

2009 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.

2009 BUDGET PROCESS

In August, department heads started the preparation of their budget requests for the 2009 calendar year. Maplewood's fiscal year is the calendar year. During September, department heads submitted their budget requests to the Acting City Manager and Finance Director. The Finance Director reviewed the budget requests as they were received to determine if they were accurate, reasonable and well-justified. Beginning in September, the Finance and Director prepared a preliminary budget based upon initial revenue estimates, department budget requests and recommended revisions in department budget requests.

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

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

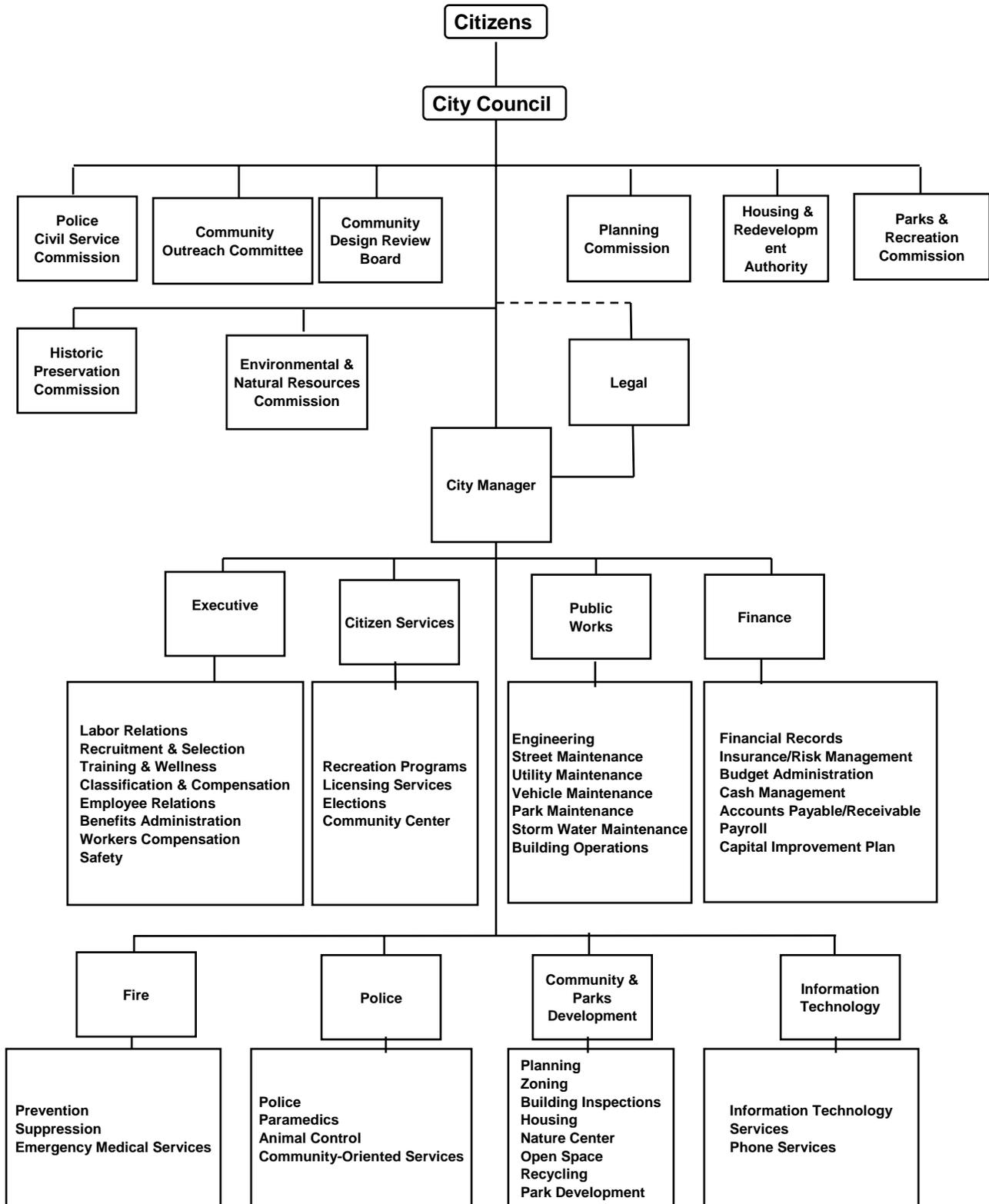
By November 12th, the County sent a notice to each taxpayer indicating the proposed property tax increase and the date of the City's Truth in Taxation and budget hearings. On December 10th 2008 the Council approved the proposed budget and the City's property tax levy to finance the approved budget.

BUDGET ORGANIZATION

The City's annual budget consists of three basic sections: Operating Budget, Capital Improvements Budget and Debt Service Budget. Each of these sections is comprised of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts and resources which are dedicated for a specific purpose. The revenue and expenditure accounts for each fund are listed within each budget section.

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

City of Maplewood Organization Chart



CITY OF MAPLEWOOD, MINNESOTA

PRINCIPAL CITY OFFICIALS

DECEMBER 2008

CITY COUNCIL

DIANA LONGRIE, MAYOR
Term Expires 12-31-2009

KATHLEEN JUENEMANN, COUNCILMEMBER
Term Expires 12-31-2009

ERIK HJELLE, COUNCILMEMBER
Term Expires 12-31-2009

JOHN NEPHEW, COUNCILMEMBER
Term Expires 12-31-2011

WILLIAM ROSSBACH, COUNCILMEMBER
Term Expires 12-31-2011

CITY MANAGERIAL STAFF

<u>Employee</u>	<u>Position</u>	<u>Date Appointed</u>
R. Charles Ahl	Acting City Manager	January 17, 2008
Karen Guilfoile	Citizen Services Director	August 5, 1996
DuWayne Konewko	Community & Parks Development Director	November 1, 2008
R. Charles Ahl	Director of Public Works	March 5, 2001
Robert Mittet	Finance Director	March 8, 2007
Steve Lukin	Fire Chief	March 17, 2000
Mychal Fowlds	Information Technology Director	February 6, 2006
Dave Thomalla	Police Chief	November 16, 2002

CITY OF MAPLEWOOD, MINNESOTA GEOGRAPHICAL LOCATION





Dear Honorable Mayor Longrie and City Council Members:

I am pleased to transmit to you the City of Maplewood's 2009 Budget. The 2009 Budget is funded at City Council's direction that limits new spending for operations, capital improvements and debt service to only a 3.5% increase. The operating budget increase is 1.1% while the debt service budget has increased by 32.4%, largely due to recent road reconstruction projects and the related bonding to pay for them as well as some large debt service payments due in 2009.

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 2009 Budget protects our excellent bond rating and minimizes the need for borrowing for unexpected expenditures while drawing the General Fund balance to a level covering 37.8% of anticipated expenditures. This level is higher than any recent year.

The 2009 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 2009 budget process to build a balanced service centered financial plan for the City of Maplewood.

Sincerely,

R. Charles Ahl
Acting City Manager

Budget Overview

**OPERATING
BUDGET
EXPENDITURES
UP 1.1%**

Operating budget expenditures for 2009 are \$31.7 million, which is \$1,408,602 higher than 2007. The budget changes by department are as follows:

OPERATING BUDGET EXPENDITURES BY DEPARTMENT			
	2009 BUDGET	AMOUNT OVER (UNDER) 2008 BUDGET	% CHANGE OVER (UNDER) 2007 BUDGET
Citizen Services	4,618,040	332,717	7.8%
Community & Parks Development	2,195,410	216,603	10.9%
Executive	1,026,240	(43,413)	(4.1)%
Finance	756,630	69,820	10.2%
Fire	4,288,960	131,848	3.2%
Information Technology	764,290	12,987	1.7%
Legislative	199,530	8,352	4.4%
Police	7,528,890	(477,502)	(6.0)%
Public Works	10,344,950	79,036	0.8%
Total expenditures	\$31,722,940	\$330,448	1.1%

**FULL-TIME
EMPLOYEES
SAME**

The number of full-time employees included in the 2009 Budget is 166 which is the same as the previous year. The elimination of a planner position, moved to the vacant code enforcement position, is offset by the addition of a marketing person. The number of full-time equivalent positions in the 2008 Budget is 187 which is an increase of three from 2008.

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

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

The following shows sources and uses of funds for the 2009 Budget compared to the 2008 Budget:

	2008 BUDGET	2009 BUDGET	INCREASE (DECREASE)	% CHANGE OVER 2006 BUDGET
Sources of funds:				
Taxes-current	\$11,046,064	\$11,329,590	\$283,526	2.6%
Other revenues	7,107,210	7,158,690	51,480	0.7%
Fund balance	0	69,075	69,075	N/A
Total	\$18,153,274	\$18,557,355	\$404,081	2.2%
Use of funds:				
Expenditures	\$18,027,459	\$18,090,330	\$62,871	0.3%
Transfers (net)	0	467,025	467,025	N/A
Fund balance	125,815	(125,815)	(125,815)	N/A
Total	\$18,153,274	\$18,557,355	\$404,081	2.2%

It has been common for the past several years to have a General Fund deficit budget. This is because it is city budget policy to make conservative revenue

estimates and liberal expenditure estimates. Consequently, the General Fund ending balance is usually higher than budgeted and provides a resource for financing the deficit in the annual budget.

**GENERAL
FUND
REVENUES
UP 1.8%**

The increase in General Fund revenues amounts to \$335,006. Most of the increase is in current taxes which are up \$283,526 due to an increase in the tax levy. All of the additional tax revenue will be transferred to the Debt Service Fund.

**GENERAL
FUND
EXPENDITURES
UP 0.3%**

The 2009 Budget includes recommended expenditures that are 0.3% higher than the 2008 Budget. The breakdown by department is as follows:

GENERAL FUND EXPENDITURES BY DEPARTMENT			
	2009 BUDGET	AMOUNT OVER (UNDER) 2008 BUDGET	% CHANGE OVER 2008 BUDGET
Citizen Services	1,223,390	252,563	26.0 %
Community & Parks Dev.	1,655,360	(470,434)	(22.1)%
Executive	1,026,240	(43,413)	(4.1)%
Finance	682,340	87,838	14.8 %
Fire	1,874,320	61,963	3.4 %
Legislative	152,780	(3,348)	(2.1)%
Police	7,502,890	(304,945)	(3.9)%
Public Works	3,973,010	482,647	13.8 %
Total expenditures	\$18,090,330	\$62,871	0.3 %

The increases in most departments are due to increased personnel costs. Re-assignments of some personnel account for the variations between departments.

**GENERAL
FUND
BALANCE
WILL BE
36.9%
OF BUDGET**

The fund balance also needs to be large enough to finance unexpected expenditures. Therefore, the budgeted 12-31-09 fund balance has been set at 36.9% of the 2009 budgeted revenues. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures. Also, it is higher than the level that it was at in October 1989 when the city's bond rating by Moody's Investors Services was increased to its current level.

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 2009 Budget implements the first year of the 2009-2013 Capital Improvement Plan adopted

by the City Council. This five-year plan is usually updated annually through a comprehensive capital needs planning process.

**CAPITAL
IMPROVEMENTS
REVENUES
DOWN 10.4%**

Revenues for 2009 in the Capital Improvements Budget are \$1,490,794 and 10.4% less than 2008. Major revenue sources for the 2009 Capital Improvement Budget are taxes including tax increment revenues (\$521,162), charges for services (\$637,192) and miscellaneous revenues (\$332,440) which includes investment earnings and sale of property.

**CAPITAL
IMPROVEMENTS
EXPENDITURES
DOWN 71.6%**

The Capital Improvement Budget expenditures are \$442,898 and 71.6% less than 2008. Less parks and trail development in 2009 accounts for the decrease.

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 1.7%**

Revenues for 2009 are 1.7% more than 2008. Major revenue sources, as in past years, are property taxes (\$3,311,655), special assessments (\$1,600,000), state street aid (\$461,010) and investment earnings (\$151,920).

**DEBT SERVICE
EXPENDITURES
UP 32.4%**

Expenditures for 2009 (\$8,968,825) are 32.4% more than 2008. The increase is due to higher scheduled principal and interest payments, due in large part to issuance of bonds in 2007 and 2008.

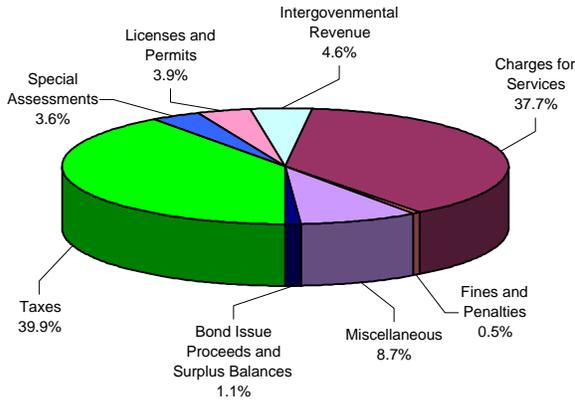
The anticipated new debt issues for 2009 total \$8,065,000 to finance public works improvements.

**CAPITAL
IMPROVEMENT
EXPENDITURES
IN 2009-2013**

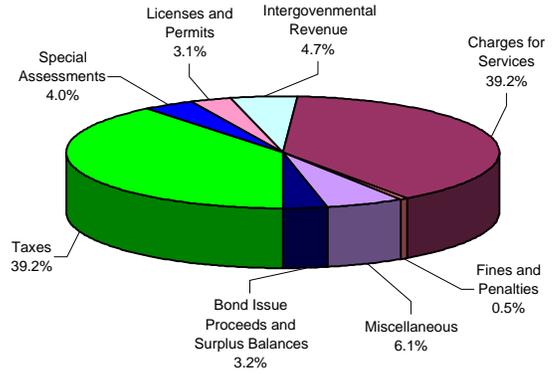
Based on projections in the 2009-2013 Capital Improvement Plan, the Capital Budget will range from \$9.9 million in 2013 to \$16.2 million in 2010. Major factors affecting the capital budgets will be (a) residential and commercial growth and (b) the number of public improvement projects that are approved for construction.

