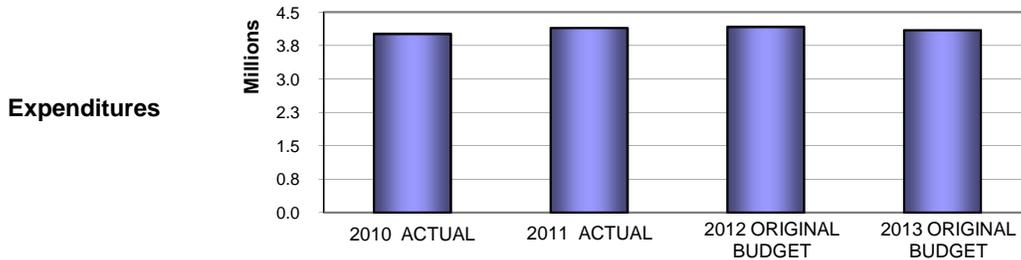


Total By Classification



**FIRE
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Administration	\$595,726	\$631,573	\$635,890	\$565,530	-11.1%
Emergency Management	16,818	8,723	10,860	10,770	-0.8%
Emergency Medical Services	2,004,132	2,078,671	2,098,250	2,069,990	-1.3%
Fire Prevention	90,537	78,047	83,270	84,430	1.4%
Fire Suppression	1,310,452	1,350,524	1,347,710	1,368,660	1.6%
Totals	4,017,665	4,147,538	4,175,980	4,099,380	-1.8%
Total By Classification					
Personnel Services	2,779,780	2,877,120	2,870,380	2,827,240	-1.5%
Commodities	194,051	225,204	218,070	235,600	8.0%
Contractual Services	632,472	646,310	712,620	757,860	6.3%
Capital Outlay and Depreciation	91,042	78,584	54,590	66,650	22.1%
Other Charges	320,320	320,320	320,320	212,030	-33.8%
Totals	4,017,665	4,147,538	4,175,980	4,099,380	-1.8%
Total By Fund					
Ambulance Service Fund	2,325,269	2,398,992	2,418,570	2,282,020	-5.6%
General Fund	1,692,396	1,748,546	1,757,410	1,817,360	3.4%
Totals	\$4,017,665	\$4,147,538	\$4,175,980	\$4,099,380	-1.8%
Number of Employees (FTE)	20.10	20.00	19.60	19.05	-2.8%





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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.

2013 OBJECTIVES

1. Reduce response times to fire and EMS calls by 5%.
2. Evaluate new services and techniques to improve our customer service.
3. Update and refine emergency preparedness plans.
4. Train at the highest level possible in a safe environment.
5. Evaluate new ways of becoming more efficient.
6. Construction of fire training facility.
7. Refine new staffing program.
8. New fire stations funding procurement, design and construction.

Department: Fire
Program: Administration

Fund # : 101 & 606
Program # : 411

Program Description

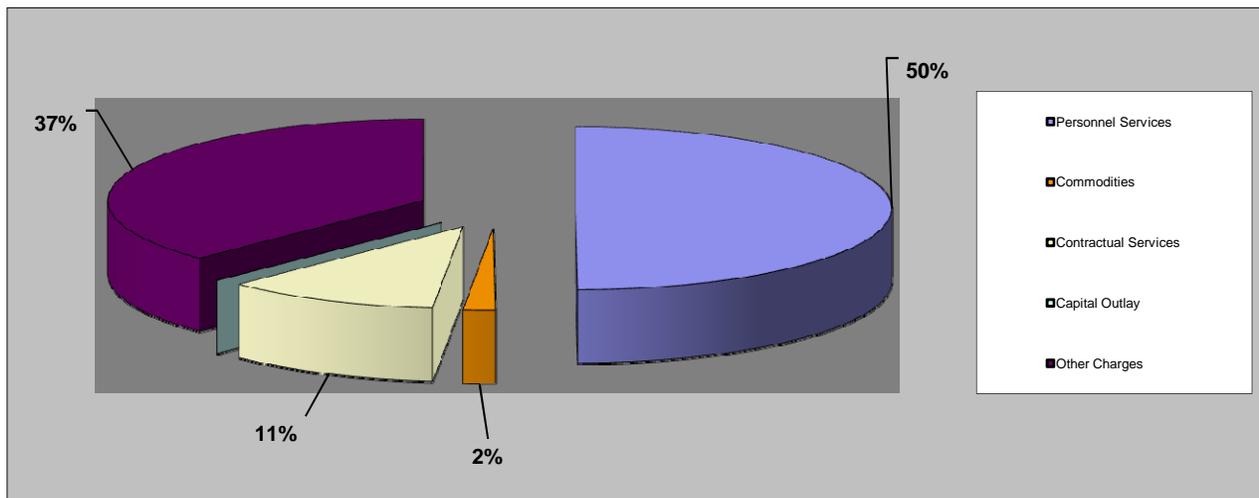
To provide administration, clerical and payroll support to all programs within the Fire Department.

Program Expenditure Highlights

Personnel services reflects the reallocation of .25 of the EMS Director time to this program from Emergency Medical Services. There is a proposed decrease in the administrative charge paid to the General Fund.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 218,627	\$ 254,359	\$ 251,590	\$ 282,160
Commodities	5,341	5,994	9,580	9,200
Contractual Services	51,438	50,900	54,400	62,140
Capital Outlay	-	-	-	-
Other Charges	320,320	320,320	320,320	212,030
Total	\$ 595,726	\$ 631,573	\$ 635,890	\$ 565,530
Percent Change	(-16.5%)	6.0%	0.7%	(-11.1%)
 Full-Time Equivalent positions	 2.00	 2.00	 2.05	 2.25

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of staff meetings held	44	45	50	45
Number of paid-per-call staff	65	52	62	48
Number of FTE	19	19	19	18.75
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost excluding ambulance service	\$53	\$54	\$55	\$53
False alarm violations	196	185	150	175
Additions of new paid on call Firefighters	6	9	5	5

COMMENTS

False alarm violations stayed relatively the same in 2011 again due to the effects of a poor economy and the cost related to maintaining the fire suppression system.

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

2010 – 38,108
 2011 – 38,068
 2012 – 38,118
 2013 – 38,168

Department: Fire
Program: Emergency Management

Fund # : 101
Program # : 413

Program Description

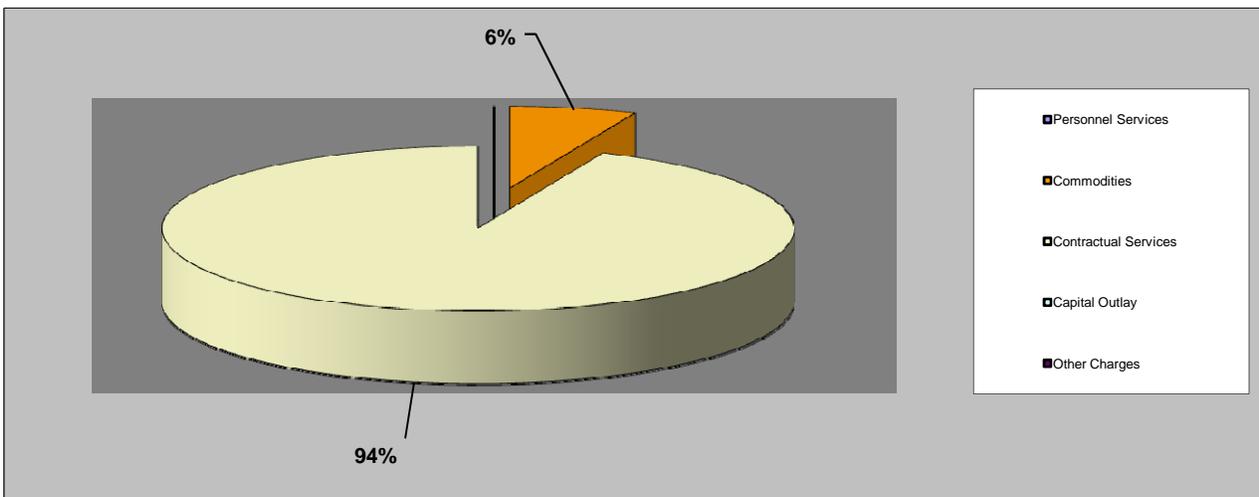
To assist key officials and emergency services in carrying out their duties and responsibilities under emergency conditions.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 8,228	\$ -	\$ -	\$ -
Commodities	-	59	700	700
Contractual Services	8,590	8,664	10,160	10,070
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 16,818	\$ 8,723	\$ 10,860	\$ 10,770
Percent Change	(-10.2%)	(-48.1%)	24.5%	(-0.8%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

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

EFFECTIVENESS INDICATORS

Hours spent updating City plan	30	25	30	30
Hours spent on all hazardous planning	85	50	60	50
Number of grants	0	1	0	1

COMMENTS

We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training and planning.

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.

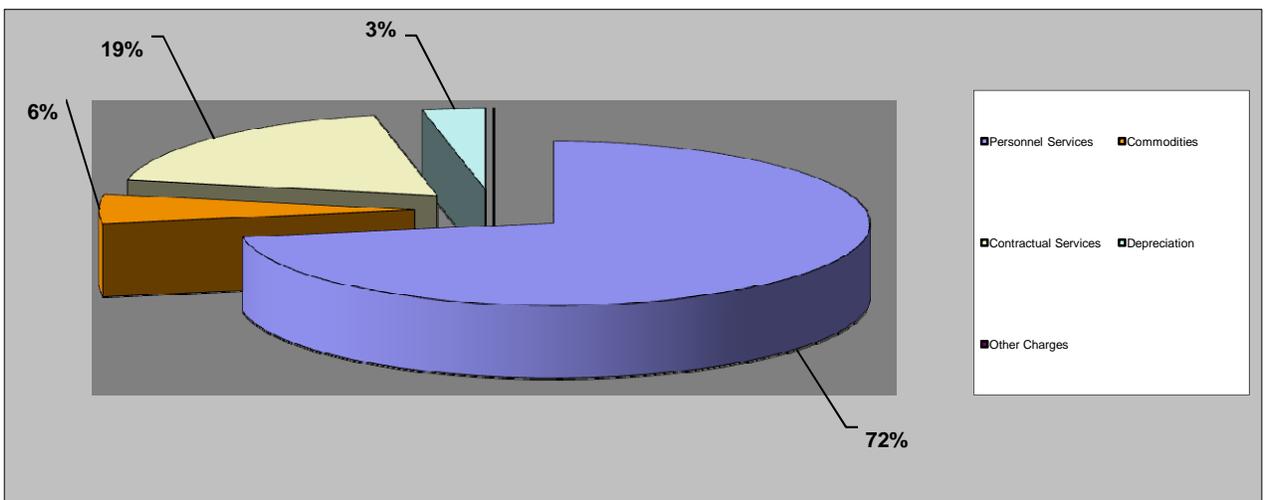
Program Expenditure Highlights

Reduction in personnel services is due to the reallocation of .25 of the EMS Director to Administration and the lower amount needed to be contributed by the City to fund the Relief Association pension.

The City's annual share of the Dispatch Operating Costs paid to Ramsey County are increasing over 5% which is reflected in contractual services.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 1,465,792	\$ 1,558,734	\$ 1,535,380	\$ 1,496,230
Commodities	119,308	115,680	119,350	119,350
Contractual Services	357,740	349,664	388,930	387,760
Depreciation	61,292	54,593	54,590	66,650
Other Charges	-	-	-	-
Total	\$ 2,004,132	\$ 2,078,671	\$ 2,098,250	\$ 2,069,990
Percent Change	18.0%	3.7%	0.9%	(-1.3%)
Full-Time Equivalent positions	11.60	11.50	11.05	10.30

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total EMS calls	3,183	3,495	3,283	3,634
Total ALS transports (Advanced Life Support)	2,267	2,590	2,343	2,736
Total BLS transports (Basic Life Support)	145	62	165	65
Total number of ambulances in service	6	6	6	6
Total billable no transport calls	46	36	55	54
Average time spent per EMS call	54 min.	48 min.	54 min.	48 min.
<u>EFFECTIVENESS INDICATORS</u>				
Avg. EMS response time	5.2 min.	5.5 min.	5.5 min.	5.5 min.

COMMENTS

Our total EMS calls were up in 2011 by 9%. The reason for the decrease in BLS calls is due to having a paramedic on all of the ambulances now which we didn't have in 2010.

Department: Fire
Program: Fire Prevention

Fund # : 101
Program # : 405

Program Description

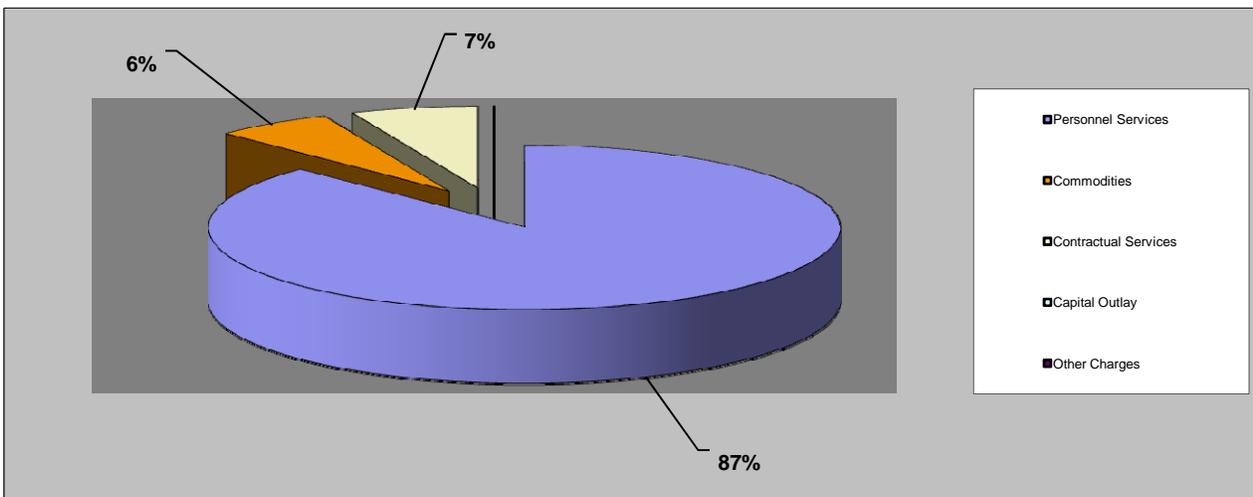
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.

Program Expenditure Highlights

No significant change in the Fire Prevention budget for 2013.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 82,354	\$ 70,933	\$ 73,390	\$ 73,840
Commodities	4,452	2,831	4,830	5,100
Contractual Services	3,731	4,283	5,050	5,490
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 90,537	\$ 78,047	\$ 83,270	\$ 84,430
Percent Change	22.8%	(-13.8%)	6.7%	1.4%
 Full-Time Equivalent positions	 0.50	 0.50	 0.50	 0.50

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Safety inspections	400	350	450	450
Fire pan reviews	18	24	20	20
Community education events	9	23	20	20
<u>EFFECTIVENESS INDICATORS</u>				
Number of reinspections	60	56	50	40
Fire investigations	9	12	8	8
Participants in fire prevention training	1,000	595	1,000	900

COMMENTS

The decline in safety inspections in 2011 was due to the department moving to the new part-time system which required more training hours in the first half of the year.

Department: Fire
Program: Fire Suppression

Fund # : 101
Program # : 404

Program Description

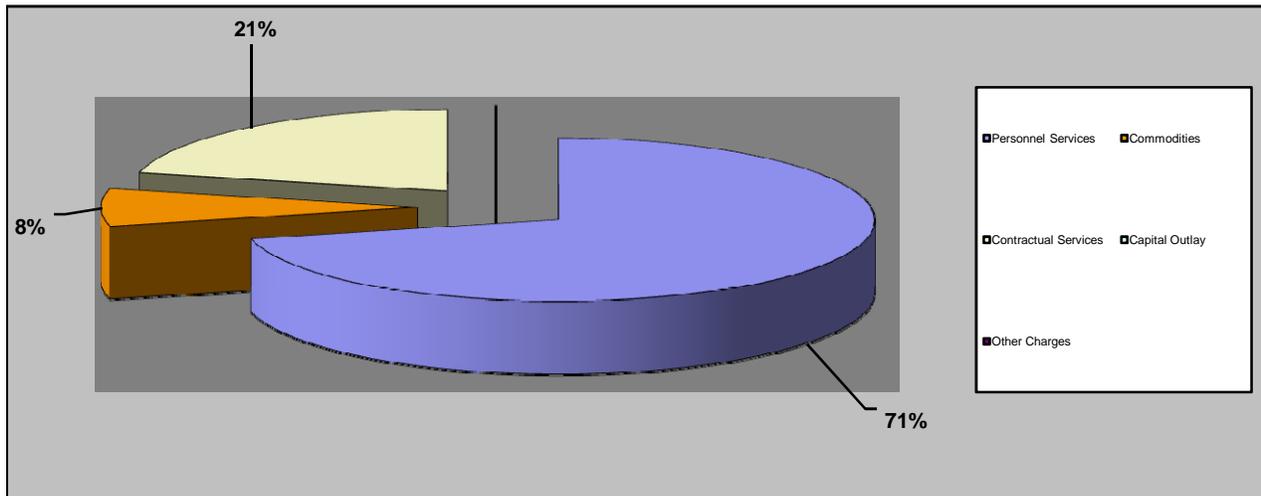
To provide the highest level of fire suppression services to our customers in a timely and professional manner.

Program Expenditure Highlights

No capital outlay anticipated in 2013. Reduction in personnel services is mainly due to the lower amount needed to be contributed by the City to fund the Relief Association pension and a reduction in temporary wages based on historical data.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 1,004,779	\$ 993,094	\$ 1,010,020	\$ 975,010
Commodities	64,950	100,640	83,610	101,250
Contractual Services	210,973	232,799	254,080	292,400
Capital Outlay	29,750	23,991	-	-
Other Charges	-	-	-	-
Total	\$ 1,310,452	\$ 1,350,524	\$ 1,347,710	\$ 1,368,660
Percent Change	18.6%	3.1%	(-0.2%)	1.6%
 Full-Time Equivalent positions	 6.00	 6.00	 6.00	 6.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Population served:

MAPLEWOOD	38,018	38,068	38,118	38,168
LANDFALL	686	686	686	686
Total fire calls	683	686	675	690
Total EMS calls	3,135	3,398	3,200	3,450

EFFECTIVENESS INDICATORS

Percentage of response time of less than six minutes	41%	47%	45%	50%
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COMMENTS



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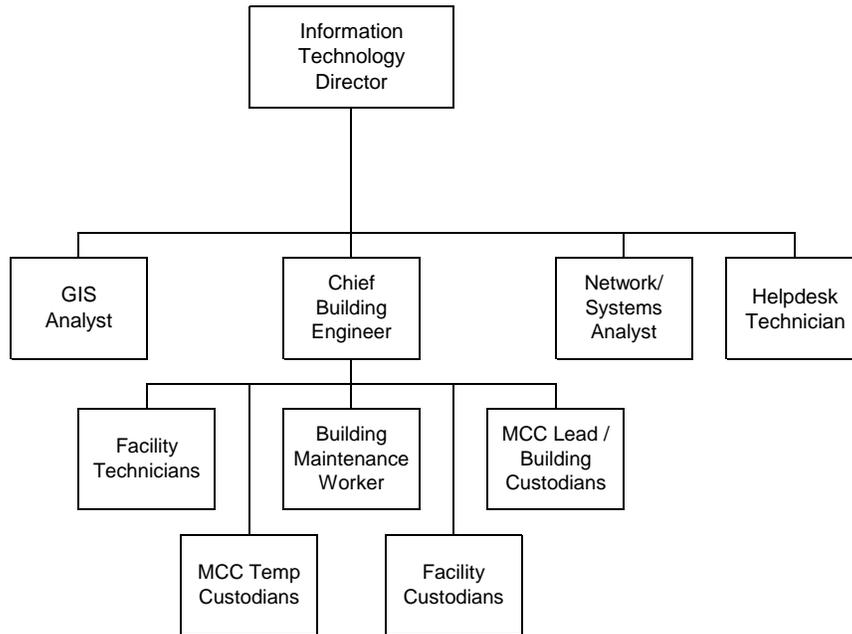
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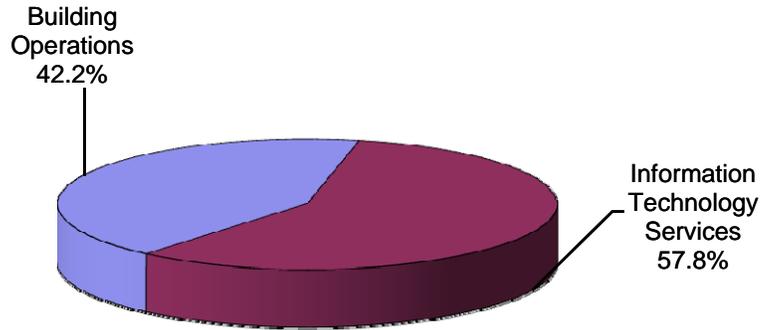
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INFORMATION TECHNOLOGY

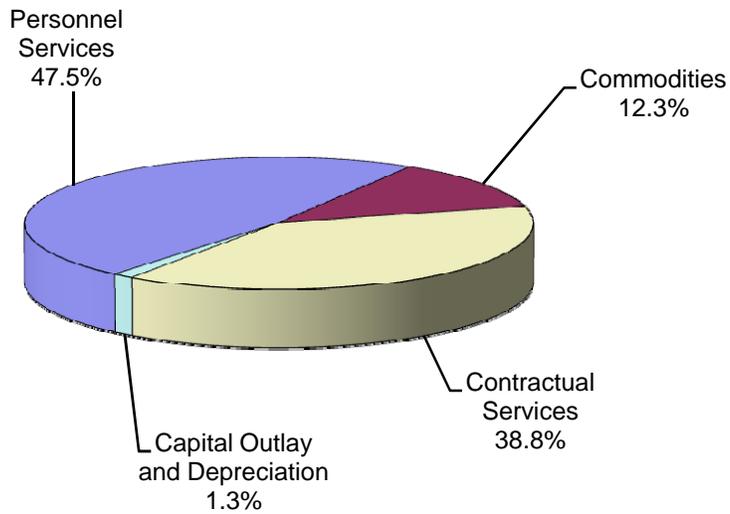
ORGANIZATION CHART



INFORMATION TECHNOLOGY BUDGET 2013 Total By Program

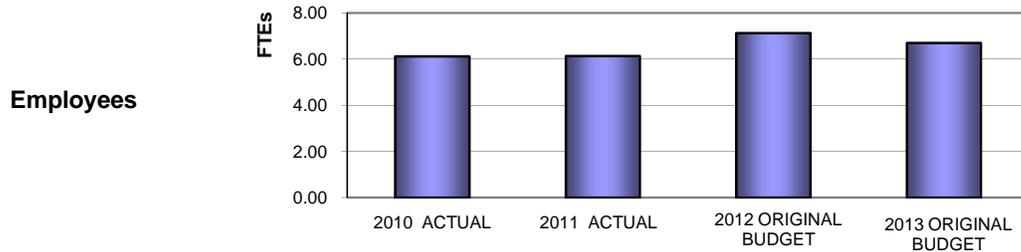
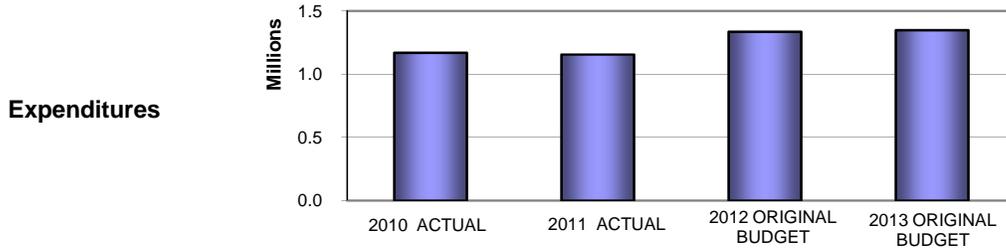


Total By Classification



**INFORMATION TECHNOLOGY
EXPENDITURE SUMMARY**

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Total By Program					
Building Operations	\$486,963	\$490,860	\$548,720	\$569,840	3.8%
Information Technology Services	682,464	664,908	786,840	779,150	-1.0%
Totals	1,169,427	1,155,768	1,335,560	1,348,990	1.0%
Total By Classification					
Personnel Services	508,321	542,140	644,960	641,170	-0.6%
Commodities	176,591	143,519	160,840	166,480	3.5%
Contractual Services	437,478	431,694	493,830	523,650	6.0%
Capital Outlay and Depreciation	46,994	37,840	34,800	17,690	-49.2%
Other Charges	43	575	1,130	0	-100.0%
Totals	\$1,169,427	\$1,155,768	\$1,335,560	\$1,348,990	1.0%
Total By Fund					
General Fund	486,963	490,860	548,720	569,840	3.8%
Information Technology Fund	682,464	664,908	786,840	779,150	-1.0%
Totals	\$1,169,427	\$1,155,768	\$1,335,560	\$1,348,990	1.0%
Number of Employees (FTE)	6.12	6.13	7.13	6.70	-6.0%





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INFORMATION TECHNOLOGY

MISSION STATEMENT

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

2013 OBJECTIVES

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

Department: Information Technology
Program: Building Operations

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

Program Description

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

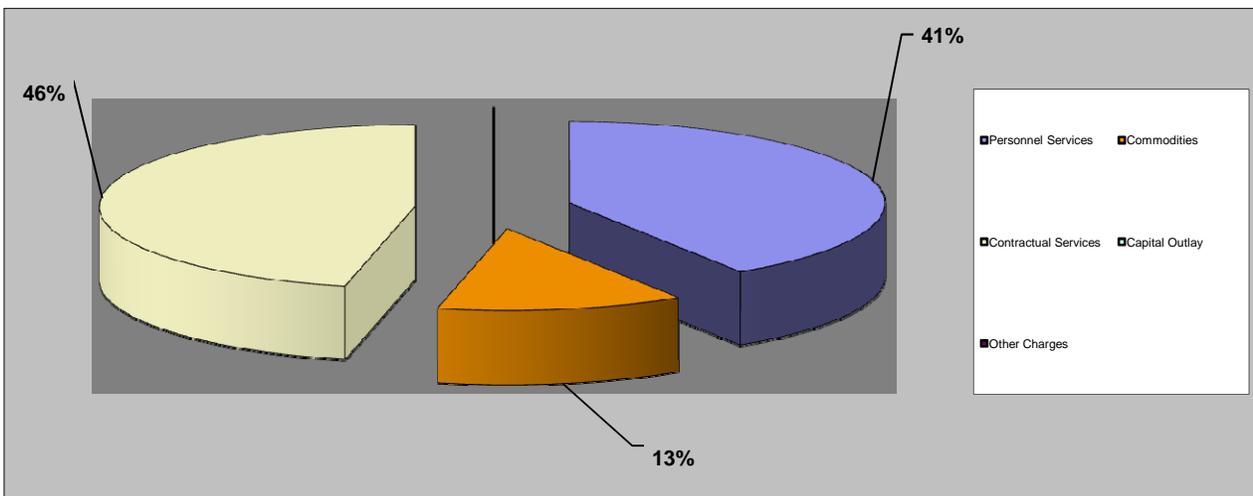
Program Expenditure Highlights

The decrease in personnel services is due to utilizing contracted services to perform some of the City's janitorial tasks.

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 219,234	\$ 218,951	\$ 246,470	\$ 233,120
Commodities	63,157	68,928	64,340	71,980
Contractual Services	201,883	193,633	237,910	264,740
Capital Outlay	2,689	9,348	-	-
Other Charges	-	-	-	-
Total	\$ 486,963	\$ 490,860	\$ 548,720	\$ 569,840
Percent Change	(-5.4%)	0.8%	11.8%	3.8%
Full-Time Equivalent positions	3.12	3.13	3.13	2.70

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of work orders/tasks	1,132	1,327	1456	1537
Number of vendor calls (Scheduled services & suppliers)	178	247	156	263
Service calls (Outside service companies & contractors)	41	54	66	84
Number of janitorial tasks complete	70,860	68,327	69,046	68,600
<u>EFFECTIVENESS INDICATORS</u>				
Percent of customer ratings that were good or excellent	92%	88%	91%	92%
Cost per sq. ft. (City Hall/Police/Public Works/Parks)	\$4.34	\$4.37	\$4.89	\$5.07 3.7% inc.
Contracted repairs & maintenance cost per sq. ft	\$0.72	\$0.64	\$0.75	\$0.79

COMMENTS

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

The number of work orders relates to help desk requests by facility and verbal requests. Vendor calls are for scheduled services and suppliers. Service calls relate to outside service companies or contractors. This number will start to increase as the internal maintenance staff has not increased to take on more of these tasks. The effectiveness indicators number is now tied to square footage of the related facilities. Staff has started to support the Nature Center and Fire Departments Help Requests on a more regular basis.

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.

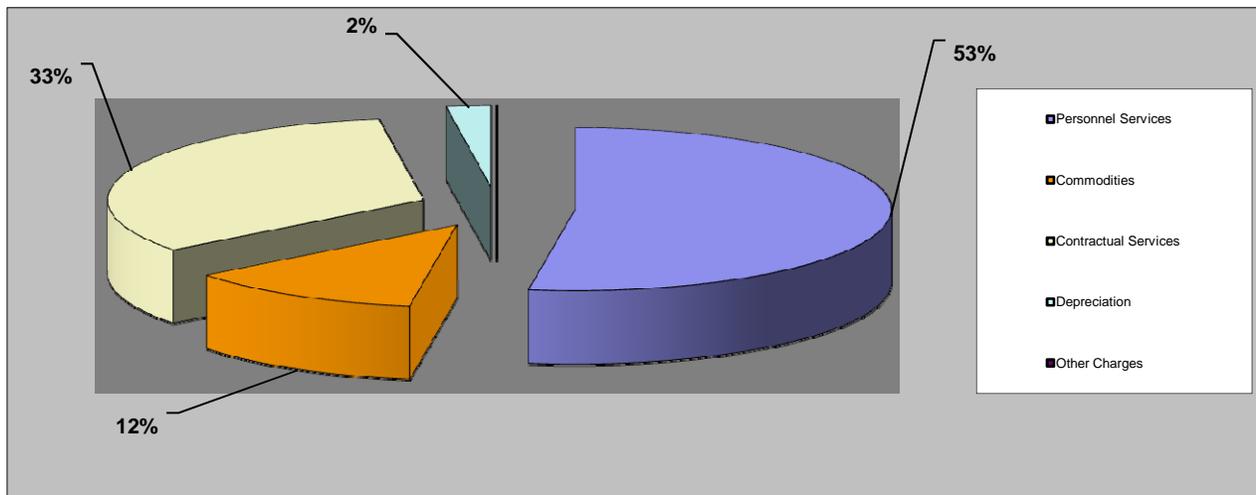
Program Expenditure Highlights

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

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>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 289,087	\$ 323,189	\$ 398,490	\$ 408,050
Commodities	113,434	74,591	96,500	94,500
Contractual Services	235,595	238,061	255,920	258,910
Depreciation	44,305	28,492	34,800	17,690
Other Charges	43	575	1,130	-
Total	\$ 682,464	\$ 664,908	\$ 786,840	\$ 779,150
Percent Change	(-5.3%)	(-2.6%)	18.3%	(-1.0%)
Less charges to other depts.	(593,670)	(593,678)	(643,680)	(693,680)
Net Total	88,794	71,230	143,160	85,470
Full-Time Equivalent positions	3.00	3.00	4.00	4.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of devices maintained	556	763	780	800
Number of workstations maintained	218	212	210	210
Number of help desk requests	1,851	1,902	1,950	2,000
Number of computers replaced	32	35	35	35
<u>EFFECTIVENESS INDICATORS</u>				
Percent of help desk service calls resolved within 24 hrs	56%	58%	65%	70%
Percent of internal customers rating services as good or excellent	83%	87%	90%	92%
Number of web page hits by external users	780,218	884,049	899,781	910,000
<u>Efficiency Measures</u>				
IT wage and benefit expenditures per workstation	\$1,326	\$1,524	\$1,897	\$1,943

COMMENTS

Estimates for Outputs/Workload in 2013 stay consistent with 2012.

By filling the IT Technician position we've seen improvements in all of our Effectiveness Indicators. By looking at new revenue streams and cost sharing opportunities in 2012 and 2013 we hope to reduce our cost per workstation.



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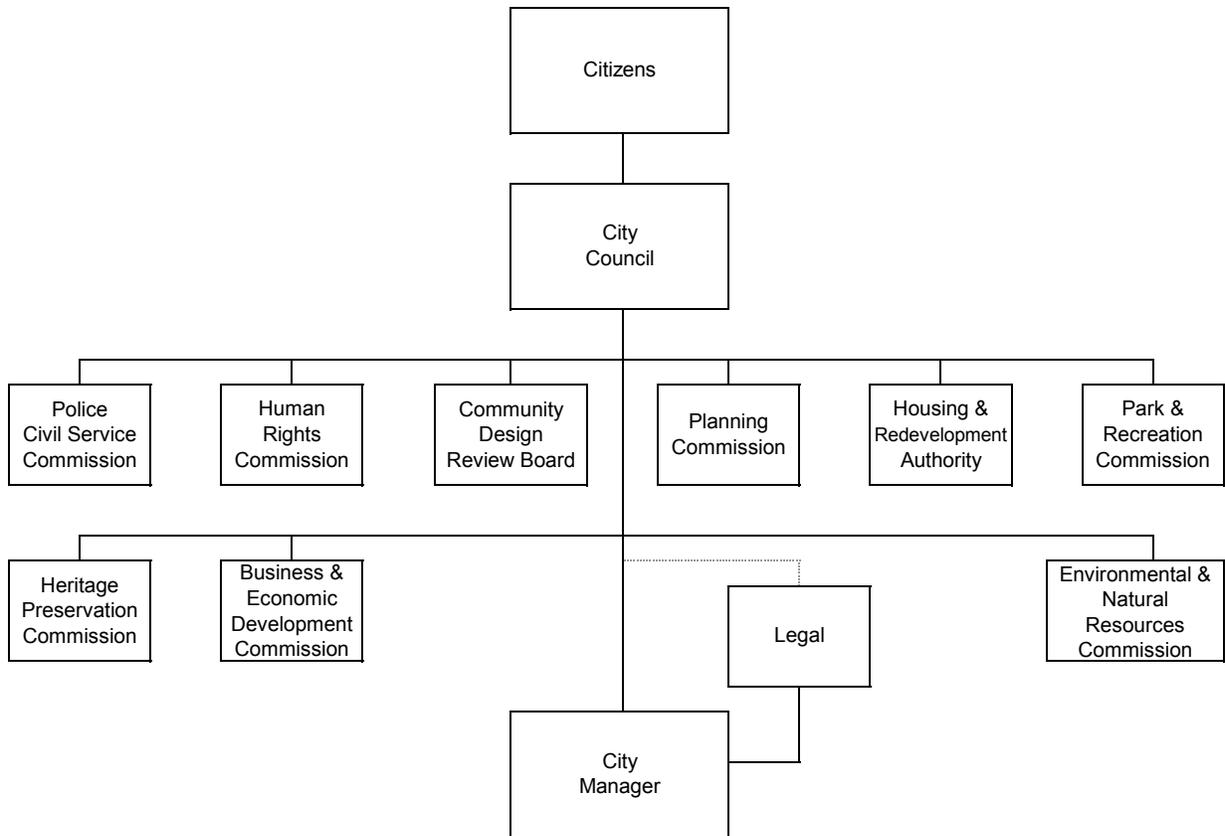
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CITY OF MAPLEWOOD

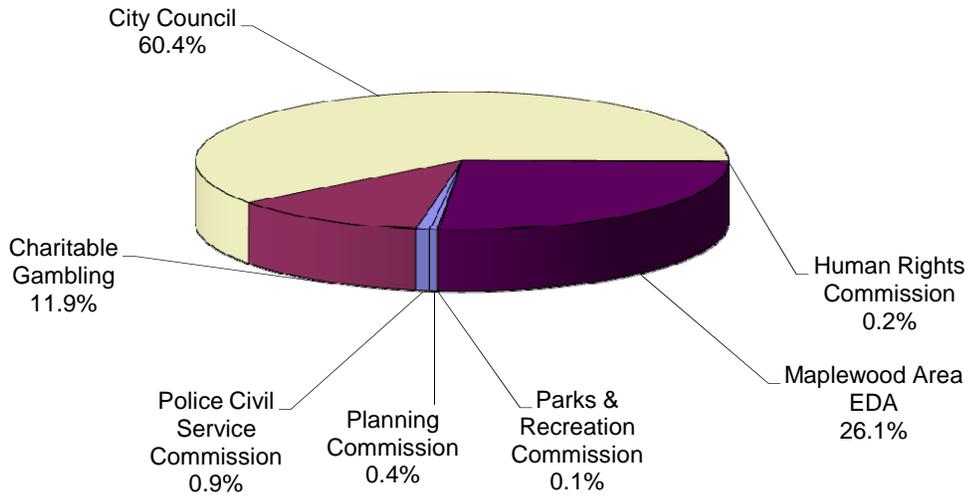
LEGISLATIVE

ORGANIZATIONAL CHART

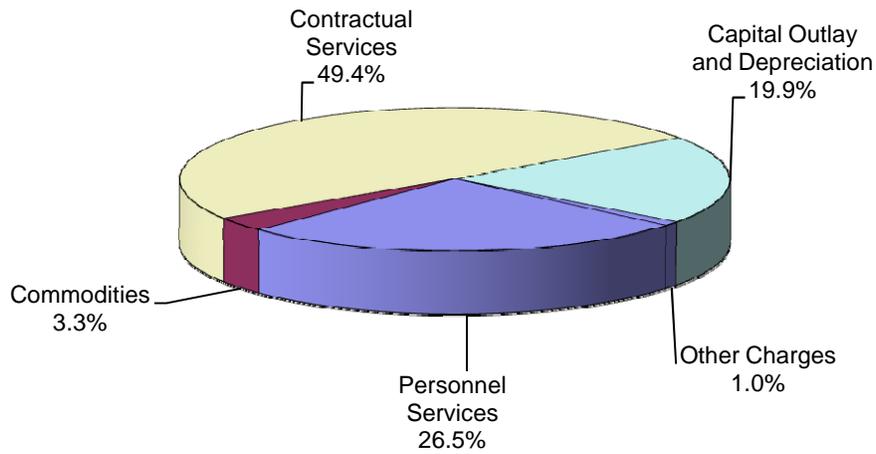


LEGISLATIVE BUDGET 2013

Total By Program

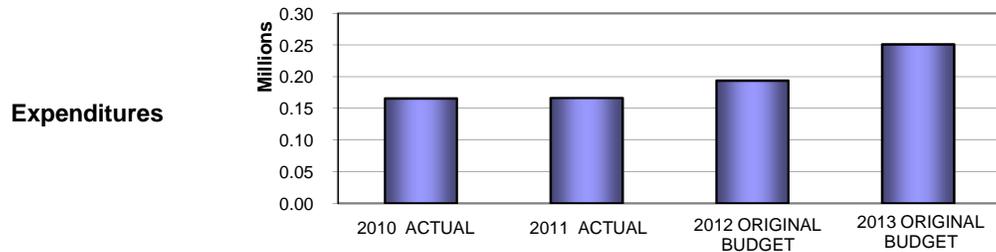


Total By Classification



**LEGISLATIVE
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Business & Econ Dev Commission	\$5	\$2	\$1,500	\$0	-100.0%
Charitable Gambling	20,919	23,492	30,120	30,000	-0.4%
City Council	143,756	136,771	155,080	151,710	-2.2%
Human Rights Commission	0	1	500	500	0.0%
Maplewood Area EDA	0	0	3,200	65,500	1946.9%
Parks & Recreation Commission	1	69	250	250	0.0%
Planning Commission	969	99	1,050	1,050	0.0%
Police Civil Service Commission	10	6,099	2,150	2,150	0.0%
Totals	165,660	166,533	193,850	251,160	29.6%
Total By Classification					
Personnel Services	62,878	63,658	64,390	66,480	3.2%
Commodities	6,541	4,513	8,400	8,200	-2.4%
Contractual Services	96,126	98,362	120,940	123,980	2.5%
Capital Outlay and Depreciation	0	0	0	50,000	N/A
Other Charges	115	0	120	2,500	1983.3%
Totals	165,660	166,533	193,850	251,160	29.6%
Total By Fund					
Charitable Gambling Tax Fund	20,919	23,492	30,120	30,000	-0.4%
General Fund	144,741	143,041	160,530	155,660	-3.0%
Maplewood Area EDA	0	0	3,200	65,500	1946.9%
Totals	\$165,660	\$166,533	\$193,850	\$251,160	29.6%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	0.00





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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.