2008 AND 2009 BUDGET - ALL BUDGETARY FUNDS

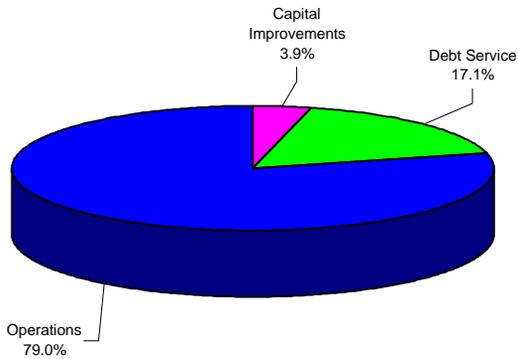
Financing Sources and Expenditures



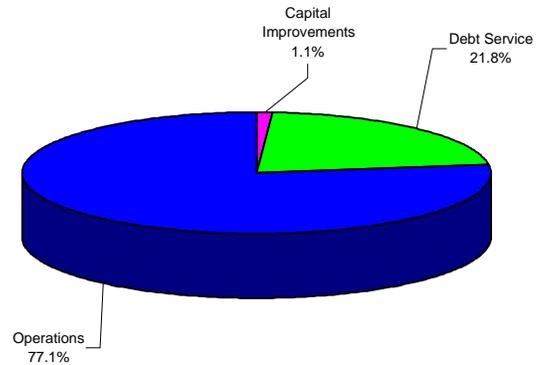
Financing Sources
2008 Budget - \$39.7 Million



Financing Sources
2009 Budget - \$41.1 Million



Expenditures By Category
2008 Budget - \$39.7 Million



Expenditures By Category
2009 Budget - \$41.1 Million

CITY OF MAPLEWOOD, MINNESOTA

2009 BUDGET

REVENUE ASSUMPTIONS

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

	2007 Actual	2008 Budget	2009 Budget	2009 Percent Change
Operating Budget	\$12,070,160	\$11,925,434	12,304,290	3.2%
Capital Improvement Budget	541,550	510,220	521,162	2.1%
Debt Service Budget	<u>3,069,600</u>	<u>3,421,925</u>	<u>3,311,655</u>	-3.2%
Totals	\$15,681,310	\$15,857,579	\$16,137,107	1.8%

Property tax collections for 2009 are anticipated to be 97.7% of the amount levied based on collection rates over the past three years.

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

	2007 Actual	2008 Budget	2009 Budget	2009 Percent Change
Operating Budget	\$35,290	\$34,430	\$28,190	-18.1%
Capital Improvement Budget	0	0	0	0.0%
Debt Service Budget	<u>1,287,070</u>	<u>1,400,000</u>	<u>1,600,000</u>	14.3%
Totals	\$1,322,360	\$1,434,430	\$1,628,190	13.5%

Special assessment collections for 2009 will be 13.5% greater than the 2008 Budget based on an analysis of new rolls, scheduled installments and historical collection rates.

Business license fees are required to be paid annually in order to operate a business within the City. Liquor license fees and general business licenses account for most of the revenue in this category. Non-business license and permit fees are levied to finance the cost of inspecting and regulating new construction. All license and permit revenues are in the Operating Budget. In 2009 they will total \$1,257,560 and in 2008 they total \$1,542,400. Building permit fees generate most (40.6%) of the revenue in this category. Revenue estimates assume that rates for business licenses and permits

will be increased by an average of 1.6% to keep pace with the projected inflation rate for 2009.

Intergovernmental revenues are monies from other governments in the form of grants, entitlements and shared revenues. In 2009 they will be \$1,947,300 compared to \$1,831,500 in 2008. Items that account for most of these revenues in 2009 are state police aid (\$394,820), state market value homestead credit (\$402,950), state fire aid (\$113,540) and state street construction and maintenance aid (\$194,660). Police state aid is distributed to cities based upon the number of full-time police officers they have. Fire state aid is distributed based on population and market values of the area served.

Charges for service consist of Community Center fees, recreation program fees, utility charges, miscellaneous department fees, and ambulance charges. In 2008 they total \$14,964,126 and in 2009 they will total \$16,142,452. Revenues from service charges will be 7.9% more than the 2008 Budget due to an increase in billing rates and additional revenue projected for Public Works engineering fees.

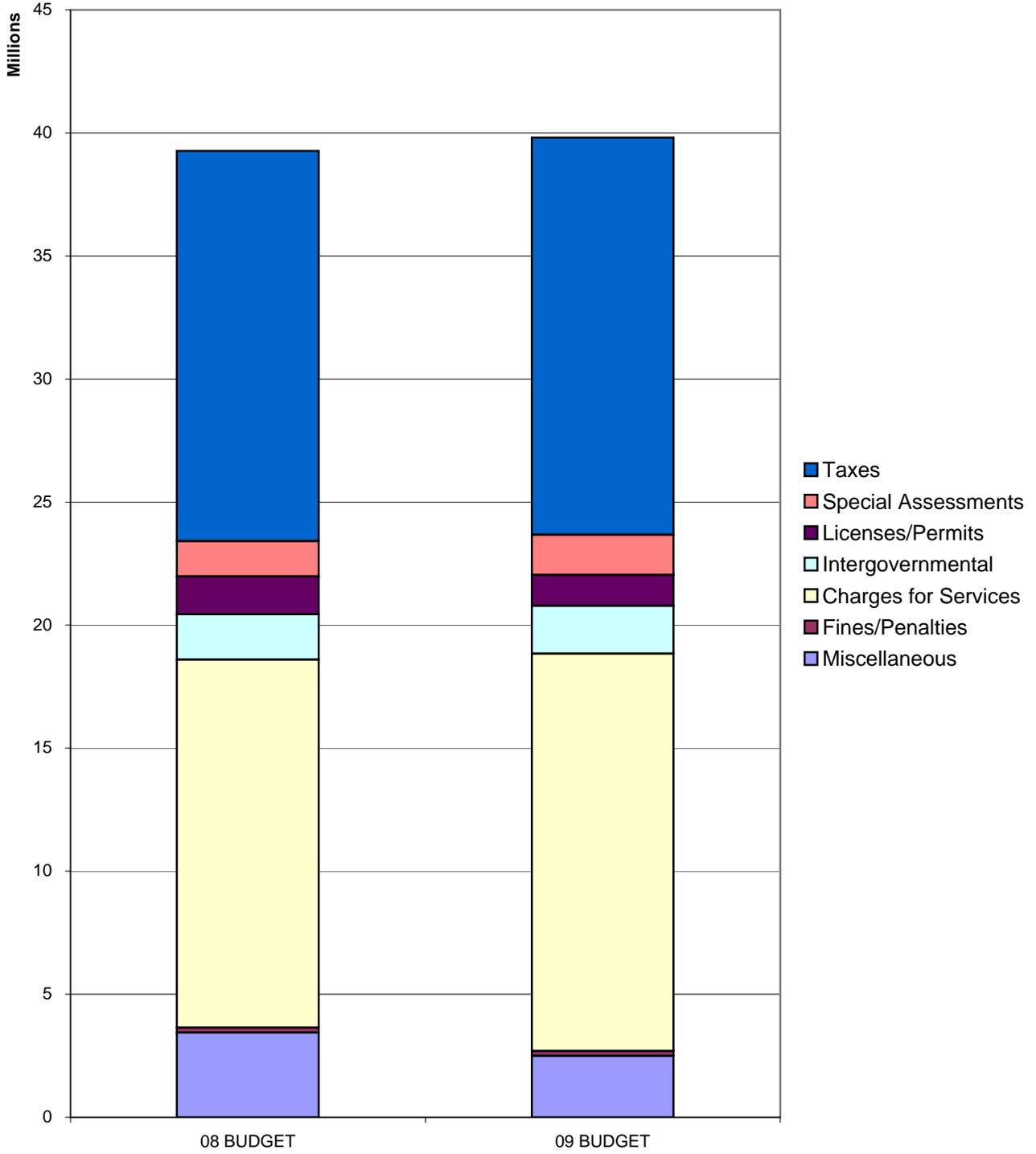
Fines and penalties consist of (1) the City's share of fines collected by the County for court actions, (2) false alarm fees and (3) revenue from drug forfeiture proceedings. All of these revenues are in the Operating Budget. In 2008 they total \$202,340 and in 2009 they will total \$204,170. Revenues from fines and penalties will be 0.9% more than budgeted for 2008 based upon average actual collections for 2004-2007.

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

	2007 Actual	2008 Budget	2009 Budget	2009 Percent Change
Operating Budget	\$1,997,630	\$2,216,368	2,008,940	-9.4%
Capital Improvement Budget	695,530	1,070,640	332,440	-68.9%
Debt Service Budget	<u>151,920</u>	<u>151,920</u>	<u>151,920</u>	0.0%
Totals	\$2,845,080	\$3,438,928	\$2,493,300	-27.5%

Internal information technology charges account for 26.2% of the miscellaneous revenues budgeted for 2009 compared to 21.8% for 2008, a decrease of \$94,940.

ALL BUDGETARY FUNDS REVENUE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
REVENUE SUMMARY - ALL BUDGETARY FUNDS**

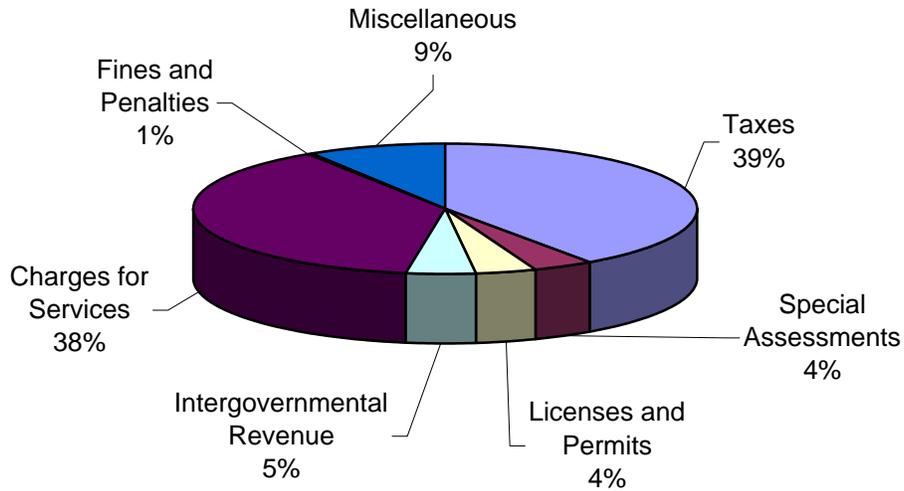
	2008 BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
<u>Total By Source</u>			
Taxes	\$15,857,579	\$16,137,107	1.8%
Special Assessments	1,434,430	1,628,190	13.5%
Licenses and Permits	1,542,400	1,257,560	-18.5%
Intergovernmental Revenue	1,831,500	1,947,300	6.3%
Charges for Services	14,964,126	16,142,452	7.9%
Fines and Penalties	202,340	204,170	0.9%
Miscellaneous	3,438,928	2,493,300	-27.5%
Totals	39,271,303	39,810,079	1.4%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	2,414,700	2,753,300	14.0%
Charitable Gambling Tax	35,810	30,000	-16.2%
Community Center	2,501,240	2,447,000	-2.2%
Environmental Utility	1,547,621	1,665,420	7.6%
Fleet Management	778,178	912,040	17.2%
General	18,153,274	18,488,280	1.8%
Information Technology	761,163	660,480	-13.2%
Law Enforcement Block Grant	157	0	0.0%
Police Services Fund	8,000	9,720	21.5%
Recreation Programs	815,650	735,280	-9.9%
Recycling Program	422,428	469,050	11.0%
Sanitary Sewer	4,549,757	4,432,330	-2.6%
Street Light Utility	184,110	190,630	3.5%
Tree Preservation Fund	0	1,170	N/A
Total Operating Budget	32,172,088	32,794,700	1.9%
Capital Improvements Budget:			
Capital Improvement Projects	0	20	N/A
Fire Truck Replacement	0	6,430	N/A
Legacy Village Tax Abatement District	1,880	0	-100.0%
Park Development	1,004,000	468,800	-53.3%
Redevelopment	0	300,000	N/A
Tax Increment Economic Development District #1-5	33,460	32,099	-4.1%
Tax Increment Housing District #1-1	83,500	81,934	-1.9%
Tax Increment Housing District #1-2	133,640	136,733	2.3%
Tax Increment Housing District #1-3	49,620	50,767	2.3%
Tax Increment Housing District #1-4	31,250	32,750	4.8%
Tax Increment Housing District #1-5	24,050	24,996	3.9%
Tax Increment Housing District #1-6	67,720	71,781	6.0%
Tax Increment Housing District #1-7	19,950	20,467	2.6%
Tax Increment Housing District #1-8	70,330	73,245	4.1%
Water Availability Charge - No. St. Paul	10,090	9,640	-4.5%
Water Availability Charge - St. Paul	134,870	181,132	34.3%
Total Capital Budget	1,664,360	1,490,794	-10.4%
Debt Service Budget:			
Debt Service Fund	5,434,855	5,524,585	1.7%
Grand Total	\$39,271,303	\$39,810,079	1.4%

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

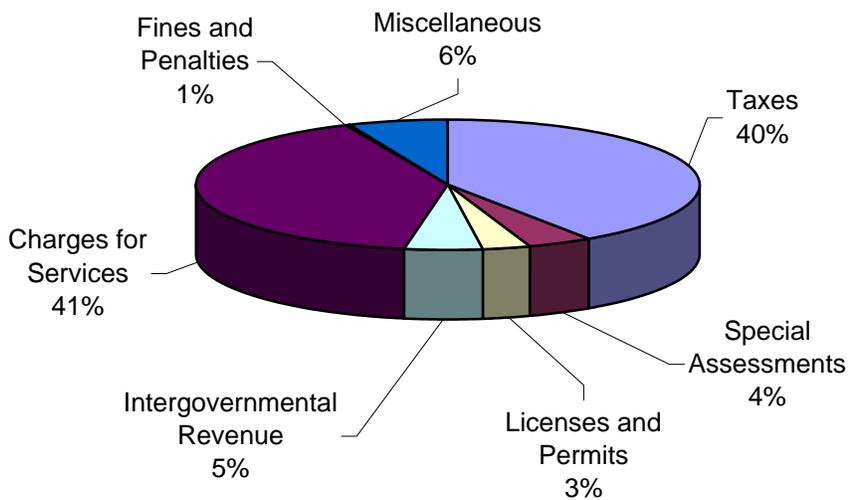
<u>SOURCE</u>	2008 BUDGET	PERCENT OF TOTAL	2009 BUDGET	PERCENT OF TOTAL
Taxes	\$15,857,579	40.4%	\$16,137,107	40.5%
Special Assessments	1,434,430	3.7%	1,628,190	4.1%
Licenses and Permits	1,542,400	3.9%	1,257,560	3.2%
Intergovernmental Revenue	1,831,500	4.7%	1,947,300	4.9%
Charges for Services	14,964,126	38.1%	16,142,452	40.5%
Fines and Penalties	202,340	0.5%	204,170	0.5%
Miscellaneous	3,438,928	8.8%	2,493,300	6.3%
Totals	<u>\$39,271,303</u>	<u>100.0%</u>	<u>\$39,810,079</u>	<u>100.0%</u>

ALL BUDGETARY FUNDS REVENUE SUMMARY

2008 BUDGET



2009 BUDGET



CITY OF MAPLEWOOD, MINNESOTA

2009 BUDGET

EXPENDITURE ASSUMPTIONS

Personnel costs will increase by 1.8% over the 2008 Budget due to cost-of-living salary adjustments, step increases within pay ranges, benefit cost increases and changes in the number of employees. Projected early retirements with positions filled at lower rates account for decreases.

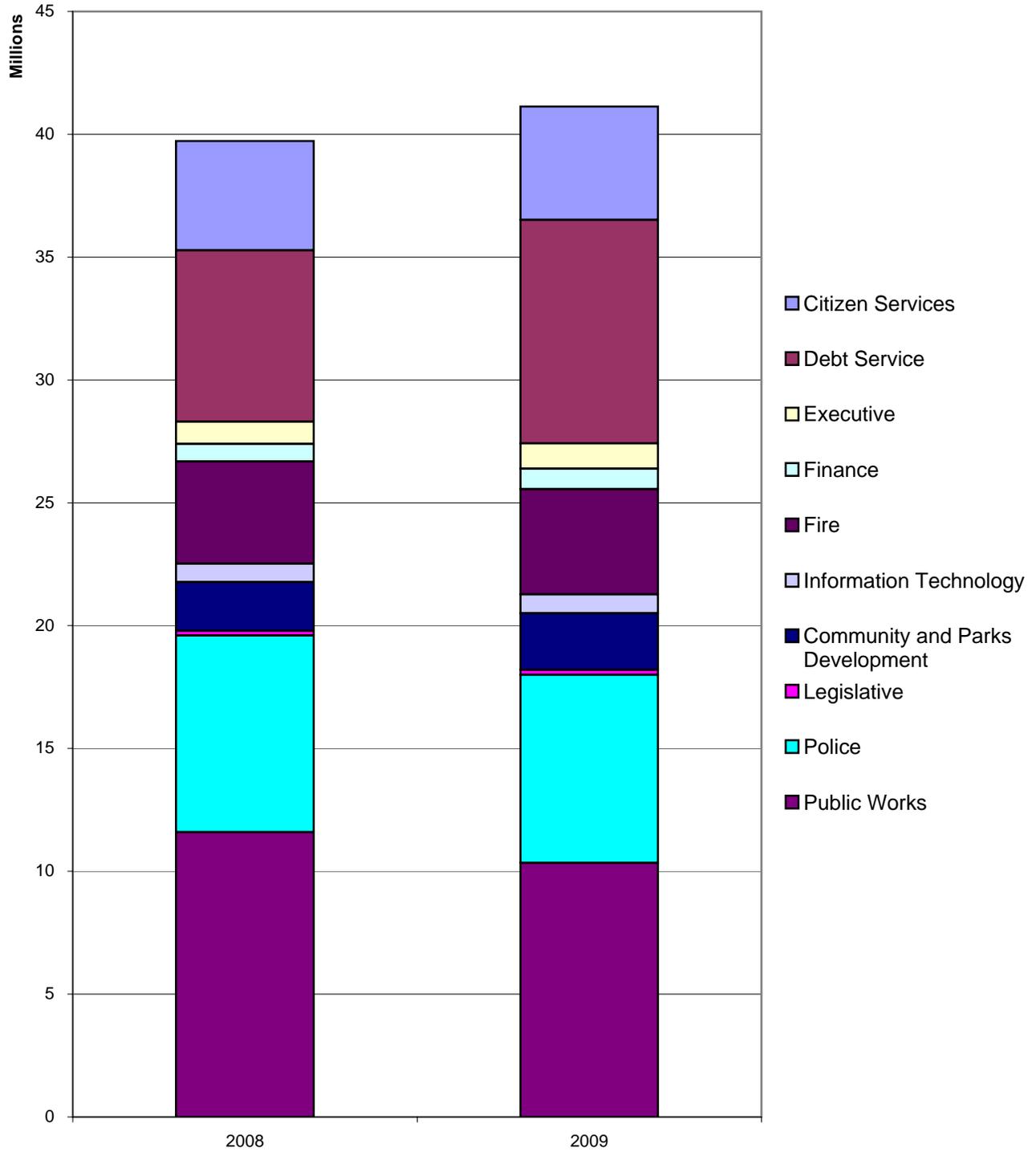
Expenditures for commodities will be 9.3% higher in 2009, due largely to increased fuel prices and purchases of small equipment.

Contractual services costs for 2009 will be 1.9% less than 2008.

Capital outlay and depreciation expenditures are anticipated to be 44.2% less than 2008 primarily due to reductions in expenditures in the Capital Improvements Budget for Parks.

Expenditures for debt service will be 31.2% more in 2009 due to higher principal and interest payments on bond issues as a result of recent year's road reconstruction and related debt financing.

ALL BUDGETARY FUNDS EXPENDITURE SUMMARY



**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
EXPENDITURE SUMMARY - ALL BUDGETARY FUNDS**

	2008 BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
<u>Total By Department</u>			
Citizen Services	4,451,133	4,618,040	3.7%
Debt Service	6,975,654	9,100,334	30.5%
Executive	903,843	1,026,240	13.5%
Finance	716,254	828,141	15.6%
Fire	4,157,112	4,289,380	3.2%
Information Technology	751,303	764,290	1.7%
Community and Parks Development	\$1,979,727	\$2,307,560	16.6%
Legislative	191,178	199,530	4.4%
Police	8,006,392	7,655,168	-4.4%
Public Works	11,593,254	10,345,980	-10.8%
Totals	39,725,850	41,134,663	3.5%
<u>Total By Type</u>			
Personal Services	17,927,216	18,245,950	1.8%
Commodities	1,518,902	1,660,390	9.3%
Contractual Services	9,343,965	9,168,231	-1.9%
Capital Outlay and Depreciation	3,119,478	1,739,318	-44.2%
Debt Service	6,975,654	9,154,584	31.2%
Other Charges	840,635	1,166,190	38.7%
Totals	39,725,850	41,134,663	3.5%
<u>Total By Fund</u>			
Operating Budget:			
Ambulance Service	2,437,063	2,488,930	2.1%
Charitable Gambling Tax	35,050	46,750	33.4%
Community Center	2,499,828	2,641,210	5.7%
Environmental Utility	1,371,918	1,351,020	-1.5%
Fleet Management	771,401	772,260	0.1%
General	18,027,459	18,090,330	0.3%
Information Technology	751,303	764,290	1.7%
Police Services Fund	51,570	26,000	-49.6%
Recreation Programs	814,668	753,440	-7.5%
Recycling Program	429,540	462,130	7.6%
Sanitary Sewer	4,015,606	4,129,030	2.8%
Street Light Utility	187,086	197,550	5.6%
Total Operating Budget	31,392,492	31,722,940	1.1%
Capital Improvements Budget:			
Capital Improvement Projects	0	186,278	N/A
Legacy Village Tax Abatement District	120	0	-100.0%
Park Development	1,326,110	51,220	-96.1%
Redevelopment	920	930	1.1%
Tax Increment Economic Development District #1-5	26,430	28,986	9.7%
Tax Increment Housing District #1-1	430	2,458	471.6%
Tax Increment Housing District #1-2	430	4,102	854.0%
Tax Increment Housing District #1-3	440	414	-5.9%
Tax Increment Housing District #1-4	30,490	338	-98.9%
Tax Increment Housing District #1-5	25,290	12,666	-49.9%
Tax Increment Housing District #1-6	60,310	62,335	3.4%
Tax Increment Housing District #1-7	19,920	19,475	-2.2%
Tax Increment Housing District #1-8	66,020	72,246	9.4%
Water Availability Charge - No. St. Paul	140	10	-92.9%
Water Availability Charge - St. Paul	970	1,020	5.2%
Total Capital Budget	1,558,020	442,898	-71.6%
Debt Service Budget:			
Debt Service Fund	6,775,338	8,968,825	32.4%
Grand Total	<u>\$39,725,850</u>	<u>\$41,134,663</u>	3.5%

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

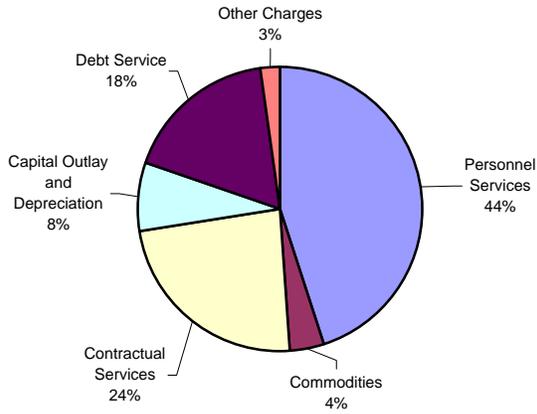
<u>TYPE</u>	2008 BUDGET	PERCENT OF TOTAL	2009 BUDGET	PERCENT OF TOTAL
Personnel Services	\$17,927,216	45.1%	\$18,245,950	44.4%
Commodities	1,518,902	3.8%	1,660,390	4.0%
Contractual Services	9,343,965	23.5%	9,168,231	22.3%
Capital Outlay and Depreciation	3,119,478	7.9%	1,739,318	4.2%
Debt Service	6,975,654	17.6%	9,154,584	22.3%
Other Charges	840,635	2.1%	1,166,190	2.8%
Totals	<u>\$39,725,850</u>	<u>100.0%</u>	<u>\$41,134,663</u>	<u>100.0%</u>

<u>DEPARTMENT</u>	2008 BUDGET	PERCENT OF TOTAL	2009 BUDGET	PERCENT OF TOTAL
Citizen Services	\$ 4,451,133	11.2%	\$ 4,618,040	11.2%
Debt Service	6,975,654	17.6%	9,100,334	22.1%
Executive	903,843	2.3%	1,026,240	2.5%
Finance	716,254	1.8%	828,141	2.0%
Fire	4,157,112	10.5%	4,289,380	10.4%
Information Technology	751,303	1.9%	764,290	1.9%
Community and Parks Development	1,979,727	5.0%	2,307,560	5.6%
Legislative	191,178	0.5%	199,530	0.5%
Police	8,006,392	20.2%	7,655,168	18.6%
Public Works	11,593,254	29.2%	10,345,980	25.2%
Totals	<u>\$39,725,850</u>	<u>100.0%</u>	<u>\$41,134,663</u>	<u>100.0%</u>

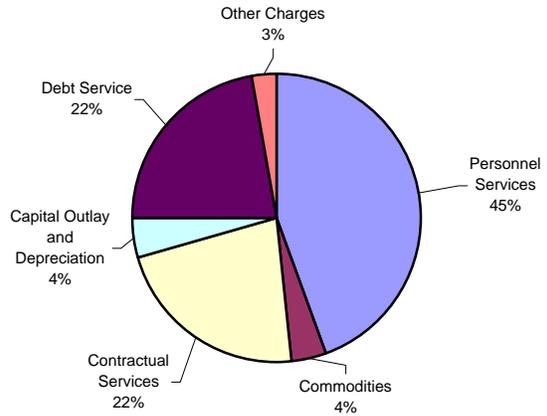
ALL BUDGETARY FUNDS EXPENDITURE SUMMARY

Type

2008

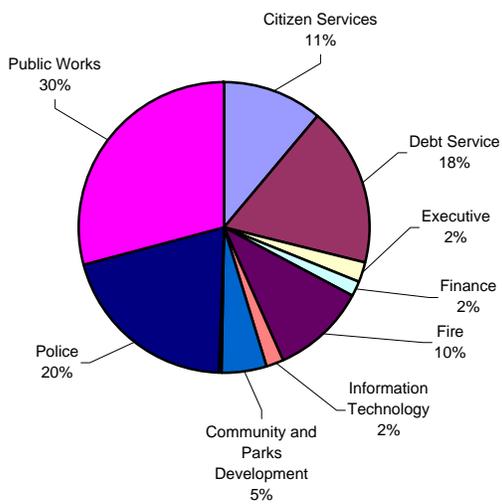


2009

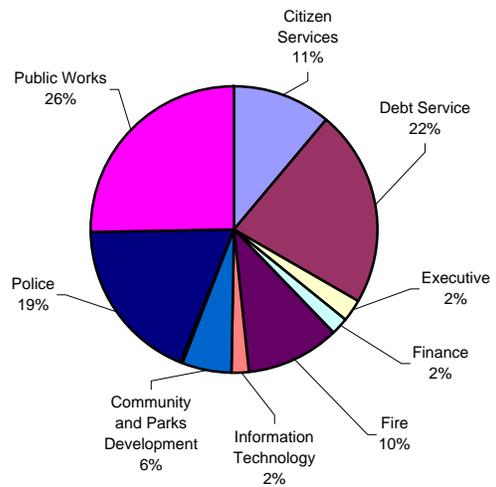


Department

2008



2009



CITY OF MAPLEWOOD, MINNESOTA

2009 BUDGET

POLICIES ON FUND BALANCES AND RETAINED EARNINGS

OPERATING BUDGET:

General Fund – this is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. The projected December 31, 2008 fund balance is equal to 38.0% of the budgeted 2009 revenues to provide working capital to finance operations between the semi-annual receipt of property tax and State aid revenues and to provide a reserve for emergencies. The fund balance was at 36.1% of the budgeted revenues in October, 1989 when the city's bond rating was increased to Aa by Moody's Investors Services.

Special Revenue Funds

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

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, 2009 fund balance is \$142. Temporary deficits in this fund will be financed by loans from other funds with an interest rate equal to the average rate earned on city investments.

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

POLICIES ON FUND BALANCES AND RETAINED EARNINGS (cont.)

Enterprise Funds

Ambulance Service Fund – the projected 12-31-09 cash deficit is \$858,445. The deficit will be reduced gradually over the next several years.

Community Center Operations Fund – the projected 12-31-09 cash deficit is \$216,700. An aggressive marketing program was introduced in 2007 and will continue in 2009 to help make the fund self supporting.

Environmental Utility Fund – this fund accounts for the City's storm water management program and projects. The balance in the fund will fluctuate depending on projects and program activities.

Recycling Program Fund - the projected 12-31-09 cash balance is \$424,103. This balance will be gradually reduced to 10% of the budgeted operating expenses over the next few years.

Sanitary Sewer Fund - the projected 12-31-09 cash balance is \$754,413. Utility rates are set to provide working capital equal to approximately 10% of the annual budgeted expenses and to provide a reserve for future capital outlay.

Street Light Utility Fund - the projected 12-31-09 cash deficit is \$26,998 and this approximates the working capital balance. It is current policy to maintain the working capital at 10% of the budgeted operating expenses.

Internal Service Funds

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

Information Technology Fund - the projected 12-31-09 cash balance is \$250,798 and this approximates the working capital balance. Internal service charges are set to provide working capital equal to approximately 10% of the annual budgeted expenses.