2013 OBJECTIVES

1. PUBLIC SAFETY
 - a. Complete the plan for rebuilding and relocating fire stations, from five to three, including securing the 3M site. Develop and commit to a plan for meeting the space needs of the Police Department.
2. ECONOMIC DEVELOPMENT
 - a. Make a concerted effort to define and develop a plan [through the EDA] that will ensure new economic development in the city with a particular focus on re-development. Commit to a redevelopment [including housing] for the city through prioritizing and updating the Master Plan. Determine staffing needs for this effort with adequate resources. Work with BEDC.
3. FINANCIAL STABILITY/SUSTAINABILITY
 - a. Continue to provide quality, efficient services to our citizens while equalizing expenditures and revenues every year. Make budgeting decisions that comport with the principals of sustainability.
4. PARKS AND RECREATION
 - a. Continue to determine how to resolve the Community Center's funding and programming issues. Explore a possible joint venture with neighboring communities and a referendum on a sustainable Parks system. Develop a comprehensive plan about our parks.
5. CONSOLIDATION of SERVICES/SHARED SERVICES
 - a. All departments will work collaborative with other cities in an effort to provide more cost-effective services where possible. Consolidate or share city services where it makes sense from a sustainability standpoint [Good Government].

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

Program Description

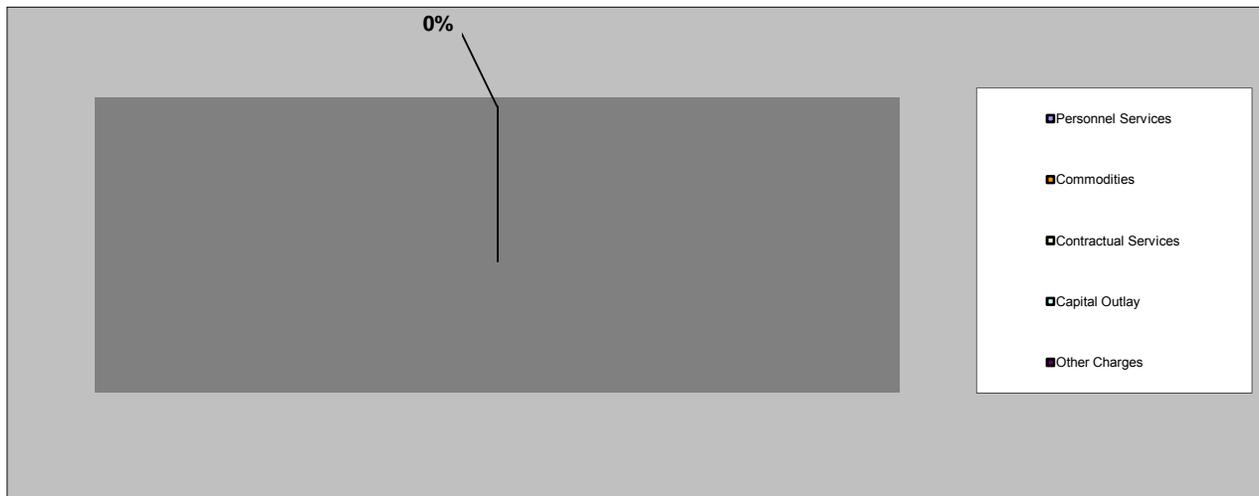
To advise the Maplewood Economic Development Authority on issues relating to maintaining, expanding and diversifying the economic and business opportunities in the City of Maplewood while addressing the needs of the city's residents' quality of life and its environment.

Program Expenditure Highlights

The City is proposing to eliminate this commission and move its duties to either the Housing and Redevelopment Authority or Economic Development Authority. Beginning in 2013 the costs are reflected there.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	500	-
Contractual Services	5	2	1,000	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 5	\$ 2	\$ 1,500	\$ -
Percent Change	(-44.4%)	(-60.0%)	74900.0%	(-100.0%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Commission meetings	9	6	10	10
Business retention meetings	20	10	10	20
Local business leaders meetings	2	2	5	5
<u>EFFECTIVENESS INDICATORS</u>				
Number of business retention loans	0	0	0	3
Projects receiving city assistance (TIF, etc.)	1	1	1	1

COMMENTS

In 2009, the city council established the Economic Development Authority and the Business and Economic Development Commission. In 2012, the Business and Economic Development Commission worked on establishing a plan for business retention visits and setting priorities for redevelopment opportunities. This work is meant to assist the city as it continues its economic development efforts into 2013. The Business and Economic Development Commission intends to continue its business outreach in 2013 as well as get more involved with direct project initiation opportunities via a revolving loan fund or similar program; however, the funding for the BEDC will be moved to the Council's Economic Development Authority [EDA Fund #280].

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

Program Description

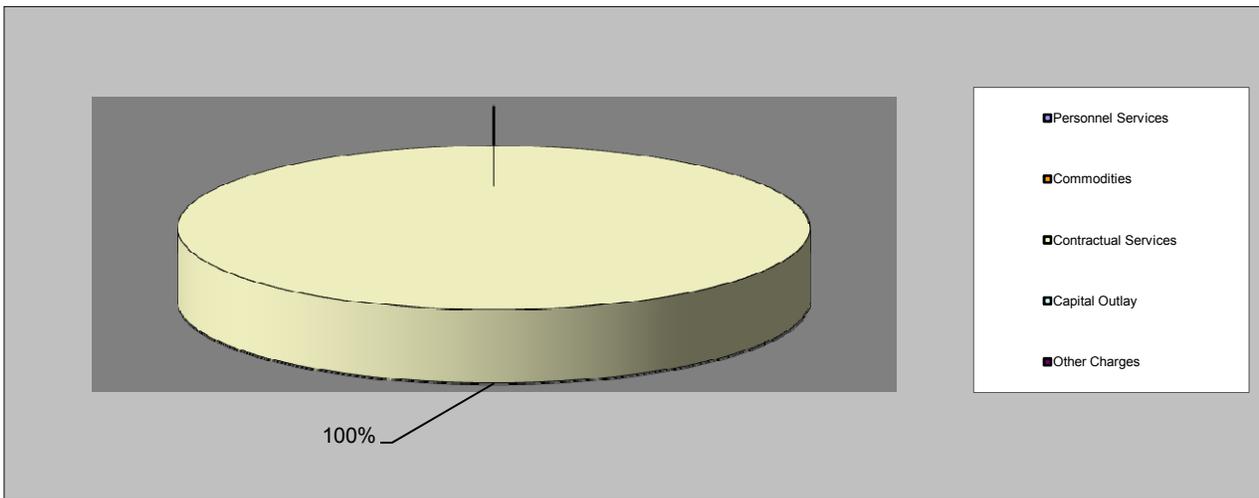
The Charitable Gambling Fund accounts for expenditures of the City gambling tax. The tax is ten percent of the net receipts of a licensed organization for lawful gambling. The City Council allocates the funds to agencies and departments that provide city-related services.

Program Expenditure Highlights

The requests approved by the City Council for 2013 are listed on the next page.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	20,804	23,492	30,000	30,000
Capital Outlay	-	-	-	-
Other Charges	115	-	120	-
Total	\$ 20,919	\$ 23,492	\$ 30,120	\$ 30,000
Percent Change	(-53.3%)	12.3%	28.2%	(-0.4%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Requests considered	16	17	17	28
Requests awarded	15	17	15	25

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 2013 are as follows:

\$300	Ashland Productions
1,000	Boy Scout Troop 461
80	CHILD Inc.
280	Dispute Resolution Center
2,000	ISD #622 – Education Foundation
520	ISD #622 – Fusion Drumline
900	Friends of Maplewood Nature
1,200	Friends of Ramsey County Libraries
1,678	Hmong American Education Fund
500	Maple Tree Monastery Childcare Center
440	Maplewood AARP TaxAides
6,132	Maplewood Area Historical Society
320	Maplewood Fire Fighters Flower Fund
2,940	Maplewood Police Explorers
2,600	Maplewood Police Reserves
1,500	Maplewood Youth Scholarship Fund
320	Mothers and More, Twin Cities East #299
400	Northern Lights Service Unit, Girl Scouts
2,300	Ramsey County Fair
300	Second Chance Animal Rescue
180	Simon Youth Foundation – Maplewood Mall
620	St. Jerome School
1,500	The Salvation Army
400	Tubman Family Alliance
440	Weaver Elementary PTA
\$28,850	TOTAL
\$1,150	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

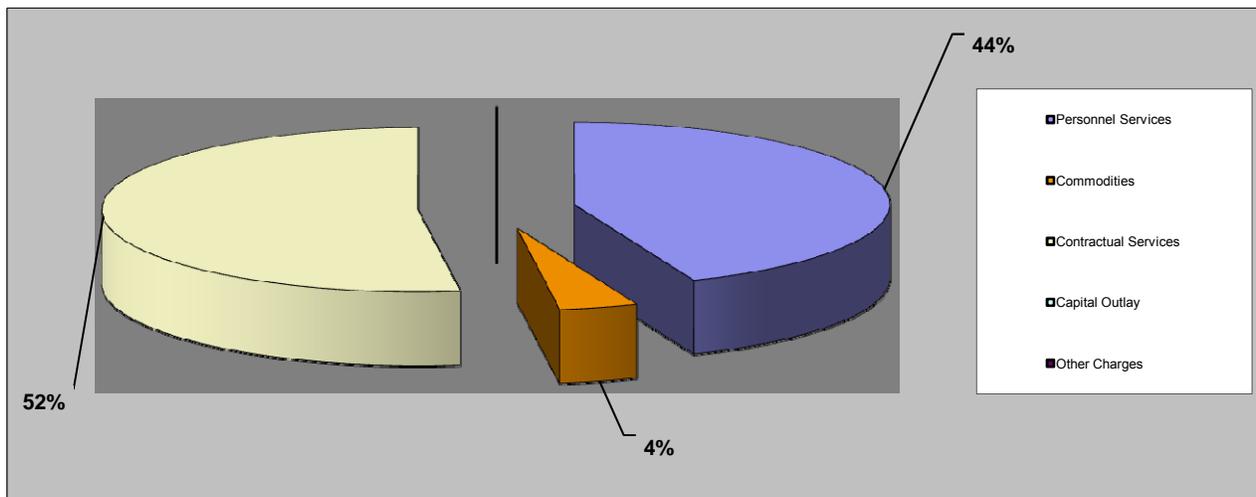
The 2012 wage increase received by the council was not reflected in the 2012 budget. It is included in the 2013 budget.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 62,878	\$ 63,658	\$ 64,390	\$ 66,480
Commodities	5,992	4,445	6,600	6,100
Contractual Services	74,886	68,668	84,090	79,130
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 143,756	\$ 136,771	\$ 155,080	\$ 151,710
Percent Change	3.2%	(-4.9%)	13.4%	(-2.2%)

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	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of City Council meetings	30	28	30	28
Number of Council/Manager Workshops	35	26	20	24
Agenda items	632	652	600	525

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

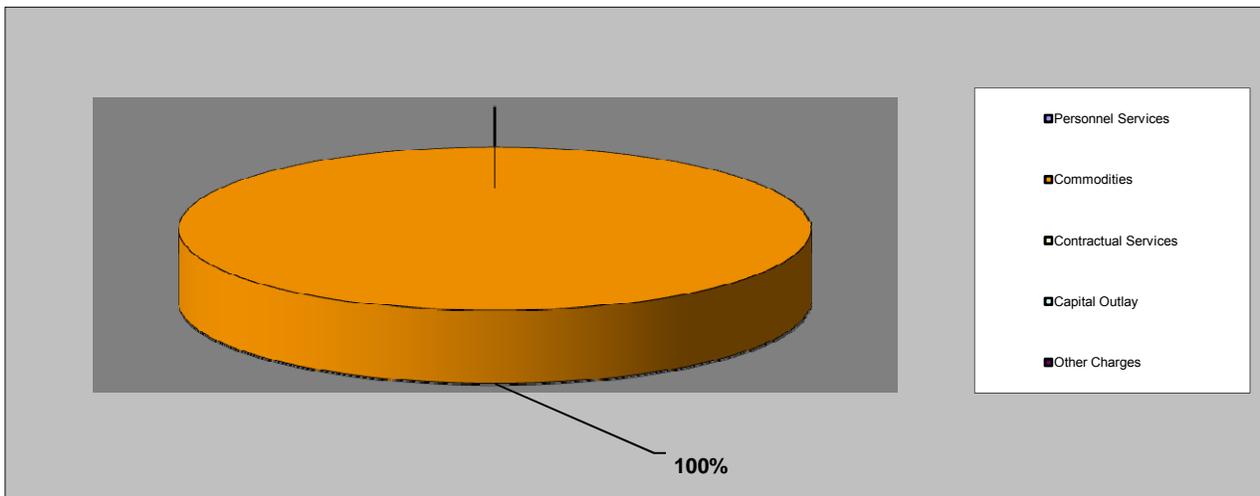
The Maplewood Human Rights Commission will advocate for equal opportunities for all citizens of Maplewood in housing, employment, public accommodations, services and education continuously working to improve human rights within the community.

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>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	500	500
Contractual Services	-	1	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ 1	\$ 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	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Contests sponsored	0	0	3	1
Community awareness events sponsored	0	0	3	1
Bias crime complaints	0	0	3	0
Businesses and organizations participating as sponsors	0	0	5	3
<u>EFFECTIVENESS INDICATORS</u>				
Number of people attending community events	N/A	0	1,000	1,000
Percentage of businesses and organizations participating	0%	0%	5%	2%

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
Program: Maplewood Area EDA

Fund # : 280
Program # : 000

Program Description

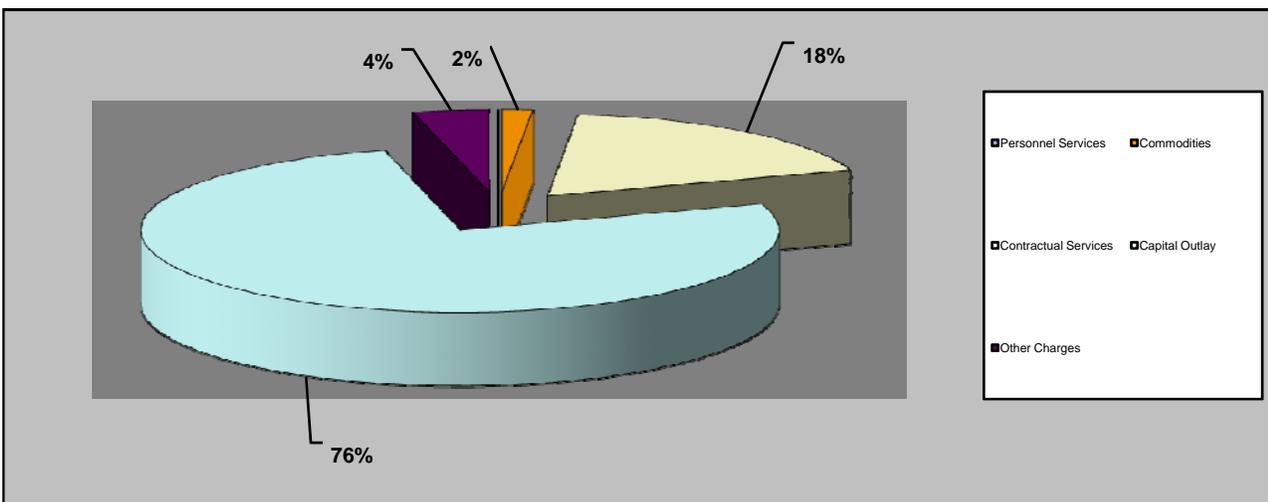
To assist with development and redevelopment parcels and initiatives.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	200	1,000
Contractual Services	-	-	3,000	12,000
Capital Outlay	-	-	-	50,000
Other Charges	-	-	-	2,500
Total	\$ -	\$ -	\$ 3,200	\$ 65,500
Percent Change	0.0%	0.0%	0.0%	1946.9%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Commission meetings	0	1	2	4
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EFFECTIVENESS INDICATORS

Number of loans	0	1	0	2
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COMMENTS

In 2009, the city council established the Economic Development Authority (EDA) and the Business and Economic Development Commission. In 2011, the EDA participated in the Trillion BTU program through the St. Paul Port Authority. The EDA, with the help of the General Fund, contributed \$400,000 for a loan to St. John's Hospital to be paid back over 5 years at a 4 percent interest rate. In 2012 the city council, which also serves as the EDA, established economic development as the city's top priority. Throughout 2012, the council/EDA and staff are establishing priorities and work plans to carry out this goal. Implementation is expected to last into 2013.

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

Program Description

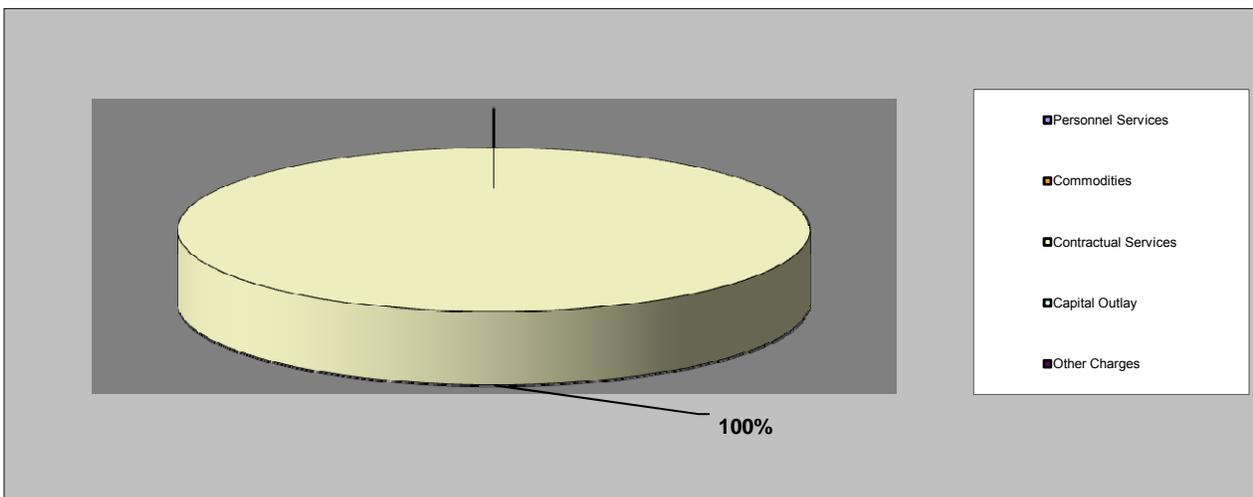
To serve as the liaison to the City Council between city residents and staff on all matters pertaining to parks, recreation and trails.

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>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	68	-	-
Contractual Services	1	1	250	250
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 1	\$ 69	\$ 250	\$ 250
Percent Change	0.0%	6800.0%	262.3%	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of public meetings	22	17	16	16
Commission items requiring formal action	20	19	12	20

EFFECTIVENESS INDICATORS

Number of meetings involving the public; i.e., park planning process, community issues, etc.	12	15	8	6
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EFFICIENCY MEASURES

Average number of days between recommendation from the commission to city council action on the item	28	14	14	14
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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.

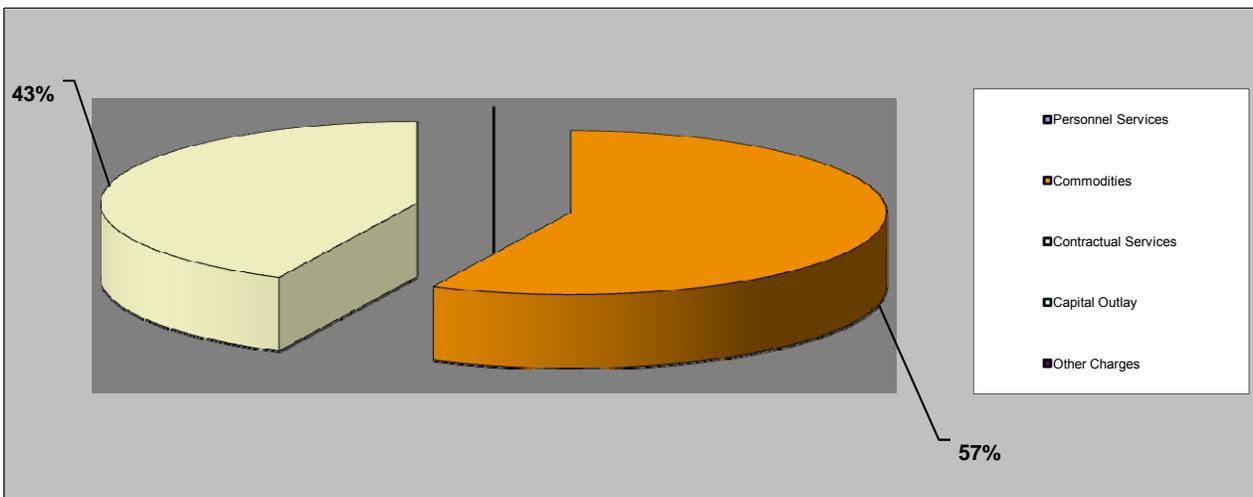
Program Expenditure Highlights

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

Program Expenditures

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	549	-	600	600
Contractual Services	420	99	450	450
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 969	\$ 99	\$ 1,050	\$ 1,050
Percent Change	0.5%	(-89.8%)	960.6%	0.0%
 Full-Time Equivalent positions	 -	 -	 -	 -

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of applications reviewed	81	43	45	45
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EFFECTIVENESS INDICATORS

Number of public meetings held	20	15	15	15
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COMMENTS

The number of development applications reviewed by the Planning Commission dropped to more of a normal quantity in 2011. The number of reviews conducted by the Planning Commission in 2010 was high due to the large amount of "zoning follow-up" work needed after the adoption of the 2030 Comprehensive Plan Update. For comparisons, the 2008 and 2009 reviews totaled 52 and 49 respectively. 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

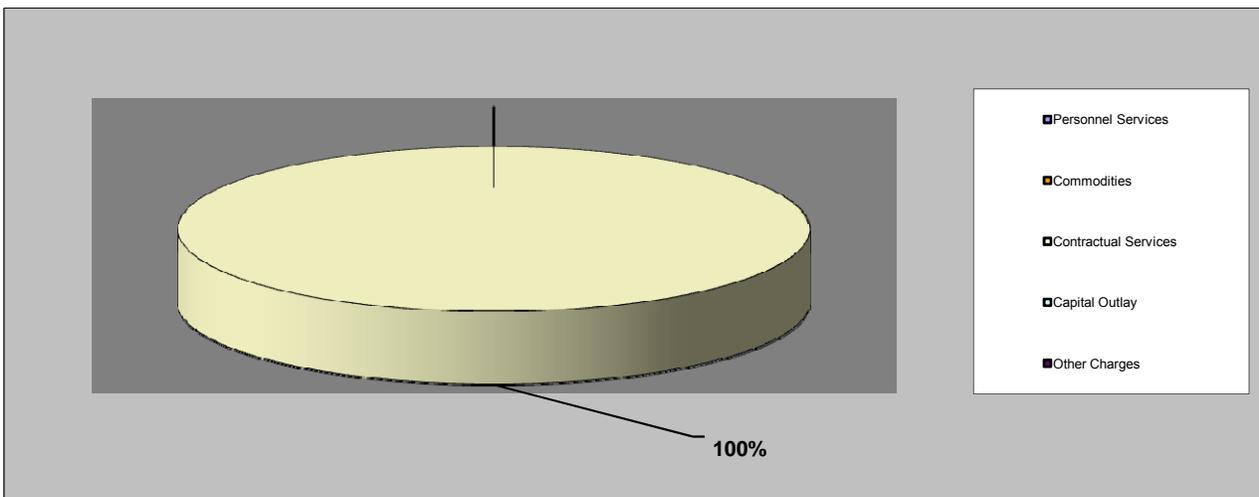
To help ensure a fair and objective hiring process for sworn law enforcement positions and to investigate any grievances or discipline submitted to the Commission and render an impartial decision.

Program Expenditure Highlights

Budget includes amounts to cover publishing and fees for service.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	10	6,099	2,150	2,150
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 10	\$ 6,099	\$ 2,150	\$ 2,150
Percent Change	(-99.6%)	60890.0%	(-64.7%)	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

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

EFFECTIVENESS INDICATORS

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

COMMENTS

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



MAPLEWOOD

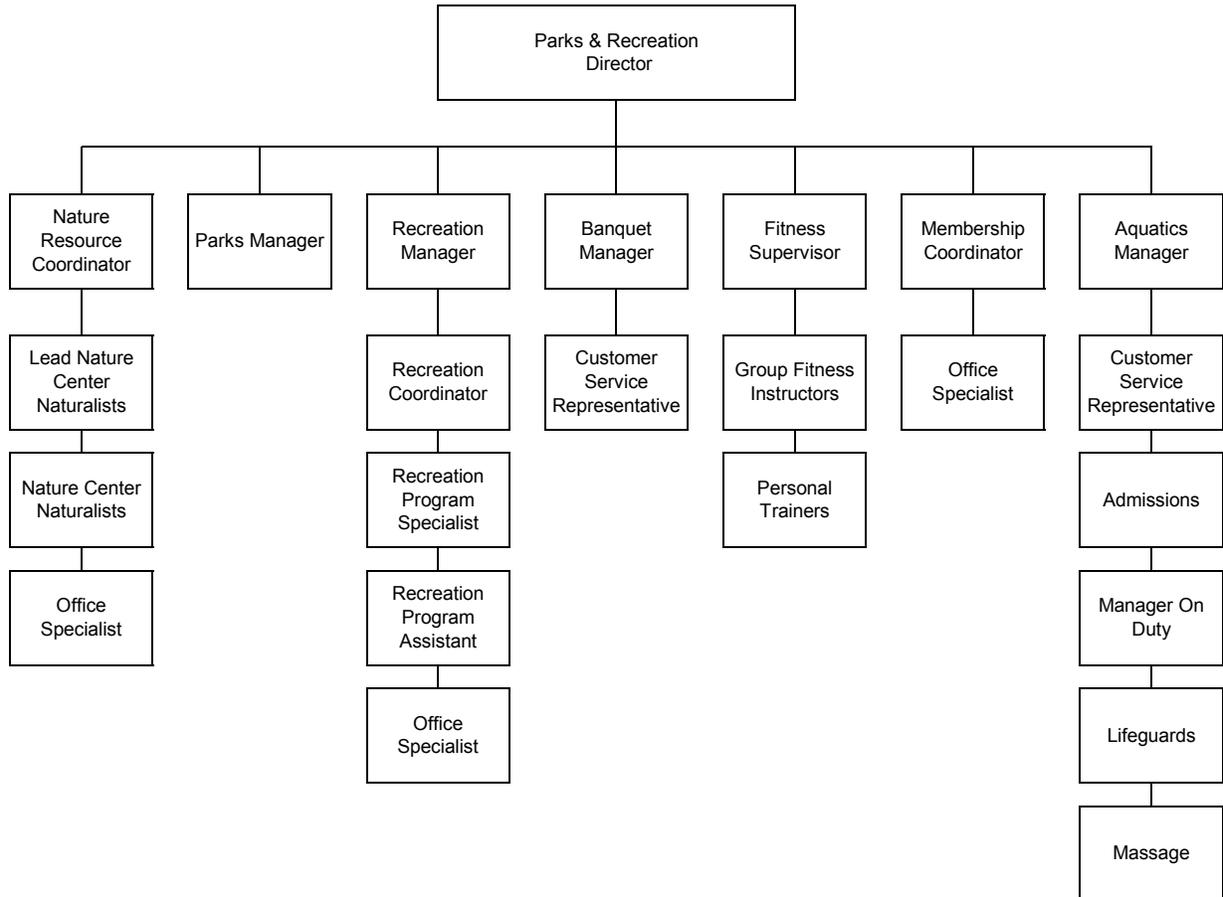
Together We Can

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CITY OF MAPLEWOOD

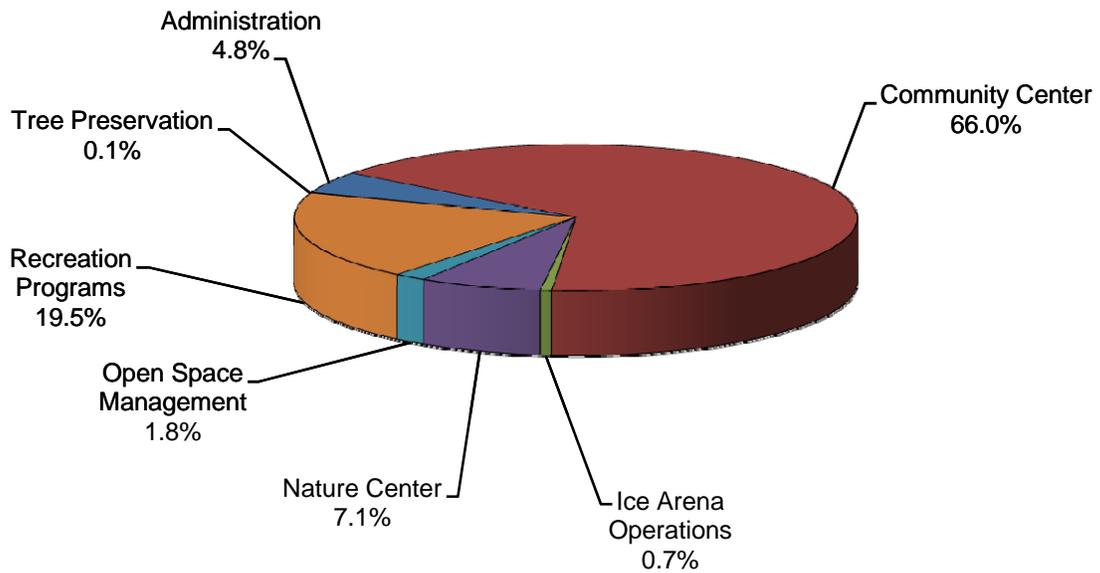
PARKS AND RECREATION

ORGANIZATION CHART

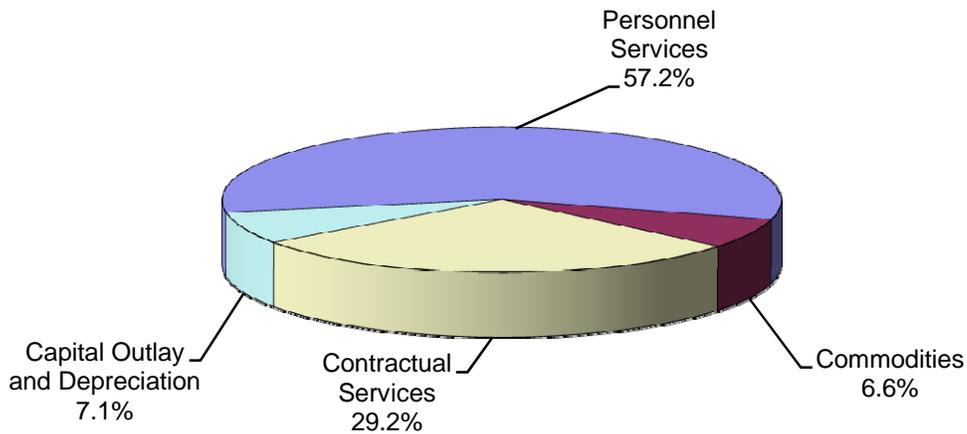


PARKS & RECREATION BUDGET 2013

Total By Program

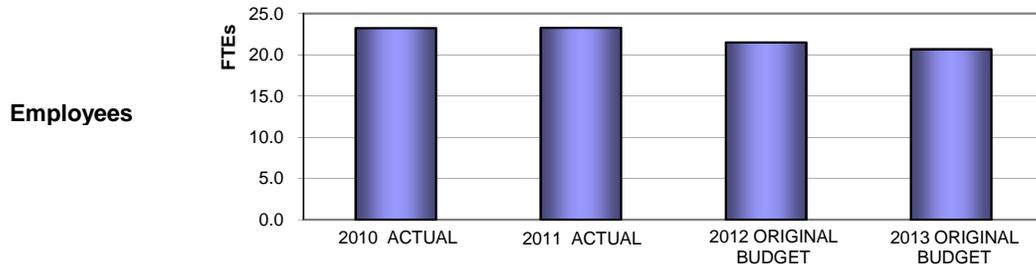
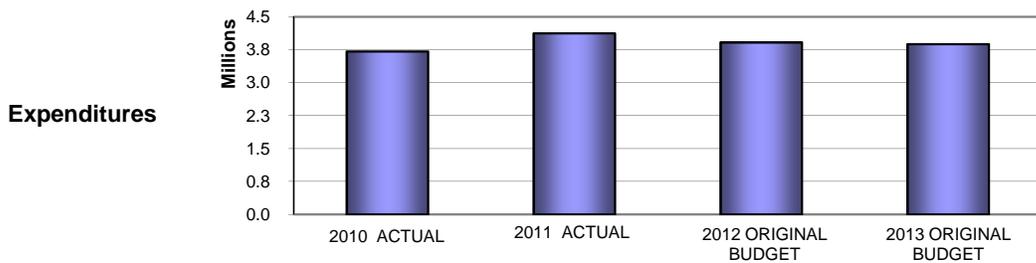


Total By Classification



**PARKS & RECREATION
EXPENDITURE SUMMARY**

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Total By Program					
Administration	\$184,198	\$157,592	\$182,870	\$187,210	2.4%
Community Center	2,640,327	2,893,677	2,629,360	2,560,680	-2.6%
Ice Arena Operations	17,439	21,118	30,300	25,360	-16.3%
Nature Center	256,032	286,431	264,830	273,690	3.3%
Open Space Management	62,047	66,683	72,790	71,240	-2.1%
Recreation Programs	545,546	686,555	727,110	757,930	4.2%
Tree Preservation	8,867	14,254	13,200	5,190	-60.7%
Totals	3,714,456	4,126,310	3,920,460	3,881,300	-1.0%
Total By Classification					
Personnel Services	2,173,129	2,222,951	2,208,980	2,218,310	0.4%
Commodities	323,972	293,324	258,460	255,440	-1.2%
Contractual Services	919,232	1,276,121	1,159,040	1,132,370	-2.3%
Capital Outlay and Depreciation	295,501	333,013	293,870	275,070	-6.4%
Other Charges	2,622	901	110	110	0.0%
Totals	3,714,456	4,126,310	3,920,460	3,881,300	-1.0%
Total By Fund					
General Fund	450,006	464,591	477,620	479,210	0.3%
Community Center	2,640,327	2,893,677	2,629,360	2,560,680	-2.6%
Environmental Utility Fund	69,710	67,233	73,170	78,290	7.0%
Recreation Program Fund	545,546	686,555	727,110	757,930	4.2%
Tree Preservation Fund	8,867	14,254	13,200	5,190	-60.7%
Totals	\$3,714,456	\$4,126,310	\$3,920,460	\$3,881,300	-1.0%
Number of Employees (FTE)	23.25	23.28	21.50	20.68	-3.8%



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

2013 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 and Recreation Programming.
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. 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.
8. 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.
9. Introduce a cultural theater series (grant funded) to better meet the entertainment needs of diverse audiences. Pursue alternative funding sources for this endeavor.
10. Develop a five-year plan for the replacement and purchase of additional MCC fitness and cardio equipment.
11. 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.