CAPITAL IMPROVEMENT BUDGET:

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

DEBT SERVICE BUDGET:

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

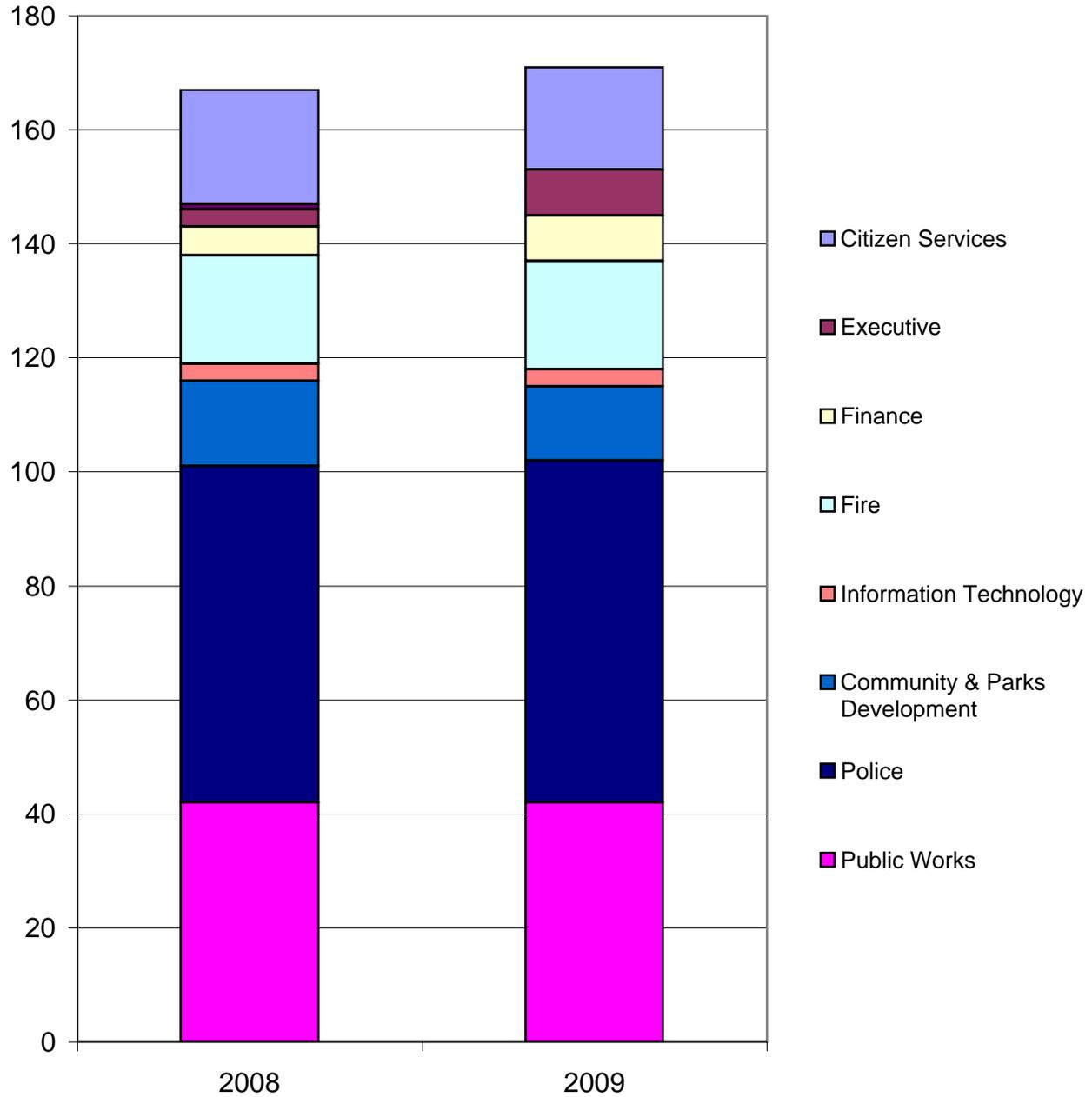
**CITY OF MAPLEWOOD, MINNESOTA
ALL BUDGETARY FUNDS
BUDGETED CHANGES IN FUND BALANCES/RETAINED EARNINGS**

Total By Fund	BALANCE 01-01-09	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES	BALANCE 12-31-09
Operating Budget:					
Ambulance Service	\$238,430	\$2,753,300	\$45,280	\$2,488,930	\$548,080
Charitable Gambling Tax	56,945	30,000	400	46,750	40,595
Community Center	8,303,705	2,447,000	36,090	2,641,210	8,145,585
Environmental Utility	16,872,803	1,665,420	1,001,320	1,351,020	18,188,523
Fleet Management	1,714,335	912,040	11,360	772,260	1,865,475
General	6,899,601	18,488,280	(467,025)	18,090,330	6,830,526
Information Technology	441,782	660,480	11,160	764,290	349,132
Police Services Fund	18,231	9,720	0	26,000	1,951
Recreation Programs	3,862	735,280	14,440	753,440	142
Recycling Program	449,806	469,050	1,970	462,130	458,696
Sanitary Sewer	13,004,955	4,432,330	(24,480)	4,129,030	13,283,775
Street Light Utility	60,238	190,630	(35,020)	197,550	18,298
Tree Preservation Fund	39,040	1,170	0	0	40,210
Total Operating Budget	48,103,733	32,794,700	595,495	31,722,940	49,770,988
Capital Improvements Budget:					
Capital Improvement Projects	(307,294)	20	462,500	186,278	(31,052)
Fire Truck Replacement	315,710	6,430	131,640	420	453,360
Legacy Village Park Development	80,856	0	0	0	80,856
Legacy Village Tax Abatement District	1,430,424	0	0	0	1,430,424
Open Space	192,168	0	0	0	192,168
Park Development	940,185	468,800	0	51,220	1,357,765
Public Improvement Projects	3,953,098	0	(1,266,400)	0	2,686,698
Public Safety Communication System	117,749	0	0	0	117,749
Public Works Building Addition	739	0	0	0	739
Redevelopment	(46,501)	300,000	0	930	252,569
Sewer Lift Station #18 Project	(1,483)	0	0	0	(1,483)
Tax Increment Economic Development District #1-5	12,243	32,099	0	28,986	15,356
Tax Increment Housing District #1-1	2,192	81,934	(84,580)	2,458	(2,912)
Tax Increment Housing District #1-2	(46,384)	136,733	(161,090)	4,102	(74,843)
Tax Increment Housing District #1-3	(718)	50,767	(51,140)	414	(1,505)
Tax Increment Housing District #1-4	6,881	32,750	(32,412)	338	6,881
Tax Increment Housing District #1-5	5,331	24,996	(946)	12,666	16,715
Tax Increment Housing District #1-6	154,612	71,781	(6,836)	62,335	157,222
Tax Increment Housing District #1-7	877	20,467	0	19,475	1,869
Tax Increment Housing District #1-8	20,007	73,245	0	72,246	21,006
Water Availability Charge - No. St. Paul	39,915	9,640	0	10	49,545
Water Availability Charge - St. Paul	106,961	181,132	(33,460)	1,020	253,613
Total Capital Budget	6,977,568	1,490,794	(1,042,724)	442,898	6,982,740
Debt Service Budget:					
Debt Service Fund	10,146,567	5,524,585	919,217	8,968,825	7,621,544
Grand Total	\$65,227,868	\$39,810,079	\$471,988	\$41,134,663	\$64,375,272

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

SUMMARY OF PERSONNEL BY DEPARTMENT

BUDGET FULL-TIME REGULAR EMPLOYEES



City of Maplewood, Minnesota

**SUMMARY OF PERSONNEL
BY DEPARTMENT**

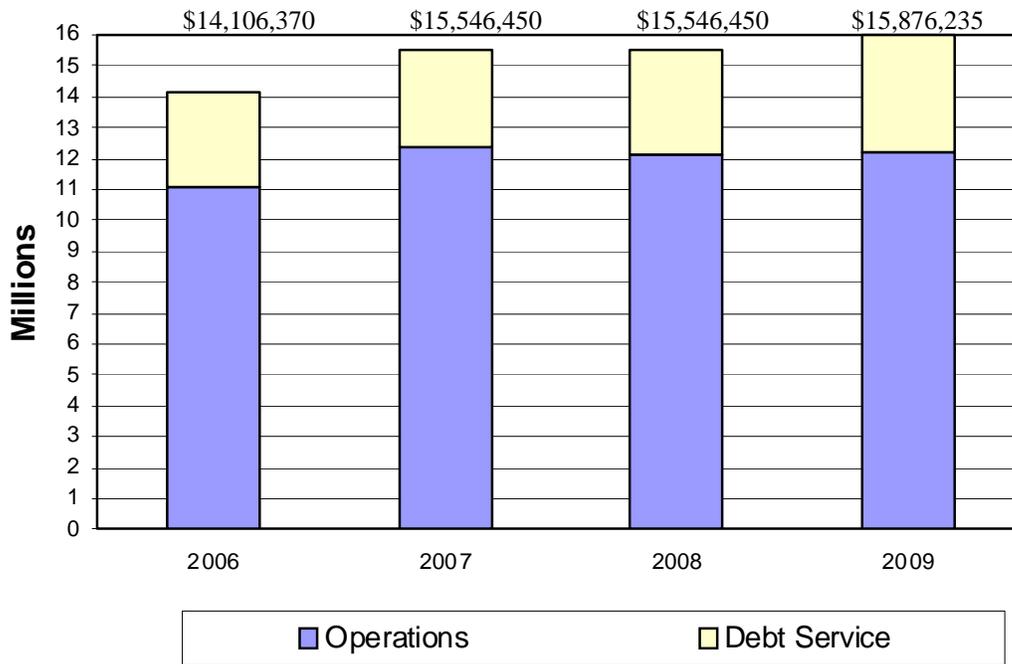
NUMBER OF BUDGETED REGULAR EMPLOYEES

DEPARTMENT	2008		2009	
	Full Time	Part Time*	Full Time	Part Time*
Citizen Services	20	12	18	12
Executive	3	0	8	1
Finance	5	1	5	1
Fire	19	0	19	0
Information Technology	3	0	3	1
Community & Parks Development	15	4	13	1
Police	59	1	60	0
Public Works	42	3	42	3
TOTALS*	166	21	168	19

* The number of regular part-time employees listed is after conversion to full-time equivalents. Employee totals do not include paid-per-call firefighters or reserve police officers. A listing of full-time budgeted positions by job title in each department is located on pages 6-2 through 6-8.

CITY OF MAPLEWOOD, MINNESOTA 2009 BUDGET TAX LEVY 2006 - 2009

The city's tax levy has increased from \$14,106,370 in 2006 to \$15,876,235 in 2009. The average annual increase has been 4.3% for these years.



The 2009 tax levy is 2.1% above the 2008 levy. The following is a breakdown of increases and decreases in the tax levy payable in 2009:

	Tax Levy Amount	Increase/(Decrease)	
		Amount	Percent
Operations	\$12,564,580	\$440,055	3.6 %
Capital Improvements	0	0	0 %
Debt Service	3,311,655	(110,270)	(3.2)%
Total	\$15,876,235	\$329,785	2.1 %

City taxes on a home in Maplewood at the 2009 median value of \$209,600 will be approximately \$681.00. This is a decrease of \$3.00 from the 2008 median value home.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
TAX LEVY BY FUND**

	<u>2008 Levy</u>	<u>2009 Levy</u>	<u>Change Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$11,644,525	\$12,014,580	\$370,055	3.2 %
Community Center Operations Fund	230,000	300,000	70,000	30.4 %
Recreation Programs Fund	250,000	250,000	0	0.0 %
<u>Debt Service:</u>				
Debt Service Fund	3,421,925	3,311,655	(110,270)	(3.2)%
<u>Totals – All Funds</u>	\$15,546,450	\$15,876,235	\$329,785	2.1%

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
CHANGES IN TAX BASE 2006 – 2009**

The assessor's estimated market values for 2006-2009 have been as follows:

2006	\$3,489,726,700	+11.9%
2007	\$3,892,522,500	+11.5%
2008	\$4,034,213,400	+3.6%
2009	\$3,921,346,000	-2.8%

In Minnesota the assessor's estimated market values are reduced by different percentages depending on the property type to calculate a taxable value called tax capacity. For taxes payable in 2009 on a single-family home occupied by the owner with an assessor's estimated market value of \$600,000, the tax capacity is calculated as follows:

1% of the first \$500,000 in value =	\$5,000
1.25% of the value above \$500,000 =	\$1,250
Total tax capacity =	\$6,250

For commercial and industrial property the tax capacity is calculated at 1.5% of the first 150,000 of market value and 2.0% of the market value above \$150,000. The table below lists the property class rates for taxes in 2006 through 2009.

PROPERTY CLASS RATES – PERCENTAGE OF MARKET VALUE

<u>Property Type</u>	<u>Rate for 2006 Taxes</u>	<u>Rate for 2007 Taxes</u>	<u>Rates for 2008 Taxes</u>	<u>Rates for 2009 Taxes</u>
Homestead				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
Non-Homestead (Single Family)				
0 to \$500,000	1.00%	1.00%	1.00%	1.00%
Over \$500,000	1.25%	1.25%	1.25%	1.25%
Apartments				
Regular	1.25%	1.25%	1.25%	1.25%
Commercial/Industrial				
0 to \$150,000	1.50%	1.50%	1.50%	1.50%
Over \$150,000	2.00%	2.00%	2.00%	2.00%

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
CHANGES IN TAX BASE 2006 – 2009**

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 2006-2009 has been as follows:

2006	\$41,526,134	+12.1%
2007	\$46,519,901	+12.0%
2008	\$48,060,912	+3.3%
2009	\$47,838,233	-0.5% (estimate)

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

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

TAX CAPACITY	2006	2007	2008	2009 Estimate
Real Estate	\$43,322,776	\$48,753,765	\$50,593,487	\$49,851,041
Personal Property	436,597	463,173	458,164	468,821
Tax Increment Districts	<u>(507,838)</u>	<u>(496,216)</u>	<u>(512,867)</u>	<u>(514,520)</u>
Sub-Total	43,251,535	48,720,722	50,538,784	49,805,342
Fiscal Disparities:				
Contribution	(5,247,843)	(6,002,384)	(7,013,611)	(7,211,842)
Distribution	<u>3,522,442</u>	<u>3,801,563</u>	<u>4,535,739</u>	<u>5,244,733</u>
Total Tax Capacity	41,526,134	46,519,901	48,060,912	47,838,233

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET
CHANGES IN TAX RATES 2006 – 2009**

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 2006-2009 tax capacity rates for the city property tax levy has been as follows:

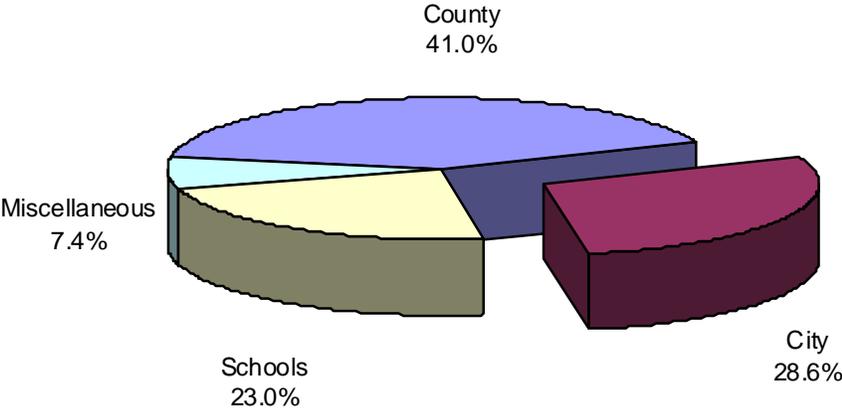
2006 – 32.101%
2007 – 31.950%
2008 – 30.735%
2009 – 32.485% (estimate)

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 2006-2009 market value tax rates for the city property tax levy have been as follows:

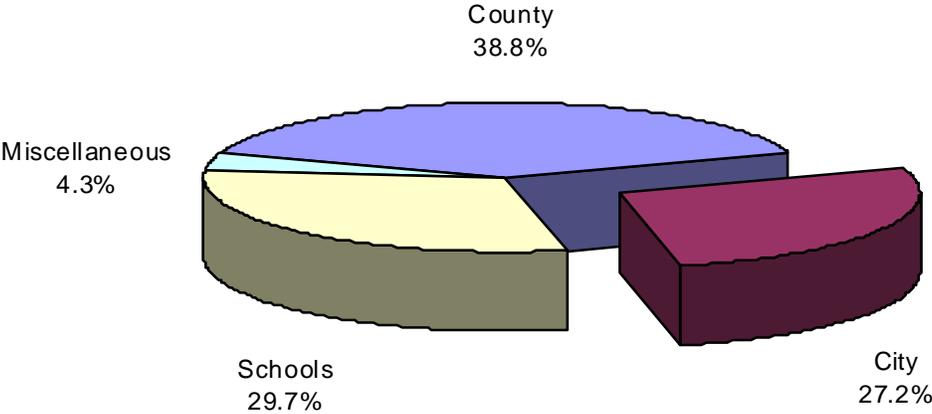
2006 – .02017%
2007 – .01813%
2008 – .01792%
2009 – .01033% (estimate)

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 2008 and 2009.

CITY PORTION OF PROPERTY TAXES



2009 ESTIMATE

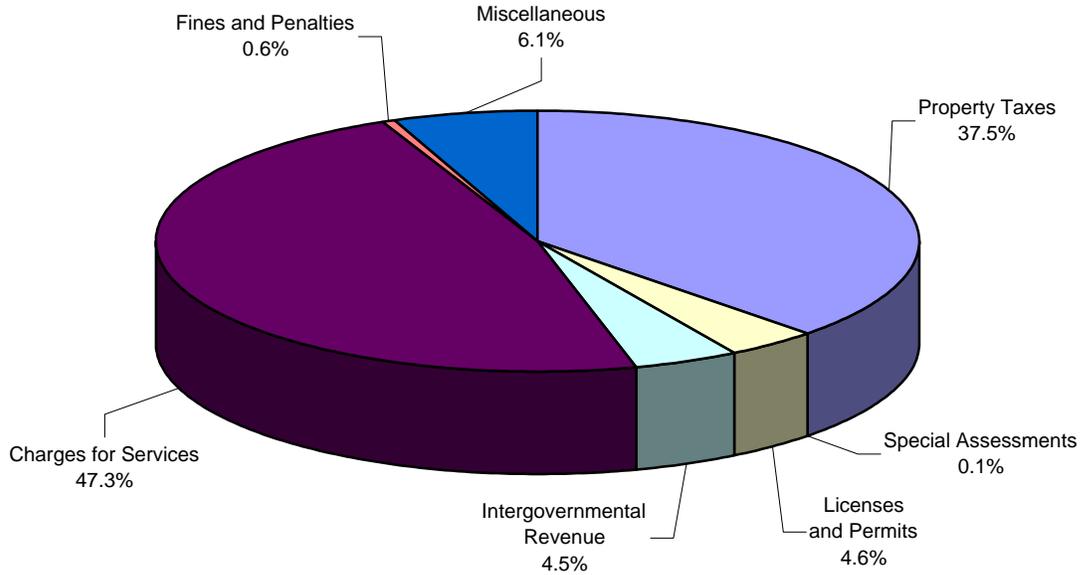


2008 ACTUAL

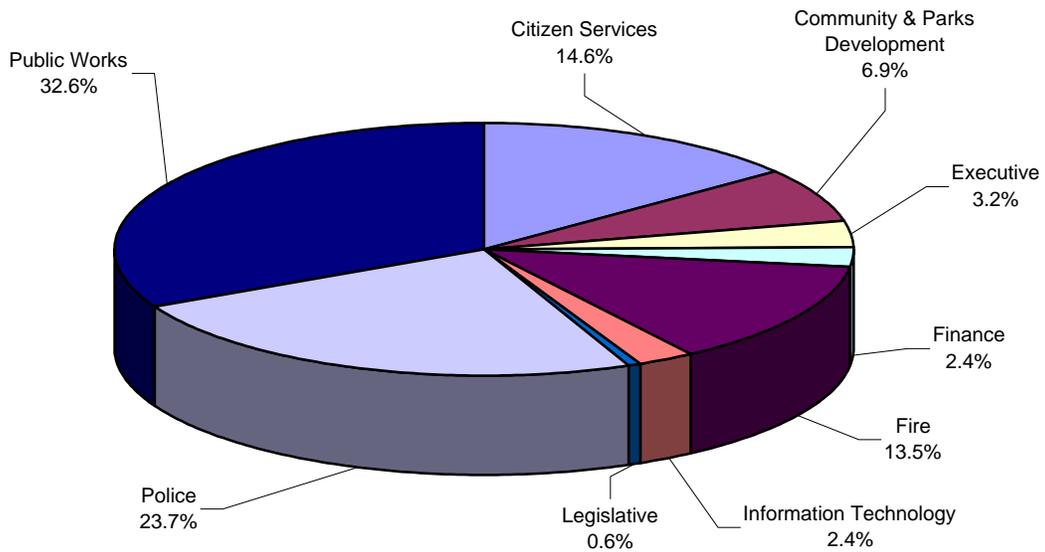
Note: Data for 2009 uses proposed rates.

2009 OPERATING BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$32.8 Million



Expenditures by Department
\$31.7 Million

**CITY OF MAPLEWOOD, MINNESOTA
2009 OPERATING BUDGET
REVENUE SOURCES AS PERCENT OF TOTAL**

<u>SOURCE</u>	2008 BUDGET	PERCENT OF TOTAL	2009 BUDGET	PERCENT OF TOTAL
Property Taxes	\$11,925,434	37.07%	\$12,304,290	37.52%
Special Assessments	34,430	0.11%	28,190	0.09%
Licenses and Permits	1,542,400	4.79%	1,257,560	3.83%
Intergovernmental Revenue	1,370,490	4.26%	1,486,290	4.53%
Charges for Services	14,880,626	46.25%	15,505,260	47.28%
Fines and Penalties	202,340	0.63%	204,170	0.62%
Miscellaneous	2,216,368	6.89%	2,008,940	6.13%
Totals	<u>\$32,172,088</u>	<u>100.0%</u>	<u>\$32,794,700</u>	<u>100.0%</u>

**CITY OF MAPLEWOOD, MINNESOTA
2009 OPERATING BUDGET
EXPENDITURE TYPES BY DEPARTMENT AS PERCENT OF TOTAL**

<u>TYPE</u>	2008 BUDGET	PERCENT OF TOTAL	2009 BUDGET	PERCENT OF TOTAL
Personnel Services	\$17,927,216	57.1%	\$18,245,950	57.5%
Commodities	1,518,902	4.8%	1,660,390	5.2%
Contractual Services	9,123,405	29.1%	9,148,590	28.8%
Capital Outlay and Depreciation	1,645,601	5.2%	1,501,820	4.7%
Other Charges	1,177,368	3.8%	1,166,190	3.7%
Totals	\$31,392,492	100.0%	\$31,722,940	100.0%

DEPARTMENT

Citizen Services	\$4,285,323	13.7%	\$4,618,040	14.6%
Community & Parks Development	1,978,807	6.3%	2,195,410	6.9%
Executive	1,069,653	3.4%	1,026,240	3.2%
Finance	686,810	2.2%	756,630	2.4%
Fire	4,157,112	13.2%	4,288,960	13.5%
Information Technology	751,303	2.4%	764,290	2.4%
Legislative	191,178	0.6%	199,530	0.6%
Police	8,006,392	25.5%	7,528,890	23.7%
Public Works	10,265,914	32.7%	10,344,950	32.6%
Totals	\$31,392,492	100.0%	\$31,722,940	100.0%

CITY OF MAPLEWOOD, MINNESOTA

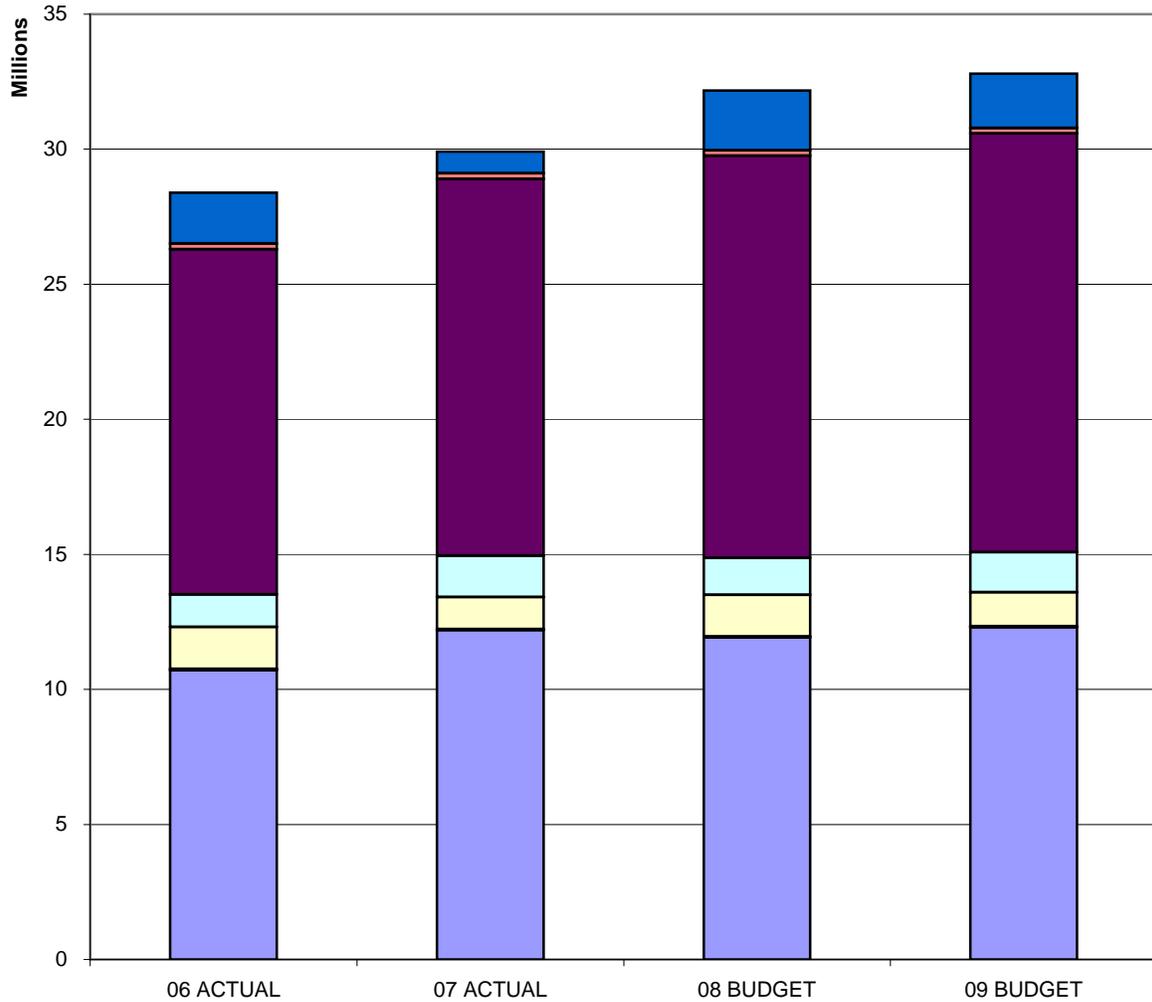
OPERATING BUDGET

REVENUE SUMMARY

<u>Total By Source</u>	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Taxes	\$10,703,851	\$12,195,578	\$11,925,434	\$12,304,290	3.2%
Special Assessments	49,088	28,674	34,430	28,190	-18.1%
Licenses and Permits	1,554,992	1,192,496	1,542,400	1,257,560	-18.5%
Intergovernmental Revenue	1,202,899	1,535,962	1,370,490	1,486,290	8.4%
Charges for Services	12,783,850	13,950,702	14,880,626	15,505,260	4.2%
Fines and Penalties	207,164	212,092	202,340	204,170	0.9%
Miscellaneous	1,891,852	797,401	2,216,368	2,008,940	-9.4%
Totals	28,393,696	29,912,905	32,172,088	32,794,700	1.9%
<u>Total By Fund</u>					
Ambulance Service	1,717,715	2,227,072	2,414,700	2,753,300	14.0%
Buffer Zone Protection Plan Grant	0	48,385	0	0	N/A
Charitable Gambling Tax	52,235	46,796	35,810	30,000	-16.2%
Community Center	2,000,558	2,430,587	2,501,240	2,447,000	-2.2%
COPS More Grant	3	0	0	0	N/A
Enhanced 911 Service	54,393	29,666	0	0	N/A
Environmental Utility	1,153,129	1,403,325	1,547,621	1,665,420	7.6%
Fleet Management	691,974	0	778,178	912,040	17.2%
General	16,780,804	18,057,572	18,153,274	18,488,280	1.8%
Information Technology	689,843	0	761,163	660,480	-13.2%
Justice Assistance Grant	2,589	25,420	0	0	N/A
Law Enforcement Block Grant	24	0	157	0	-100.0%
Police Services	15,332	10,364	8,000	9,720	21.5%
Recreation Programs	745,310	708,547	815,650	735,280	-9.9%
Recycling Program	430,999	442,978	422,428	469,050	11.0%
Sanitary Sewer	3,877,066	4,258,185	4,549,757	4,432,330	-2.6%
Street Light Utility	181,722	186,108	184,110	190,630	3.5%
Tree Preservation Fund	0	37,900	0	1,170	N/A
Totals	\$28,393,696	\$29,912,905	\$32,172,088	\$32,794,700	1.9%