12. 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).
13. 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.
14. Continue to explore and expand recreation programs and activities for teens/young adults in an effort to promote program/facility usage within the community.
15. Continue to seek out additional funding for the acquisition of Fish Creek Parcel(s).

Department: Parks & Recreation
Program: Administration

Fund # : 101
Program # : 601

Program Description

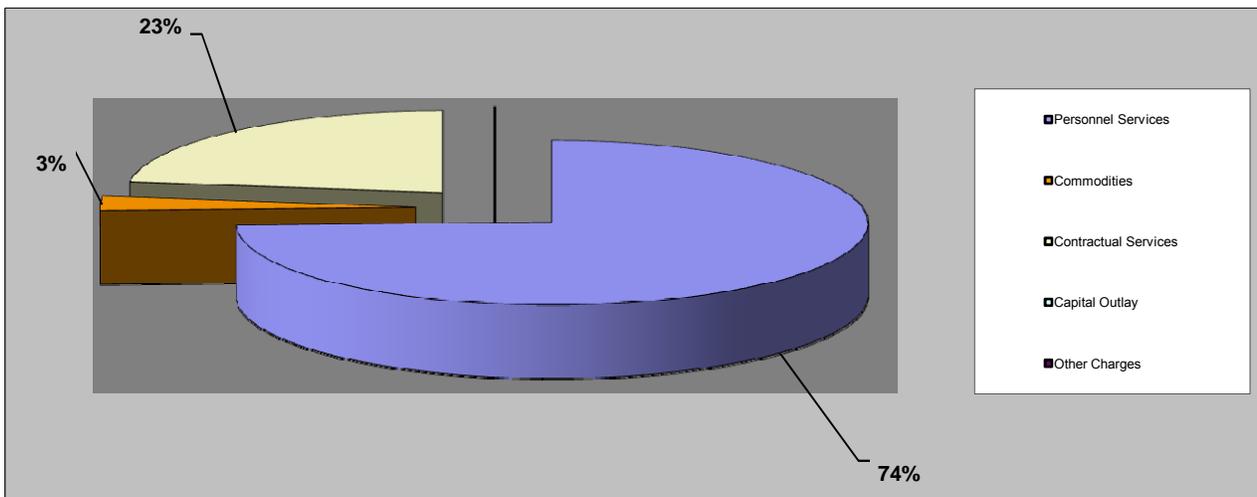
To develop and enhance a comprehensive park system for the residents including park development and re-development and the city wide trail system.

Program Expenditure Highlights

.10 of the Parks Manager has been reallocated to this program from Recreation Programs to better reflect the duties associated with the position.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 148,552	\$ 119,984	\$ 132,590	\$ 139,220
Commodities	7,350	4,031	4,800	5,200
Contractual Services	28,296	33,577	45,480	42,790
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 184,198	\$ 157,592	\$ 182,870	\$ 187,210
Percent Change	25.4%	(-14.4%)	16.0%	2.4%
 Full-Time Equivalent positions	 2.30	 1.80	 1.20	 1.30

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

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

EFFECTIVENESS INDICATORS

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

Completed Parks Commission & City Council goals for each year from Annual Report.
Continue to look for alternative funding sources for Park development.

Begin work on the redevelopment of Veteran's Memorial Park (formerly Goodrich Park). Specifically, the 2013 goal is to solicit and secure outside funding sources to build the Memorial piece of the project.

Complete the final phase of Joy Park.

Work with residents in the Geranium Park neighborhood to develop and install a much needed new playground at the Park.

Department: Parks & Recreation
Program: Community Center Operations

Fund # : 602
Program # : 611-614

Program Description

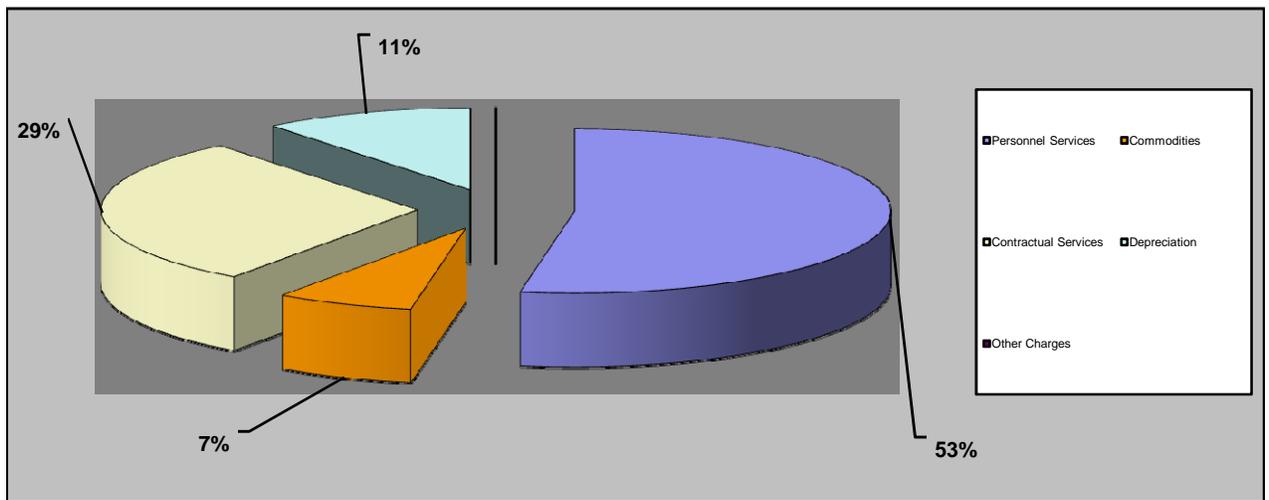
To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 1,445,820	\$ 1,453,276	\$ 1,389,870	\$ 1,351,240
Commodities	242,187	222,271	178,230	180,650
Contractual Services	656,438	923,952	767,390	753,720
Depreciation	293,401	293,865	293,870	275,070
Other Charges	2,481	313	-	-
Total	\$ 2,640,327	\$ 2,893,677	\$ 2,629,360	\$ 2,560,680
Percent Change	0.4%	9.6%	(-9.1%)	(-2.6%)
 Full-Time Equivalent positions	 <u>14.25</u>	 <u>14.58</u>	 <u>13.60</u>	 <u>12.53</u>

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of aquatic lesson packages	2,237	2037	2,200	2,250
Number of room reservations	1,350		1,325	1,375
Number of group fitness participants	56,730		51,550	54,350
Number of karate participants	-	-	-	220
<u>EFFECTIVENESS INDICATORS</u>				
Number of Silver Sneaker Membership Units Sold			500	550
Number of Membership Units Sold			2,200	2,300
Average special event revenue	\$2,000	\$6,100	\$2,550	\$5,200
Average theater show revenue	-	\$2,600	\$2,565	\$2,600

COMMENTS

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

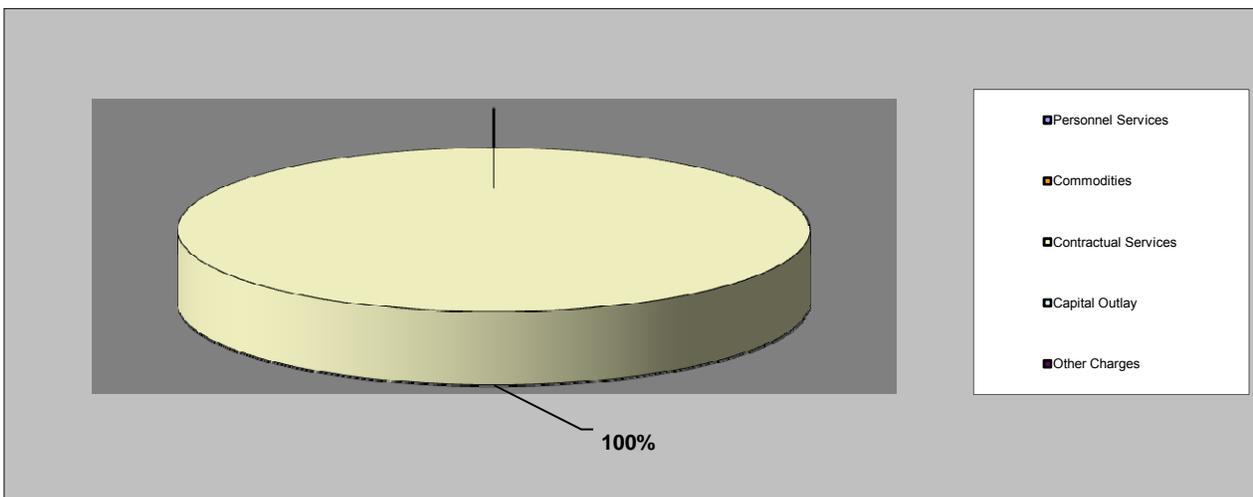
To provide a nine-month indoor skating venue for Maplewood and School District 622 residents at the Tartan Ice Arena located in Oakdale, Minnesota.

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>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	17,439	21,118	30,300	25,360
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 17,439	\$ 21,118	\$ 30,300	\$ 25,360
Percent Change	(-57.0%)	21.1%	43.5%	(-16.3%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Number of actual ice hours sold	2,125	2,050	2,100	2,150
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks Staff	8	6	8	6

EFFECTIVENESS INDICATORS

Facility utilization rate	70%	68%	67%	70%
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COMMENTS

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

Department: Parks & Recreation
Program: Nature Center

Fund # : 101 & 604
Program # : 604

Program Description

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

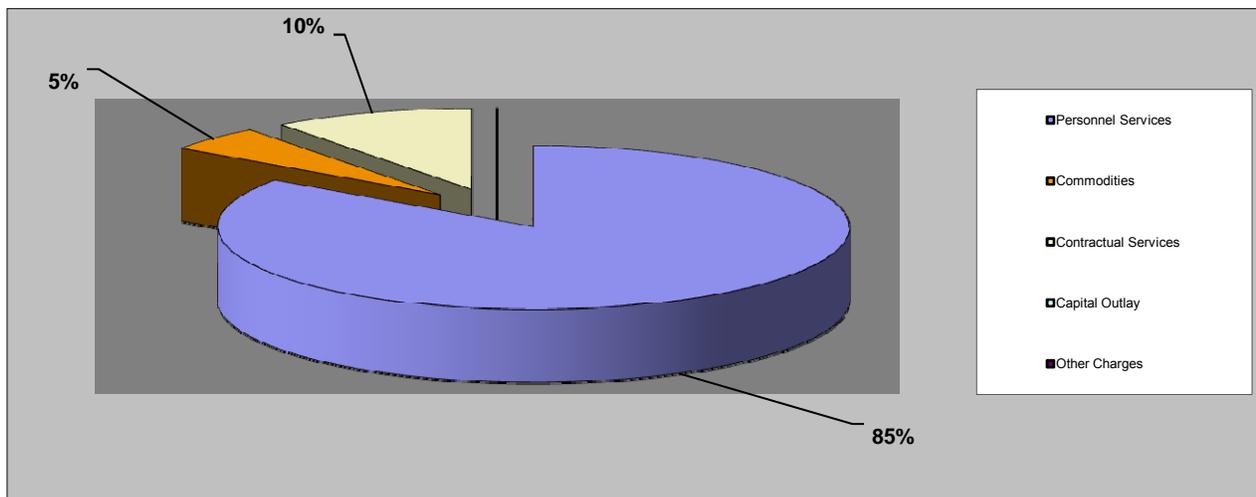
Program Expenditure Highlights

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

Commodities is increasing due to increases in signage and supply costs.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 218,501	\$ 215,757	\$ 224,970	\$ 231,870
Commodities	9,851	11,917	10,530	13,650
Contractual Services	25,580	19,609	29,330	28,170
Capital Outlay	2,100	39,148	-	-
Other Charges	-	-	-	-
Total	\$ 256,032	\$ 286,431	\$ 264,830	\$ 273,690
Percent Change	7.0%	11.9%	(-7.5%)	3.3%
Full-Time Equivalent positions	3.40	2.85	2.85	2.85

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Environmental education programs conducted thru the Nature Center.	343	287	300	280
Number of adult programs	39	69	30	25
Service projects completed	33	33	20	25
Number of water related programs	46	45	50	55

EFFECTIVENESS INDICATORS

% of people satisfied or very satisfied with program	--	--	--	85
Total number of program participants and visitors	9,143	10,090	9,000	9,200
# of volunteer hours worked	3,794	2,751	3,000	3,500
# attending water related programs	1,226	1,297	1,300	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 2012, the Nature Center coordinated several of the Fish Creek Bluff events to create community awareness of the parcel the city hopes to purchase by 2013.

Key projects for 2013 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 Senior Expo, Preschool Fair and others; 4) Work with Building Maintenance staff on Nature Center Building improvements, 5) Expand solar events and training for public and teachers, 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

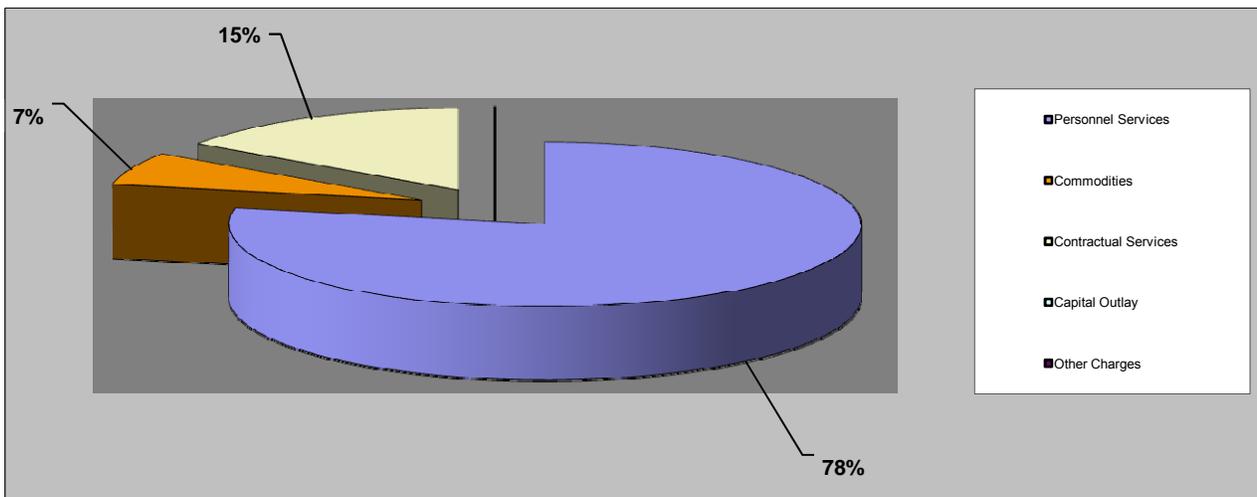
To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 54,008	\$ 54,774	\$ 54,750	\$ 55,650
Commodities	5,163	4,692	4,600	4,600
Contractual Services	2,876	7,217	13,440	10,990
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 62,047	\$ 66,683	\$ 72,790	\$ 71,240
Percent Change	1.2%	7.5%	9.2%	(-2.1%)
 Full-Time Equivalent positions	 0.80	 0.55	 0.55	 0.55

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Master plans completed	0	1	1	0
Planting projects completed	2	2	2	3
Number of sites receiving active management	6	7	6	6
Miles of trail developed and/or maintained	8	8	8	8
Number of sites monitored by volunteers	7	7	10	11
<u>EFFECTIVENESS INDICATORS</u>				
Percentage survival of new plants by end of season	90%	95%	90%	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 2013 include: 1) Restoration and improvements at Gladstone Savanna, 2) Buckthorn follow-up at Priory Preserve and Joy Park, 3) Continue citizen monitoring programs for preserves, frogs and toads, first alert invasive plant monitoring, 4) Continue management at preserves including prescribed burns and invasive species control, 5) Restoration at Marshlands Fire Training Facility (if funding available).

Other natural resources projects planned for 2013 include: 1) Develop street tree plan, 2) 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.

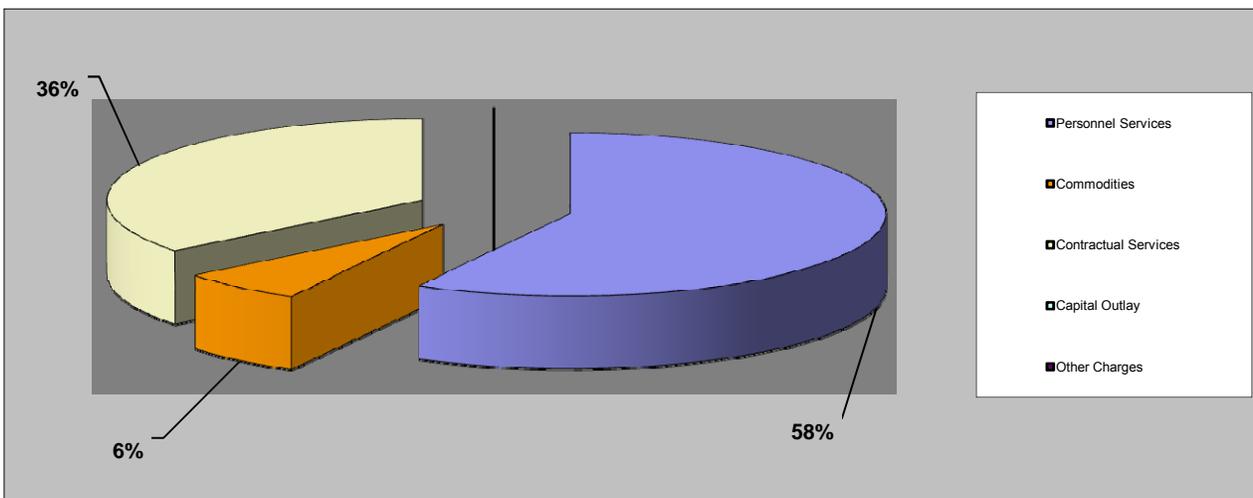
Program Expenditure Highlights

The 2013 budget reflects the reallocation of .10 of the Parks Manager to the Administration program and the addition of a part-time Senior Programming Specialist.

Maplewood has entered into a Joint Powers Agreement with North St. Paul to provide recreational programs for them. The City has also entered into an agreement to administer the Kokoro Youth Volleyball Program for 2012-2014.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 306,248	\$ 376,896	\$ 406,800	\$ 439,250
Commodities	53,158	47,571	54,100	48,340
Contractual Services	186,107	261,571	266,210	270,340
Capital Outlay	-	-	-	-
Other Charges	33	517	-	-
Total	\$ 545,546	\$ 686,555	\$ 727,110	\$ 757,930
Percent Change	(-17.3%)	25.8%	5.9%	4.2%
Full-Time Equivalent positions	2.50	3.50	3.30	3.45

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Tumbling/gymnastics	136	240	240	245
Adult softball, number of teams	138	191	180	195
Fall soccer teams	37	34	45	40
Basketball teams	123	121	123	123
T-ball teams	19	22	24	22
Youth volleyball teams	43	44	45	50
Intro. to soccer participants	216	212	250	250
Senior high basketball teams	38	35	40	35
Number of day camp participants	2016	2010	2100	2100

EFFECTIVENESS INDICATORS

Percent of program evaluations rated satisfactory or better	95%	95%	95%	95%
Percent of programs formally evaluated	75%	80%	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. Staff will be exploring additional Joint Powers Agreement with other municipalities in 2013.

Our outputs and workload numbers continue to increase, and our staffing levels reflect this with an increase of one full time staff member that Recreation shares with the Maplewood Community Center.

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.

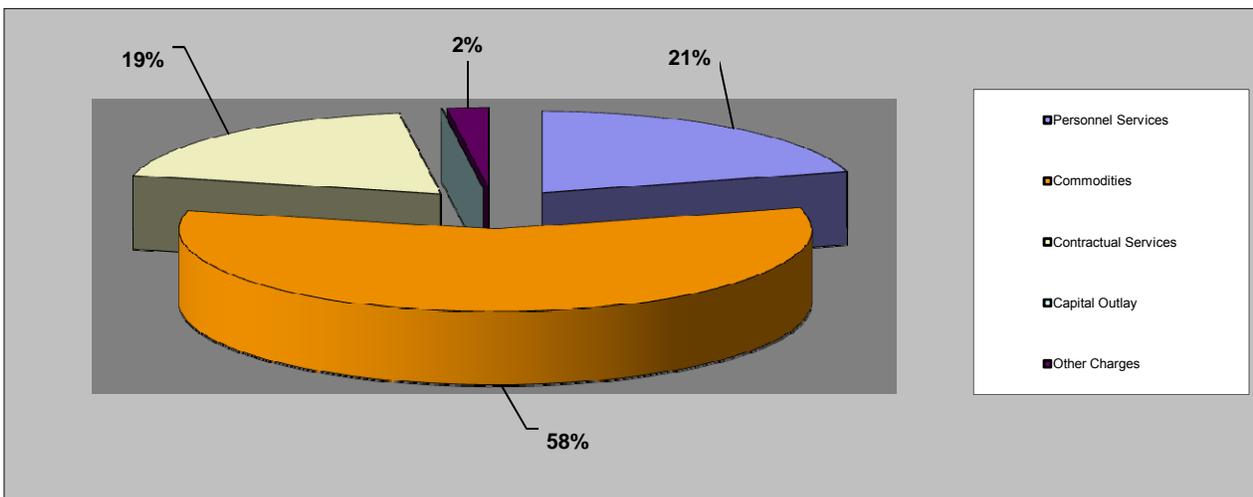
Program Expenditure Highlights

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

Personnel services reflects staff time spent on tree inventories.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ 2,264	\$ -	\$ 1,080
Commodities	6,263	2,842	6,200	3,000
Contractual Services	2,496	9,077	6,890	1,000
Capital Outlay	-	-	-	-
Other Charges	108	71	110	110
Total	\$ 8,867	\$ 14,254	\$ 13,200	\$ 5,190
Percent Change	62.5%	60.8%	(-7.4%)	(-60.7%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

# trees planted by residents thru tree rebate program	50	47	45	45
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EFFECTIVENESS INDICATORS

# residents participating in tree rebate program	34	28	30	30
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# trees planted on city land	12	40	20	20
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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 a boulevard tree inventory in 2011. The inventories will provide the basis for our urban forest program. In 2012, staff are working
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 295 trees.
3. Tree planting on public lands by staff and volunteers. Since 2008, contractors, staff, and volunteers have planted over 190 trees at parks and city facilities.
4. Arbor Day Event. In 2012, Maplewood held an Arbor Day event with over 125 participants.
5. Tree City USA. In 2011, Maplewood is applied for and received Tree City USA status.

Project priorities for 2013 include: 1) use inventory data to complete details for Emerald Ash Borer removal and replanting, 2) work with commissions to complete street tree plan, 3) conduct Arbor Day event, 4) reapply for Tree City USA status (must apply annually), 5) provide cost-share program for tree-planting on residential property, and 6) one tree planting project on city land.



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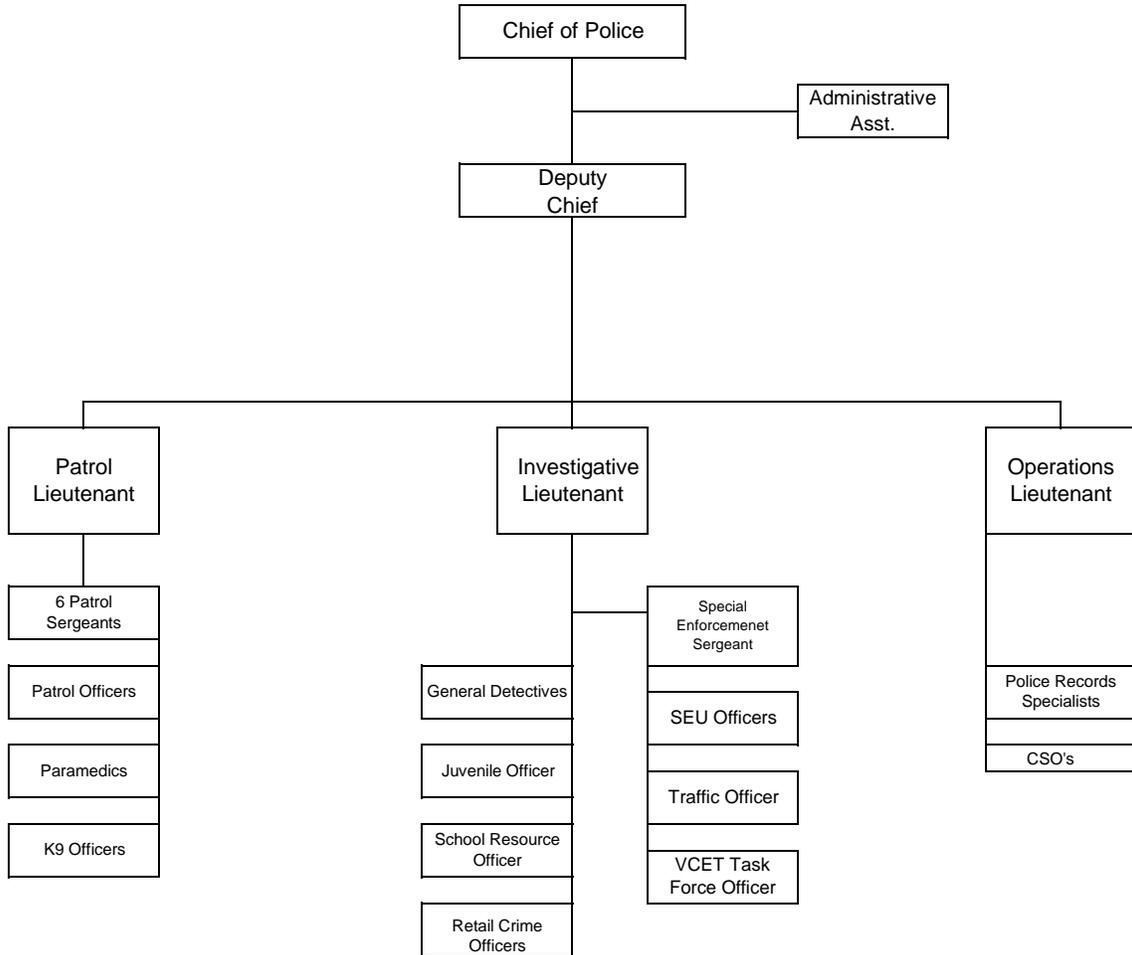
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CITY OF MAPLEWOOD

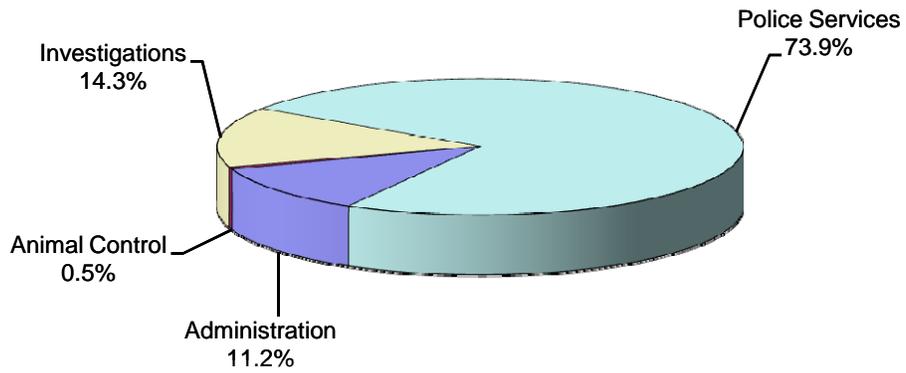
POLICE

ORGANIZATIONAL CHART

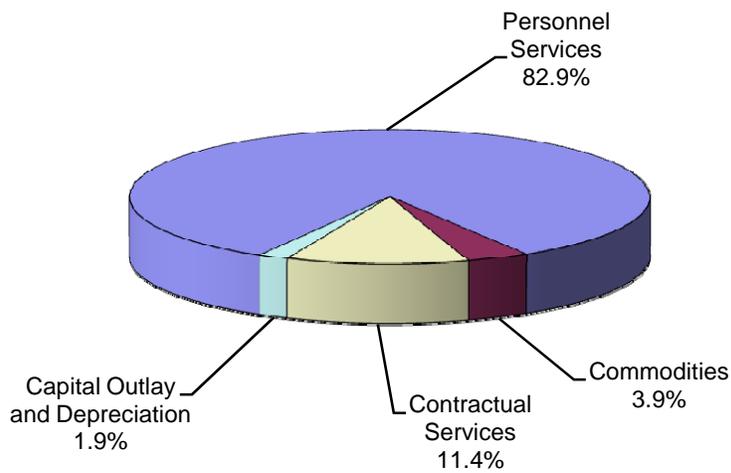


POLICE BUDGET 2013

Total By Program

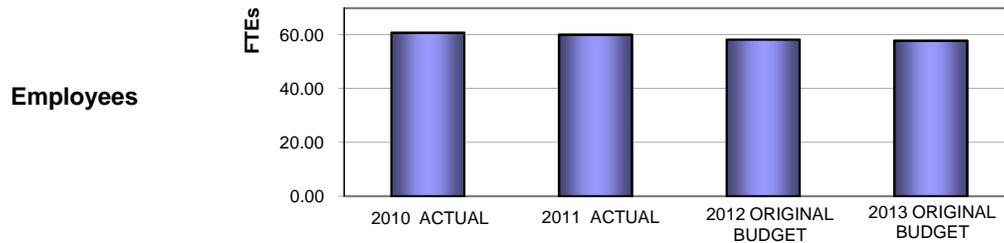
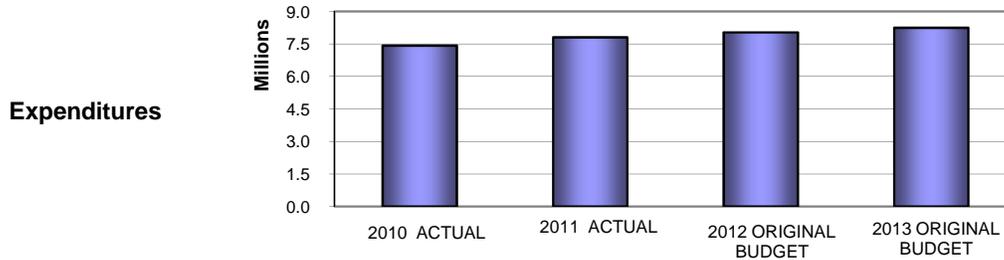


Total By Classification



**POLICE
EXPENDITURE SUMMARY**

Total By Program	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2013 BUDGET	PERCENT OVER(UNDER) 2012 BUDGET
Administration	\$895,458	\$923,372	\$915,660	\$927,890	1.3%
Animal Control	33,486	48,019	43,380	43,390	0.0%
Investigations	1,069,522	1,199,308	1,263,220	1,182,850	-6.4%
Police Services	5,438,193	5,643,445	5,823,530	6,105,210	4.8%
Totals	7,436,659	7,814,144	8,045,790	8,259,340	2.7%
Total By Classification					
Personnel Services	6,216,058	6,447,276	6,740,460	6,845,350	1.6%
Commodities	265,151	363,178	310,130	320,880	3.5%
Contractual Services	788,120	865,024	911,120	938,050	3.0%
Capital Outlay and Depreciation	167,155	138,551	84,000	155,000	84.5%
Other Charges	175	115	80	60	-25.0%
Totals	7,436,659	7,814,144	8,045,790	8,259,340	2.7%
Total By Fund					
General Fund	7,399,878	7,791,215	8,045,710	8,228,280	2.3%
Police Services Fund	36,781	22,929	80	31,060	38725.0%
Totals	\$7,436,659	\$7,814,144	\$8,045,790	\$8,259,340	2.7%
Number of Employees (FTE)	60.90	60.16	58.34	57.91	-0.7%





MAPLEWOOD

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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.

2013 OBJECTIVES

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

Department: Police
Program: Administration

Fund # : 101
Program # : 401

Program Description

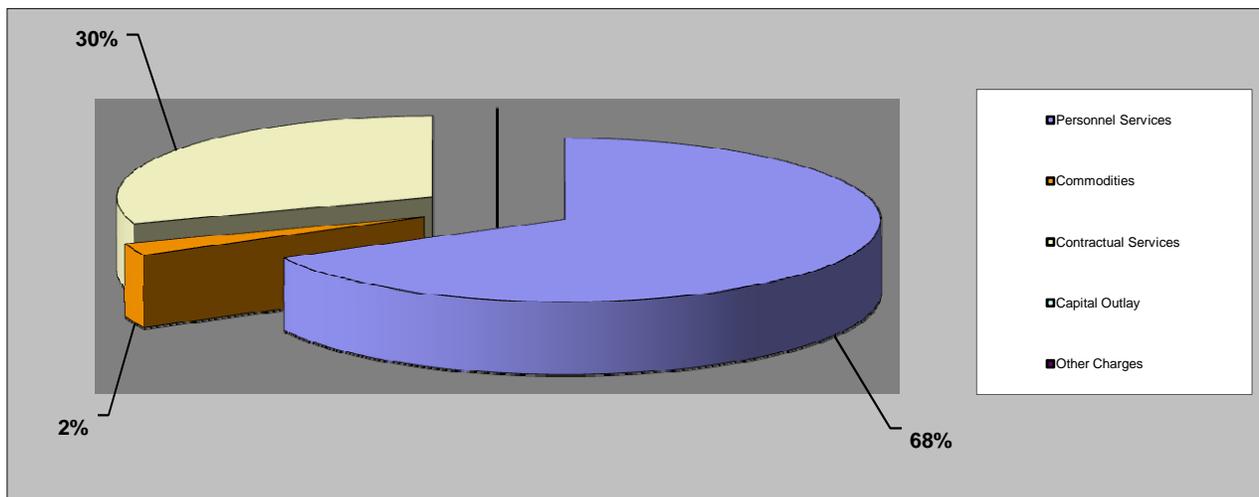
To provide vision, management and technical support for the Police Department, including fiscal and program management, record and information services, project development, and interdepartmental and interagency coordination.

Program Expenditure Highlights

The decrease in personnel services is due replacing a long term employee with an entry level person. Internal IT charges have increased 7.8%.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 624,434	\$ 651,354	\$ 630,520	\$ 625,310
Commodities	18,871	20,893	20,540	21,740
Contractual Services	252,153	251,125	264,600	280,840
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 895,458	\$ 923,372	\$ 915,660	\$ 927,890
Percent Change	6.2%	3.1%	(-0.8%)	1.3%
 Full-Time Equivalent positions	 6.00	 6.16	 6.14	 6.21

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Hours of professional development training	232	102	195	90
Department expenditures	\$7.4 mil	\$7.8 mil	\$8.0 mil	\$8.3 mil
Number of FTE	61	60	58	58
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost for services	\$196	\$205	\$211	\$216
Percent of evaluations completed on time	100	100	100	100

COMMENTS

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

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

2010 – 38,018
 2011 – 38,068
 2012 – 38,118
 2013 – 38,168

Department: Police
Program: Animal Control

Fund # : 101
Program # : 407

Program Description

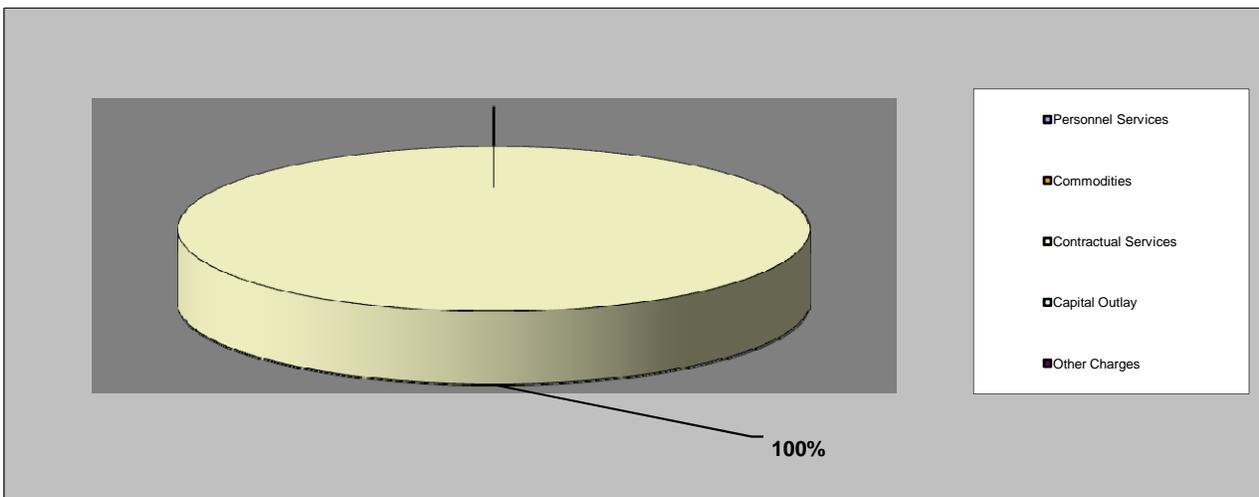
To provide animal control within the city and insure compliance with animal related ordinances.

Program Expenditure Highlights

There is no increase proposed to the Animal Control budget for 2013. No increase is projected for boarding fees assuming numbers of animals remain constant.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	33,486	48,019	43,380	43,390
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 33,486	\$ 48,019	\$ 43,380	\$ 43,390
Percent Change	(-20.1%)	43.4%	(-9.7%)	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
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OUTPUTS/WORKLOAD

Total licenses monitored	164	582	170	588
Total animal complaints	616	650	640	660
Number of contacts by animal control officer	224	188	200	200

EFFECTIVENESS INDICATORS

Hours spent per 1,000 population on animal related calls for service	5.7 hrs	6.9 hrs	7.0 hrs	6.9 hrs
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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: Investigations

Fund # : 101
Program # : 409

Program Description

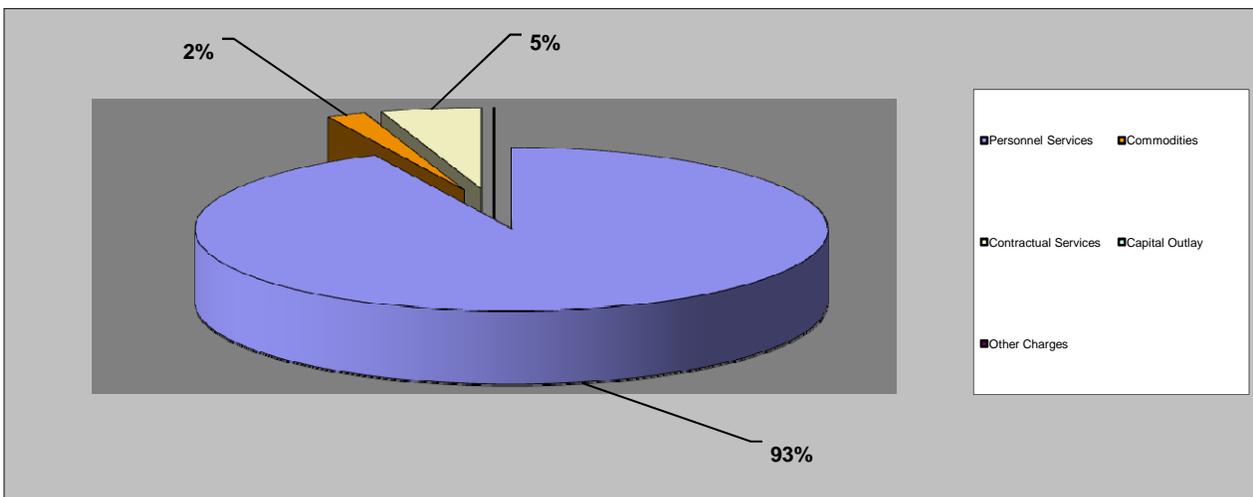
To provide investigative services to the Police Department and community and provide follow-up work to prepare cases for criminal charging.

Program Expenditure Highlights

An officer was shifted from this program to Police Services in 2013. The increase in contractual services is mainly due to increasing insurance costs and additional training costs.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 1,021,777	\$ 1,128,248	\$ 1,187,970	\$ 1,098,880
Commodities	10,918	27,576	20,780	23,570
Contractual Services	36,827	43,484	54,470	60,400
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 1,069,522	\$ 1,199,308	\$ 1,263,220	\$ 1,182,850
Percent Change	2.9%	12.1%	5.3%	(-6.4%)
Full-Time Equivalent positions	9.80	8.80	9.90	9.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Felony cases charged	138	128	133	133
Gross misdemeanor cases charged	276	267	271	271
<u>EFFECTIVENESS INDICATORS</u>				
Total cases assigned to investigators	3098	3145	3121	3150
Total cases cleared	3256	3158	3207	3160
Juveniles sent to Diversion Program	231	196	200	200

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 recent years. 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 15% in 2011.

Department: Police
Program: Police Services

Fund # : 101 & 208
Program # : 402

Program Description

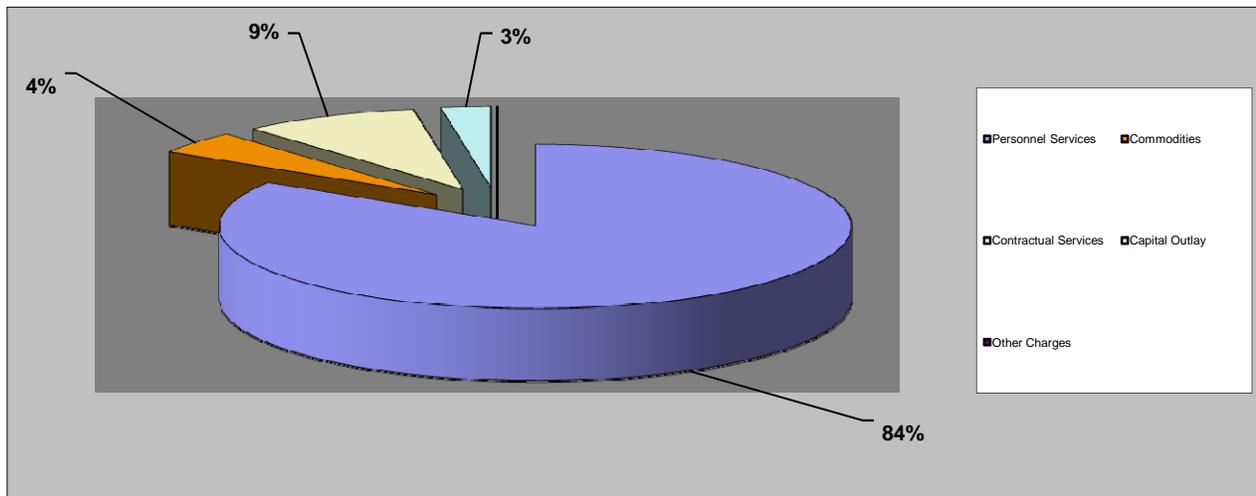
To provide public safety, investigative, and enforcement activities including neighborhood policing and public service programs.

Program Expenditure Highlights

Personnel costs have increased due to negotiated step and benefit increases for employees and the shift of one employee from the Investigations program. Capital outlay consists of purchasing five new squad cars in 2013. The new style of vehicle supplied by Ford will require additional costs because equipment won't be compatible from the old style. The police department's share of dispatching costs will decrease 1.5% in 2013 per the contract with Ramsey County.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 4,569,847	\$ 4,667,674	\$ 4,921,970	\$ 5,121,160
Commodities	235,362	314,709	268,810	275,570
Contractual Services	465,654	522,396	548,670	553,420
Capital Outlay	167,155	138,551	84,000	155,000
Other Charges	175	115	80	60
Total	\$ 5,438,193	\$ 5,643,445	\$ 5,823,530	\$ 6,105,210
Percent Change	0.2%	3.8%	3.2%	4.8%
 Full-Time Equivalent positions	 45.10	 45.20	 42.30	 42.70

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Arrests for Part I & II crimes	1993	1817	1900	1950
DUI arrests per 1,000 population	6.2	4.4	5.5	5.3
Total arrests for Part I crimes per sworn FTE	17.3	15.8	16.0	16.5
<u>EFFECTIVENESS INDICATORS</u>				
Part I offenses per 1,000 population	62.4	60.7	61.0	61.0
Arrests for Part I crimes per 1000 population	23.7	21.6	22.0	22.5
Response time to Priority I calls from dispatch to arrival	7.1 min	6.3 min	7.0 min	6.3 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	84.2%	88.5%	80%	82%

COMMENTS

Total Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) offenses decreased 2.7%. DUI arrests decreased slightly in 2011. Road construction in and around Maplewood in 2012 and 2013 may delay response times. The department reestablished random quality assurance checks in 2006.



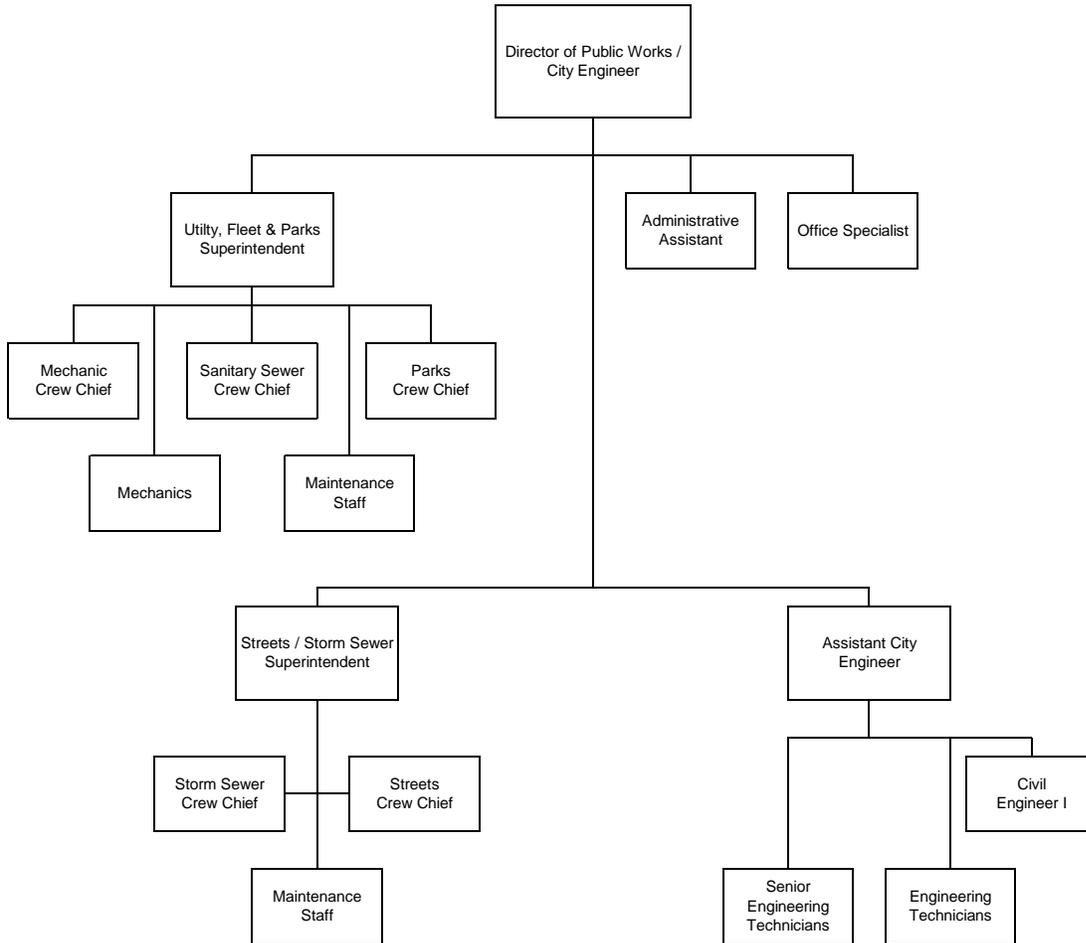
MAPLEWOOD

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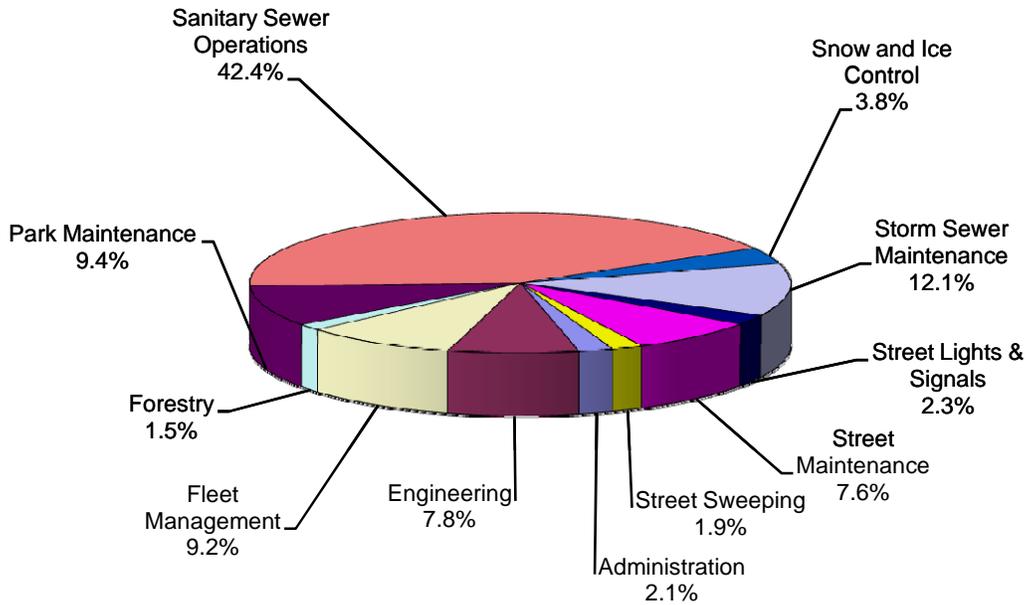
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PUBLIC WORKS

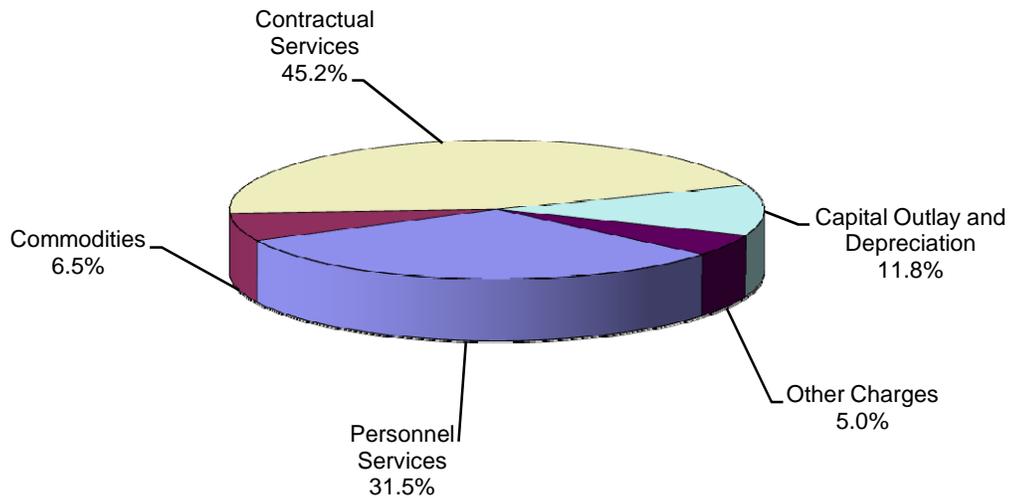
ORGANIZATION CHART



PUBLIC WORKS BUDGET 2013 Total By Program

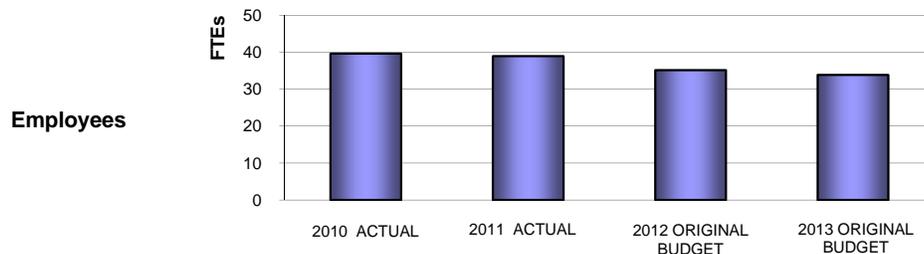
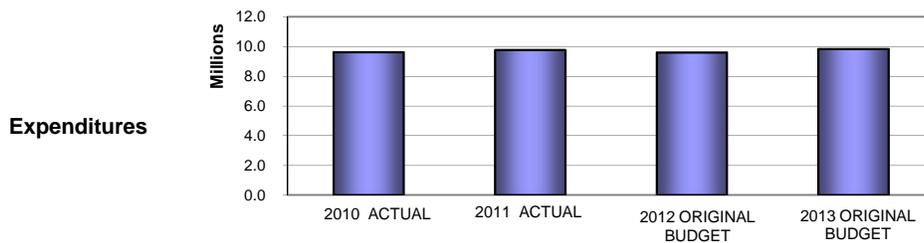


Total By Classification



**PUBLIC WORKS
EXPENDITURE SUMMARY**

	2010	2011	2012	2013	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
Total By Program			BUDGET	BUDGET	2012 BUDGET
Administration	\$241,620	\$258,136	\$207,330	\$202,100	-2.5%
Engineering	955,397	887,526	809,350	766,620	-5.3%
Fleet Management	852,881	853,338	895,540	903,110	0.8%
Forestry	0	0	0	146,180	N/A
Park Maintenance	920,039	860,257	971,440	924,030	-4.9%
Sanitary Sewer Operations	3,990,646	4,053,130	3,997,380	4,170,790	4.3%
Snow and Ice Control	358,776	376,628	377,820	373,400	-1.2%
Storm Sewer Maintenance	1,264,987	1,357,059	1,130,880	1,191,900	5.4%
Street Lights & Signals	176,524	195,375	210,170	228,040	8.5%
Street Maintenance	687,015	739,458	805,690	752,820	-6.6%
Street Sweeping	179,474	183,193	197,810	182,620	-7.7%
Totals	9,627,359	9,764,100	9,603,410	9,841,610	2.5%
Total By Classification					
Personnel Services	3,489,683	3,470,300	3,206,020	3,102,170	-3.2%
Commodities	473,476	512,169	664,350	637,400	-4.1%
Contractual Services	4,204,635	4,228,910	4,188,590	4,447,000	6.2%
Capital Outlay and Depreciation	1,046,317	1,110,081	1,078,070	1,159,650	7.6%
Other Charges	413,248	442,640	466,380	495,390	6.2%
Totals	9,627,359	9,764,100	9,603,410	9,841,610	2.5%
Total By Fund					
General Fund	3,162,847	3,122,005	3,171,630	3,165,150	-0.2%
Sewer Fund	3,990,646	4,053,130	3,997,380	4,170,790	4.3%
Environmental Utility Fund	1,444,461	1,540,252	1,328,690	1,374,520	3.4%
Street Light Utility Fund	176,524	195,375	210,170	228,040	8.5%
Fleet Management Fund	852,881	853,338	895,540	903,110	0.8%
Totals	\$9,627,359	\$9,764,100	\$9,603,410	\$9,841,610	2.5%
Number of Employees (FTE)	39.60	38.92	35.15	33.85	-3.7%





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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.

2013 OBJECTIVES

1. Finalize implementation of Phase I of the Gladstone Neighborhood Redevelopment project, including the Savanna Restoration, and beginning to coordinate a potential Phase II in coordination with the Community Development Department.
2. Successfully implement the construction of the Highway 36 and English Street tight-diamond interchange in 2013 with a focus in stakeholder outreach.
3. Maintain a steady Street Reconstruction program to revitalize older neighborhoods by replacing deteriorated streets and utilities, and meeting federal and state mandates by implementing stormwater best management practices.
4. Move the Living Streets Policy forward for official City Council adoption and revise the appropriate design standards, city codes, and policies to realize full implementation of the Living Streets approach for infrastructure addition and/or replacement.
5. Successful implementation of the new MS4 permit; including continuing the upgrade in internal tracking and enforcement on construction sites. Continue reductions of runoff volume and pollutant loading to the MS4 system through adherence to the Stormwater Ordinance and Standards.
6. Begin a detailed inspection and prioritization of stormwater ponds in order to implement a Pond Dredging program.
7. Coordinate maintenance efforts of personnel in sewer, streets, storm sewer and parks at current levels with maximum efficiency.
8. Continue Infiltration/Inflow Reduction Program in coordination with Street Reconstruction projects.
9. Continue delivery of a "Local Drainage Improvement" program to assist homeowners and businesses with local flooding and nuisance drainage issues.
10. Implement a Forestry program to more accurately track maintenance activities related to the urban forest including customer service, inspections, trimming maintenance, removals, and plantings.

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

Program Description

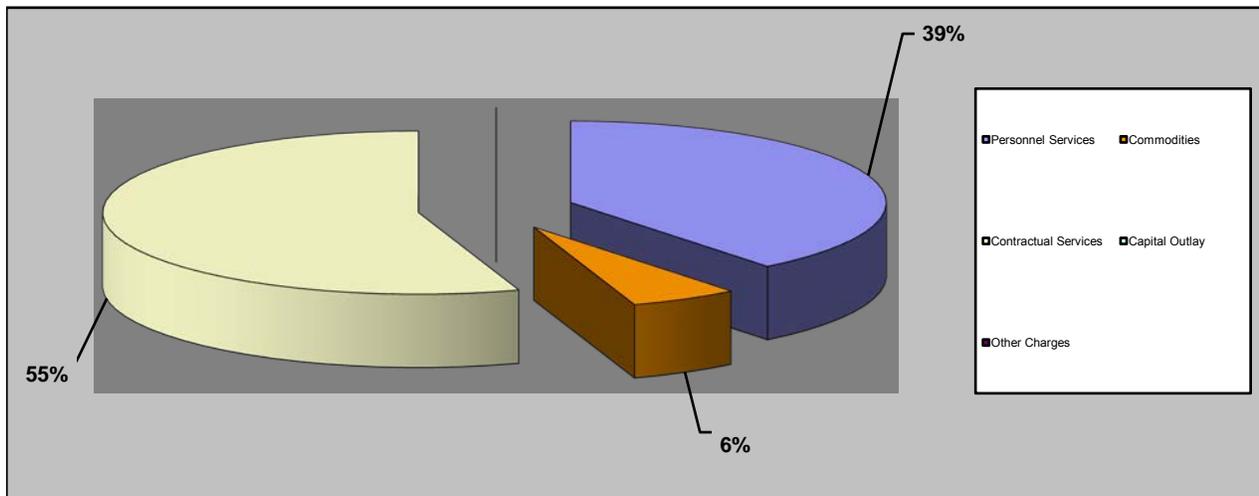
To provide accurate and timely administrative, clerical and financial support services for public works programs and to handle service requests, complaints and inquiries from the public in a courteous and helpful manner.

Program Expenditure Highlights

The reduction in personnel costs is a result of shifting employee time to other programs. An increase in equipment repair and maintenance costs is reflected in contractual services.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 149,032	\$ 112,597	\$ 88,830	\$ 79,440
Commodities	11,510	10,355	12,170	11,200
Contractual Services	81,078	135,109	106,330	111,460
Capital Outlay	-	-	-	-
Other Charges	-	75	-	-
Total	\$ 241,620	\$ 258,136	\$ 207,330	\$ 202,100
Percent Change	(-18.8%)	6.8%	(-19.7%)	(-2.5%)
 Full-Time Equivalent positions	 1.55	 1.18	 0.95	 0.85

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Council agenda reports	86	89	80	85
Informational mailings	82	84	85	85
Active projects	47	45	42	40
Neighborhood meetings	12	16	12	12
Web page updates	187	191	200	200
Permits issued	184	193	190	190
E-mails to web site requiring follow-up	73	76	85	85
<u>EFFECTIVENESS INDICATORS</u>				
Hits to City of Maplewood web page	158,060	167,780	168,000	170,000

COMMENTS

It is anticipated that the number of active projects will be slightly lower with permits issued remaining similar to recent years.

Department: Public Works
Program: Engineering

Fund # : 101
Program # : 503

Program Description

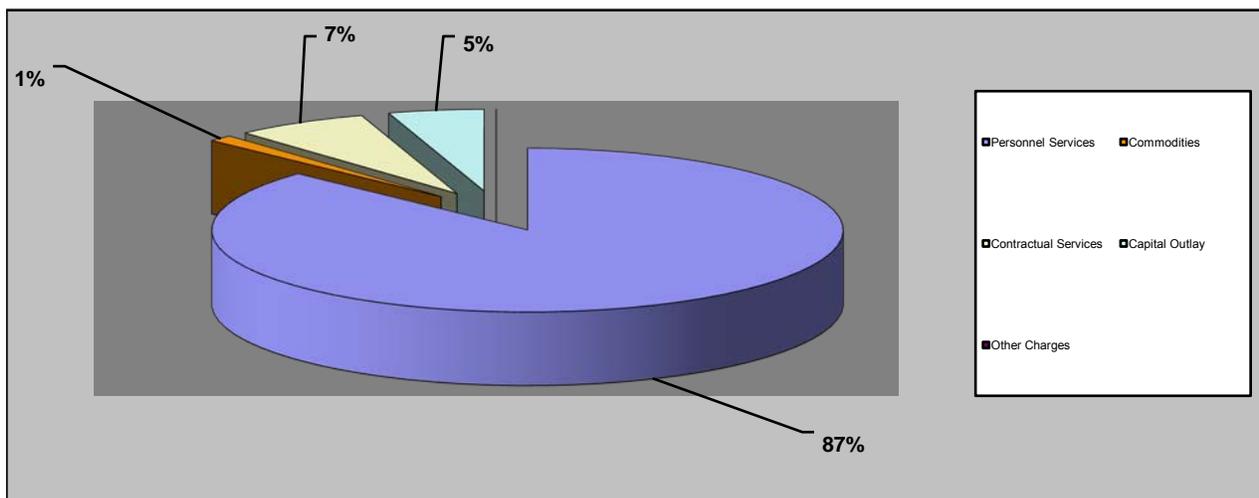
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.

Program Expenditure Highlights

The decrease in personnel services is due to eliminating a position which had time budgeted in this program and the Sanitary Sewer Operations program and shifting of employee time to other programs. Additional equipment costs have been included in the 2013 budget and increases are proposed for travel and training. Capital outlay consists of survey equipment costing \$37,500.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 902,595	\$ 842,621	\$ 760,190	\$ 667,250
Commodities	3,774	7,436	4,690	9,540
Contractual Services	49,028	37,469	44,470	52,330
Capital Outlay	-	-	-	37,500
Other Charges	-	-	-	-
Total	\$ 955,397	\$ 887,526	\$ 809,350	\$ 766,620
Percent Change	1.3%	(-7.1%)	(-8.8%)	(-5.3%)
Full-Time Equivalent positions	9.90	8.45	7.15	5.90

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$1,262,000	\$1,259,000	\$1,115,000	\$1,000,000
Improvements (engineered in-house only)	\$6.6 mil	\$7.4 mil	\$3.3 mil	\$4.4 mil
Improvements (in-house and consultants)	\$10.7 mil	\$14.5 mil	\$6.6 mil	\$16.3 mil
Billable hours	14,337	13,404	13,100	10,763
Total staff hours available	22,768	19,176	18,200	14,802
<u>EFFECTIVENESS INDICATORS</u>				
Staff utilization rate	63%	70%	72%	73%
Percent of improvement costs engineered in-house	62%	51%	50%	27%

COMMENTS

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

The reduction to the neighborhood street reconstruction is reflected in 2013. Engineering in 2013 is planning to perform in-house engineering on the neighborhood street reconstruction project, while focusing consultant efforts to public improvements such as Gladstone Savanna and the Highway 36 / English Street Interchange.

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

Program Description

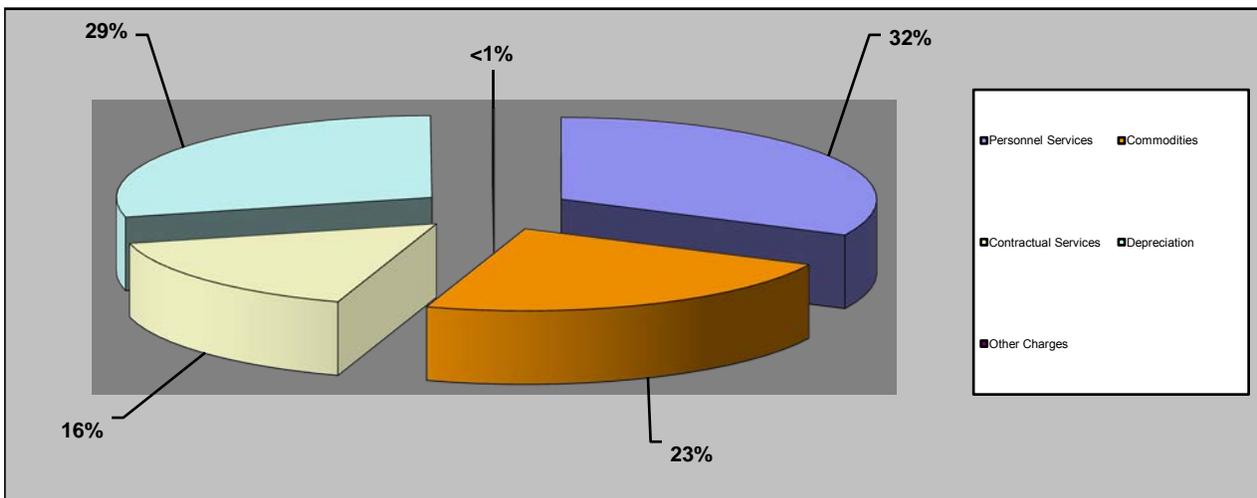
To maintain and repair the vehicles and equipment fleet so that other departments can perform their public services.

Program Expenditure Highlights

The decrease in personnel services is due to shifting employee time to other programs. Additional funds are proposed to be spent on supplies and vehicle and equipment repairs. Insurance costs are increasing by 19.6%.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 275,268	\$ 290,973	\$ 298,540	\$ 291,190
Commodities	201,358	196,372	196,910	205,820
Contractual Services	130,446	104,381	127,540	145,320
Depreciation	245,667	261,068	271,810	260,040
Other Charges	142	544	740	740
Total	\$ 852,881	\$ 853,338	\$ 895,540	\$ 903,110
Percent Change	9.1%	0.1%	4.9%	0.8%
Less charges to other depts.	(851,232)	(851,232)	(851,240)	(868,250)
Net Total	1,649	2,106	44,300	34,860
 Full-Time Equivalent positions	 3.50	 3.50	 3.50	 3.35

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total vehicles in fleet	263	262	262	264
Hours on work orders	3,175	3,732	3,400	3,600
Total staff hours	4,999	5,226	5,100	5,200
Number of work orders	1,715	1,852	1,720	1,775
Average age of equipment/vehicle	9.2	9.2	9.3	9.3
<u>EFFECTIVENESS INDICATORS</u>				
Percent of chargeable time	64%	71%	67%	69%
Work orders per vehicle	6.5	7.1	6.6	6.7

COMMENTS

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

Department: Public Works
Program: Forestry

Fund # : 101
Program # : 516

Program Description

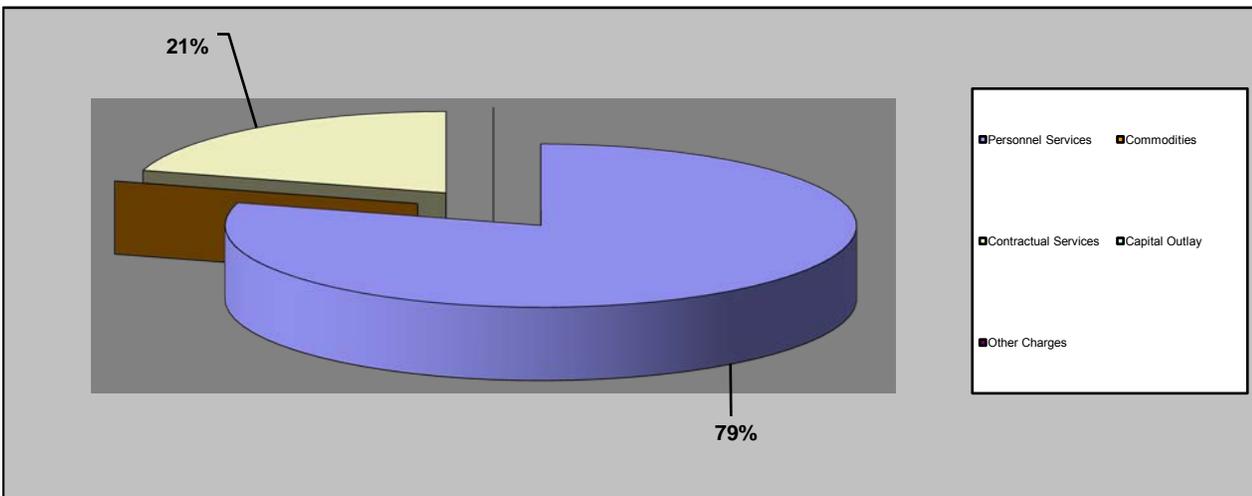
To maintain the City's urban forest which includes trimming, diseased tree removals and storm cleanup.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ 116,180
Commodities	-	-	-	-
Contractual Services	-	-	-	30,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 146,180
Percent Change	0.0%	0.0%	0.0%	0.0%
 Full-Time Equivalent positions	 -	 -	 -	 1.70

Program Expenditures by Classification



Department:	Public Works	Fund #:	101
Program:	Forestry	Program #:	516

Performance Measures		2011 Actual*	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of trees (city maintained parks and boulevards)	---	9,564	9,589	9,614
Number of calls for service	---	200	210	220
Number of site visits by tree inspector	---	75	80	85
Number of trees removed	---	238	245	150
Number of trees planted	---	164	275	200
<u>EFFECTIVENESS INDICATORS</u>				
Percent of service calls resolved	---	100%	100%	100%

COMMENTS

The forestry program is new this year. The program will allow enhanced tracking of activities related to the urban forest where the city has maintenance responsibilities. The program encompasses customer service, tree inspections, tree removals, and regular maintenance activities such as trimming and cleanup.

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

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

Department: Public Works
Program: Park Maintenance

Fund # : 101
Program # : 602

Program Description

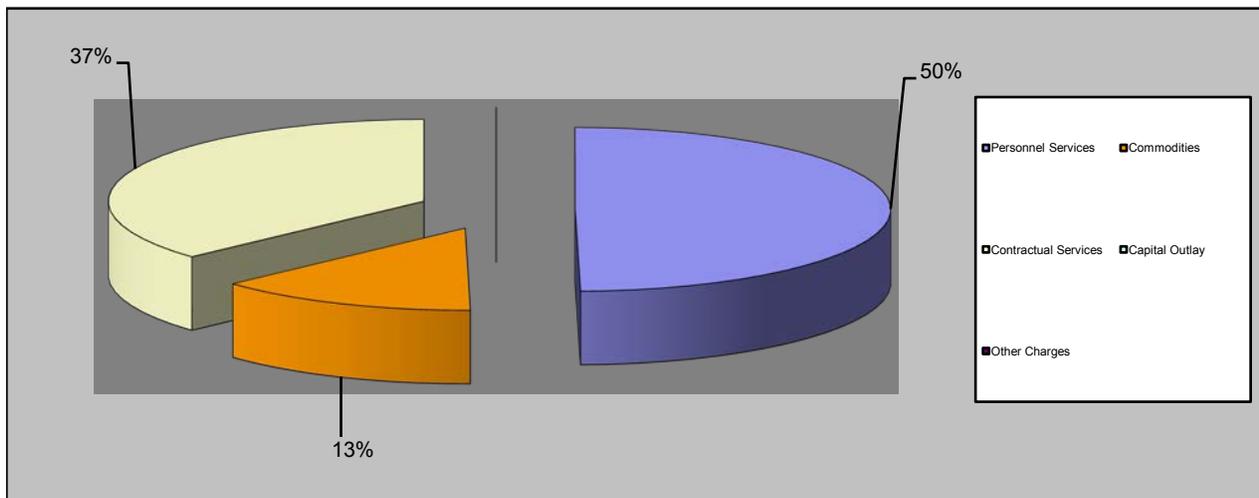
To preserve and maintain the parks, preserves, and campus grounds in a safe, clean and attractive condition for our city residents and visitors.

Program Expenditure Highlights

The decrease in personnel services is due to shifting employee time to other programs. Maintenance material costs are proposed to be reduced in 2013 while additional funding is included for repairing park equipment.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 524,826	\$ 490,146	\$ 470,830	\$ 459,550
Commodities	90,590	53,444	172,290	123,730
Contractual Services	304,623	316,667	328,320	340,750
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 920,039	\$ 860,257	\$ 971,440	\$ 924,030
Percent Change	0.9%	(-6.5%)	12.9%	(-4.9%)
Full-Time Equivalent positions	6.00	6.00	6.00	5.65

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of acres mowed	230	215	205	204
Number of work orders for removal of graffiti	45	48	45	45
Number of abatement actions for Code Enforcement	64	63	70	65
<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 and prepared for athletic activities. Park Maintenance also leads the effort in removal of graffiti in addition to working with Code Enforcement to abate nuisances as needed.

A conscious effort is being made to reduce mowing acreage annually with the creation of more natural areas consistent with a sustainability approach.

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 **Fund # : 601**
Program: Sanitary Sewer Operations **Program # : 508**

Program Description

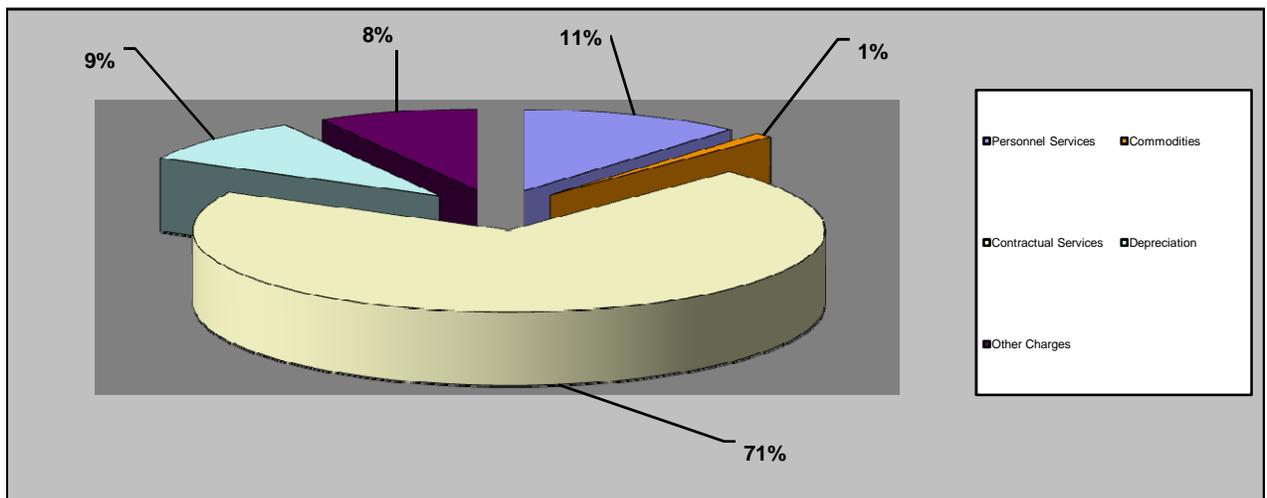
To clean , repair and operate the wastewater infrastructure to minimize interruptions to customers.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 458,683	\$ 484,003	\$ 509,070	\$ 474,270
Commodities	14,521	21,798	38,530	38,610
Contractual Services	2,823,576	2,851,174	2,757,180	2,936,370
Depreciation	362,365	362,869	367,970	381,410
Other Charges	331,501	333,286	324,630	340,130
Total	\$ 3,990,646	\$ 4,053,130	\$ 3,997,380	\$ 4,170,790
Percent Change	(-0.8%)	1.6%	(-1.4%)	4.3%
Full-Time Equivalent positions	6.05	5.84	5.70	5.55

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Feet of sewer cleaned	350,320	299,120	310,000	309,000
Hours of sewer cleaning	515	523	500	515
Feet of sewer televised	44,045	76,972	50,000	60,000
Total miles of sewer	155	155	155	155
Sewage volume (MG)	1,625	1,625	1,625	1,625
<u>EFFECTIVENESS INDICATORS</u>				
Percent of system cleaned	40%	37%	38%	38%
Percent of system televised	5.4%	9.4%	6.1%	6.1%
Number of backup calls	53	44	40	40
Number of obstructions in sewer main	4	5	5	5
<u>EFFICIENCY MEASURES</u>				
Feet cleaned per hour	680	572	620	600

COMMENTS

Feet of sewer cleaned in 2011 is down slightly due to more intensive cleaning in identified priority locations. The goal of cleaning the entire system on a 3 year schedule continues to be met.