OPERATING BUDGET

Revenues for 2006-2009



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

CITY OF MAPLEWOOD, MINNESOTA

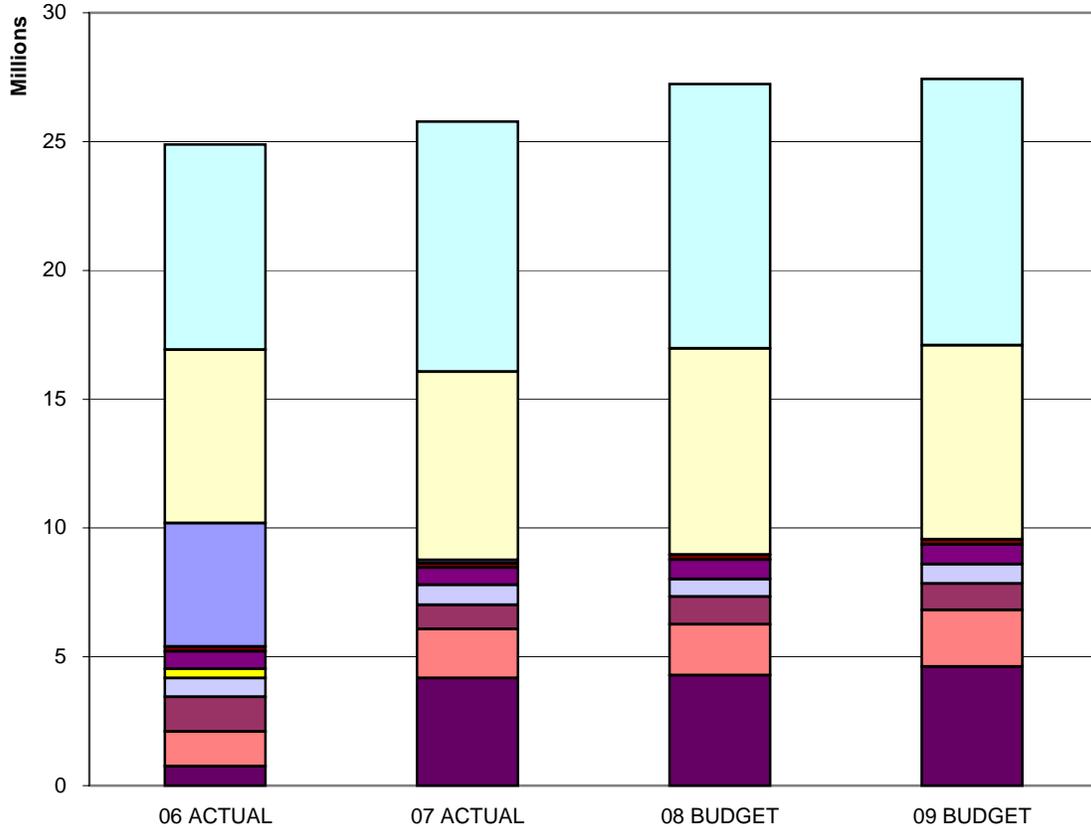
OPERATING BUDGET

EXPENDITURE SUMMARY

	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
<u>Total By Department</u>					
Citizen Services	\$749,109	\$4,177,646	\$4,285,323	\$4,618,040	7.8%
Community and Parks Development	1,345,793	1,896,809	1,978,807	2,195,410	10.9%
Executive	1,350,893	940,418	1,069,653	1,026,240	-4.1%
Finance	725,440	777,104	686,810	756,630	10.2%
Fire	3,279,496	3,586,990	4,157,112	4,288,960	3.2%
Human Resources	355,981	0	0	0	N/A
Information Technology	689,031	671,532	751,303	764,290	1.7%
Legislative	179,412	175,808	191,178	199,530	4.4%
Parks and Recreation	4,797,158	115,474	0	0	N/A
Police	6,725,953	7,308,606	8,006,392	7,528,890	-6.0%
Public Works	7,968,328	9,708,490	10,265,914	10,344,950	0.8%
Totals	28,166,594	29,358,877	31,392,492	31,722,940	1.1%
<u>Total By Classification</u>					
Personnel Services	16,454,239	17,168,249	17,927,216	18,245,950	1.8%
Commodities	1,462,168	1,527,551	1,518,902	1,660,390	9.3%
Contractual Services	7,828,363	8,201,925	9,123,405	9,148,590	0.3%
Capital Outlay and Depreciation	1,417,640	1,444,089	1,645,601	1,501,820	-8.7%
Other Charges	1,004,184	1,017,063	1,177,368	1,166,190	-0.9%
Totals	28,166,594	29,358,877	31,392,492	31,722,940	1.1%
<u>Total By Fund</u>					
Ambulance Service	1,821,409	2,061,786	2,437,063	2,488,930	2.1%
Charitable Gambling Tax	50,118	35,923	35,050	46,750	33.4%
Community Center	2,443,594	2,538,717	2,499,828	2,641,210	5.7%
Enhanced 911 Service	24,711	9,724	0	0	N/A
Environmental Utility	1,115,334	1,229,893	1,371,918	1,351,020	-1.5%
Fleet Management	610,635	727,920	771,401	772,260	0.1%
General	16,378,563	16,941,216	18,027,459	18,090,330	0.3%
Information Technology	689,031	671,532	751,303	764,290	1.7%
Justice Assistance Grant	2,628	56	0	0	N/A
Law Enforcement Block Grant	2	153	0	0	N/A
Police Services	41,628	41,319	51,570	26,000	-49.6%
Recreation Programs	780,346	766,449	814,668	753,440	-7.5%
Recycling Program	353,538	347,790	429,540	462,130	7.6%
Sanitary Sewer	3,686,032	3,820,562	4,015,606	4,129,030	2.8%
Street Light Utility	169,025	165,837	187,086	197,550	5.6%
Totals	\$28,166,594	\$29,358,877	\$31,392,492	\$31,722,940	1.1%

OPERATING BUDGET

Expenditures for 2006-2009



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

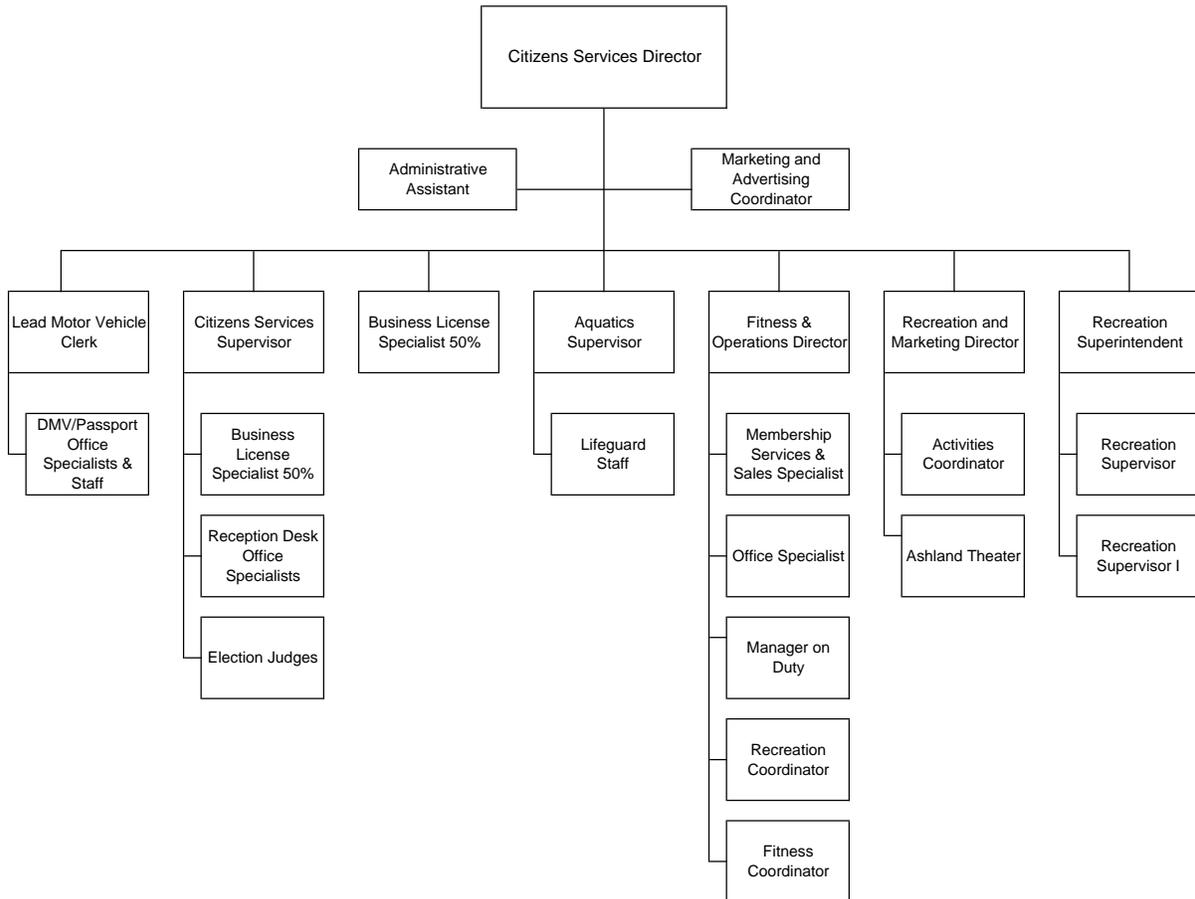
CITY OF MAPLEWOOD, MINNESOTA
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2009 BUDGET

2009 DEPARTMENT	CODE	PROGRAM	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	2009 PERCENT CHANGE
POLICE	402	Police Services	4,435,578	5,034,818	5,469,152	5,524,010	1.0%
PUBLIC WORKS	508	Sanitary Sewer Oper.	3,686,032	3,820,562	4,015,606	4,129,030	2.8%
CITIZEN SERVICES	61X	Community Center	2,443,594	2,538,717	2,499,828	2,641,210	5.7%
FIRE	403	Emergency Medical Services	1,302,787	1,559,313	1,951,073	2,009,150	3.0%
FIRE	404	Fire Suppression	1,100,942	1,192,733	1,351,751	1,405,990	4.0%
POLICE	409	Investigations	654,600	919,870	1,007,262	1,094,060	8.6%
PUBLIC WORKS	512	Storm Sewer Maintenance	890,575	1,010,293	1,149,999	1,083,390	-5.8%
PUBLIC WORKS	503	Engineering	785,520	806,044	871,877	970,010	11.3%
PUBLIC WORKS	602	Park Maintenance	952,233	956,898	897,322	938,380	4.6%
POLICE	401	Adminstration	915,450	883,882	1,124,772	868,740	-22.8%
PUBLIC WORKS	509	Fleet Management	610,635	727,920	771,401	772,260	0.1%
INFO. TECH.	118	I.T. Services	666,684	662,513	741,360	764,290	3.1%
FIRE	411	Adminstration	780,571	745,358	750,320	761,230	1.5%
CITIZEN SERVICES	603	Recreation Programs	780,346	766,449	814,668	753,440	-7.5%
PUBLIC WORKS	502	Street Maintenance	656,346	739,376	698,189	721,900	3.4%
PUBLIC WORKS	115	Building Operations	571,234	480,970	633,288	580,860	-8.3%
COM. & PARKS DEV.	703	Building Inspections	633,093	536,069	566,504	501,920	-11.4%
CITIZEN SERVICES	301	Citizen Services Administration	364,592	430,005	522,655	501,390	-4.1%
EXECUTIVE	103	Legal Services	322,479	286,474	446,695	462,500	3.5%
COM. & PARKS DEV.	706	Recycling	353,538	347,790	429,540	462,130	7.6%
PUBLIC WORKS	501	Administration	355,053	355,426	403,567	401,530	-0.5%
FINANCE	202	Finance Services	361,651	418,389	288,521	381,140	32.1%
COM. & PARKS DEV.	701	Com. Dev. Administration	435,073	473,423	423,293	370,940	-12.4%
CITIZEN SERVICES	303	Deputy Registrar	318,306	348,230	358,202	361,080	0.8%
PUBLIC WORKS	514	Snow and Ice Control	239,527	269,880	310,331	326,410	5.2%
FINANCE	201	Administration	284,795	277,014	305,981	301,200	-1.6%
EXECUTIVE	116	H.R. Administration	353,402	328,789	263,143	284,540	8.1%
CITIZEN SERVICES	111	Marketing	142,272	128,264	165,810	278,270	67.8%
COM. & PARKS DEV.	702	Planning	191,575	254,158	306,907	270,080	-12.0%
EXECUTIVE	102	Administration	314,908	185,691	187,155	269,640	44.1%
COM. & PARKS DEV.	604	Nature Center	282,419	243,873	249,889	252,900	1.2%
PUBLIC WORKS	506	Street Lights and Signals	169,025	165,837	187,086	197,550	5.6%
PUBLIC WORKS	513	Street Sweeping	168,448	175,932	179,782	189,710	5.5%
LEGISLATIVE	101	City Council	124,484	137,195	148,733	148,260	-0.3%
COM. & PARKS DEV.	601	Parks Administration	296,102	115,474	0	142,240	N/A
FIRE	405	Fire Prevention	77,888	75,709	83,598	89,530	7.1%
FINANCE	203	Ambulance Billing	78,994	81,701	92,308	74,290	-19.5%
COM. & PARKS DEV.	707	Code Enforcement	31,099	102,905	146,987	72,820	-50.5%
COM. & PARKS DEV.	605	Open Space Management	58,192	57,293	66,325	71,320	7.5%
CITIZEN SERVICES	304	Elections	66,211	53,492	60,718	52,650	-13.3%
COM. & PARKS DEV.	704	Public Health Inspections	37,148	39,175	48,815	51,060	4.6%
LEGISLATIVE	000	Chaitable Gambling	50,118	35,923	35,050	46,750	33.4%
POLICE	407	Animal Control	32,224	34,382	40,444	42,080	4.0%
PUBLIC WORKS	515	Transit Operations	30,318	31,366	35,000	33,920	-3.1%
CITIZEN SERVICES	606	Ice Arena Operations	7,583	40,753	29,252	30,000	2.6%
FIRE	413	Emergency Management	17,308	13,877	20,370	23,060	13.2%
EXECUTIVE	114	Safety	2,579	11,200	6,850	9,560	39.6%
LEGISLATIVE	105	Police Civil Service Commission	3,840	1,325	4,398	2,380	-45.9%
LEGISLATIVE	107	Planning Commission	882	1,358	1,084	1,200	10.7%
LEGISLATIVE	104	Community Outreach Committee	6	6	1,700	630	-62.9%
LEGISLATIVE	106	Parks and Rec. Commission	82	1	213	310	45.5%
COM. & PARKS DEV.	705	Redevelopment	17,805	10,109	0	0	N/A
INFO. TECH.	121	Phone Support	22,347	9,019	9,943	0	N/A
POLICE	406	Dispatching Services	688,101	435,654	217,775	0	-100.0%
			<u>28,166,594</u>	<u>29,358,877</u>	<u>31,392,492</u>	<u>31,722,940</u>	<u>1.1%</u>