Department: Public Works
Program: Snow and Ice Control

Fund # : 101
Program # : 514

Program Description

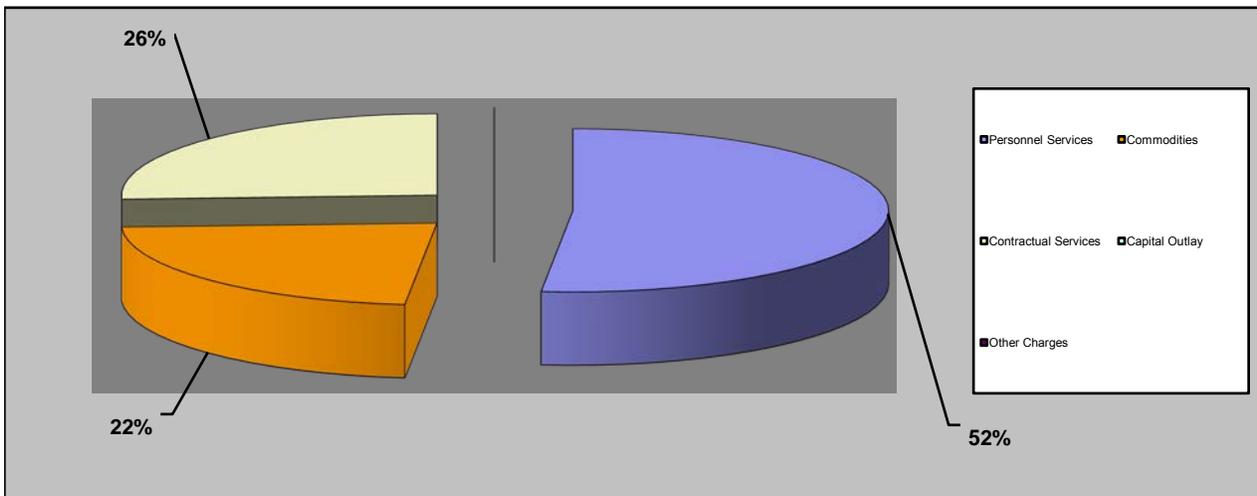
To provide safe winter driving conditions for the community through timely plowing and chemical applications completed within 8 hours after a 3+ inch snowfall; and plow all trails and sidewalks within 48 hours after the completion of all street operations.

Program Expenditure Highlights

The decrease in personnel services is due to the shifting of employee time to other programs.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 225,079	\$ 188,742	\$ 202,570	\$ 192,740
Commodities	40,521	95,198	81,650	84,400
Contractual Services	93,176	92,688	93,600	96,260
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 358,776	\$ 376,628	\$ 377,820	\$ 373,400
Percent Change	18.7%	5.0%	0.3%	(-1.2%)
 Full-Time Equivalent positions	 1.90	 2.20	 2.20	 2.00

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Hours of plowing and deicing	1,671	1,088	1,400	1,400
Number of plowing events	16	12	15	16
Hours of deicing	240	312	300	315
Number of deicing events	11	14	15	14
Lane miles maintained	270	271	271	271
Inches of snowfall	68	52.5	50	60
<u>EFFECTIVENESS INDICATORS</u>				
Dollars per lane-mile	\$1,329	\$1,390	\$1,394	\$1,378
<u>EFFICIENCY MEASURES</u>				
Average hours to plow event	8.9	7.2	7.7	7.3
Employee hours per deicing event	21.8	22.2	20	22.5

COMMENTS

This program remains very efficient. The department continues to cross-train employees within the department to assist in snow plow operations. The quicker plow event response reflects the increased available personnel in Public Works.

Department: Public Works
Program: Storm Sewer Maintenance

Fund # : 604
Program # : 512

Program Description

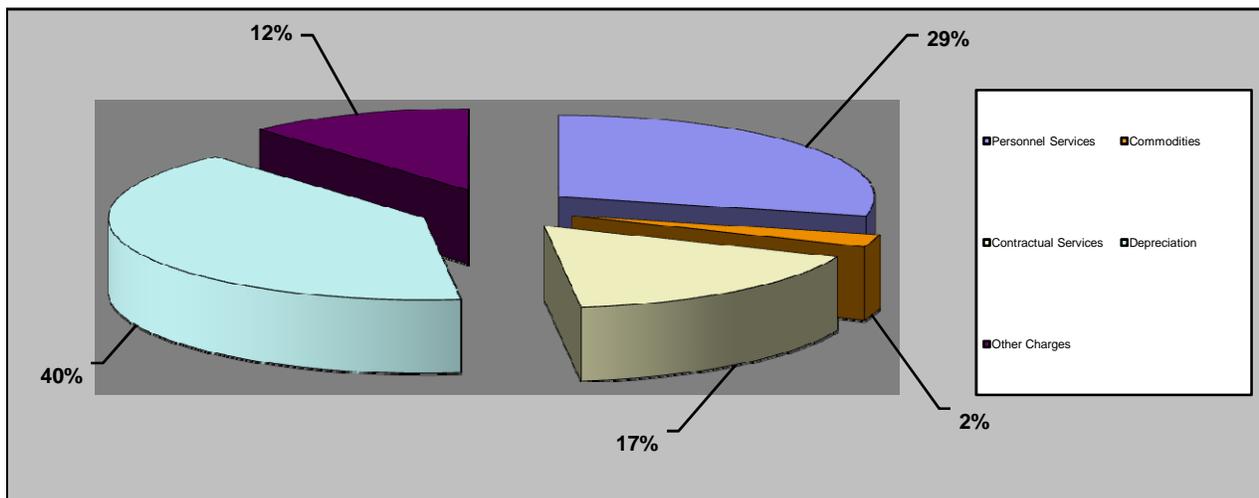
To protect the environment and public safety by providing an adequate storm water system and wetland management program that addresses and enhances the treatment of storm water runoff.

Program Expenditure Highlights

Beginning in 2012, costs from this program have been transferred to the newly created planning program within the Environmental Utility Fund.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 505,774	\$ 567,329	\$ 364,220	\$ 342,240
Commodities	19,415	21,852	16,100	29,500
Contractual Services	230,348	192,480	187,560	202,240
Depreciation	438,285	480,700	438,290	480,700
Other Charges	71,165	94,698	124,710	137,220
Total	\$ 1,264,987	\$ 1,357,059	\$ 1,130,880	\$ 1,191,900
Percent Change	7.5%	7.3%	(-16.7%)	5.4%
Full-Time Equivalent positions	5.40	5.90	3.80	3.40

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total water bodies	208	275	275	275
Water bodies inspected	0	186	40	40
Total outfalls	405	440	440	440
Outfalls inspected	0	313	63	63
Employee hours of inspection (water bodies and outfalls)	114	192	40	40
Total sump structures	144	147	149	151
Sump structures inspected	144	147	149	151
Sump structures cleaned	58	97	60	60
Tons of sediment removed from sumps	43	92	60	60
<u>EFFECTIVENESS INDICATORS</u>				
Percent of devices maintained	100%	100%	100%	100%
<u>EFFICIENCY MEASURES</u>				
Number of hours/water body	0	1	1	1

COMMENTS

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

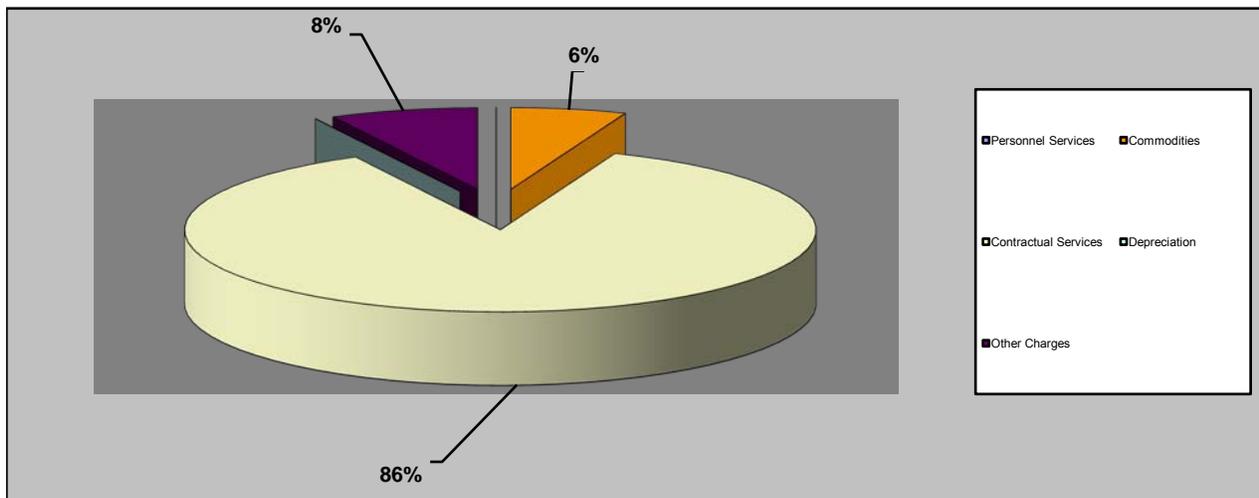
Program Expenditure Highlights

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).

The commodities line item consists of replacing 3 light fixtures in the City during 2013.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	13,500
Contractual Services	166,369	181,338	193,870	197,240
Depreciation	-	-	-	-
Other Charges	10,155	14,037	16,300	17,300
Total	\$ 176,524	\$ 195,375	\$ 210,170	\$ 228,040
Percent Change	(-4.5%)	10.7%	7.6%	8.5%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of street lights	1,070	1,104	1,110	1,110
Number of traffic signals	49	51	51	51
<u>EFFECTIVENESS INDICATORS</u>				
Average cost per street light	\$165	\$177	\$189	\$205

COMMENTS

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

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

Program Description

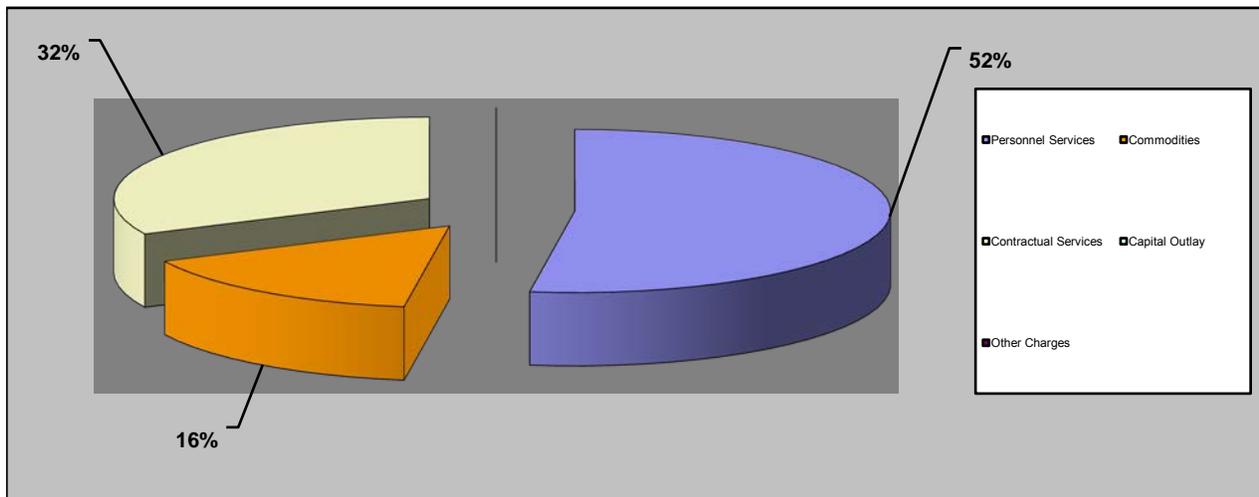
To keep the city streets in a safe and good condition through timely maintenance.

Program Expenditure Highlights

There is a shift of expenditures out of this program in 2013 to the newly created forestry program.

<u>Program Expenditures</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Personnel Services	\$ 360,555	\$ 402,239	\$ 409,670	\$ 393,670
Commodities	90,357	103,884	138,560	117,100
Contractual Services	235,818	227,891	257,460	242,050
Capital Outlay	-	5,444	-	-
Other Charges	285	-	-	-
Total	\$ 687,015	\$ 739,458	\$ 805,690	\$ 752,820
Percent Change	(-2.1%)	7.6%	9.0%	(-6.6%)
 Full-Time Equivalent positions	 4.25	 4.70	 4.70	 4.50

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total lane miles of streets	270	271	271	271
Lane miles assessed/rated	26	57	68	68
Lane miles above 70 PCI	171	175	182	186
Tonnage of repair material	592	730	500	500
<u>EFFECTIVENESS INDICATORS</u>				
Percent in good condition	63%	65%	67%	69%
Percent of system assessed	10%	21%	25%	25%

COMMENTS

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

Department: Public Works
Program: Street Sweeping

Fund # : 604
Program # : 513

Program Description

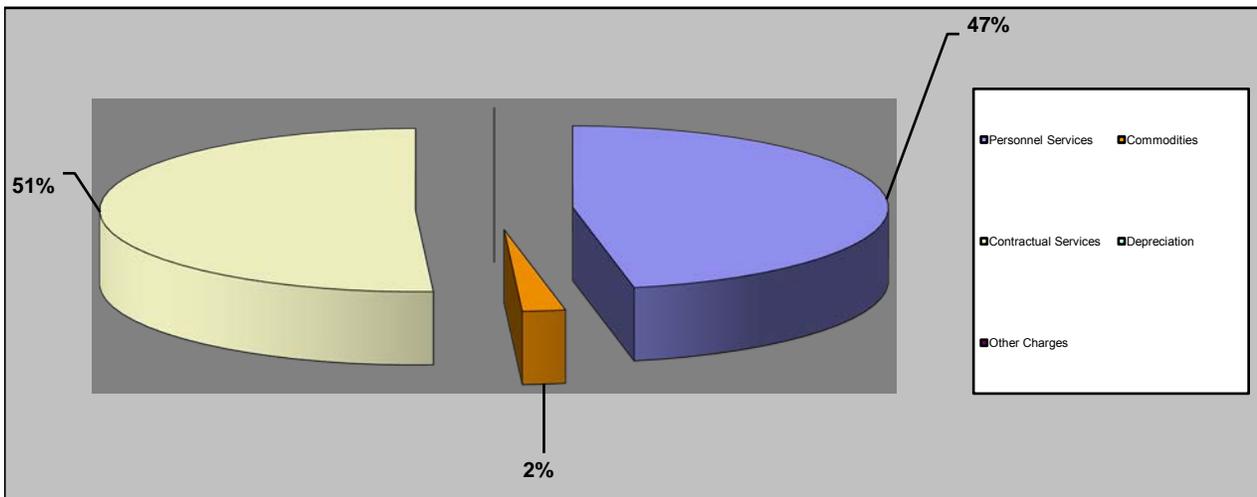
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street five times per year.

Program Expenditure Highlights

Personnel services is decreasing due to shifting employee time to other programs.

<u>Program Expenditures</u>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>
Personnel Services	\$ 87,871	\$ 91,650	\$ 102,100	\$ 85,640
Commodities	1,430	1,830	3,450	4,000
Contractual Services	90,173	89,713	92,260	92,980
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 179,474	\$ 183,193	\$ 197,810	\$ 182,620
Percent Change	(-1.2%)	2.1%	8.0%	(-7.7%)
 Full-Time Equivalent positions	 1.05	 1.15	 1.15	 0.95

Program Expenditures by Classification



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

Performance Measures	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total lane miles	270	271	271	271
Lane miles swept	1,215	1,390	1,390	1,390
Employee hours sweeping	1,457	1,487	1,500	1,500
Tonnage collected	1,823	1,891	1,400	1,400
<u>EFFECTIVENESS INDICATORS</u>				
Times swept per year	4.5	5	5	5
1 st sweep completion date	4/6	4/21	4/15	4/15
<u>EFFICIENCY MEASURES</u>				
Cost per lane mile swept	\$148	\$132	\$142	\$131
Cost per capita	\$4.72	\$4.81	\$5.19	\$4.78

COMMENTS

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

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

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

2010 – 38,018
 2011 – 38,068
 2012 – 38,118
 2013 – 38,168



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.

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

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 RE-EST.	2013 BUDGET
Revenues:					
Taxes - current property	\$11,809,686	\$12,509,345	\$11,774,800	\$11,973,090	\$12,153,860
Taxes - other	162,637	123,931	135,880	148,520	148,520
Special assessments	31,537	20,365	32,120	25,160	25,160
Licenses and permits	1,131,215	1,158,253	1,104,710	1,352,480	1,329,250
Fines and forfeits	225,774	257,301	216,480	229,520	229,520
Intergovernmental	879,306	996,468	983,080	858,340	878,850
Charges for services	3,419,476	3,654,689	3,571,260	3,494,340	3,206,300
Miscellaneous	162,067	69,170	95,920	107,440	111,540
Total revenues	17,821,697	18,789,522	17,914,250	18,188,890	18,083,000
Expenditures:					
Citizen Services	1,092,598	1,027,536	1,077,510	1,090,270	1,110,930
Community Development	1,107,834	1,067,328	1,104,460	1,106,200	1,202,880
Executive	783,067	882,976	841,190	835,450	904,190
Finance	680,106	689,274	757,240	741,500	772,230
Fire	1,692,396	1,748,546	1,757,410	1,770,310	1,817,360
Information Technology	486,963	490,860	548,720	582,750	569,840
Legislative	144,742	143,041	160,530	157,210	155,660
Parks	450,006	464,591	477,620	467,400	479,210
Police	7,399,878	7,791,214	8,045,710	7,999,060	8,228,280
Public Works	3,162,847	3,122,005	3,171,630	3,213,340	3,165,150
Total expenditures	17,000,437	17,427,371	17,942,020	17,963,490	18,405,730
Excess (deficit) of revenues over expenditures	821,260	1,362,151	(27,770)	225,400	(322,730)
Other financing sources (uses):					
Proceeds - Sale of Capital Assets	76,292	59,822	55,900	55,120	34,740
Operating transfers in (out):					
Ambulance Service Fund	0	0	0	(100,000)	0
Capital Improvement Projects Fund	0	(50,000)	0	0	0
Community Center Operations Fund	0	(211,000)	0	(62,450)	(250,000)
Debt Service Fund	0	0	0	(119,880)	0
Information Technology Fund	0	(85,235)	0	(50,000)	0
Risk Management Fund	(75,000)	(60,000)	0	0	0
Park Development Fund (equipment)	12,000	(30,000)	(30,000)	(80,000)	0
Public Safety Expansion Fund	0	(270,000)	0	0	0
Open Space Fund	0	(5,000)	(5,000)	5,000	0
Housing Replacement Fund	0	(30,000)	(10,000)	(10,000)	0
Commercial Property Redevelopment	0	(30,000)	(10,000)	(10,000)	0
PIP fund	11,060	0	0	0	0
Taste of Maplewood	(80,411)	(6,407)	(19,500)	(15,000)	(19,500)
Public Safety Communication System Fund	40,517	0	0	0	0
Recreation Programs Fund	0	(16,860)	0	0	0
Total other financing sources (uses)	(15,542)	(734,679)	(18,600)	(387,210)	(234,760)
Net change in fund balance	805,719	627,472	(46,370)	(161,810)	(557,490)
Fund balance - January 1	6,512,136	7,317,855	7,214,735	7,945,327	7,783,517
Fund balance - December 31	\$7,317,855	\$7,945,327	\$7,168,365	\$7,783,517	\$7,226,027
Fund balance/revenues	41.1%	42.3%	40.0%	42.8%	40.0%
Fund balance/expenditures	43.0%	45.6%	40.0%	43.3%	39.3%

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Taxes:</u>					
Taxes - charitable gambling	21,479	21,728	20,000	20,000	20,000
<u>Miscellaneous Revenue:</u>					
Investment earnings	28	-	-	-	-
Total revenues	21,507	21,728	20,000	20,000	20,000
<u>Expenditures:</u>					
Fees for service	17,564	23,492	25,000	27,680	30,000
Outside rental - property & building	3,240	-	5,000	-	-
Investment management fees	115	-	120	-	-
Total expenditures	20,919	23,492	30,120	27,680	30,000
Excess (deficit) of revenue over expenditures	589	(1,764)	(10,120)	(7,680)	(10,000)
Fund balance - January 1	26,933	27,521	22,322	25,758	18,078
Fund balance - December 31	27,521	25,758	12,202	18,078	8,078

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>					
3011 Current	-	-	-	-	87,140
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	-	3,232	6,710	6,710	5,260
3809 Miscellaneous	1,000	-	-	-	-
Total revenues	<u>1,000</u>	<u>3,232</u>	<u>6,710</u>	<u>6,710</u>	<u>92,400</u>
<u>Expenditures:</u>					
Commodities	-	-	-	-	1,000
Contractual services	-	-	-	-	12,000
4720 Land improvement	-	-	-	-	50,000
4930 Investment management fees	-	-	3,200	3,200	2,500
Total expenditures	<u>-</u>	<u>-</u>	<u>3,200</u>	<u>3,200</u>	<u>65,500</u>
Excess (deficit) of revenue over expenditures	1,000	3,232	3,510	3,510	26,900
Fund balance - January 1	-	1,000	4,230	4,232	7,742
Fund balance - December 31	<u>1,000</u>	<u>4,232</u>	<u>7,740</u>	<u>7,742</u>	<u>34,642</u>

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Fines and Forfeits:</u>					
Confiscated property	4,963	19,126	5,660	5,660	5,660
<u>Miscellaneous Revenue:</u>					
Investment earnings	43	74	100	100	80
Sale of property	19,271	-	-	-	-
Total revenues	24,277	19,200	5,760	5,760	5,740
<u>Expenditures:</u>					
Program supplies	-	355	-	-	-
Fees for service	-	75	-	-	-
Vehicles	36,606	22,384	-	-	31,000
Investment management fees	175	116	80	80	60
Total expenditures	36,781	22,929	80	80	31,060
Excess (deficit) of revenue over expenditures	(12,504)	(3,729)	5,680	5,680	(25,320)
Fund balance - January 1	41,097	28,594	17,604	24,864	30,544
Fund balance - December 31	28,594	24,864	23,284	30,544	5,224

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

	2010	2011	2012	2012	2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	RE-EST.	
<u>Taxes:</u>					
Taxes	251,840	218,691	168,000	168,000	170,830
<u>Intergovernmental Revenue:</u>					
Other government - JPA	-	23,015	25,000	25,000	22,000
<u>Charges for Services:</u>					
Recreation program fees	340,523	417,312	421,420	421,420	453,370
Gate receipts	208	249	-	-	-
Miscellaneous	175	-	600	600	300
<u>Miscellaneous Revenue:</u>					
Investment earnings	(23)	334	-	-	-
Miscellaneous	(121)	(188)	-	-	-
Advertising	-	6,100	-	-	6,000
Snack bar sales	3,579	2,555	3,000	3,000	3,100
Rentals - room	39,538	70,540	40,000	40,000	105,400
Total revenues	635,720	738,608	658,020	658,020	761,000
Total expenditures	545,546	686,555	727,110	727,110	757,930
Excess (deficit) of revenue over expenditures	90,174	52,053	(69,090)	(69,090)	3,070
<u>Other financing sources (uses):</u>					
Transfers in (out)					
General fund	-	16,860	-	-	-
Net increase (decrease) in fund balance	90,174	68,913	(69,090)	(69,090)	3,070
Fund balance - January 1	(18,163)	72,012	133,752	140,924	71,834
Fund balance - December 31	72,012	140,924	64,662	71,834	74,904

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Licenses and Permits:</u>					
Miscellaneous	13,408	4,225	6,500	1,350	1,500
<u>Miscellaneous Revenue:</u>					
Investment earnings	(41)	6	-	-	-
Other	1,185	-	-	-	-
Advertising	16,600	13,750	15,000	2,100	13,500
Total revenues	31,152	17,981	21,500	3,450	15,000
<u>Expenditures:</u>					
Personnel	5,659	3,256	-	-	2,920
Commodities	7,464	365	-	270	800
Contractual services	79,060	21,338	41,000	18,100	30,700
Investment management fees	-	10	-	-	-
Total expenditures	92,184	24,968	41,000	18,370	34,420
Excess (deficit) of revenue over expenditures	(61,032)	(6,987)	(19,500)	(14,920)	(19,420)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
General fund	80,411	6,407	19,500	15,000	19,500
Net increase (decrease) in fund balance	19,379	(581)	-	80	80
Fund balance - January 1	(18,797)	582	98	2	82
Fund balance - December 31	582	2	98	82	162

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Intergovernmental:</u>					
<u>Miscellaneous Revenue:</u>					
Investment earnings	27	46	30	80	120
Donations and contributions	-	-	-	300	-
Tree preservation revenue	250	29,720	10,000	-	-
Total revenues	277	29,766	10,030	380	120
<u>Expenditures:</u>					
Personnel	-	2,264	-	-	1,080
Miscellaneous commodities	6,263	2,842	6,200	6,200	3,000
Insurance	-	37	-	-	-
Vehicle allowance	190	190	190	190	-
Consulting	2,306	8,850	6,700	6,700	1,000
Investment management fees	108	71	110	110	110
Total expenditures	8,867	14,254	13,200	13,200	5,190
Excess (deficit) of revenue over expenditures	(8,590)	15,512	(3,170)	(12,820)	(5,070)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Public Improvement Projects	-	-	-	(25,000)	-
Net increase (decrease) in fund balance	(8,590)	15,512	(3,170)	(37,820)	(5,070)
Fund balance - January 1	23,751	15,161	3,661	30,673	(7,147)
Fund balance - December 31	15,161	30,673	491	(7,147)	(12,217)



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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Operating revenues:					
Ambulance fees	1,683,496	1,719,454	1,907,410	1,907,410	1,936,020
Miscellaneous	6,111	7,903	-	-	-
Total revenues	<u>1,689,607</u>	<u>1,727,356</u>	<u>1,907,410</u>	<u>1,907,410</u>	<u>1,936,020</u>
Operating expenses:					
Personnel services	1,479,046	1,559,158	1,535,380	1,512,830	1,496,230
Commodities	119,308	115,680	119,350	119,350	119,350
Contractual services	397,099	390,887	430,400	430,400	431,500
Administration	320,320	320,320	320,320	220,320	212,030
Depreciation	61,292	54,593	54,590	54,590	66,650
Total expenses	<u>2,377,066</u>	<u>2,440,639</u>	<u>2,460,040</u>	<u>2,337,490</u>	<u>2,325,760</u>
Operating income (loss)	(687,458)	(713,282)	(552,630)	(430,080)	(389,740)
Nonoperating revenues (expenses):					
Property taxes	(31)	221	336,000	336,000	439,280
Special assessments	1,135	54	1,160	1,160	-
Federal grants	-	134,809	-	-	-
State fire aid	71,993	80,466	65,520	87,300	94,170
Gain/(loss) on disposal of property	(4,648)	-	-	-	-
Investment earnings	(2,216)	(6,852)	(9,500)	(11,350)	(11,000)
Total nonoperating revenues (expenses)	<u>66,232</u>	<u>208,698</u>	<u>393,180</u>	<u>413,110</u>	<u>522,450</u>
Net income (loss) before contributions and transfers	(621,226)	(504,585)	(159,450)	(16,970)	132,710
Change in net assets	<u>(621,226)</u>	<u>(504,585)</u>	<u>(159,450)</u>	<u>(16,970)</u>	<u>132,710</u>
Net assets - January 1	(323,691)	(944,917)	(1,478,287)	(1,449,502)	(1,466,472)
Net assets - December 31	<u>(944,917)</u>	<u>(1,449,502)</u>	<u>(1,637,737)</u>	<u>(1,466,472)</u>	<u>(1,333,762)</u>

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	(621,226)	(504,585)	(159,450)	(16,970)	132,710
Add depreciation	61,292	54,593	54,590	54,590	66,650
Change in current assets	14,218	276,896	-	-	-
Change in current liabilities	(9,270)	77,855	-	-	-
Purchase of fixed assets	(44,323)	(120,533)	-	-	-
Sale of fixed assets/non-cash activity	5,716	-	-	-	-
Net increase (decrease) in cash	<u>(593,592)</u>	<u>(215,772)</u>	<u>(104,860)</u>	<u>37,620</u>	<u>199,360</u>
Cash balance - January 1	(1,608,721)	(2,202,313)	(2,674,393)	(2,418,085)	(2,380,465)
Cash balance - December 31	<u>(2,202,313)</u>	<u>(2,418,085)</u>	<u>(2,779,253)</u>	<u>(2,380,465)</u>	<u>(2,181,105)</u>

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Operating revenues:</u>					
001 Memberships and daily fees	1,166,724	1,097,242	1,229,400	1,129,400	1,129,400
002 Concessions	243,705	198,667	242,700	242,700	210,450
003 Marketing	1,932	4,498	-	-	1,750
021 Theater fees	79,168	75,049	110,000	110,000	75,000
022 Banquet room fees	112,718	147,600	139,000	139,000	167,500
023 Day care fees	6,592	-	-	-	9,700
024 Birthday Parties	18,309	19,173	14,000	14,000	24,000
025 Pre-School Programs	121,756	109,046	135,220	135,220	128,750
026 Lock-Ins	-	10,288	8,000	8,000	9,000
058 ISD 622 Aquatics	-	-	-	-	33,000
059 Carver Lake Beach	-	1,516	-	-	-
060 Silver Lake Beach	11,800	12,200	16,500	16,500	15,100
061 Pool fees	13,599	11,618	9,000	9,000	13,950
062 Gym fees	27,154	15,268	15,390	15,390	19,850
063 Raquetball Rooms	3,390	3,240	2,600	2,600	3,450
064 Exercise fees	8,967	25,256	17,500	17,500	23,200
065 Massage room	23,465	37,218	28,000	28,000	39,500
068 Mahtomedi aquatics	24,500	22,000	22,000	22,000	22,000
069 Specialty Classes - Progressive	15,642	1,519	7,500	7,500	11,750
070 Personal Training	7,399	24,106	19,000	19,000	24,500
071 Group Fitness - Fee Based	11,537	21,315	14,000	14,000	18,500
072 Guitar Program	3,354	2,258	4,250	4,250	4,250
073 MCC Ballroom Dance	2,742	1,530	2,100	2,100	2,100
074 Karate	8,579	10,481	8,750	8,750	9,750
075 MCC Gym Programs	5,547	3,240	4,000	4,000	4,000
076 Tai Chi	1,813	1,938	2,000	2,000	2,400
077 Senior Programs	394	2,347	3,000	3,000	5,250
078 Golf	390	-	-	-	1,900
Total revenues	1,921,175	1,858,612	2,053,910	1,953,910	2,010,000
<u>Operating expenses:</u>					
001 Office	616,048	673,548	613,150	605,650	547,650
002 Admission desk/concessions	123,058	104,265	72,250	67,250	70,550
003 Marketing	59,613	78,589	53,980	72,480	44,000
021 Theater	30,951	44,388	43,450	30,950	25,990
022 Banquet room	26,724	29,063	26,560	24,560	27,770
023 Day care	23,174	-	-	-	36,660
024 Birthday Parties	12,020	-	-	-	2,750
025 Pre-School Programs	43,460	39,924	44,190	42,190	42,860
026 Lock Ins	-	-	-	-	750
059 Carver Lake Beach	-	1,035	-	-	-
060 Silver Lake Beach	7,902	9,521	9,750	9,750	10,730
061 Pool	273,637	264,669	266,240	251,240	254,940
062 Gym	5,815	4,075	3,810	3,810	4,360
063 Raquetball rooms	125	133	300	300	300
064 Exercise programs	149,622	169,774	180,910	190,410	254,540
065 Massage room	19,066	26,083	22,750	22,750	27,000
067 White Bear Township aquatics	1,010	97	-	-	-
068 Mahtomedi aquatics	9,706	10,544	10,030	10,030	10,960
069 Specialty classes - progressive	15,153	5,503	3,900	3,900	4,380
070 Personal Training	9,597	14,570	13,730	13,730	18,840
071 Group Fitness - fee based	6,809	14,677	8,250	8,250	11,000
072 Guitar Program	2,011	1,464	2,280	2,280	2,000
073 MCC Ballroom Dance	1,888	911	1,200	1,200	1,500
074 Karate	4,296	5,018	4,300	4,300	6,250
075 MCC Gym Programs	2,782	1,784	-	-	2,750
076 Tai Chi	1,235	1,188	1,140	1,140	1,500
077 Senior Programs	1,801	330	2,560	1,560	3,880
078 Golf	804	-	-	-	1,100
614 Building maintenance	896,139	927,877	925,760	892,760	870,600
Total expenses	2,344,446	2,429,031	2,310,490	2,260,490	2,285,610
Operating income (loss)	(423,271)	(570,419)	(256,580)	(306,580)	(275,610)

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Nonoperating revenues (expenses):					
Property taxes	208,597	329,349	442,000	442,000	449,040
Miscellaneous revenues (expenses)	(1,058)	1,115	-	-	-
Depreciation	(293,401)	(293,865)	(293,870)	(293,870)	(275,070)
Extraordinary items	-	(170,468)	(25,000)	(25,000)	(80,000)
Investment earnings	(491)	(2,109)	(5,000)	(5,000)	(7,130)
Total nonoperating revenues (expenses)	<u>(86,353)</u>	<u>(135,979)</u>	<u>118,130</u>	<u>118,130</u>	<u>86,840</u>
Net income (loss) before contributions and transfers	(509,624)	(706,397)	(138,450)	(188,450)	(188,770)
Transfers in (out):					
General Fund	-	211,000	-	-	250,000
Change in net assets	<u>(509,624)</u>	<u>(495,397)</u>	<u>(138,450)</u>	<u>(188,450)</u>	<u>61,230</u>
Net assets - January 1	8,057,063	7,547,439	7,264,709	7,052,042	6,863,592
Net assets - December 31	<u><u>7,547,439</u></u>	<u><u>7,052,042</u></u>	<u><u>7,126,259</u></u>	<u><u>6,863,592</u></u>	<u><u>6,924,822</u></u>

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	(509,624)	(706,397)	(138,450)	(188,450)	(188,770)
Add depreciation	293,401	293,865	293,870	293,870	275,070
Change in deferred revenue	-	(27,102)	-	-	-
Change in current assets	(1,334)	(7,485)	-	-	-
Change in current liabilities	(762)	(11,174)	-	-	-
Purchase of fixed assets	(9,158)	(48,572)	-	-	(250,000)
Transfers in (out)	-	211,000	-	-	250,000
Net increase (decrease) in cash	<u>(227,477)</u>	<u>(295,866)</u>	<u>155,420</u>	<u>105,420</u>	<u>86,300</u>
Cash balance - January 1	(295,209)	(522,686)	(549,576)	(818,552)	(713,132)
Cash balance - December 31	<u><u>(522,686)</u></u>	<u><u>(818,552)</u></u>	<u><u>(394,156)</u></u>	<u><u>(713,132)</u></u>	<u><u>(626,832)</u></u>

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Operating revenues:					
Environmental utility charges	1,736,452	1,899,240	2,011,520	2,011,520	2,212,670
Total revenues	1,736,452	1,899,240	2,011,520	2,011,520	2,212,670
Operating expenses:					
Nature center	69,710	67,233	73,170	73,170	78,290
Planning	-	-	285,590	285,590	288,600
Storm sewer maintenance	714,820	741,272	527,880	857,440	527,780
Street sweeping	179,474	183,193	197,810	197,810	182,620
Billing	40,716	40,389	40,000	41,000	46,200
Administration	69,400	92,300	122,760	122,760	136,370
Depreciation	438,285	480,700	438,290	438,290	480,700
Total expenses	1,512,404	1,605,087	1,685,500	2,016,060	1,740,560
Operating income (loss)	224,047	294,153	326,020	(4,540)	472,110
Nonoperating revenues (expenses):					
Special assessments	31,084	-	-	-	-
Investment earnings	438	1,545	2,610	2,610	1,150
Miscellaneous income	-	542	-	-	-
Gain/(loss) on disposal of property	(30,653)	(30,884)	-	-	-
Investment management fees	(1,766)	(2,397)	(1,950)	(1,950)	(850)
Total nonoperating revenues (expenses)	(896)	(31,195)	660	660	300
Net income (loss) before contributions and transfers	223,151	262,958	326,680	(3,880)	472,410
Transfers in (out):					
Public Improvement Projects fund (net)	(397,298)	(1,936,980)	(396,200)	(550,000)	(100,000)
Amount to be bonded for	-	1,910,200	-	-	-
Debt Service	(174,650)	(193,050)	(301,460)	(301,460)	(399,690)
Storm Cleanup	-	(100,000)	-	-	(70,000)
City Dump Remediation	-	(29,000)	(50,000)	(136,000)	-
Fire Training Facility	(15,000)	(235,000)	-	-	-
Park Development	-	(25,000)	(100,000)	-	-
Capital contributions	1,342,559	2,607,468	-	-	-
Change in net assets	978,762	2,261,596	(520,980)	(991,340)	(97,280)
Net assets - January 1	17,902,765	18,881,528	18,343,248	21,143,124	20,151,784
Net assets - December 31	18,881,528	21,143,124	17,822,268	20,151,784	20,054,504

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	223,151	262,958	326,680	(3,880)	472,410
Add depreciation	438,285	480,700	438,290	438,290	480,700
Change in current assets	(41,121)	(20,247)	-	-	-
Change in current liabilities	(12,965)	5,027	-	-	-
Sale of fixed assets/non-cash activity	30,653	30,884	-	-	-
Transfers in (out)	(586,948)	(608,830)	(847,660)	(987,460)	(569,690)
Net increase (decrease) in cash	51,056	150,493	(82,690)	(553,050)	383,420
Cash balance - January 1	151,092	202,149	143,869	352,641	(200,409)
Cash balance - December 31	202,149	352,641	61,179	(200,409)	183,011

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Operating revenues:</u>					
County - other grants	73,475	77,683	73,480	73,480	77,680
Recycling charges	394,433	411,610	414,150	414,150	476,270
Trash fees	-	-	-	-	85,000
Total revenues	467,908	489,293	487,630	487,630	638,950
<u>Operating expenses:</u>					
Personnel services	64,673	77,093	81,230	81,230	82,830
Commodities	2,282	11,960	10,400	453,460	4,500
Contractual services	399,246	459,952	513,880	521,670	402,690
Administration	39,330	49,290	49,290	49,290	49,580
Total expenses	505,530	598,294	654,800	1,105,650	539,600
Operating income (loss)	(37,622)	(109,002)	(167,170)	(618,020)	99,350
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	584	1,223	1,360	1,600	1,300
Miscellaneous	6,442	2,588	-	-	-
Investment management fees	(2,352)	(1,897)	(1,020)	(1,200)	(970)
Bond sale proceeds (net)	-	-	-	449,320	-
Total nonoperating revenues (expenses)	4,674	1,913	340	449,720	330
Net income (loss) before contributions and transfers	(32,948)	(107,089)	(166,830)	(168,300)	99,680
<u>Transfers in (out):</u>					
Debt Service (2012A Bonds)	-	-	-	-	(77,960)
Change in net assets	(32,948)	(107,089)	(166,830)	(168,300)	21,720
Net assets - January 1	531,507	498,559	321,519	391,471	223,171
Net assets - December 31	498,559	391,471	154,689	223,171	244,891

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	(32,948)	(107,089)	(166,830)	(168,300)	99,680
Change in current assets	7,321	(3,250)	-	-	-
Change in current liabilities	(44,154)	30,019	-	-	-
Transfers in (out)	-	-	-	-	(77,960)
Net increase (decrease) in cash	(69,781)	(80,320)	(166,830)	(168,300)	21,720
Cash balance - January 1	517,515	447,734	270,694	367,414	199,114
Cash balance - December 31	447,734	367,414	103,864	199,114	220,834

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Operating revenues:					
Sewer permits	5,344	3,724	4,300	4,300	4,300
Sewer billings	4,440,773	4,787,123	4,645,750	4,645,750	4,831,580
Total revenues	4,446,117	4,790,847	4,650,050	4,650,050	4,835,880
Operating expenses:					
Personnel services	458,683	484,003	509,070	509,070	474,270
Commodities	14,521	21,798	38,530	38,530	38,610
Contractual services	212,669	210,527	260,940	260,940	258,530
Billing	40,306	40,389	36,110	40,120	45,500
Sewage treatment	2,570,600	2,600,258	2,460,130	2,460,130	2,632,340
Administration	323,960	323,960	323,960	323,960	335,630
Depreciation	362,365	362,869	367,970	367,970	381,410
Total expenses	3,983,104	4,043,805	3,996,710	4,000,720	4,166,290
Operating income (loss)	463,013	747,042	653,340	649,330	669,590
Nonoperating revenues (expenses):					
Special assessments	24	39	-	-	-
Investment earnings	645	3,188	3,330	5,300	6,000
Miscellaneous revenues	6,854	18,651	-	-	-
Miscellaneous expenses	(5,222)	(4,381)	-	-	-
Gain/(loss) on disposal of property	-	(224,098)	-	-	-
Investment management fees	(2,319)	(4,945)	(670)	(4,000)	(4,500)
Total nonoperating revenues (expenses)	(18)	(211,546)	2,660	1,300	1,500
Net income (loss) before contributions and transfers	462,995	535,495	656,000	650,630	671,090
Transfers in (out):					
Public Improvement Projects fund (net)	(112,152)	(321,555)	(406,900)	(465,000)	(100,000)
Debt Service	(184,400)	(269,150)	(266,930)	(266,930)	(264,710)
Sewer Lift Station projects	-	(169,541)	-	(195,785)	(250,000)
Capital contributions	330,845	1,094,166	-	-	-
Change in net assets	497,288	869,415	(17,830)	(277,085)	56,380
Net assets - January 1	12,384,407	12,881,695	12,172,055	13,751,110	13,474,025
Net assets - December 31	12,881,695	13,751,110	12,154,225	13,474,025	13,530,405

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	462,995	535,495	656,000	650,630	671,090
Add depreciation	362,365	362,869	367,970	367,970	381,410
Change in current assets	153,253	(33,184)	-	-	-
Change in current liabilities	765	(10,492)	-	-	-
Sale of fixed assets/non-cash activity	-	225,390	-	-	-
Transfers in (out)	(296,552)	(760,246)	(673,830)	(927,715)	(614,710)
Net increase (decrease) in cash	682,827	319,833	350,140	90,885	437,790
Cash balance - January 1	291,970	974,797	665,157	1,294,630	1,385,515
Cash balance - December 31	974,797	1,294,630	1,015,297	1,385,515	1,823,305

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Operating revenues:</u>					
Electric franchise tax	262,024	286,356	286,350	286,350	477,260
Total revenues	262,024	286,356	286,350	286,350	477,260
<u>Operating expenses:</u>					
Commodities	-	-	-	2,600	13,500
Contractual services	5,179	6,171	13,870	16,000	14,240
Utilities	161,190	175,167	180,000	180,000	183,000
Administration	9,900	13,170	15,540	15,540	16,400
Total expenses	176,269	194,508	209,410	214,140	227,140
Operating income (loss)	85,754	91,848	76,940	72,210	250,120
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	63	559	1,010	1,010	1,200
Investment management fees	(255)	(867)	(760)	(1,000)	(900)
Total nonoperating revenues (expenses)	(192)	(308)	250	10	300
Net income (loss) before contributions and transfers	85,563	91,540	77,190	72,220	250,420
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	-	-	(715,000)	-	(715,000)
Amount to be bonded for	-	-	715,000	-	-
Change in net assets	85,563	91,540	77,190	72,220	(464,580)
Net assets - January 1	90,572	176,135	257,065	267,675	339,895
Net assets - December 31	176,135	267,675	334,255	339,895	(124,685)

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	85,563	91,540	77,190	72,220	250,420
Change in current assets	(24,541)	142	-	-	-
Change in current liabilities	543	(480)	-	-	-
Transfers in (out)	-	-	-	-	(715,000)
Net increase (decrease) in cash	61,565	91,202	77,190	72,220	(464,580)
Cash balance - January 1	59,195	120,760	201,690	211,962	284,182
Cash balance - December 31	120,760	211,962	278,880	284,182	(180,398)

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Operating revenues:</u>					
Billings to departments	851,232	851,232	851,240	851,240	868,250
Miscellaneous	54,366	65,358	55,460	55,460	56,570
Total revenues	905,598	916,590	906,700	906,700	924,820
<u>Operating expenses:</u>					
Personnel services	275,268	290,973	298,540	298,540	291,190
Commodities	201,358	196,372	196,910	196,910	205,820
Contractual services	130,446	104,381	127,540	127,540	145,320
Depreciation	245,667	261,068	271,810	271,810	260,040
Total expenses	852,739	852,794	894,800	894,800	902,370
Operating income (loss)	52,859	63,796	11,900	11,900	22,450
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	35	351	980	980	1,360
Gain/(loss) on disposal of property	31,528	(9,142)	-	-	-
Investment management fees	(142)	(544)	(740)	(740)	(740)
Total nonoperating revenues (expenses)	31,421	(9,336)	240	240	620
Net income (loss) before contributions and transfers	84,280	54,460	12,140	12,140	23,070
Net assets - January 1	1,918,828	2,003,107	2,099,857	2,057,567	2,069,707
Net assets - December 31	2,003,107	2,057,567	2,111,997	2,069,707	2,092,777

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	84,280	54,460	12,140	12,140	23,070
Add depreciation	245,667	261,068	271,810	271,810	260,040
Change in current assets	574	(426)	-	-	-
Change in current liabilities	33,738	(35,164)	-	-	-
Purchase of fixed assets	(368,412)	(388,724)	(285,710)	(285,710)	(270,500)
Sale of fixed assets/non-cash activity	6,206	67,887	-	-	-
Net increase (decrease) in cash	2,052	(40,897)	(1,760)	(1,760)	12,610
Cash balance - January 1	176,634	178,687	196,107	137,789	136,029
Cash balance - December 31	178,687	137,789	194,347	136,029	148,639

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Operating revenues:</u>					
Billings to departments:					
I.T. services	593,670	593,678	643,680	643,680	693,680
Intergovernmental revenue	-	-	25,000	-	45,000
Total revenues	593,670	593,678	668,680	643,680	738,680
<u>Operating expenses:</u>					
<u>I.T. services</u>					
Personnel services	289,087	323,189	398,490	392,050	408,050
Commodities	113,433	74,591	96,500	96,500	94,500
Contractual services	235,595	238,061	255,920	255,920	258,910
Depreciation	44,305	28,492	34,800	34,800	17,690
Total expenses	682,421	664,333	785,710	779,270	779,150
Operating income (loss)	(88,751)	(70,655)	(117,030)	(135,590)	(40,470)
Nonoperating revenues (expenses):					
Investment earnings	11	371	1,500	1,500	-
Gain/(loss) on disposal of property	-	(44,144)	-	-	-
Investment management fees	(43)	(576)	(1,130)	(1,130)	-
Total nonoperating revenues (expenses)	(33)	(44,348)	370	370	-
Net income (loss) before contributions and transfers	(88,783)	(115,003)	(116,660)	(135,220)	(40,470)
Transfers in (out):					
General Fund	-	85,235	-	-	-
Change in net assets	(88,783)	(29,768)	(116,660)	(135,220)	(40,470)
Net assets - January 1	366,349	277,565	232,000	247,797	112,577
Net assets - December 31	277,565	247,797	115,340	112,577	72,107

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Net income (loss) before contributions and transfers	(88,783)	(115,003)	(116,660)	(135,220)	(40,470)
Add depreciation	44,305	28,492	34,800	34,800	17,690
Change in current assets	93	(28)	-	-	-
Change in current liabilities	(8,492)	(9,074)	-	-	-
Purchase of fixed assets	-	(84,009)	-	-	-
Sale of fixed assets/non-cash activity	-	44,144	-	-	-
Transfers in (out)	-	85,235	-	-	-
Net increase (decrease) in cash	(52,877)	(50,243)	(81,860)	(100,420)	(22,780)
Cash balance - January 1	264,601	211,724	120,464	161,481	61,061
Cash balance - December 31	211,724	161,481	38,604	61,061	38,281



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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 2013-2017 C.I.P. was adopted by the Council on March 26, 2012. The following tables are an excerpt from the 2013-2017 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				
		2013	2014	2015	2016	2017
BUILDINGS	\$12,038,400	\$8,685,000	\$2,753,400	\$200,000	\$200,000	\$200,000
REDEVELOPMENT	6,840,000	2,190,000	100,000	175,000	100,000	4,275,000
EQUIPMENT	2,273,480	517,350	782,150	294,730	408,240	271,010
PARKS	5,450,000	1,180,000	2,355,000	605,000	880,000	430,000
PUBLIC WORKS	41,091,000	14,661,000	9,405,000	5,495,000	4,210,000	7,320,000
TOTALS	\$67,692,880	\$27,233,350	\$15,395,550	\$6,769,730	\$5,798,240	\$12,496,010

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
AMBULANCE SERVICE FUND	\$249,300	\$121,850	\$0	\$0	\$127,450	\$0
BONDS-G.O. IMPROVEMENT	15,433,600	9,070,000	1,586,300	1,462,600	1,180,100	2,134,600
BONDS-M.S.A.	2,078,000	700,000	400,000	215,000	0	763,000
BONDS-SP. ASSESSMENT	11,338,000	3,035,000	1,218,000	1,469,000	1,474,000	4,142,000
BONDS-TAX INCREMENT	500,000	500,000	0	0	0	0
C.I.P. FUND	913,400	460,000	153,400	100,000	100,000	100,000
COMMUNITY CENTER OPERATIONS	1,000,000	200,000	200,000	200,000	200,000	200,000
ECONOMIC DEVELOPMENT AUTH	450,000	100,000	0	175,000	0	175,000
ENVIRONMENTAL UTILITY FUND	4,047,000	1,056,000	523,000	418,000	682,000	1,368,000
FEDERAL AID	7,350,000	4,200,000	3,150,000	0	0	0
FIRE TRUCK REPLACEMENT	469,730	0	469,730	0	0	0
FLEET MANAGEMENT FUND	1,429,450	270,500	312,420	294,730	280,790	271,010
GRANTS	3,350,000	1,200,000	675,000	75,000	75,000	1,325,000
MnDOT	5,000,000	2,250,000	1,650,000	1,100,000	0	0
PARK DEVELOPMENT FUND	2,000,000	355,000	330,000	405,000	655,000	255,000
PUBLIC SAFETY EXPANSION FUND	2,500,000	0	2,500,000	0	0	0
RAMSEY COUNTY	625,000	375,000	250,000	0	0	0
REDEVELOPMENT FUND	200,000	0	100,000	0	100,000	0
RWMWD	980,000	490,000	490,000	0	0	0
SANITARY SEWER FUND	2,751,300	679,000	795,300	296,000	345,000	636,000
ST. PAUL WAC FUND	1,750,500	268,000	483,700	367,200	368,400	263,200
ST. PAUL WATER	862,600	138,000	83,700	167,200	210,500	263,200
STATE AID	1,050,000	1,050,000	0	0	0	0
STREET LIGHT UTILITY FUND	1,315,000	715,000	0	0	0	600,000
TREE PRESERVATION FUND	50,000	0	25,000	25,000	0	0
TOTALS	\$67,692,880	\$27,233,350	\$15,395,550	\$6,769,730	\$5,798,240	\$12,496,010

Additional information is in the C.I.P. document that is available online at www.ci.maplewood.mn.us.

Revenues for the 2013 Capital Improvements Budget total \$2,037,910 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$1,150,750 and is derived from tax increment districts and a \$527,130 tax levy.

The property tax levy revenues by fund for 2013 are as follows:

Capital Improvements Projects	\$175,710
Fire Truck Replacement	48,810
Park Development	29,290
Public Safety Expansion	253,800
Redevelopment	<u>19,520</u>
Total	\$527,130

Charges for services total \$279,480 and consist of \$268,130 from a 6.5% surcharge on St. Paul water bills for Maplewood property owners and \$11,350 from a \$1.20 per month surcharge on North St. Paul water bills for Maplewood property owners. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$36,960 from water availability charges, \$200,000 from park availability charges and \$25,720 from investment earnings.

The projects included in the 2013 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
125,000	Election Equipment
	<u>Fire Training Facility Fund</u>
604,330	Construction costs
	<u>Park Development Fund</u>
175,000	Joy Park
30,000	Open Space Improvements
	<u>Public Safety Expansion Fund</u>
1,042,090	Police Department Expansion
	<u>Sewer Lift Station #14 Fund</u>
250,000	Lift station repair/replacement
	<u>Storm Clean Up Fund</u>
40,000	Address flooding issues
<u>\$2,366,420</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 2013.

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.



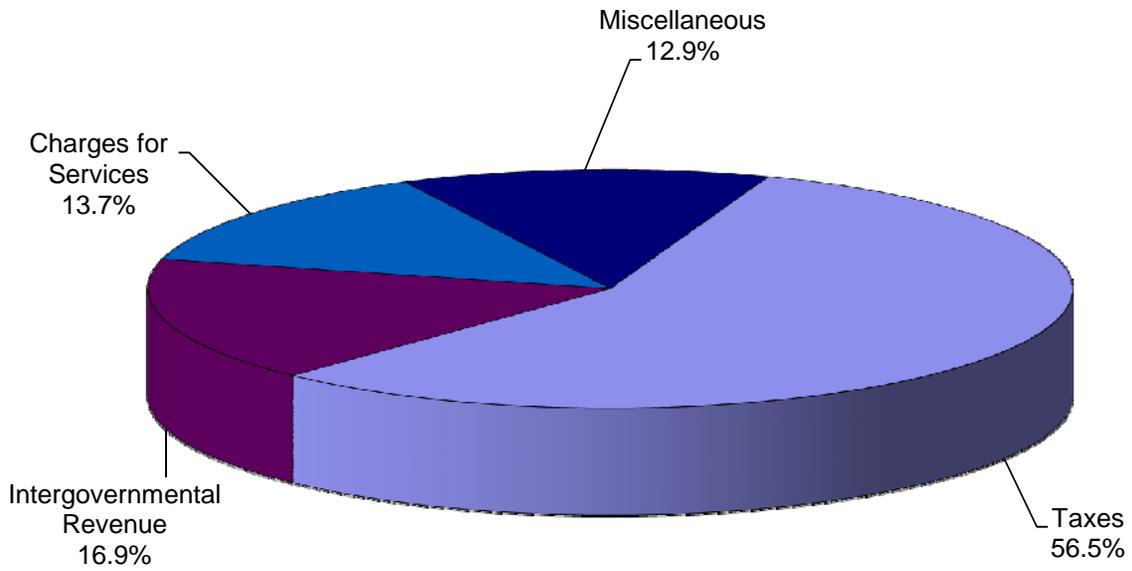
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2013 CAPITAL IMPROVEMENTS BUDGET

Summary of Revenues



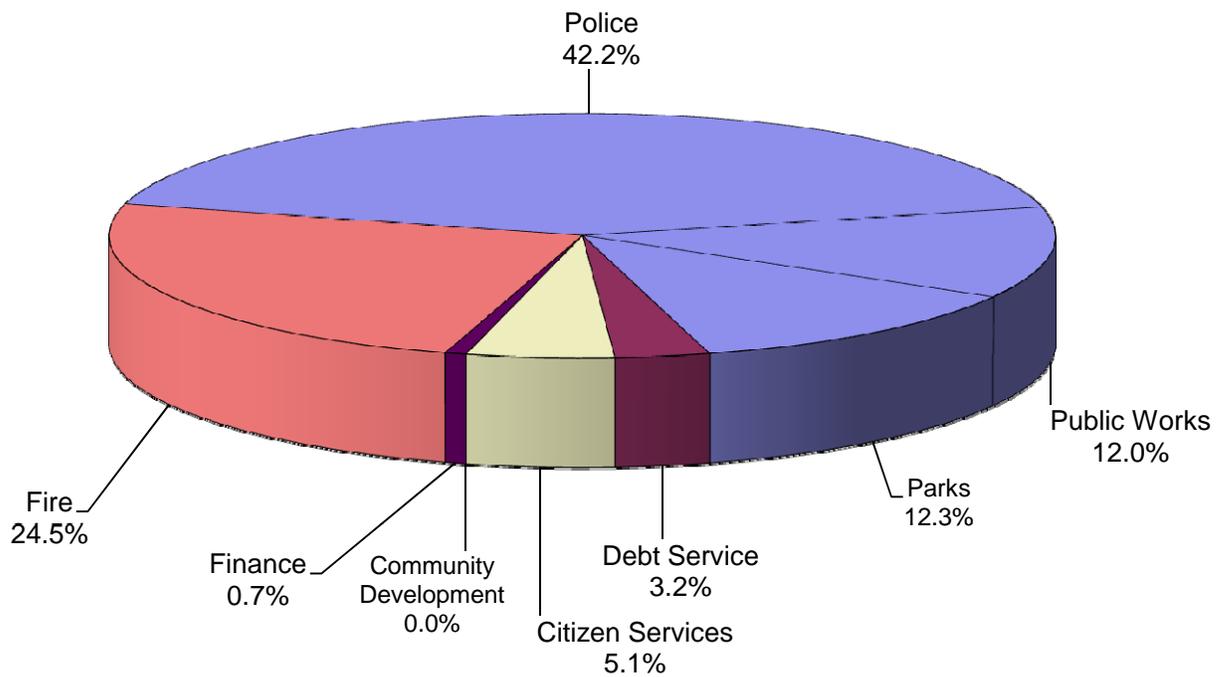
Revenues by Source
\$2.0 Million

**CAPITAL IMPROVEMENT BUDGET
REVENUE SUMMARY**

<u>Total By Fund</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Capital Improvement Projects	\$10,131	\$183	\$139,310	\$236,580
Bruentrup Farm Restoration	(28)	(31)	0	0
City Dump	0	15	0	0
Fire Training Facility	(2)	22	0	285,000
Fire Truck Replacement	535	1,229	49,750	53,080
Legacy Village Park Development District	14	33	0	50
Legacy Village Tax Abatement District	1,406	3,709	5,000	12,810
Open Space	217	135	40	0
Park Development	195,909	261,498	668,820	230,140
Public Improvement Projects	2,323,446	3,286,387	0	0
Public Safety Communications System	135	0	0	0
Public Safety Expansion	0	101	192,000	257,120
Redevelopment	47,292	12	0	20,310
Right-of-Way	14,941	17,899	250	710
Sewer Lift Station #8	16	(518)	0	0
Sewer Lift Station #18	0	7	0	0
Storm Cleanup	0	96	0	0
Tax Increment Economic Development District #1-5	43,465	6,812	0	0
Tax Increment Economic Development District #1-11	0	(8)	0	(130)
Tax Increment Housing District #1-1	108,445	111,356	111,270	132,340
Tax Increment Housing District #1-2	117,021	149,759	149,650	173,580
Tax Increment Housing District #1-3	58,915	44,206	44,320	51,370
Tax Increment Housing District #1-4	37,451	41,021	40,880	43,990
Tax Increment Housing District #1-5	30,662	31,789	31,770	34,200
Tax Increment Housing District #1-6	79,249	86,927	87,050	102,490
Tax Increment Housing District #1-7	23,098	21,866	21,850	23,040
Tax Increment Housing District #1-8	64,928	79,477	79,410	65,070
Tax Increment Housing District #1-9	(1)	(17)	0	0
Tax Increment Housing District #1-10	0	(17)	0	(150)
Water Availability Charge - No. St. Paul	37,921	9,343	11,100	10,890
Water Availability Charge - St. Paul	87,335	189,675	218,960	305,420
Totals	3,282,501	4,342,966	1,851,430	2,037,910
<u>Total By Source</u>				
Taxes	563,007	572,204	944,650	1,150,750
Special Assessments	89,379	2	0	0
Intergovernmental Revenue	1,674,553	3,163,241	0	345,000
Charges for Services	103,402	197,331	192,850	279,480
Miscellaneous	852,159	410,188	713,930	262,680
Totals	\$3,282,501	\$4,342,966	\$1,851,430	\$2,037,910
Percent Change Over Prior Year	-1.4%	32.3%	-57.4%	10.1%

2013 CAPITAL IMPROVEMENTS BUDGET

Summary of Expenditures



Expenditures by Department
\$2.5 Million

**CAPITAL IMPROVEMENT BUDGET
EXPENDITURE SUMMARY**

<u>Total By Fund</u>	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
Capital Improvement Projects	\$53,027	\$36,971	\$100,010	\$225,050
City Dump	0	16,403	0	0
Fire Training Facility	30,675	91,218	0	604,330
Fire Truck Replacement	2,166	1,906	1,200	260
Legacy Village Park Development District	2,057	50	0	0
Legacy Village Tax Abatement District	5,665	5,754	3,750	770
Open Space	1,095	160,256	30,030	0
Park Development	954,351	589,300	705,230	205,050
Public Improvement Projects	11,755,132	14,374,477	0	0
Public Safety Communications System	290	0	0	0
Public Safety Expansion	0	23,848	200,000	1,042,290
Redevelopment	0	19	0	50
Right-of-Way	142	258	200	40
Sewer Lift Station #8	180,626	14,656	0	0
Sewer Lift Station #14	0	0	0	250,000
Sewer Lift Station #18	49	11	0	0
Storm Cleanup	0	26,402	0	40,000
Tax Increment Economic Development District #1-5	39,754	36,456	0	0
Tax Increment Economic Development District #1-11	0	12,826	0	0
Tax Increment Housing District #1-1	675	426	500	4,470
Tax Increment Housing District #1-2	665	468	500	5,710
Tax Increment Housing District #1-3	663	384	500	2,040
Tax Increment Housing District #1-4	(16,859)	355	600	600
Tax Increment Housing District #1-5	713	345	600	600
Tax Increment Housing District #1-6	72,480	78,920	78,720	710
Tax Increment Housing District #1-7	22,304	20,864	21,040	22,850
Tax Increment Housing District #1-8	59,101	71,906	72,020	60,700
Tax Increment Housing District #1-9	5,686	381	0	0
Tax Increment Housing District #1-10	2,750	12,605	0	0
Water Availability Charge - No. St. Paul	14,792	5,802	1,550	1,550
Water Availability Charge - St. Paul	31,346	18,455	2,160	5,300
Totals	13,219,344	15,601,722	1,218,610	2,472,370
<u>Total By Department</u>				
Parks	1,020,193	786,363	835,260	305,050
Debt Service	172,888	205,738	169,680	79,900
Citizen Services	0	0	0	125,000
Community Development	0	0	0	50
Finance	15,381	30,570	4,810	17,830
Fire	22,841	93,582	1,200	604,590
Police	290	23,232	200,000	1,042,290
Public Works	11,987,751	14,462,218	7,660	297,660
Totals	13,219,344	15,601,703	1,218,610	2,472,370
<u>Total By Type</u>				
Commodities	969	4,357	0	0
Contractual Services	256,352	279,663	7,610	11,130
Capital Outlay and Depreciation	11,245,902	13,549,656	1,035,000	2,326,420
Debt Service	172,888	205,738	169,680	79,900
Other Charges	1,543,232	1,562,308	6,320	54,920
Totals	\$13,219,344	\$15,601,722	\$1,218,610	\$2,472,370
Percent Change Over Prior Year	-5.1%	18.0%	-92.2%	102.9%



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FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 23 Capital Project Funds that have anticipated financial activity in 2013. 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.

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

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

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

Sewer Lift Station #14 Fund – established in 2013 with a transfer of money from the Sanitary Sewer Fund. The fund will be used to finance the repair/replacement of lift station number 14.

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

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

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

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

Tax Increment 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 2013 Budget

Community Field Upgrades - \$50,000.

General upgrades of various community fields. This proposal will provide the City with resources to begin updating and/or replacing basketball and tennis courts, fields and fences. Additional upgrades of parks determined by the Park Commission are also included in this fund.

Park Equipment, Fence and Court Replacement - \$50,000.

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

Election Equipment - \$125,000.

Existing equipment will be replaced to upgrade computer capabilities and to meet state statute requirements.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>					
3011 Current	-	-	139,200	139,200	175,710
3012 Delinquent	31	(26)	-	-	-
3017 Interest	14	70	-	-	-
<u>Special Assessments:</u>					
3130 Delinquent	3	2	-	-	-
<u>Intergovernmental:</u>					
3530 Miscellaneous state grant	-	-	-	-	60,000
3544 Other government grants/aid	10,000	-	-	-	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	84	138	110	110	870
Total revenues	<u>10,131</u>	<u>183</u>	<u>139,310</u>	<u>139,310</u>	<u>236,580</u>
<u>Expenditures:</u>					
4160 Supplies	-	4,357	-	-	-
4480 Fees for service	(5,000)	-	-	-	-
4490 Consulting	-	10,000	-	-	-
4640 Equipment	-	-	-	-	125,000
4720 Land improvement	62,690	-	100,000	100,000	100,000
4730 Building improvement	(5,000)	22,400	-	-	-
4930 Investment management fees	337	214	10	10	50
Total expenditures	<u>53,027</u>	<u>36,971</u>	<u>100,010</u>	<u>100,010</u>	<u>225,050</u>
Excess (deficit) of revenue over expenditures	(42,895)	(36,788)	39,300	39,300	11,530
Other financing sources (uses):					
Transfers in (out)					
Bruentrup Farm Restoration Fund	-	(14,573)	-	-	-
Fire Training Facility	(15,000)	-	-	-	(235,000)
General Fund	-	50,000	-	-	-
State Grants Fund	-	(12,245)	-	-	-
Net increase (decrease) in fund balance	<u>(57,895)</u>	<u>(13,606)</u>	<u>39,300</u>	<u>39,300</u>	<u>(223,470)</u>
Fund balance - January 1	119,083	61,188	29,491	47,582	86,882
Fund balance - December 31	<u>61,188</u>	<u>47,582</u>	<u>68,791</u>	<u>86,882</u>	<u>(136,588)</u>

FUND: BRUENTRUP FARM RESTORATION FUND (437)**Fund Description**

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

Projects in 2013 Budget

None.

Budget Comments

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

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
3801 Investment earnings	(28)	(31)	-	-	-
Total revenues	<u>(28)</u>	<u>(31)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
4930 Investment management fees	-	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(28)	(31)	-	-	-
Other financing sources (uses):					
Transfers in (out)					
Capital Improvement Plan Fund	-	14,573	-	-	-
Net increase (decrease) in fund balance	<u>(28)</u>	<u>14,542</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	(14,514)	(14,542)	-	-	-
Fund balance - December 31	<u><u>(14,542)</u></u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

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

Projects in 2013 Budget

None.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	-	15	-	-	-
Total revenues	-	15	-	-	-
<u>Expenditures:</u>					
Consulting	-	16,379	-	148,600	-
Investment management fees	-	24	-	-	-
Total expenditures	-	16,403	-	148,600	-
Excess (deficit) of revenue over expenditures	-	(16,388)	-	(148,600)	-
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Environmental Utility Fund	-	29,000	50,000	136,000	-
Net increase (decrease) in fund balance	-	12,612	50,000	(12,600)	-
Fund balance - January 1	-	-	-	12,612	12
Fund balance - December 31	-	12,612	50,000	12	12

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 2013 Budget

Budget of \$4,335,000 was established in 2012.

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

Budget Comments

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Intergovernmental:</u>					
MNDOT/MSA	-	-	-	-	55,000
State grant	-	-	-	3,000,000	-
County grant	-	-	-	450,000	-
Other Govt JPA	-	-	-	-	175,000
Other grants/aid	-	-	-	-	55,000
<u>Miscellaneous Revenue:</u>					
Investment earnings	(2)	22	-	-	-
Total revenues	(2)	22	-	3,450,000	285,000
<u>Expenditures:</u>					
Fees for service	675	-	-	-	-
Construction - building	-	-	-	3,528,780	604,330
Engineering	30,000	91,184	-	80,000	-
Investment management fees	-	34	-	-	-
Total expenditures	30,675	91,218	-	3,608,780	604,330
Excess (deficit) of revenue over expenditures	(30,677)	(91,196)	-	(158,780)	(319,330)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Capital Improvement Projects Fund	15,000	-	-	-	235,000
Environmental Utility Fund	15,000	235,000	-	-	-
Sewer Fund	-	-	-	-	50,000
WAC Fund - St. Paul	-	-	-	-	50,000
Net increase (decrease) in fund balance	(677)	143,804	-	(158,780)	15,670
Fund balance - January 1	-	(677)	(677)	143,127	(15,653)
Fund balance - December 31	(677)	143,127	(677)	(15,653)	17

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 2013 Budget

None.

Budget Comments

The next fire truck replacement is scheduled for 2014.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>					
3011 Current	-	-	48,000	48,000	48,810
3012 Delinquent	14	-	-	-	-
3017 Interest	6	-	-	-	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	537	1,229	1,750	1,750	4,270
3809 Other	(23)	-	-	-	-
Total revenues	<u>535</u>	<u>1,229</u>	<u>49,750</u>	<u>49,750</u>	<u>53,080</u>
<u>Expenditures:</u>					
4610 Fire trucks	-	-	-	45,000	-
4930 Investment management fees	2,166	1,906	1,200	1,200	260
Total expenditures	<u>2,166</u>	<u>1,906</u>	<u>1,200</u>	<u>46,200</u>	<u>260</u>
Excess (deficit) of revenue over expenditures	(1,630)	(678)	48,550	3,550	52,820
Fund balance - January 1	426,136	424,506	423,406	423,828	427,378
Fund balance - December 31	<u>424,506</u>	<u>423,828</u>	<u>471,956</u>	<u>427,378</u>	<u>480,198</u>

FUND: LEGACY VILLAGE PARK DEVELOPMENT FUND (433)**Fund Description**

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

Projects in 2013 Budget

None.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
Investment earnings	14	33	-	-	50
Total revenues	<u>14</u>	<u>33</u>	<u>-</u>	<u>-</u>	<u>50</u>
<u>Expenditures:</u>					
Fees for service	2,000	-	-	-	-
Investment management fees	57	50	-	-	-
Total expenditures	<u>2,057</u>	<u>50</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(2,043)	(18)	-	-	50
Fund balance - January 1	7,135	5,092	5,092	5,074	5,074
Fund balance - December 31	<u><u>5,092</u></u>	<u><u>5,074</u></u>	<u><u>5,092</u></u>	<u><u>5,074</u></u>	<u><u>5,124</u></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 2013 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
LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
Investment earnings	1,406	3,709	5,000	5,000	12,810
Total revenues	<u>1,406</u>	<u>3,709</u>	<u>5,000</u>	<u>5,000</u>	<u>12,810</u>
<u>Expenditures:</u>					
Investment management fees	5,665	5,754	3,750	3,750	770
Total expenditures	<u>5,665</u>	<u>5,754</u>	<u>3,750</u>	<u>3,750</u>	<u>770</u>
Excess (deficit) of revenue over expenditures	(4,259)	(2,045)	1,250	1,250	12,040
Fund balance - January 1	1,285,633	1,281,373	1,281,373	1,279,328	1,280,578
Fund balance - December 31	<u>1,281,373</u>	<u>1,279,328</u>	<u>1,282,623</u>	<u>1,280,578</u>	<u>1,292,618</u>

FUND: OPEN SPACE LAND ACQUISITION (410)

Fund Description

This fund was established in 1994 with the proceeds from a \$5,000,000 bond issue. The fund accounts for the financial resources used for the acquisition of land to be preserved in its natural state as open space. This fund was closed in 2012.

Projects in 2013 Budget

None.

Budget Comments

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

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
Investment earnings	217	135	40	88	-
Total revenues	217	135	40	88	-
<u>Expenditures:</u>					
Fees for service	220	-	-	-	-
Land purchase	-	160,046	30,000	-	-
Investment management fees	875	210	30	75	-
Total expenditures	1,095	160,256	30,030	75	-
Excess (deficit) of revenue over expenditures	(878)	(160,121)	(29,990)	13	-
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Park Development Fund	-	-	30,000	(37,334)	-
General Fund	-	5,000	5,000	(5,000)	-
Net increase (decrease) in fund balance	(878)	(155,121)	5,010	(42,321)	-
Fund balance - January 1	198,319	197,442	42,362	42,321	-
Fund balance - December 31	197,442	42,321	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 2013 Budget**Joy Park Improvements - \$175,000**

Joy Park is a 63-acre park site that was conveyed to the city in 1995. Funds are requested for 2013 to install a picnic shelter, finish the trail plan, restoration work completion and additional recreational opportunities.