CITY OF MAPLEWOOD

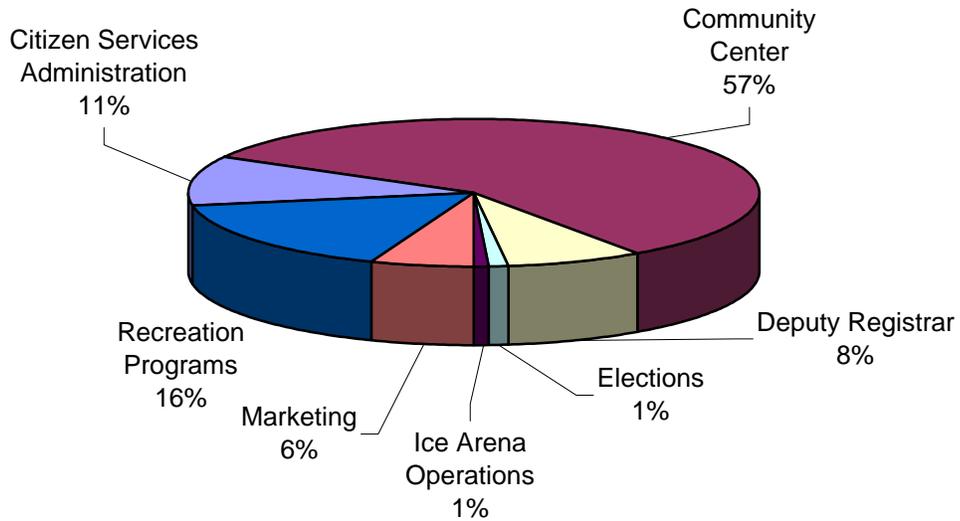
CITIZEN SERVICES

ORGANIZATION CHART

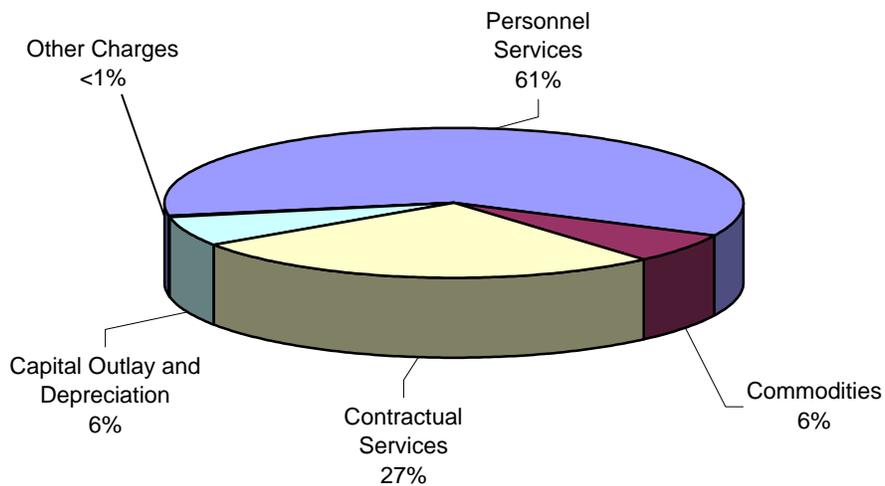


CITIZEN SERVICES BUDGET 2009

Total By Program



Total By Classification



CITY OF MAPLEWOOD, MINNESOTA

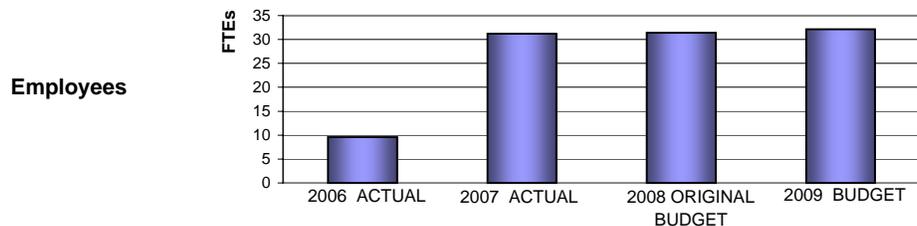
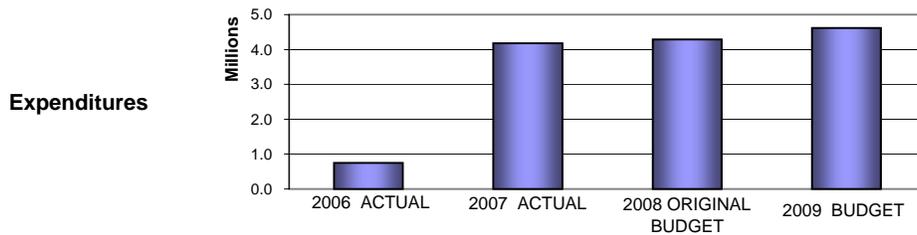
CITIZEN SERVICES
EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Citizen Services Administration	\$364,592	\$430,005	\$522,655	\$501,390	-4.1%
Community Center	0	2,538,717	2,499,828	2,641,210	5.7%
Deputy Registrar	318,306	348,230	358,202	361,080	0.8%
Elections	66,211	53,492	60,718	52,650	-13.3%
Ice Arena Operations	0	40,753	29,252	30,000	2.6%
Marketing	0	0	0	278,270	N/A
Recreation Programs	0	766,449	814,668	753,440	-7.5%
Totals	749,109	4,177,646	4,285,323	4,618,040	7.8%

Total By Classification	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Personnel Services	634,407	2,499,789	2,558,977	2,767,590	8.2%
Commodities	22,507	337,486	271,367	298,940	10.2%
Contractual Services	70,659	1,057,786	1,181,049	1,244,570	5.4%
Capital Outlay and Depreciation	18,618	261,058	261,510	288,260	10.2%
Other Charges	2,918	21,527	12,420	18,680	50.4%
Totals	749,109	4,177,646	4,285,323	4,618,040	7.8%

Total By Fund	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
General Fund	749,109	872,480	970,827	1,223,390	26.0%
Community Center	0	2,538,717	2,499,828	2,641,210	5.7%
Recreation Programs	0	766,449	814,668	753,440	-7.5%
Totals	749,109	4,177,646	4,285,323	4,618,040	7.8%

Number of Employees (FTE)	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
	9.58	31.20	31.42	32.14	2.3%



CITY OF MAPLEWOOD

CITIZEN SERVICES

MISSION STATEMENT

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

2009 OBJECTIVES

1. Work with IT and Finance Departments to provide the capability for people to apply and pay for business licenses via the Internet.
2. Work with Fire and Police Departments to implement the new business registration program.
3. 100% of completed council agendas and agenda packets provided 4 days in advance of meetings and 100% of legal notices prepared, posted and/or published within legal deadlines.
4. Make arrangements with at least 50% of the current Maplewood based vehicle dealers to perform the deputy registrar work.
5. Launch flat screen TV and restroom stall advertising as a source of revenue.
6. To increase testimonial promotion by 100% including the following departments: swim lessons, birthday parties, recreation, MCC fitness, banquet room, meetings, weddings, active adults, martial arts, and dance.
7. Increase recreation program revenues by seven percent through increased fees and participation.
8. Analyze all space at the MCC for potential revenue generating leasing agreements.
9. Increase the number of MCC banquet bookings by 25%.
10. Increase the number of Special Events in the MCC banquet room to eight.
11. Complete and implement new banquet room catering and liquor provider contracts.
12. Continue to facilitate a successful partnership with the Ashland Theatre of Performing Arts.
13. Increase the membership base by 5%, focusing on increasing the Maplewood resident percentage and employees of Maplewood businesses.
14. Continue to develop the volunteer recruitment program at the MCC

15. Expand the current recreation programs offered to bring additional wellness, preventative and specialty programs advantageous for all ages, interests and fitness levels to Maplewood and surrounding communities.
16. Increase school year daytime swim lessons by targeting charter and home schools.
17. Increase general swim lessons participation by increasing "captive audience" marketing. Also, targeting childcare centers for introductory level classes such as Tot Swim and Parent/Child.
18. Increase CPR revenues by marketing to childcare centers and local businesses.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION
101-301

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

To maintain accurate and complete permanent city records, to manage the issuance and processing of business licenses and permits in a timely and efficient manner and to manage department operations.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$266,778	\$312,157	\$368,143	360,270
Commodities	14,712	29,822	18,630	19,210
Contractual Services	61,566	87,787	135,882	121,910
Capital Outlay	18,618	0	0	0
Other Charges	2,918	239	0	0
Total	<u>\$364,592</u>	<u>\$430,005</u>	<u>\$522,655</u>	<u>\$501,390</u>
Percent Change	3.0%	17.9%	21.5%	-4.1%
Staff Hours				
No. of Employees (FTE)	3.75	4.00	3.70	3.70

BUDGET COMMENTS

Decrease in budget is due to new hire in business licenses at a rate less than previous tenured employee.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Agenda reports	496	580	550	565
Pages of minutes	510	650	600	630
Number of ordinances	8	10	15	12
Number of resolutions	205	185	175	225
Business licenses/permits/registrations	1,150	1,654	1,600	1,750
EFFECTIVENESS INDICATORS				
Percentage of licenses, permits issued by deadline	97%	99%	99%	99%
COMMENTS				
Administrative workload remains steady in the area of output and workload as shown above.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: COMMUNITY CENTER
OPERATIONS

DEPARTMENT: CITIZEN SERVICES

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

PROGRAM MISSION

To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area and to ensure Maplewood residents

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Estimated
Direct Expenditures				
Personnel Services	\$0	\$1,366,772	\$1,347,388	\$1,433,580
Commodities	0	228,497	186,290	225,550
Contractual Services	0	664,594	692,800	675,140
Depreciation	0	261,058	261,510	288,260
Other Charges	0	17,797	11,840	18,680
Total	\$ 0	\$2,538,718	\$2,499,828	\$2,641,210
Percent Change	N/A	3.9%	-1.5%	5.7%
Staff Hours				
No. of Employees (FTE)	0	16.98	18.31	17.53

BUDGET COMMENTS

The increase in personnel services is due to pay rate changes, increased benefit costs and increased programs.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: COMMUNITY CENTER OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of community center members	7,200	6,166	6,198	6,507
Number of aquatic lessons	2,850	2,800	2,650	2,850
Number of room reservations	1,200	1,320	1,200	1,300
Number of group fitness participants	40,000	46,560	52,221	53,265
Number of childcare participants	9,000	10,000	7,000	7,200
EFFECTIVENESS INDICATORS				
Rank in Business Journal's "Top 25 Fitness Centers"	7 th	7 th	6 th	N/A
Voted Best Fitness Center by Lillie News	Yes	Yes	Yes	Yes
Percentage of swim participants rating services satisfactory or better	97%	97%	98%	98%
Percentage of memberships with fitness discount	20%	25%	41%	46%
Average revenue per wedding	\$1,540	\$1,700	\$1,300	\$1,500
Number of events covered by charitable gambling	20	25	23	25
COMMENTS				
<p>The Fitness Discount program is the reimbursement program in which insurance companies will pay adult members up to \$20 per month if they work out at least eight to twelve times per month. The reimbursements are sent to the community center and then their membership account is credited. This benefit was started in January 2005 with Blue Cross Blue Shield. In March 2006, UCare was added and in 2007 Health Partners.</p> <p>The events covered through charitable gambling funds include outside rentals. To qualify for funding the applicant is required to meet the lawful purposes as defined by the State Gambling Control Board. Applicants are most generally 501-(c) (3) organizations.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: DEPUTY REGISTRAR
101-303

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$315,854	\$345,447	\$354,684	357,470
Commodities	0	0	0	0
Contractual Services	2,452	2,783	3,518	3,610
Capital Outlay	0	0	0	0
Total	\$318,306	\$348,230	\$358,202	\$361,080
Percent Change	4.2%	9.4%	2.9%	0.8%
Staff Hours				
No. of Employees (FTE)	5.83	6.25	6.03	6.03

BUDGET COMMENTS

No significant change in the Deputy Registrar Program.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: DEPUTY REGISTRAR	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of motor vehicle transactions	45,000	49,800	50,000	50,000
Number of driver's license transactions	18,000	18,500	18,700	18,600
Number of passports processed	2,800	3,000	3,500	3,000
EFFECTIVENESS INDICATORS				
Initial accuracy rate on motor vehicle reports reconciled	98%	99%	98%	98%
Initial accuracy rate on driver's license reports reconciled	98%	98%	98%	98%
COMMENTS				
Number of transactions remains steady in all areas of motor vehicle and DNR. Passport activity is reduced due to a decrease in travel projections estimated by the Federal Passport Agency.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ELECTIONS
101-304

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$51,775	\$41,074	\$56,000	\$46,290
Commodities	7,795	7,719	770	790
Contractual Services	6,641	4,698	3,948	5,570
Capital Outlay	0	0	0	
Total	\$66,211	\$53,491	\$60,718	\$52,650
Percent Change	98.3%	-19.2%	13.5%	-13.3%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The decrease in this budget is due to 2009 being a local election cycle with the need of fewer election judges working.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ELECTIONS	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of registered voters	24,000	24,700	23,500	25,000
Election judges trained	160	150	200	150
Number of ballots cast	18,000	7,000	19,000	8,500
Number of absentee ballots processed	200	200	500	300
EFFECTIVENESS INDICATORS				
Percentage of eligible voters registered to vote	65%	65%	70%	30%
COMMENTS				
Decrease in ballots cast due to 2009 being a local election. Percentage of eligible voters voting is historically significantly less for local elections.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ICE ARENA OPERATIONS
101-606

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Contractual Services	\$ 0	\$40,753	\$29,252	\$30,000
Total	\$ 0	\$40,753	\$29,252	\$30,000
Percent Change	N/A	100.0%	-28.2%	2.6%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ICE ARENA OPERATIONS	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of actual ice hours sold	2,200	2,300	2,300	2,300
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks and Recreation Director	10	8	8	8
EFFECTIVENESS INDICATORS				
Facility utilization rate	58%	66%	70%	70%
COMMENTS				
The city is a one-third owner of Tartan Ice Arena. The City Council provides two members as liaisons to the Tartan Ice Arena Joint Powers Board.				
The facility utilization rate continues to increase annually.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: MARKETING
101-111

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

To build the identity and paid usage of all parks and recreation programs and facilities, maintain the web page and create a monthly city newsletter as a means of building a strong sense of community.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$55,087	\$20,463	\$55,580	\$143,420
Commodities	955	5,506	10,000	520
Contractual Services	86,230	102,295	100,230	134,330
Total	<u>\$142,272</u>	<u>\$128,264</u>	<u>\$165,810</u>	<u>\$278,270</u>
Percent Change	15.5%	-9.8%	29.3%	67.8%
Staff Hours				
No. of Employees (FTE)	.64	.20	.50	1.50

BUDGET COMMENTS

Personnel services include 50% of the Events Marketing Coordinator and funds to cover wages and benefits for the individual who tapes public meetings. Includes Marketing previously in MCC.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: MARKETING	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Annual marketing agreements	N/A	N/A	N/A	20
Number of marketing projects	N/A	N/A	N/A	300
Testimonial marketing	N/A	N/A	N/A	8-10
EFFECTIVENESS INDICATORS				
Revenue increases from year to year	N/A	N/A	N/A	20%
Percentage of marketing projects completed	N/A	N/A	N/A	98%
Testimonials used in marketing materials	N/A	N/A	N/A	70%
Business contacts for the purpose of ad revenue and partnerships	N/A	N/A	N/A	60%
EFFICIENCY MEASURES				
Revenue increases	N/A	N/A	N/A	50%
Projects are completed on time and in a professional manner	N/A	N/A	N/A	100%
Testimonial marketing increases the effectiveness of the promotion and brings in additional revenue	N/A	N/A	N/A	70%
COMMENTS				
Marketing staff produce many projects for the Parks and Recreation Department that include brochures, posters, publications, CDs, flyers, newsletters, school brochures, email blasts, evaluation forms and much more.				
Marketing staff work closely with the community to secure advertisers to place ads in the school brochure, Parks and Recreation brochure, All Star Summer Kick Off, July 4 th Celebration and National Night Out. These advertisers help to reduce the cost of the program and the cost of the publication.				
Percentage of residents that read the City News is approximately 75%. Readership is tracked through coupons placed in the book, calls for information in articles and responses received through email.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECREATION PROGRAMS
206-603

DEPARTMENT: CITIZEN SERVICES

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$434,339	\$432,762	\$426,560
Commodities	0	71,448	65,677	52,870
Contractual Services	0	257,170	315,649	274,010
Other Charges	0	3,492	580	0
Total	\$ 0	\$766,449	\$814,668	\$753,440
Percent Change	N/A	-1.9%	6.3%	-7.5%
Staff Hours				
No. of Employees (FTE)	0	3.97	3.38	3.38

BUDGET COMMENTS

The 2009 budget for recreation programs was the end result of recreation program staff carefully analyzing existing program revenues and expenditures. This analysis resulted in a budget that more accurately reflects the current trends in recreation program participation and ultimately a more accurate recreation program budget.