Open Space Improvements - \$30,000

This project covers ongoing improvements at open space sites. Future project include trails and natural resources management. Rustic trails are planned to be constructed at: Joy Park preserve, Prairie Farm, Kohlman Creek and Spoon Lake. Natural areas are planned to be restored and enhanced at: Jim's Prairie, Joy Park, Priory, Prairie Farm, Kohlman Creek, Carver preserve and Spoon Lake preserve.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>					
3011 Current	-	-	-	-	29,290
<u>Intergovernmental:</u>					
3544 Other government grants/aid	300	48,750	-	19,000	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,119	2,671	3,820	3,820	850
3803 Donations and contributions	3,700	-	-	-	-
3809 Other	-	2,025	-	-	-
3851 Park availability charges - residential	56,640	46,536	150,000	150,000	200,000
3852 Park availability charges - non-residential	133,150	161,517	515,000	-	-
Total revenues	195,909	261,498	668,820	172,820	230,140
<u>Expenditures:</u>					
4160 Supplies	969	-	-	-	-
4480 Fees for service	2,189	-	-	-	-
4490 Consulting	95,384	3,676	-	-	-
4530 Outside rental-property/buildings	16,300	-	-	-	-
4720 Park development projects	422,549	149,696	705,000	127,360	205,000
4730 Building improvement	36,419	-	-	-	-
4751 Awarded construction contracts	359,757	431,218	-	-	-
4759 Other construction costs	12,243	567	-	-	-
4930 Investment management fees	8,541	4,144	230	230	50
Total expenditures	954,351	589,300	705,230	127,590	205,050
Excess (deficit) of revenue over expenditures	(758,442)	(327,802)	(36,410)	45,230	25,090
Other financing sources (uses):					
Transfers in (out)					
Environmental Utility Fund	-	25,000	100,000	-	-
General Fund	(12,000)	30,000	30,000	30,000	-
Open Space	-	-	(30,000)	37,334	-
Public Improvement Project Fund	-	(175,000)	(250,000)	(550,000)	(150,000)
Net increase (decrease) in fund balance	(770,442)	(447,802)	(186,410)	(437,436)	(124,910)
Fund balance - January 1	1,740,966	970,525	406,655	522,723	85,287
Fund balance - December 31	970,525	522,723	220,245	85,287	(39,623)

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 2013 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 2013 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 2013-2017 are ordered by the City Council.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Special Assessments:</u>					
3140 Deferred	88,654	-	-	371,160	-
3160 Penalties/Interest	723	-	-	-	-
<u>Intergovernmental Revenue:</u>					
3517 Federal aid	959,985	316,987	-	(73,340)	-
3522 State bridge bond aid	-	-	-	1,371,300	-
3525 State street construction aid	574,051	1,626,184	-	-	-
3530 Miscellaneous state grants	-	10,000	-	-	-
3544 Miscellaneous grants	130,217	1,161,320	-	189,150	-
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	1,039	6,653	-	(4,420)	-
3805 Developer charges	-	39,124	-	1,000	-
3809 Miscellaneous	568,777	126,119	-	105,370	-
Total revenues	<u>2,323,446</u>	<u>3,286,387</u>	-	<u>1,960,220</u>	-
<u>Expenditures:</u>					
Capital projects	11,719,294	14,349,998	-	9,300,360	-
4930 Investment management fees	35,838	24,479	-	10,380	-
Total expenditures	<u>11,755,132</u>	<u>14,374,477</u>	-	<u>9,310,740</u>	-
Excess (deficit) of revenue over expenditures	(9,431,685)	(11,088,090)	-	(7,350,520)	-
<u>Other financing sources (uses):</u>					
Bond sale proceeds	11,660,310	10,073,913	-	5,330,680	-
Transfers in (out)					
General Fund	(11,060)	-	-	-	-
Environmental Utility Fund	397,298	26,780	396,200	550,000	100,000
Debt Service Fund	(1,491,021)	-	-	-	-
Sewer Fund	112,152	489,787	406,900	465,000	50,000
Park Development Fund	-	175,000	250,000	550,000	150,000
N. St. Paul WAC Fund	80,000	-	-	-	-
St. Paul WAC Fund	(212,000)	40,463	423,500	300,000	30,000
Street Light Utility Fund	-	-	-	-	715,000
Tree Preservation Fund	-	-	-	25,000	-
Net increase (decrease) in fund balance	<u>1,103,993</u>	<u>(282,147)</u>	<u>1,476,600</u>	<u>(129,840)</u>	<u>1,045,000</u>
Fund balance - January 1	(1,908,551)	(804,558)	1,026,332	(1,086,705)	(1,216,545)
Fund balance - December 31	<u>(804,558)</u>	<u>(1,086,705)</u>	<u>2,502,932</u>	<u>(1,216,545)</u>	<u>(171,545)</u>

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 2013 Budget

None.

Budget Comments

This fund was closed in 2010.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
3801 Investment earnings	135	-	-	-	-
Total revenues	<u>135</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Expenditures:</u>					
4930 Investment management fees	290	-	-	-	-
Total expenditures	<u>290</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficit) of revenue over expenditures	(156)	-	-	-	-
Other financing sources (uses):					
Transfers in (out)					
General fund	(40,517)	-	-	-	-
Debt service 2006B	(83,277)	-	-	-	-
Net increase (decrease) in fund balance	<u>(123,950)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	123,950	-	-	-	-
Fund balance - December 31	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

FUND: 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 2013 Budget

Estimated cost for the Police Department Expansion project is \$4,370,000.

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

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

ACCT NO.	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>				
3011 Current	-	192,000	192,000	253,800
<u>Miscellaneous Revenue:</u>				
3801 Investment earnings	101	-	1,000	3,320
Total revenues	<u>101</u>	<u>192,000</u>	<u>193,000</u>	<u>257,120</u>
<u>Expenditures:</u>				
4930 Investment management fees	157	-	1,000	200
FIRE				
4752 Engineering	458	-	59,540	-
POLICE				
4165 Small equipment	-	-	3,030	-
4480 Fees for service	21,409	-	70	-
4660 Building	-	200,000	-	1,042,090
4752 Engineering	1,824	-	44,050	-
Total expenditures	<u>23,848</u>	<u>200,000</u>	<u>107,690</u>	<u>1,042,290</u>
Excess (deficit) of revenue over expenditures	(23,746)	(8,000)	85,310	(785,170)
Other financing sources (uses):				
Transfers in (out)				
General Fund	270,000	-	-	-
Bond Proceeds	-	-	-	3,534,200
Net increase (decrease) in fund balance	<u>246,254</u>	<u>(8,000)</u>	<u>85,310</u>	<u>2,749,030</u>
Fund balance - January 1	-	-	246,254	331,564
Fund balance - December 31	<u><u>246,254</u></u>	<u><u>(8,000)</u></u>	<u><u>331,564</u></u>	<u><u>3,080,594</u></u>

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 2013 Budget

None.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Property Taxes:</u>					
3011 Current	-	-	-	-	19,520
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	(73)	12	-	-	790
3809 Other	47,365	-	-	-	-
Total revenues	<u>47,292</u>	<u>12</u>	<u>-</u>	<u>-</u>	<u>20,310</u>
<u>Expenditures:</u>					
4930 Investment management fees	-	19	-	-	50
Total expenditures	<u>-</u>	<u>19</u>	<u>-</u>	<u>-</u>	<u>50</u>
Excess (deficit) of revenue over expenditures	47,292	(7)	-	-	20,260
Other financing sources (uses):					
Transfers in (out)					
General Fund	-	60,000	20,000	20,000	-
Net increase (decrease) in fund balance	<u>47,292</u>	<u>59,993</u>	<u>20,000</u>	<u>20,000</u>	<u>20,260</u>
Fund balance - January 1	(47,826)	(533)	19,467	59,460	79,460
Fund balance - December 31	<u>(533)</u>	<u>59,460</u>	<u>39,467</u>	<u>79,460</u>	<u>99,720</u>

FUND: RIGHT OF WAY FUND (409)**Fund Description**

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

Projects in 2013 Budget

None.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
Right of way permits	14,906	17,733	-	4,490	-
Investment earnings	35	166	250	250	710
Total revenues	<u>14,941</u>	<u>17,899</u>	<u>250</u>	<u>4,740</u>	<u>710</u>
<u>Expenditures:</u>					
Investment management fees	142	258	200	200	40
Total expenditures	<u>142</u>	<u>258</u>	<u>200</u>	<u>200</u>	<u>40</u>
Excess (deficit) of revenue over expenditures	14,800	17,641	50	4,540	670
Fund balance - January 1	34,465	49,265	59,185	66,906	71,446
Fund balance - December 31	<u><u>49,265</u></u>	<u><u>66,906</u></u>	<u><u>59,235</u></u>	<u><u>71,446</u></u>	<u><u>72,116</u></u>

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

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

Projects in 2013 Budget

None.

Budget Comments

This fund was closed in 2011.

CITY OF MAPLEWOOD
SEWER LIFT STATION #8 REHAB FUND (439)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	16	(519)	-	-	-
Total revenues	16	(519)	-	-	-
<u>Expenditures:</u>					
Construction costs	180,561	14,656	-	-	-
Investment management fees	65	-	-	-	-
Total expenditures	180,626	14,656	-	-	-
Excess (deficit) of revenue over expenditures	(180,610)	(15,175)	-	-	-
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Sewer Fund	-	-	-	195,784	-
Net increase (decrease) in fund balance	(180,610)	(15,175)	-	195,784	-
Fund balance - January 1	-	(180,610)	-	(195,784)	-
Fund balance - December 31	(180,610)	(195,784)	-	-	-

FUND: SEWER LIFT STATION NO. 14 FUND (447)**Fund Description**

This fund was established in 2013 with a transfer of money from the Sewer Fund. The fund will be used to finance the repair/replacement of lift station number 14.

Projects in 2013 Budget

Estimated project costs - \$250,000

CITY OF MAPLEWOOD
SEWER LIFT STATION #14 REHAB FUND (447)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	-	-	-	-	-
Total revenues	-	-	-	-	-
<u>Expenditures:</u>					
Construction costs	-	-	-	-	250,000
Investment management fees	-	-	-	-	-
Total expenditures	-	-	-	-	250,000
Excess (deficit) of revenue over expenditures	-	-	-	-	(250,000)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Sewer Fund	-	-	-	-	250,000
Net increase (decrease) in fund balance	-	-	-	-	-
Fund balance - January 1	-	-	-	-	-
Fund balance - December 31	-	-	-	-	-

FUND: SEWER LIFT STATION NO. 18 FUND (435)**Fund Description**

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

Projects in 2013 Budget

None.

Budget Comments

This fund was closed in 2011.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	0	7	-	-	-
Total revenues	0	7	-	-	-
<u>Expenditures:</u>					
Other construction costs	48	-	-	-	-
Investment management fees	0	11	-	-	-
Total expenditures	49	11	-	-	-
Excess (deficit) of revenue over expenditures	(49)	(4)	-	-	-
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Sewer Fund	-	1,309	-	-	-
Net increase (decrease) in fund balance	(49)	1,304	-	-	-
Fund balance - January 1	(1,256)	(1,304)	-	-	-
Fund balance - December 31	(1,304)	-	-	-	-

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 2013 Budget

Estimated 2013 project costs - \$40,000

Budget Comments

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	-	96	-	-	-
Total revenues	-	96	-	-	-
<u>Expenditures:</u>					
Engineering fees	-	9,707	-	-	-
Engineering fees - in house	-	16,545	-	100,000	40,000
Investment management fees	-	149	-	-	-
Total expenditures	-	26,402	-	100,000	40,000
Excess (deficit) of revenue over expenditures	-	(26,305)	-	(100,000)	(40,000)
<u>Other financing sources (uses):</u>					
Transfers in (out)					
Environmental Utility Fund	-	100,000	-	-	70,000
Net increase (decrease) in fund balance	-	73,695	-	(100,000)	30,000
Fund balance - January 1	-	-	-	73,695	(26,305)
Fund balance - December 31	-	73,695	-	(26,305)	3,695

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 2013 Budget

None.

Budget Comments

The tax increment district has a nine-year life. The agreement with Schroeder Milk Company provides that 90% of the annual tax increment revenues on the project be paid to the company for nine years. This district was decertified in 2012.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	43,456	6,761	-	33,320	-
Investment earnings	8	50	-	-	-
Total revenues	43,465	6,812	-	33,320	-
<u>Expenditures:</u>					
Fees for service	610	308	-	-	-
Interest payments	39,111	36,070	-	-	-
Investment management fees	34	78	-	-	-
Administrative charges	-	-	-	7,020	-
Total expenditures	39,754	36,456	-	7,020	-
Excess (deficit) of revenue over expenditures	3,710	(29,644)	-	26,300	-
Fund balance - January 1	11,515	15,225	18,975	(14,419)	11,881
Fund balance - December 31	15,225	(14,419)	18,975	11,881	11,881

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 2013 Budget

None.

Budget Comments

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	-	(8)	-	-	(130)
Total revenues	-	(8)	-	-	(130)
<u>Expenditures:</u>					
Fees for service	-	12,826	-	-	-
Total expenditures	-	12,826	-	-	-
Excess (deficit) of revenue over expenditures	-	(12,834)	-	-	(130)
Fund balance - January 1	-	-	(4,200)	(12,834)	(12,834)
Fund balance - December 31	-	(12,834)	(4,200)	(12,834)	(12,964)

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 2013 Budget

A \$127,870 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2013 Budget.

Budget Comments

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	108,423	111,273	111,270	132,290	132,290
Investment earnings	21	83	-	-	50
Total revenues	108,445	111,356	111,270	132,290	132,340
<u>Expenditures:</u>					
Fees for service	590	297	500	500	500
Investment management fees	86	128	-	-	-
Administrative charges	-	-	-	22,630	3,970
Total expenditures	675	426	500	23,130	4,470
Excess (deficit) of revenue over expenditures	107,769	110,930	110,770	109,160	127,870
<u>Other financing sources (uses):</u>					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(110,750)	(110,930)	(110,770)	(109,160)	(127,870)
Net increase (decrease) in fund balance	(2,981)	(0)	-	-	-
Fund balance - January 1	8,383	5,403	5,403	5,403	5,403
Fund balance - December 31	5,403	5,403	5,403	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 2013 Budget

A \$167,870 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2013 Budget.

Budget Comments

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	117,002	149,649	149,650	173,510	173,510
Investment earnings	19	110	-	-	70
Total revenues	117,021	149,759	149,650	173,510	173,580
<u>Expenditures:</u>					
Fees for service	590	297	500	500	500
Investment management fees	76	170	-	-	-
Administrative charges	-	-	-	32,710	5,210
Total expenditures	665	468	500	33,210	5,710
Excess (deficit) of revenue over expenditures	116,355	149,291	149,150	140,300	167,870
<u>Other financing sources (uses):</u>					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(110,050)	(149,290)	(149,150)	(140,300)	(167,870)
Net increase (decrease) in fund balance	6,305	1	-	-	-
Fund balance - January 1	539	6,844	6,844	6,845	6,845
Fund balance - December 31	6,844	6,845	6,844	6,845	6,845

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 2013 Budget

A \$49,330 transfer to the debt service fund for the 2010B refunding tax increment bonds is included in the 2013 Budget.

Budget Comments

This fund has been used to finance transfers made annually to debt service funds for tax increment bond issues. Transfer amounts are sized to leave an ending fund balance equal to 5% of the anticipated revenues.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	58,907	44,171	44,320	51,340	51,340
Investment earnings	8	35	-	-	30
Total revenues	58,915	44,206	44,320	51,340	51,370
<u>Expenditures:</u>					
Fees for service	631	330	500	500	500
Investment management fees	32	54	-	-	-
Administrative charges	-	-	-	14,420	1,540
Total expenditures	663	384	500	14,920	2,040
Excess (deficit) of revenue over expenditures	58,252	43,822	43,820	36,420	49,330
<u>Other financing sources (uses):</u>					
Transfers in (out)					
1993/2002C/2010B TIF Bonds	(55,980)	(43,820)	(43,820)	(36,420)	(49,330)
Net increase (decrease) in fund balance	2,272	2	-	-	-
Fund balance - January 1	558	2,830	2,830	2,832	2,832
Fund balance - December 31	2,830	2,832	2,830	2,832	2,832

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 2013 Budget

A transfer of \$43,390 to the debt service fund is included in the 2013 Budget.

Budget Comments

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

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

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	37,439	40,991	40,880	43,970	43,970
Investment earnings	12	30	-	-	20
Total revenues	37,451	41,021	40,880	43,970	43,990
<u>Expenditures:</u>					
Fees for service	610	308	600	600	600
Interest payments	(17,517)	-	-	-	-
Investment management fees	48	47	-	-	-
Total expenditures	(16,859)	355	600	600	600
Excess (deficit) of revenue over expenditures	54,310	40,666	40,280	43,370	43,390
<u>Other financing sources (uses):</u>					
Transfers in (out)					
1999 TIF Bonds	(53,600)	(40,560)	(40,280)	(43,370)	(43,390)
Net increase (decrease) in fund balance	710	106	-	-	-
Fund balance - January 1	1,244	1,954	1,954	2,060	2,060
Fund balance - December 31	1,954	2,060	1,954	2,060	2,060

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 2013 Budget

A transfer of \$33,600 to the debt service fund is included in the 2013 Budget.

Budget Comments

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

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

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
3015 Tax increments	30,636	31,766	31,770	34,180	34,180
3801 Investment earnings	26	23	-	-	20
Total revenues	<u>30,662</u>	<u>31,789</u>	<u>31,770</u>	<u>34,180</u>	<u>34,200</u>
<u>Expenditures:</u>					
4480 Fees for service	610	308	600	600	600
4930 Investment management fees	103	36	-	-	-
Total expenditures	<u>713</u>	<u>345</u>	<u>600</u>	<u>600</u>	<u>600</u>
Excess (deficit) of revenue over expenditures	29,949	31,445	31,170	33,580	33,600
Other financing sources (uses):					
Transfers in (out)					
1999 TIF Bonds	(44,890)	(31,440)	(31,170)	(33,580)	(33,600)
Net increase (decrease) in fund balance	<u>(14,941)</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - January 1	16,470	1,529	1,529	1,533	1,533
Fund balance - December 31	<u>1,529</u>	<u>1,533</u>	<u>1,529</u>	<u>1,533</u>	<u>1,533</u>

FUND: TAX INCREMENT HOUSING DISTRICT 1-6 (418)**Fund Description**

This fund is used to account for all revenues and expenditures for the tax increment district established in 1995 for the Carefree Cottages of Maplewood - Phase III on Gervais Avenue.

Projects in 2013 Budget

A transfer of \$287,000 to the debt service fund is included in the 2013 Budget.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Carefree Cottages of Maplewood - Phase III provides that 90% of the annual tax increment revenues on the project be paid to the developer for the first 15 years.

Tax increment bonds were issued in 1999 to finance the sanitary sewer improvements related to the project. The tax increments that the City receives will be transferred to the debt service fund for the 1999 tax increment bonds beginning in 2013 when the principal and interest payments begin.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	79,074	86,347	86,350	100,580	100,580
Investment earnings	174	579	700	700	1,910
Total revenues	79,249	86,927	87,050	101,280	102,490
<u>Expenditures:</u>					
Fees for service	610	308	600	600	600
Interest payments	71,167	77,713	77,720	90,520	-
Investment management fees	703	898	400	400	110
Total expenditures	72,480	78,920	78,720	91,520	710
Excess (deficit) of revenue over expenditures	6,769	8,007	8,330	9,760	101,780
Other financing sources (uses):					
Transfers in (out)					
1999 TIF Bonds	-	-	-	-	(287,000)
Net increase (decrease) in fund balance	6,769	8,007	8,330	9,760	(185,220)
Fund balance - January 1	166,673	173,442	180,772	181,449	191,209
Fund balance - December 31	173,442	181,449	189,102	191,209	5,989

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 2013 Budget

An interest payment to the developer in the amount of \$21,660 is included in the 2013 Budget.

Budget Comments

This tax increment district has a 25-year life. The agreement with the developer for the Van Dyke Village project provides that 94% of the annual tax increment revenues on the project be paid to the developer.

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

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Tax increments	23,100	21,846	21,850	23,040	23,040
Investment earnings	(2)	20	-	-	-
Total revenues	23,098	21,866	21,850	23,040	23,040
<u>Expenditures:</u>					
Fees for service	590	297	500	500	500
Interest payments	21,714	20,535	20,540	21,660	21,660
Investment management fees	-	31	-	-	-
Administrative charges	-	-	-	4,250	690
Total expenditures	22,304	20,864	21,040	26,410	22,850
Excess (deficit) of revenue over expenditures	795	1,002	810	(3,370)	190
Fund balance - January 1	1,655	2,450	3,340	3,452	82
Fund balance - December 31	2,450	3,452	4,150	82	272

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 2013 Budget

An interest payment to the developer in the amount of \$58,240 is included in the 2013 Budget.

Budget Comments

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

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

	2010	2011	2012	2012	2013
	ACTUAL	ACTUAL	ORIGINAL BUDGET	RE-EST.	
<u>Revenues:</u>					
Tax increments	64,903	79,355	79,360	64,710	64,710
Investment earnings	25	122	50	50	360
Total revenues	<u>64,928</u>	<u>79,477</u>	<u>79,410</u>	<u>64,760</u>	<u>65,070</u>
<u>Expenditures:</u>					
Fees for service	590	297	500	500	500
Interest payments	58,413	71,420	71,420	58,240	58,240
Investment management fees	99	189	100	100	20
Administrative charges	-	-	-	12,140	1,940
Total expenditures	<u>59,101</u>	<u>71,906</u>	<u>72,020</u>	<u>70,980</u>	<u>60,700</u>
Excess (deficit) of revenue over expenditures	5,826	7,571	7,390	(6,220)	4,370
Fund balance - January 1	28,373	34,199	40,139	41,770	35,550
Fund balance - December 31	<u>34,199</u>	<u>41,770</u>	<u>47,529</u>	<u>35,550</u>	<u>39,920</u>

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

This fund is used to account for all revenues and expenditures for the tax increment district established in 2009 for the Gethsemane Senior Housing development to be located south of Gethsemane Lutheran Church. The project never moved forward and the district was decertified in 2012.

Projects in 2013 Budget

None.

CITY OF MAPLEWOOD
TAX INCREMENT HOUSING DISTRICT #1-9 FUND (438)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	(1)	(17)	-	-	-
Total revenues	(1)	(17)	-	-	-
<u>Expenditures:</u>					
Fees for service	5,686	381	-	-	-
Total expenditures	5,686	381	-	-	-
Excess (deficit) of revenue over expenditures	(5,687)	(397)	-	-	-
Fund balance - January 1	-	(5,687)	(5,687)	(6,084)	(6,084)
Fund balance - December 31	(5,687)	(6,084)	(5,687)	(6,084)	(6,084)

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 2013 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
TAX INCREMENT HOUSING DISTRICT #1-10 FUND (441)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Revenues:</u>					
Investment earnings	-	(17)	-	-	(150)
Total revenues	-	(17)	-	-	(150)
<u>Expenditures:</u>					
Fees for service	2,750	12,605	-	-	-
Total expenditures	2,750	12,605	-	-	-
Excess (deficit) of revenue over expenditures	(2,750)	(12,622)	-	-	(150)
Fund balance - January 1	-	(2,750)	(8,250)	(15,372)	(15,372)
Fund balance - December 31	(2,750)	(15,372)	(8,250)	(15,372)	(15,522)

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 2013 Budget

None.

Budget Comments

This fund has been used to finance unassessed water system improvements in the North St. Paul Water Service District. Most of the expenditures in prior years have been for the new well that the City of North St. Paul constructed to serve residents in the northeast section of Maplewood. The final payment on this well was made in 1992.

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	37,927	9,511	11,350	11,350	11,350
3801 Investment earnings	(6)	(168)	(250)	(250)	(460)
Total revenues	<u>37,921</u>	<u>9,343</u>	<u>11,100</u>	<u>11,100</u>	<u>10,890</u>
<u>Expenditures:</u>					
Capital projects	8,622	4,256	-	-	-
4485 Fees for utility billing	6,170	1,546	1,550	1,550	1,550
Total expenditures	<u>14,792</u>	<u>5,802</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>
Excess (deficit) of revenue over expenditures	23,129	3,542	9,550	9,550	9,340
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	(80,000)	-	-	-	-
Net increase (decrease) in fund balance	<u>(56,871)</u>	<u>3,542</u>	<u>9,550</u>	<u>9,550</u>	<u>9,340</u>
Fund balance - January 1	(1,905)	(58,776)	(55,226)	(55,235)	(45,685)
Fund balance - December 31	<u>(58,776)</u>	<u>(55,235)</u>	<u>(45,676)</u>	<u>(45,685)</u>	<u>(36,345)</u>

FUND: WATER AVAILABILITY CHARGE - ST. PAUL WATER SERVICE DISTRICT (407)**Fund Description**

This fund accounts for the receipt of water availability charge and water surcharge revenues collected in the St. Paul Water Service District and disbursements to finance unassessed water system improvements.

Projects in 2013 Budget

None.

Budget Comments

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

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	50,569	170,087	181,500	181,500	268,130
3801 Investment earnings	(194)	358	500	700	330
3808 Water availability charges	36,960	19,230	36,960	36,960	36,960
Total revenues	<u>87,335</u>	<u>189,675</u>	<u>218,960</u>	<u>219,160</u>	<u>305,420</u>
<u>Expenditures:</u>					
Capital projects	35,102	17,024	-	-	-
4485 Fees for utility billing	(3,756)	876	1,760	900	5,280
4930 Investment management fees	-	556	400	600	20
Total expenditures	<u>31,346</u>	<u>18,456</u>	<u>2,160</u>	<u>1,500</u>	<u>5,300</u>
Excess (deficit) of revenue over expenditures	55,990	171,220	216,800	217,660	300,120
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	212,000	(40,463)	(423,500)	(300,000)	(80,000)
Debt service funds	(33,460)	(49,320)	(46,080)	(41,050)	(45,760)
Net increase (decrease) in fund balance	<u>234,530</u>	<u>81,437</u>	<u>(252,780)</u>	<u>(123,390)</u>	<u>174,360</u>
Fund balance - January 1	(159,251)	75,278	139,278	156,715	33,325
Fund balance - December 31	<u>75,278</u>	<u>156,715</u>	<u>(113,502)</u>	<u>33,325</u>	<u>207,685</u>



MAPLEWOOD

Together We Can

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DEBT SERVICE BUDGET

The fact that Maplewood has debt is not unusual; most cities have debt just like most homeowners have a mortgage. Maplewood's debt consists of public works improvement bonds, tax increment bonds and bond issues approved by voters in referendums. Minnesota cities are prohibited by state law from issuing bonds to finance their operating budget.

The City's Debt Service Budget is financed by the Debt Service Fund which accounts for the accumulation and use of financial resources to pay principal and interest on long-term debt. A separate Debt Service Sub-Fund is required for each bond issue.

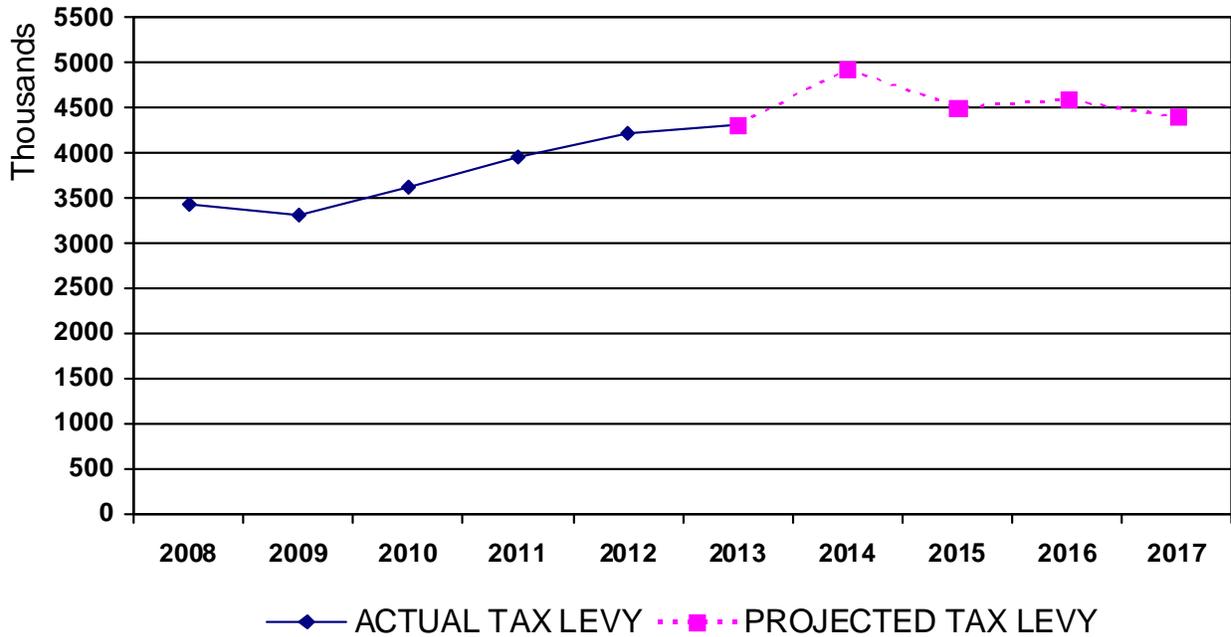
The 2013 Budget for the Debt Service Fund includes a tax levy of \$4,313,530 which is a 2.5% increase over 2012. The following table lists a breakdown by bond issue type along with a comparison for 2012:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2012	2013	
\$2,955,233	\$3,065,670	Public Works Improvement Bonds
0	0	Tax Increment Bonds
369,200	377,500	Open Space Bonds
566,700	555,100	Tax Abatement Bonds
316,970	315,260	Fire Safety Bonds
\$4,208,103	\$4,313,530	TOTAL

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

The graph below shows how debt service tax levies have changed annually over the past five years and how they will change annually through 2017. The amounts listed are for existing bond issues.

DEBT SERVICE TAX LEVIES 2008 TO 2017 - ACTUAL AND PROJECTED



Revenues for the 2013 Debt Service Budget total \$6,936,840 and consist of property taxes, special assessments, intergovernmental aid and investment interest. Property tax revenue totals \$4,210,720 and is based upon the assumption that 97.62% of the tax levy will be collected. Anticipated 2013 revenues from special assessments are \$1,617,670, state street aid is \$833,600, federal interest credit aid is \$155,120 and investment interest will be approximately \$119,730.

Expenditures for the 2013 Debt Service Budget total \$10,599,980 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2013 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2012, the City's net debt outstanding will be \$79,477,297. This is an increase of 1.9% from the balance on December 31, 2011. On December 31, 2013, the City's net debt outstanding will be \$81,374,861, which is an increase of 2.4% from the balance on December 31, 2012.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2012	2013
Tax Increment Bonds	\$2,082,297	\$1,767,297
Open Space Bonds	1,070,000	725,000
Public Works Improvement Bonds	55,085,000	56,530,000
Sewer Revenue Bonds	1,780,000	1,625,000
Environmental Utility Revenue Bonds	3,835,000	3,715,000
St. Paul Water Utility Revenue Bonds	510,000	480,000
Equipment Certificates	0	0
Fire Safety Bonds	2,355,000	2,145,000
Tax Abatement Bonds	3,465,000	3,080,000
MSA Bonds	7,320,000	8,925,000
Capital Improvement Plan Bonds	515,000	485,000
Total debt payable – January 1	78,017,297	79,477,297
New debt issues	8,285,000	11,955,000
Debt retired/refunded	6,825,000	7,552,458
Total debt payable - December 31	79,755,297	83,879,839
Escrow balance for bonds to be called	0	(2,504,978)
Net debt outstanding – December 31	\$79,477,297	\$81,374,861
Percent increase (decrease)	1.9%	2.4%

The anticipated new debt for 2013 of \$11,955,000 is for public improvements and public safety buildings.

DEBT CAPACITY

During the preparation of the Capital Improvement Plan, the City's present and future debt capacity was evaluated. This was done to determine the amount of additional bonds that could be issued to finance the projects that were requested by departments for the Capital Improvement Plan. The primary emphasis of the debt capacity analysis was to determine the amount of debt that could be issued without causing a downgrading of the City's bond rating. Also, the analysis included a projection of the City's legal debt margin which is the difference between the maximum debt allowed under state law and the amount of debt outstanding. It is the City's policy to minimize the issuance of debt when possible especially if it would cause a downgrading of the City's bond rating.

Bond ratings are based on economic, debt, administrative, and fiscal factors. Consequently, ratings are subjective and there is not a formula that can be followed to calculate a bond rating. However, there are two measures for comparing relative debt burdens: debt per capita and the ratio of debt to tax base. Unfortunately there are not any absolute benchmarks as to what these ratios should be.

The analysis of Maplewood's debt capacity included a review of data for the past five years on debt ratios and bond ratings. Also, the analysis included a projection of future debt transactions, population changes, tax base growth, and debt ratios. The projected debt ratios indicate that Maplewood will probably be able to maintain its present bond rating through 2017.

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 2013-2017. 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**

	2013	2014	2015	2016	2017
Market value of taxable property	\$3,659,078,000	\$3,806,303,000	\$3,959,452,000	\$4,118,763,000	\$4,284,484,000
Statutory debt limit: 3.0% of market value	109,772,340	114,189,090	118,783,560	123,562,890	128,534,520
<u>Amount of debt applicable to debt limit:</u>					
Open Space Refunding Bonds 2002D	365,000	-	0	0	0
Refunding Bonds 2004A	1,935,000	1,715,000	1,495,000	1,270,000	1,035,000
Capital Improvement Plan Bonds 2004C	455,000	420,000	385,000	350,000	315,000
Total debt applicable to debt limit	2,755,000	2,135,000	1,880,000	1,620,000	1,350,000
Legal debt margin	107,017,340	112,054,090	116,903,560	121,942,890	127,184,520

BOND RATINGS

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

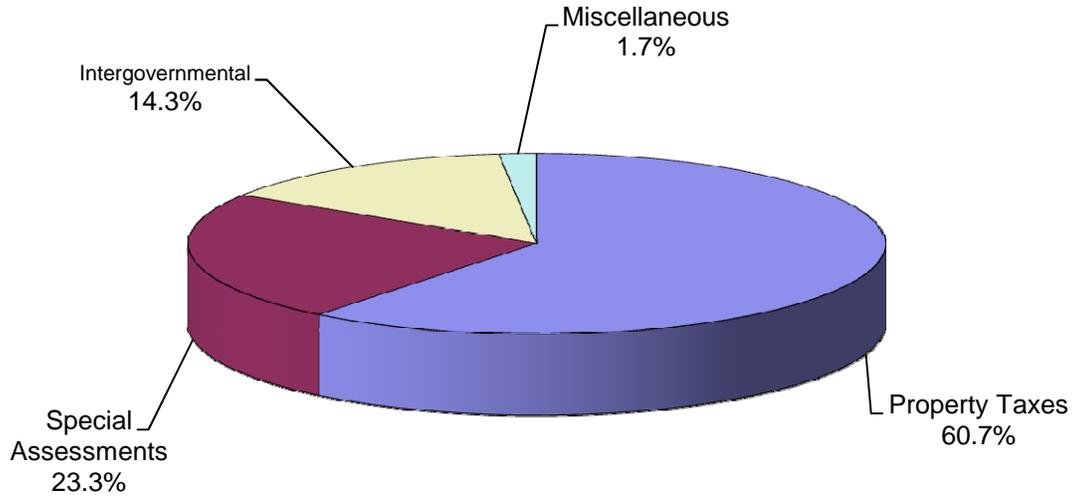
In 1997 Moody's revised their rating scale and the 'Aa' rating was replaced with 'Aa2' and 'Aa3' ratings. Maplewood had the 'Aa2' rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were 'Aa2' or better in November 2005.

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

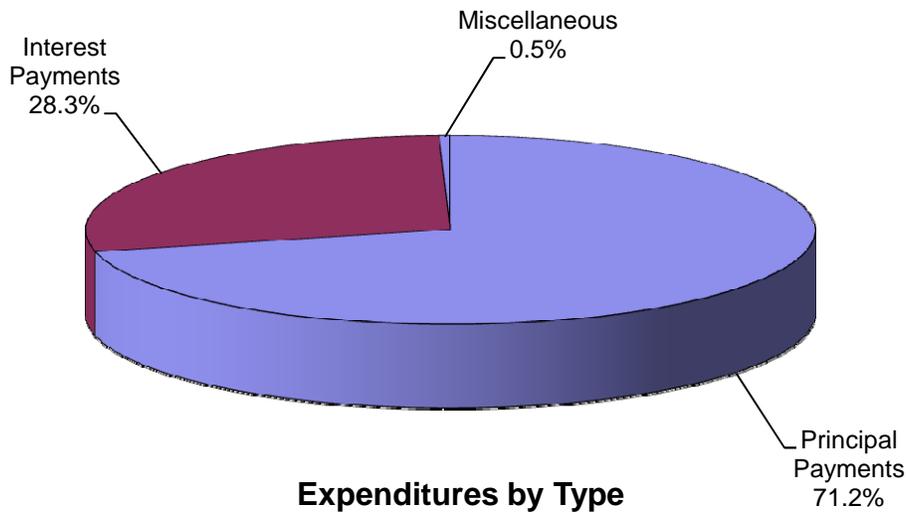
For the 2011 bond issue, the City returned to Moody's Investor Services and was assigned a rating of Aa1, which is equivalent to the AA+ assigned by Standard and Poor's. This is the second highest investment grade in the scale. Part of Moody's rationale for their decision was "stable financial operations, supported by satisfactory General Fund reserves and sound fiscal policies". The Aa1 rating was reaffirmed for the 2012 bond issue.

2013 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$6.9 Million



Expenditures by Type
\$10.6 Million

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Revenues:					
<u>Property Taxes:</u>					
3011 Current	3,440,798	3,822,310	4,018,600	4,018,600	4,210,720
3012 Delinquent	27,669	24,268	-	-	-
<u>Special Assessments:</u>					
3110 Current	1,605,849	1,861,546	1,879,910	2,088,090	1,617,670
3130 Delinquent	108,157	77,794	-	-	-
3140 Deferred	1,761,850	1,059,591	-	-	-
3160 Penalties	29,833	24,334	-	-	-
3190 Deferred - County	-	23,285	-	-	-
<u>Intergovernmental Revenue:</u>					
3517 Federal grant	-	265,841	160,310	160,310	155,120
3525 State street construction aid	852,826	590,015	540,000	540,000	578,590
3526 State street maintenance aid	311,538	293,144	274,410	274,410	255,010
<u>Miscellaneous Revenue:</u>					
3809 Miscellaneous	(1,322)	(2,715)	-	-	-
3801 Investment earnings	9,848	26,483	37,670	49,210	119,730
Total revenues	8,147,046	8,065,896	6,910,900	7,130,620	6,936,840

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

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013
Expenditures:					
<u>Debt Service:</u>					
4810 Principal:					
Regular	9,485,000	6,955,000	6,825,000	6,825,000	7,552,460
Called bonds	-	4,000,000	-	-	-
4820 Interest	2,663,669	2,926,357	2,898,430	2,898,430	2,997,070
4840 Paying agent fees	11,696	8,015	7,310	9,990	8,170
<u>Other Charges:</u>					
4480 Fees for service	93,414	7,500	8,670	75,980	12,850
4930 Investment management fees	29,995	35,414	3,740	49,180	29,430
 Total expenditures	 <u>12,283,774</u>	 <u>13,932,285</u>	 <u>9,743,150</u>	 <u>9,858,580</u>	 <u>10,599,980</u>
 Excess (deficit) of revenue over expenditures	 (4,136,727)	 (5,866,390)	 (2,832,250)	 (2,727,960)	 (3,663,140)
 Other financing sources (uses):					
Bond sale proceeds (net)	4,144,036	227,442	-	2,625,960	-
Transfers in (out)					
Debt Service Sub-Fund (in)	2,047,918	3,645,320	-	-	-
Debt Service Sub-Fund (out)	(2,047,918)	(3,645,320)	-	-	-
Public Improvement Project	1,491,021	-	-	-	-
Public Safety Comm Fund	83,277	-	-	-	-
Environmental Utilitiy Fund	174,650	193,050	301,460	301,460	399,690
Recycling/Trash Fund	-	-	-	-	77,960
General Fund	-	-	-	(40,120)	-
Sewer Fund	184,400	269,150	266,930	266,930	264,710
Tax Increment Funds	375,270	376,040	375,190	362,830	709,060
St. Paul WAC Fund	33,460	49,320	46,080	41,050	45,760
 Net increase (decrease) in fund balance	 <u>2,349,386</u>	 <u>(4,751,388)</u>	 <u>(1,842,590)</u>	 <u>830,150</u>	 <u>(2,165,960)</u>
 Fund balance - January 1	 12,700,223	 15,049,610	 8,998,600	 10,298,222	 11,128,372
 Fund balance - December 31	 <u>15,049,610</u>	 <u>10,298,222</u>	 <u>7,156,010</u>	 <u>11,128,372</u>	 <u>8,962,412</u>

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

SUB- FUND NO.	BALANCE 01-01-13	REVENUES	EXPENDITURES	OTHER SOURCES & USES	BALANCE 12-31-13
336 G.O. Tax Increment Bonds - 1999B	285,608	520	380,940	363,990	269,178
344 G.O. Open Space Refunding Bonds - 2002D	45,386	368,540	389,090	0	24,836
347 G.O. Refunding Bonds - 2004A	20,695	330,490	310,180	0	41,005
348 G.O. Improvement Bonds - 2004B	175,270	903,300	1,050,960	0	27,610
349 G.O. Tax Abatement Bonds - 2004C	14,027	541,140	512,970	0	42,197
350 G.O. Capital Improvement Bonds - 2004D	1,410	57,900	52,010	0	7,300
351 G.O. State Aid Street Bonds - 2004E	234,747	407,170	407,230	0	234,687
353 G.O. Improvement Bonds - 2005A	982,032	62,490	201,260	0	843,262
354 G.O. Improvement Bonds 2006A	111,512	472,350	509,580	0	74,282
356 G.O. Improvement Bonds - 2007A	1,236,896	398,180	967,290	49,890	717,676
357 G.O. Improvement Bonds - 2007B	345,448	306,000	515,760	90,240	225,928
358 G.O. Bonds - 2008A	934,088	510,420	1,013,090	155,950	587,368
359 G.O. Improvement & Refunding Bonds - 2008B	389,104	38,820	150,210	0	277,714
360 G.O. Improvement Bonds - 2009A	126,496	481,530	533,170	0	74,856
361 G.O. Improvement Bonds - 2009B	156,193	363,200	386,930	0	132,463
362 G.O. Improvement Bonds - 2010A	2,054,263	733,030	1,398,530	137,780	1,526,543
363 G.O. Refunding Bonds - 2010B	575,893	150,700	735,230	475,210	466,573
364 G.O. Improvement Bonds - 2011A	869,914	519,650	891,190	146,160	644,534
365 G.O. Improvement Bonds - 2012A	60,020	202,420	129,610	77,960	210,790
366 G.O. State Aid Street Refunding Bonds - 2012B	2,509,370	88,990	64,750	0	2,533,610
Grand Total	11,128,372	6,936,840	10,599,980	1,497,180	8,962,412



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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 2013 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 EDA powers in Minnesota law is the authority to levy a tax up to 0.01813 percent of taxable market value in the City. Approval of the City Council is required before the EDA may levy the tax. The Revenue Management Policy of the City, as included in this Financial Management Plan, sets policy for when a tax levy may be considered. The EDA is subject to the statutory levy limits, except for a debt levy.

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

Funding

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

FINANCIAL POLICIES AND PROCEDURES

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

Procedure for Using Funds

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

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



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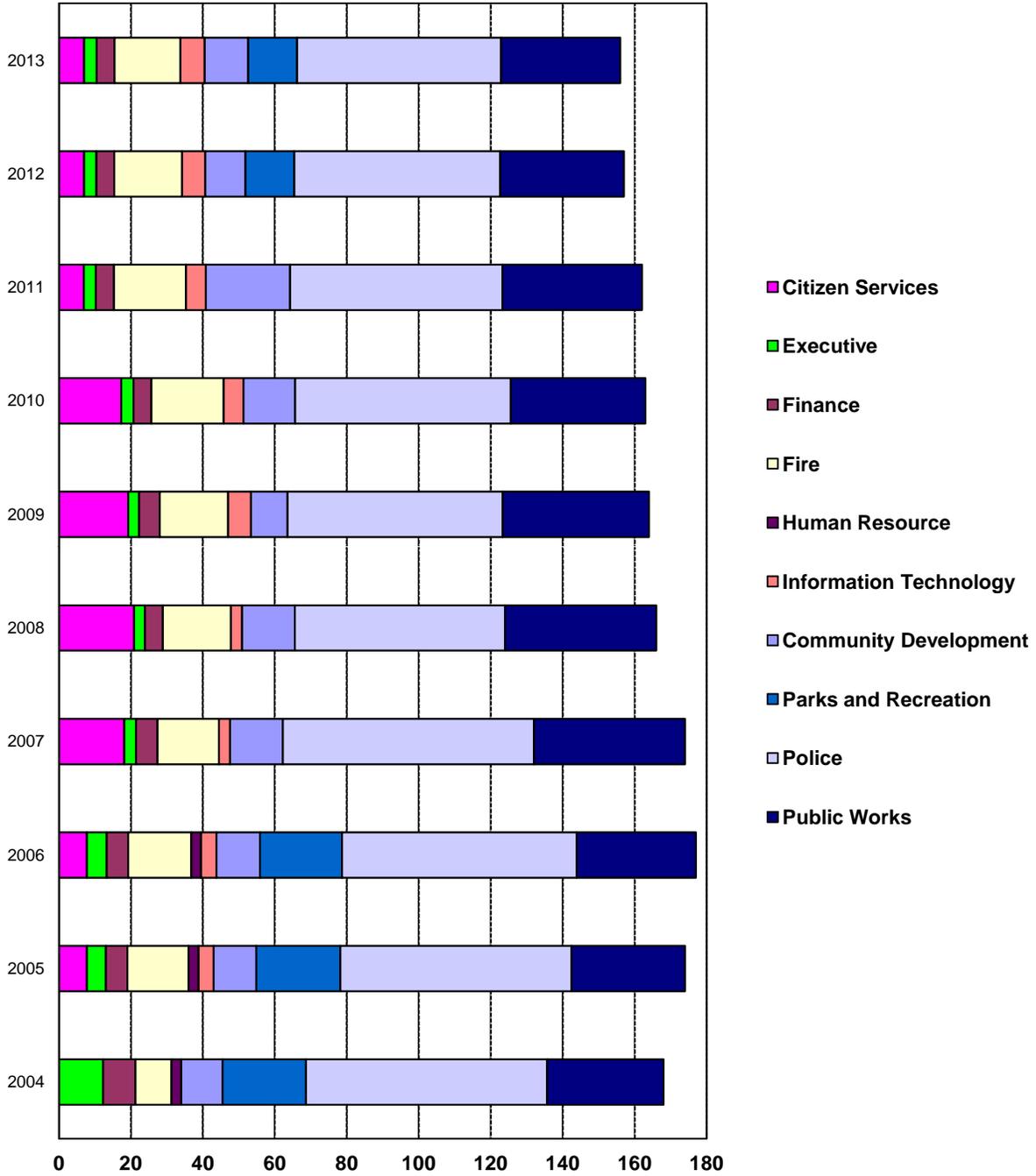
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SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

2004-2013



SUMMARY OF PERSONNEL BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department and Fund
2004-2013

By Department:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Citizen Services	-	7.75	7.75	18.20	20.90	19.30	17.30	6.90	7.00	7.00
Executive	12.25	5.27	5.54	3.20	3.00	3.00	3.40	3.40	3.40	3.50
Finance	9.00	6.00	6.00	6.00	5.00	5.75	5.00	5.00	5.00	5.00
Fire	10.00	17.00	17.50	17.09	18.89	19.00	20.10	20.00	18.80	18.30
Human Resource	2.75	2.75	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology	-	4.25	4.25	3.10	3.10	6.30	5.50	5.50	6.50	6.70
Community Development	11.48	11.85	12.10	14.66	14.66	10.20	14.35	23.43	11.10	12.10
Parks and Recreation	23.17	23.33	22.76	0.00	0.00	0.00	0.00	0.00	13.60	13.60
Police	67.00	64.20	65.20	69.80	58.40	59.80	59.90	59.00	57.20	56.70
Public Works	32.35	31.60	33.15	41.95	42.05	40.65	37.45	38.77	34.40	33.10
Totals	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00	157.00	156.00

By Fund:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
General Fund	139.46	131.72	135.84	132.29	124.27	125.32	122.80	118.00	114.00	114.00
Information Technology Fund	3.00	4.25	4.25	3.10	3.10	3.00	3.00	3.00	4.00	4.00
Rec. Programs Fund	4.10	4.10	4.10	3.60	3.38	2.88	2.00	3.50	3.30	2.95
Community Center Fund	6.03	7.08	6.81	7.60	8.00	7.50	8.40	8.40	7.80	8.05
Environmental Utility Fund	5.50	5.75	5.55	6.50	6.50	5.60	6.00	7.75	7.55	7.20
Ambulance Service Fund	-	11.60	10.70	11.71	11.25	10.40	11.35	11.50	11.05	10.30
Recycling Fund	0.25	0.25	0.25	0.35	0.40	0.40	0.60	0.80	0.60	1.00
Sewer Fund	6.08	6.00	6.25	5.60	5.90	5.80	5.60	5.80	5.45	5.30
Fleet Management Fund	3.58	3.25	3.25	3.25	3.20	3.10	3.25	3.25	3.25	3.20
Totals	168.00	174.00	177.00	174.00	166.00	164.00	163.00	162.00	157.00	156.00

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013**

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-111	Public Relations:				
	Marketing/Public Relations	1.00	-	-	-
	Events & Marketing Coordinator	-	-	-	-
101-301	Administration:				
	Citizen Services Director	0.90	0.90	1.00	1.00
	Citizen Services Supervisor	1.00	1.00	1.00	1.00
	Administrative Assistant	-	-	-	-
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Licensing Specialist	-	-	0.20	0.20
	Marketing/Public Relations	-	1.00	-	-
101-303	Deputy Registrar:				
	Licensing Specialist	2.00	2.00	2.80	2.80
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
Citizen Services Department Total		<u>6.90</u>	<u>6.90</u>	<u>7.00</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	0.50
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				
	Human Resource Coordinator	1.00	1.00	1.00	1.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
Executive Department Total		<u>3.40</u>	<u>3.40</u>	<u>3.40</u>	<u>3.50</u>
<u>FINANCE DEPARTMENT</u>					
101-202	Accounting:				
	Assistant Finance Manager	1.00	1.00	1.00	1.00
	Accounting Technician	0.75	1.00	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	0.25	-	-	-
Finance Department Total		<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013**

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>FIRE DEPARTMENT</u>					
101-411	Administration:				
	Fire Chief	1.00	0.75	0.75	0.75
	Assistant Fire Chief/Fire Marshal	0.50	0.50	0.50	0.50
	Asst Fire Chief/EMS Coordinator	-	-	-	0.25
	Administrative Assistant	1.00	0.75	-	-
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.50	0.50	0.50	0.50
101-404	Fire Suppression:				
	Captain	1.20	1.20	1.20	1.20
	Paramedic Coordinator	-	-	-	-
	Firefighter	4.80	4.80	4.80	4.80
606-403	Emergency Medical Services:				
	Fire Chief	-	0.25	0.25	0.25
	Administrative Assistant	-	0.25	-	-
	Captain	1.20	1.80	1.80	1.80
	Sergeant	0.30	0.30	0.30	0.10
	Asst Fire Chief/EMS Coordinator	1.00	1.00	1.00	0.75
	Police Officer/Paramedic	0.90	0.70	0.50	0.20
	Firefighter/Paramedic	7.70	7.20	7.20	7.20
Fire Department Total		20.10	20.00	18.80	18.30
<u>INFORMATION TECHNOLOGY DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.60	0.60	0.60	0.70
	Facility Technician	1.00	1.00	1.00	1.00
	Building Maintenance Worker	0.90	0.90	0.90	1.00
703-118	Information Technology Services:				
	IT Director	1.00	1.00	1.00	1.00
	IT/Network Analyst	1.00	1.00	1.00	1.00
	IT Technician	-	-	1.00	1.00
	GIS Analyst	1.00	1.00	1.00	1.00
Information Technology Department Total		5.50	5.50	6.50	6.70

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013**

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u>					
101-701	Administration:				
	Community Development Director	0.30	0.30	0.20	0.25
	Building Official	-	-	-	-
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	1.00	-	1.00	1.00
101-703	Building Inspections:				
	Building Official	0.25	0.25	0.75	0.60
	Assistant Building Official	1.00	1.00	0.80	0.90
	Building Inspector	3.00	2.00	1.50	1.50
	Senior Engineering Technician	0.45	0.45	0.45	0.45
101-707	Code Enforcement				
	Building Official	0.75	0.75	0.25	0.40
	Building Inspector	-	-	0.50	0.50
	Recycling Coordinator	-	-	-	0.20
101-702	Planning:				
	Senior Planner	1.00	1.00	1.00	1.00
	Planner	1.00	1.00	1.00	1.00
	Environmental Planner	1.00	-	-	-
604-702	EU Planning:				
	Community Development Director	-	-	0.10	0.25
	Assistant Building Official	-	-	0.20	0.10
	Senior Engineering Technician	-	-	0.45	0.45
	Environmental Planner	-	-	0.60	0.60
	Natural Resources Coordinator	-	-	0.70	0.70
	Recycling Coordinator	-	-	-	0.20
605-706	Recycling				
	Community Development Director	0.20	0.20	-	-
	Operations Analyst	0.20	0.20	-	-
	Chief Building Engineer	0.10	0.10	0.10	-
	Building Maintenance Worker	0.10	0.10	0.10	-
	Environmental Planner	-	0.20	0.40	0.40
	Recycling Coordinator	-	-	-	0.60
Community Development Department Total		11.35	8.55	11.10	12.10

PARKS & RECREATION DEPARTMENT

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

LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
206-603	Recreation Programs:				
	Parks & Recreation Director	-	-	0.10	0.10
	Events/Marketing Coordinator	-	-	-	-
	Recreation Manager	2.00	2.00	1.00	1.00
	Parks Manager	-	-	0.70	0.60
	Recreation Coordinator	-	1.00	1.00	0.75
	Office Specialist	-	0.50	0.50	0.50
602-611	Community Center Administration:				
	Parks & Recreation Director	0.10	0.10	0.50	0.50
	Fitness/Operations Director	1.00	1.00	-	-
	Member Services Supervisor	1.00	1.00	1.00	1.00
	Banquet Events Manager	-	1.00	1.00	1.00
	Customer Service Supervisor	1.00	-	-	-
	Recreation Coordinator	1.00	1.00	-	0.25
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.30	0.30	0.30	0.30
	Lead Building Custodian	1.00	1.00	1.00	1.00
	Facility Technician	2.00	2.00	1.00	1.00
	Building Custodian	-	-	1.00	1.00
602-612	Community Center Recreation Activities:				
	Fitness Supervisor	-	-	1.00	1.00
	Aquatics Program Supervisor	1.00	1.00	1.00	1.00
	Parks & Recreation Department Total	<u>14.00</u>	<u>15.00</u>	<u>13.60</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	7.80	6.80	7.90	7.00
	Technical Assistant	1.00	1.00	1.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	5.70	6.70	6.70	6.90
	Police Officer	<u>36.40</u>	<u>35.50</u>	<u>32.60</u>	<u>32.80</u>
	Police Department Total	<u>59.90</u>	<u>59.00</u>	<u>57.20</u>	<u>56.70</u>

**LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013**

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<u>PUBLIC WORKS DEPARTMENT</u>					
101-501	Administration:				
	Public Works Director	0.35	0.35	0.20	0.20
	Operations Analyst	0.20	0.20	-	-
	Administrative Assistant	0.75	0.50	0.50	0.50
101-503	Engineering:				
	Public Works Director	-	-	-	0.20
	Deputy Public Works Dir./City Engineer	1.00	0.60	0.30	-
	Assistant City Engineer	-	1.00	1.00	0.80
	Civil Engineer I	1.00	0.75	-	-
	Civil Engineer II	2.00	1.00	0.75	0.80
	Senior Engineering Technician	3.10	3.10	3.10	2.10
	Engineering Technician	2.00	2.00	2.00	2.00
702-509	Fleet Management				
	Superintendent	0.25	0.25	0.25	0.20
	Crew Chief	1.00	1.00	1.00	1.00
	Heavy Equipment Mechanic	2.00	2.00	2.00	2.00
101-516	Forestry				
	Crew Chief	-	-	-	0.35
	Maintenance Worker	-	-	-	0.25
	Maintenance Trainee	-	-	-	0.90
101-602	Park Maintenance:				
	Superintendent	-	1.00	-	0.15
	Crew Chief	-	-	1.00	0.90
	Foreman	1.00	-	-	-
	Maintenance Worker	5.00	5.00	5.00	3.00
	Maintenance Trainee	-	-	-	1.60
601-508	Sanitary Sewer Operations:				
	Public Works Director	-	0.25	0.10	0.30
	Deputy Public Works Dir./City Engineer	0.25	0.20	0.35	-
	Assistant City Engineer	-	-	-	0.10
	Operations Analyst	0.35	0.35	-	-
	Superintendent	0.75	0.75	0.75	0.65
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	3.00	3.00	3.00	1.00
	Maintenance Trainee	-	-	-	2.00
	Administrative Assistant	0.25	0.25	0.25	0.25
101-514	Snow and Ice Control:				
	Superintendent	0.20	0.20	0.20	0.20
	Crew Chief	0.30	0.20	0.40	0.40
	Maintenance Worker	1.40	1.80	1.60	1.40

LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2010-2013

<u>CODE</u>		<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
604-512	Storm Sewer Maintenance:				
	Public Works Director	-	-	-	0.30
	Deputy Public Works Dir./City Engineer	-	0.20	0.35	-
	Assistant City Engineer	-	-	-	0.10
	Community Development Director	0.20	0.20	-	-
	Administrative Assistant	-	0.25	0.25	0.25
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.90	0.70	0.80	0.80
	Maintenance Worker	1.75	2.10	2.00	1.60
	Natural Resources Coordinator	0.70	0.70	-	-
	Operations Analyst	0.25	0.25	-	-
	Senior Engineering Technician	-	0.45	-	-
	Civil Engineer	0.45	0.25	0.25	0.20
	Environmental Planner	-	0.80	-	-
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.60	0.60	0.60	0.40
	Maintenance Worker	3.15	3.60	3.60	3.10
	Maintenance Trainee	-	-	-	0.50
604-513	Street Sweeping:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.20	0.20	0.20	0.15
	Maintenance Worker	0.70	0.80	0.80	0.65
	Public Works Department Total	<u>36.85</u>	<u>38.65</u>	<u>34.40</u>	<u>33.10</u>
	TOTALS - ALL DEPARTMENTS	163.00	162.00	157.00	156.00

CITY OF MAPLEWOOD
EMPLOYEE BENEFITS FUND (701)

This fund accounts for employee fringe benefit expenses and provides a reserve to finance accumulated leave benefits and severance pay. These operating expenses are used as a basis to determine amounts to be charged to departments for leave, retirement, and insurance benefits. The charges are levied as a percentage of the employees' gross pay with average rates used for all employees.

The 2013 estimate for leave benefits is based upon actual leave hours used in 2011 and projected 2013 pay rates. The estimate for retirement benefits is based on projected 2013 pay rates and employer required contribution rates. Insurance benefits expense for 2013 is based upon an estimated 4% increase in health insurance premium rates and projected 2013 pay rates.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012	2012	2013
			ORIGINAL BUDGET	RE-EST.	ESTIMATE
<u>Operating revenues:</u>					
3833	1,896,588	1,719,288	1,750,630	1,750,656	1,773,400
3834	2,061,516	2,428,572	2,250,440	2,250,468	2,176,330
3835	2,107,932	2,405,892	2,699,540	2,704,056	2,735,970
Total revenues	6,066,036	6,553,752	6,700,610	6,705,180	6,685,700
<u>Operating expenses:</u>					
Early retirement pay	132,889	25,615	20,000	-	-
Leave benefits	1,855,821	1,741,058	1,750,000	1,800,000	1,825,000
Retirement benefits	2,200,538	2,214,754	2,250,000	2,220,000	2,275,000
Insurance benefits	2,230,645	2,264,008	2,575,000	2,530,000	2,600,000
Opeb	72,460	158,419	50,000	(428,247)	-
Miscellaneous service charges	380	1,574	-	1,500	1,500
Total expenses	6,492,733	6,405,426	6,645,000	6,123,253	6,701,500
Operating income (loss)	(426,697)	148,326	55,610	581,927	(15,800)
Nonoperating revenues (expenses):					
3530	32,410	32,410	32,410	32,410	32,410
3517	14,391	-	-	-	-
3801	1,879	4,546	15,000	8,200	10,000
4930	(7,572)	(6,853)	(7,640)	(6,100)	(7,500)
3809	-	30	-	-	-
Total nonoperating revenues (expenses)	41,108	30,133	39,770	34,510	34,910
Change in net assets	(385,589)	178,458	95,380	616,437	19,110
Net assets - January 1	(61,964)	(447,554)	(292,214)	(269,096)	347,341
Net assets - December 31	(447,554)	(269,096)	(196,834)	347,341	366,451

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012	2012	2013
			ORIGINAL BUDGET	RE-EST.	ESTIMATE
Net income (loss) before contributions and transfers	(385,589)	178,458	95,380	616,437	19,110
Change in current assets	(13,971)	14,117	-	-	-
Change in current liabilities	75,381	192,775	-	(428,247)	-
Net increase (decrease) in cash	(324,179)	385,350	95,380	188,190	19,110
Cash balance - January 1	1,811,771	1,487,592	1,642,932	1,872,942	2,061,132
Cash balance - December 31	1,487,592	1,872,942	1,738,312	2,061,132	2,080,242

CITY OF MAPLEWOOD
RISK MANAGEMENT FUND (705)

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

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

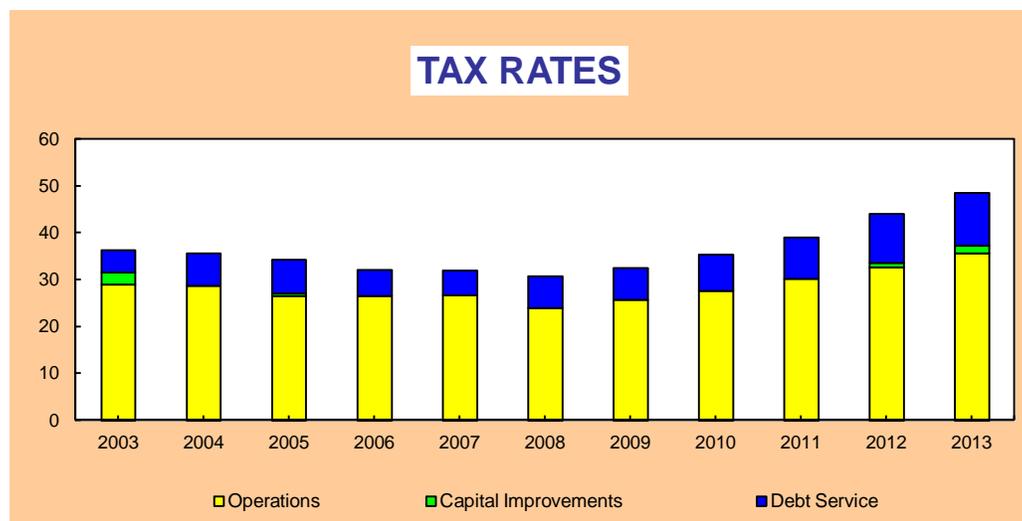
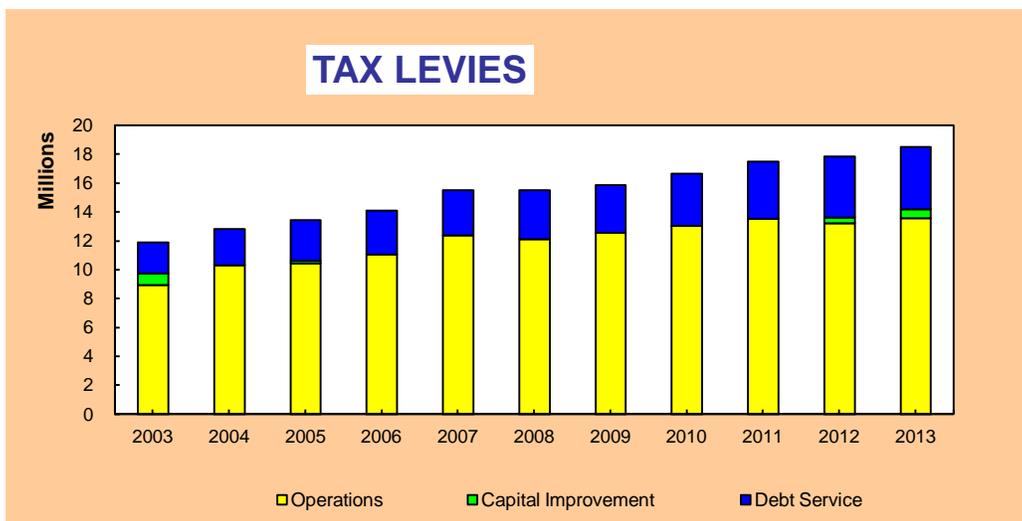
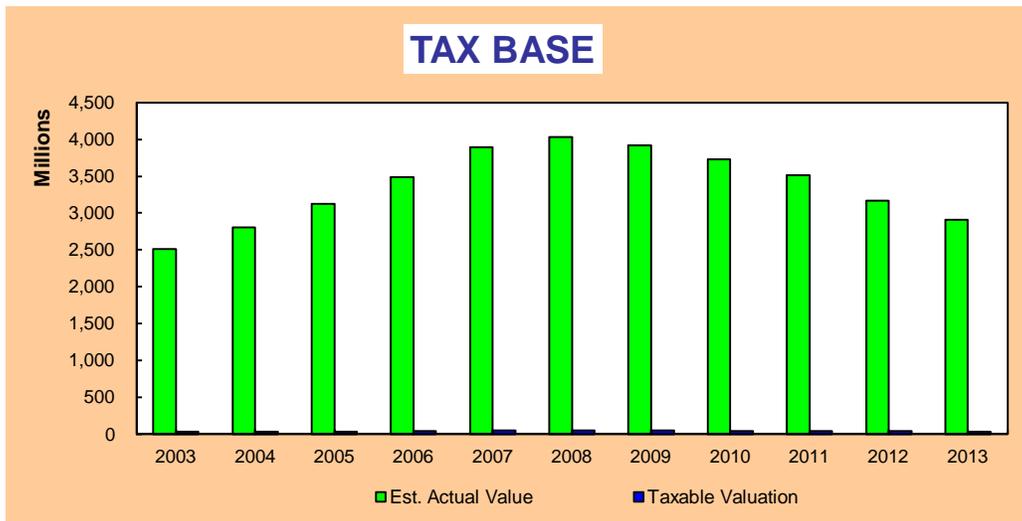
ACCT NO.	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013 ESTIMATE
<u>Operating revenues:</u>					
3838 Charges for insurance	-	-	323,770	323,770	387,430
Total revenues	-	-	323,770	323,770	387,430
<u>Operating expenses:</u>					
Insurance	-	-	238,740	190,830	200,360
Fees for service	-	-	12,000	12,000	12,000
Judgements & losses	-	-	-	125,000	75,000
Total expenses	-	-	250,740	327,830	287,360
Operating income (loss)	-	-	73,030	(4,060)	100,070
Nonoperating revenues (expenses):					
3801 Investment earnings	-	273	-	650	-
4930 Investment management fees	-	(423)	-	(480)	-
3809 Miscellaneous	-	65,330	-	-	-
Total nonoperating revenues (expenses)	-	65,180	-	170	-
Net income (loss) before contributions and transfers	-	65,180	73,030	(3,890)	100,070
Transfers in (out)	75,000	60,000			
Change in net assets	75,000	125,180	73,030	(3,890)	100,070
Net assets - January 1	-	75,000	135,000	200,180	196,290
Net assets - December 31	75,000	200,180	208,030	196,290	296,360

STATEMENT OF CASH FLOWS

	2010 ACTUAL	2011 ACTUAL	2012 ORIGINAL BUDGET	2012 RE-EST.	2013 ESTIMATE
Net income (loss) before contributions and transfers	-	65,180	73,030	(3,890)	100,070
Change in current assets	-	(89)	-	-	-
Transfers in (out)	75,000	60,000	-	-	-
Net increase (decrease) in cash	75,000	125,091	73,030	(3,890)	100,070
Cash balance - January 1	-	75,000	135,000	200,091	196,201
Cash balance - December 31	75,000	200,091	208,030	196,201	296,271

TAX BASE, TAX LEVIES AND TAX RATES

Years 2003 through 2013



TAX BASE, TAX LEVIES AND TAX RATES

Years 2003 through 2013

TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
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	3,168,106,800	39,582,567	-9.0%
2013	2,910,124,400	37,178,844	-6.1%

TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
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%
2013	13,585,600	629,270	4,313,530	18,528,400	3.8%

TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
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	32.697	0.975	10.384	44.056	0.02045
2013	35.643	1.651	11.317	48.611	0.02226



Community Profile

The City of Maplewood is located in the eastern portion of Ramsey County and is approximately 6 miles north of downtown Saint Paul. The distinctive shape of the city covers 19.13 square miles.

The land which is now Maplewood was originally part of the Sioux Indian nation. The first recorded settler came in 1844 and over the next hundred years the land was settled and businesses developed. Maplewood's unique shape developed as boundaries were created by other townships incorporating into various cities leaving a mile wide strip of land. This land was incorporated into New Canada Township. Ultimately, the township was incorporated in 1957 and became the City of Maplewood, and then in 1974 it became a statutory city.

Maplewood is bordered by 9 different cities and has several major roads within its borders. Interstate 694, 94, and 494 all run east-west through the city, as does Minnesota Highway 36. Interstate 35E and Highway 61 provide north-south routes in Maplewood. Also, White Bear Avenue and McKnight Road are significant transportation corridors in Maplewood.

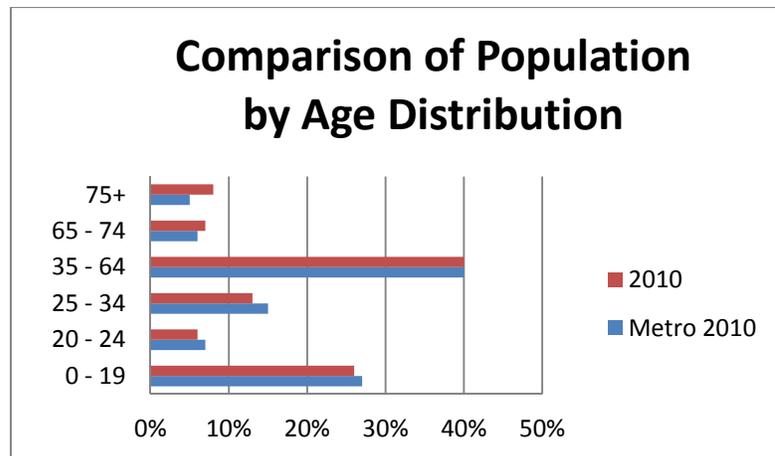


A few of the main corporate occupants of Maplewood include the world-wide headquarters of the 3M Company, the Maplewood Mall and St. John's Hospital.



Also, many auto dealerships, health-related businesses, senior-living developments, variety of retail shops and restaurants as well as several private schools are contained within Maplewood's boundaries. Other facilities within city limits include a branch of the Ramsey County Library, three public elementary schools and two middle schools.

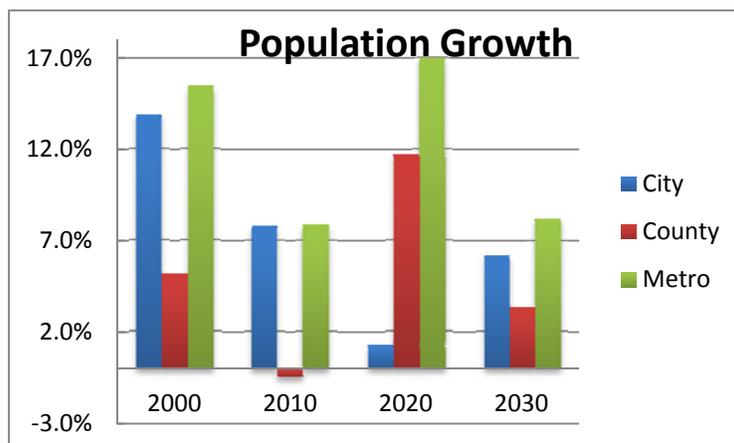
As of 2010, the city had a population of 38,018 according to the 2010 U.S. Census Bureau. The Metropolitan Council estimates this number will show steady increase through 2030. The past trends in population have been comparable to the county and metro. The Metropolitan Council is expecting similar trends to continue through 2030.



One of the areas showing a noticeable discrepancy between Maplewood and the metro area is age distribution of the population. The population composition shows Maplewood to have a slightly more aged populace than the metro area.

Demographic Statistics

Characteristics	Maplewood			Metro Area		
	1990	2000	2010	1990	2000	2010
Population	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
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%
Median Household Income	\$37,856	\$51,596	\$51,557		\$54,304	\$63,927
Employment	25,068	29,259	27,570	1,273,773	1,563,245	1,542,088



The City's governing body is the City Council, comprised of the Mayor and four Council members. The City of Maplewood uses a Council-Manager form of government in which the mayor and four Council members decide all legislative issues and delegate administrative duties to the City Manager. The Mayor and Council members are elected at large to serve overlapping four-year terms.

Services provided by the City of Maplewood are police, fire fighting, street maintenance, recreation programs, park maintenance, planning, and building inspection. In 2013 the City will have 156 full-time employees serving in various departments, including fire and police protection, and approximately 325 part-time, casual and temporary employees. Police protection is provided to all parts of the City through a 52-employee police force. Fire protection services are provided by 15 full-time firefighters and numerous casual part-time firefighters at three fire stations.



As part of the parks and recreation programs, the Maplewood Community Center provides the community with an aquatic center, fitness opportunities, a performing arts theatre, and rental spaces for events.

The Maplewood Nature Center offers one and a half miles of trails, a 620-foot floating boardwalk and observation deck on Green Heron Pond along with many educational programs.

There are also miles of trails throughout the city and more than 300 acres of neighborhood preserves. In addition, the city oversees 35 parks with a variety of amenities such as: picnic shelters, playground equipment, ball fields, football and soccer fields, basketball and tennis courts and outdoor skating rinks.



GLOSSARY OF TERMS

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

APPROPRIATION: An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

ASSETS: Property owned by a government which has a monetary value.

BOND: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date{s}) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

BUDGET DOCUMENT: The official written statement prepared by the budget office and supporting staff which presents the proposed budget to the legislative body.

BUDGET MESSAGE: A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the chief executive and budget officer (if not the chief executive).

CAPITAL ASSETS: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL IMPROVEMENTS BUDGET: A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget which includes both operating and capital outlays. The capital budget normally is based on a capital improvement program.

CAPITAL IMPROVEMENT PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

CAPITAL OUTLAYS: Expenditures for the acquisition of capital assets.

CAPITAL PROJECTS: Projects which purchaser construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CONTINGENCY ACCOUNT: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

DEBT SERVICE: Payment of interest and repayment of principal to holders of a government's debt instruments.

DEFICIT: (1) The excess of an entity's liabilities over its assets (See Fund Balance); (2) the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purchases are made.

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The excess of funds assets over its liabilities. A negative fund balance is sometimes called a deficit.

GENERAL OBLIGATION BONDS: When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

MATURITIES: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

OBJECT OF EXPENDITURE: Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include:

- personal services (salaries and wages);
- contracted services (utilities, maintenance contracts, travel);
- supplies and materials; and,
- capital outlays.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

RESIDUAL EQUITY TRANSFER: Nonrecurring or non-routine transfers of assets between funds.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of the City's Sewer Fund and Vehicle/Equipment Maintenance Fund.

REVENUE: The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan);
- does not represent a repayment of an expenditure already made;
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

TAX CAPACITY: A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes. The assessor determines the estimated market (resale) value of property. This value is converted to tax capacity by a formula specified in state law.

TAX CAPACITY RATE: The property tax rate which is based on the taxes levied as a proportion of the property value. A tax rate of 18.751% produces \$18.75 of taxes on each \$100 of tax capacity that a property is valued at.

TAX LEVY: The total amount to be raised by general property taxes for the purposes stated in the resolution certified to the County Auditor.

ACRONYMS

AFSCME	American Federation of State, County, and Municipal Employees
CIP	Capital Improvement Plan
CSO	Community Service Officer
EMS	Emergency Medical Services
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GO	General Obligation
HRA	Housing and Redevelopment Authority
HRC	Human Relations Commission
HVAC	Heating, Ventilating, Air Conditioning
ISD 622	Independent School District No. 622
LEBG	Law Enforcement Block Grant
LELS	Law Enforcement Labor Services
MAA	Maplewood Athletic Association
MCC	Maplewood Community Center
MIS	Management Information Systems
PAC	Park Availability Charge
PERA	Public Employees Retirement Association
PC	Personal Computer
PIP	Public Improvement Projects
SAC	Sewer Availability Charge
SCBA	Self-Contained Breathing Apparatus
TH	Trunk Highway
TIF	Tax Increment Financing
VEM	Vehicle and Equipment Maintenance
WAC	Water Availability Charge



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