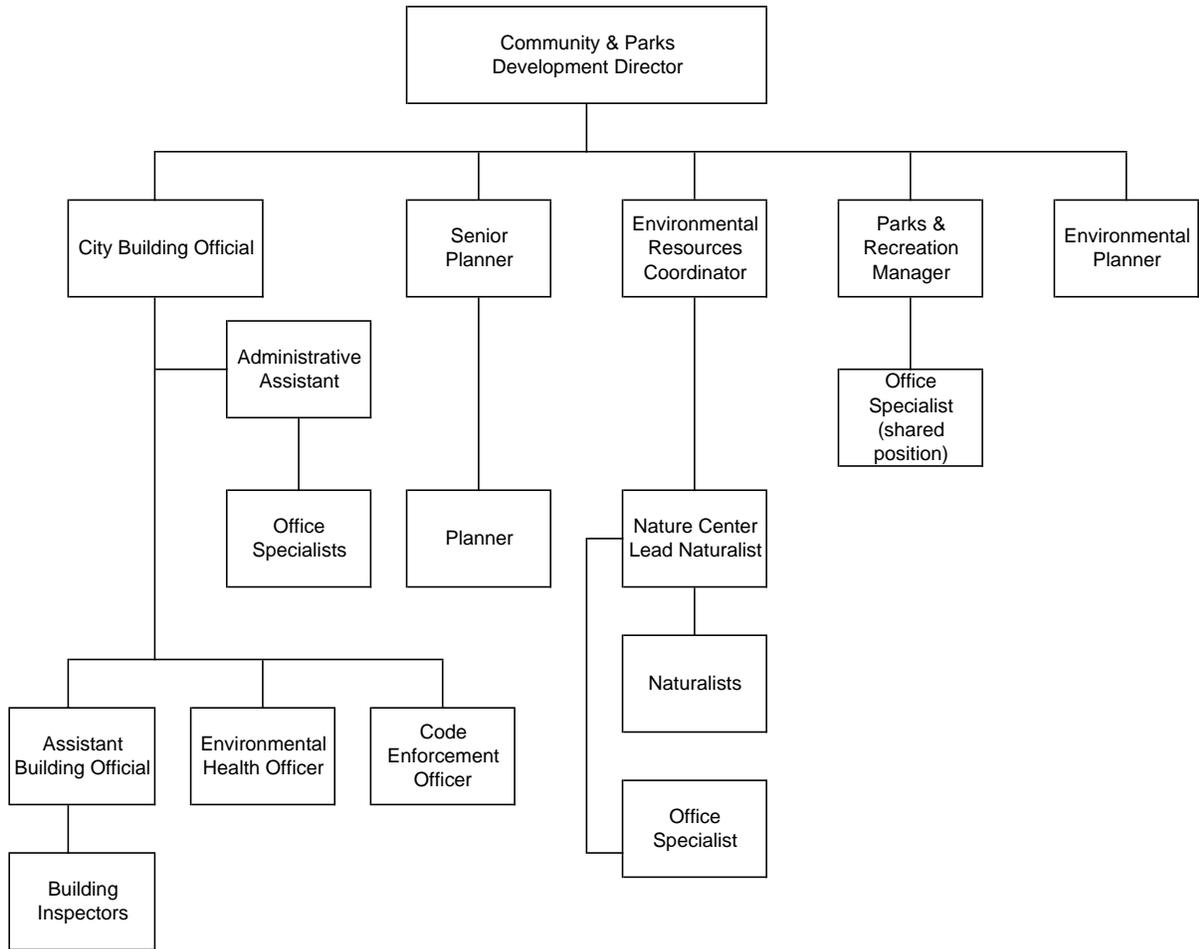
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECREATION PROGRAMS	DEPARTMENT: CITIZEN SERVICES			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORK LOAD				
Total number of teens enrolled	330	420	380	380
Adult softball, number of teams	90	95	143	140
Fall soccer teams	75	67	71	48
Basketball teams	130	130	120	110
T-ball teams	24	30	33	30
Youth volleyball teams	30	40	42	40
Into. to Soccer Participants	0	0	235	250
Senior High Basketball teams	49	60	60	60
Number of day camp participants	2,100	2,180	2180	2180
EFFECTIVENESS INDICATORS				
Percent of non-Caucasian employees & volunteers	7%	9%	10%	12%
Percent of program evaluations rated satisfactory or better	95%	95%	99%	95%
Percent of programs formally evaluated	90%	100%	90%	70%
COMMENTS				
<p>The changes made in the preschool soccer program in 2008 will continue in 2009. The program became more of an instructional program with emphasis on increasing the number of soccer ball touches a player has in each session through smaller teams along with more and improved skill development opportunities. Quality instructors lead the program with volunteer parent assistants. The new format has been well received by parents and participants.</p> <p>Demand for soccer fields by adult teams continues to grow creating scheduling challenges relating to field use and maintenance. This demand is being studied and the resulting policies for field use and maintenance were implemented in 2008 and will be revisited in 2009.</p> <p>Demand for Summer Day Camp continues to grow. Staff is currently exploring options that would allow for additional participants.</p>				

CITY OF MAPLEWOOD

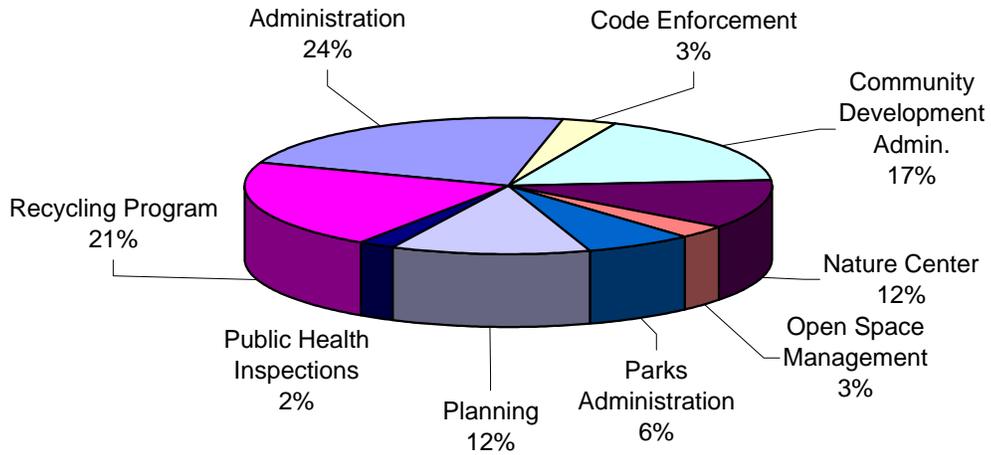
COMMUNITY & PARKS DEVELOPMENT

ORGANIZATION CHART

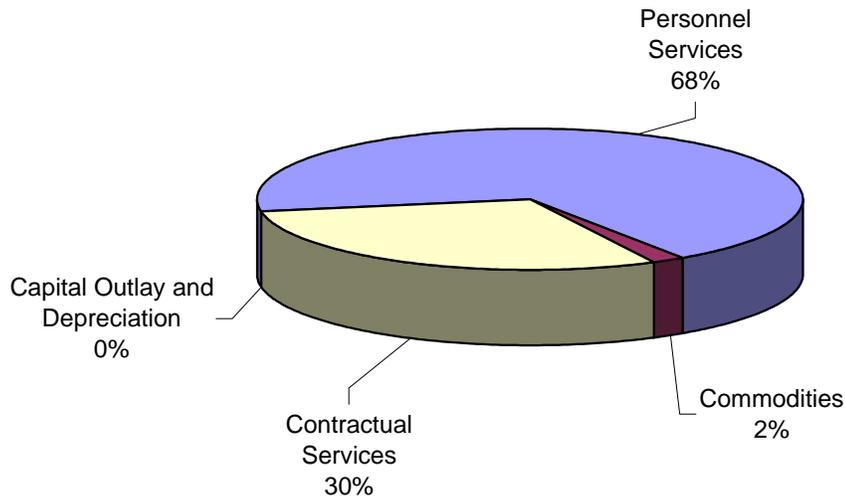


COMMUNITY & PARKS DEVELOPMENT BUDGET 2009

Total By Program

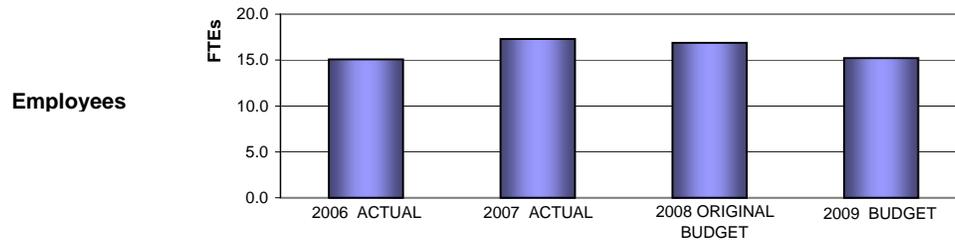
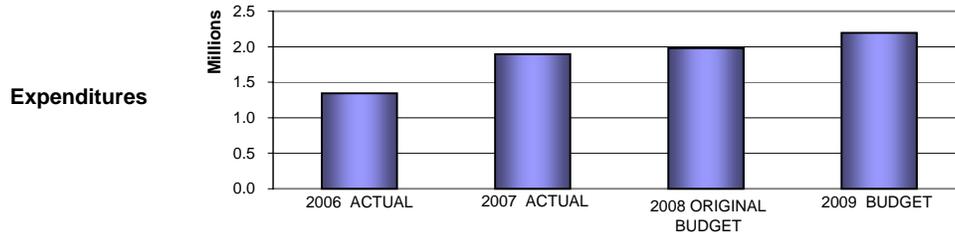


Total By Classification



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

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Building Inspections	\$633,093	\$536,069	\$566,504	\$501,920	-11.4%
Building Operations	0	480,970	633,288	0	-100.0%
Code Enforcement	31,099	102,905	0	72,820	N/A
Community Development Admin.	435,073	473,423	423,293	370,940	-12.4%
Nature Center	0	0	0	252,900	N/A
Open Space Management	0	0	0	71,320	N/A
Parks Administration	0	0	0	142,240	N/A
Planning	191,575	254,158	306,907	270,080	-12.0%
Public Health Inspections	37,148	39,175	48,815	51,060	4.6%
Recycling Program	0	0	0	462,130	N/A
Redevelopment	17,805	10,109	0	0	N/A
Totals	1,345,793	1,896,809	1,978,807	2,195,410	10.9%
Total By Classification					
Personnel Services	1,078,671	1,331,087	1,250,034	1,472,840	17.8%
Commodities	14,374	61,320	65,190	40,060	-38.5%
Contractual Services	252,747	487,721	638,583	642,080	0.5%
Capital Outlay and Depreciation	0	16,681	25,000	0	-100.0%
Other Charges	1	0	0	40,430	N/A
Totals	1,345,793	1,896,809	1,978,807	2,195,410	10.9%
Total By Fund					
General Fund	1,345,793	1,896,809	1,978,807	1,655,360	-16.3%
Environmental Utility Fund	0	0	0	77,920	N/A
Recycling Fund	0	0	0	462,130	N/A
Totals	1,345,793	1,896,809	1,978,807	2,195,410	10.9%
Number of Employees (FTE)	15.08	17.29	16.88	15.22	-9.8%



CITY OF MAPLEWOOD
COMMUNITY & PARKS DEVELOPMENT DEPARTMENT

MISSION STATEMENT

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

2009 DEPARTMENT OBJECTIVES

1. Maintain and improve the level of public health inspections to help protect the health and welfare of the citizens of Maplewood by increasing the number of visits to each licensed establishment for educating their staff.
2. Complete a survey of all Fire Stations to determine building maintenance and long-term capital improvement needs. Implement and sustain a preventive maintenance program for all Fire Stations.
3. Pursue the Twin Cities Capitol Community Fund program for redevelopment opportunities.
4. Maintain and use the planning intern program.
5. Reestablish an inspector intern program.
6. Implement the necessary zoning changes that result from the 2008 Comprehensive Plan Update.
7. Continue staff support and leadership in the redevelopment areas throughout the City of Maplewood.
8. Continue the contractor training program for residential and commercial builders.
9. Complete the work on the amendment to the city sign ordinance for council consideration and adoption in 2009.
10. Continue the education of city staff and the community in developing a sustainable “green building practices and methods” and the promotion of green construction practices.
11. Continue to promote high quality building and site design by recommending and requiring enhanced amenities during city development and building reviews.

12. Develop and implement a more efficient method to respond to and to get code compliance for nuisance complaints and issues created by empty or foreclosed homes.
13. Continue to work with the housing and redevelopment authority (HRA) to identify housing issues and trends, including the adoption and use by city staff of new property maintenance codes.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING INSPECTIONS
101-703

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$477,134	\$464,830	\$482,754	\$426,310
Commodities	1,435	971	1,500	1,550
Contractual Services	154,524	70,268	82,250	74,060
Capital Outlay	0	0	0	0
Total	\$633,093	\$536,069	\$566,504	\$501,920
Percent Change	17.2%	-15.33%	5.68%	-11.40%
Staff Hours				
No. of Employees (FTE)	5.95	5.45	5.45	4.45

BUDGET COMMENTS

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

Part of the reduction in contractual services in 2008 & 2009 is education of the inspectors and a reduction of fees for services. The fees for services are used to pay the contract Electrical Inspector.

The reduction in contractual services from 2006 to 2007 was from releasing the commercial contract-plumbing inspector. This also increased the number of inspections per inspector.

Note: The (FTE) 5.45 includes .5 Building Official, .95 Senior Engineer Tech, 1 Assistant Building Official, and 2 Building Inspectors.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING INSPECTIONS	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$1,382,710	\$1,059,073	1,045,845	1,264,380
Number of permit apps.	3,300	3,225	3,100	3,100
Number of plan reviews	1,200	1,100	900	900
Number of inspections	13,000	8,500	8,300	8,300
EFFICIENCY MEASURES				
Average time to issue residential permit	5 days	5 days	5 days	5 days
Average time to issue commercial permit	20 days	20 days	20 days	20 days
Percentage of inspection completed within 24 hours	98%	98%	98%	98%
COMMENTS				
<p>The decrease in revenue results from an increase in cosmetic permits like roofing and siding and a decrease in larger projects or new construction permits. The number of inspections remains consistent raising the number of inspections per inspector as the commercial plumbing inspector and building intern positions no longer exist.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS
101-115

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$183,440	\$174,419	\$210,335	\$0
Commodities	49,608	47,039	52,730	0
Contractual Services	338,186	259,512	345,223	0
Capital Outlay	0	0	25,000	0
Total	\$571,234	\$480,970	\$633,288	\$ 0
Percent Change	17%	-15.80%	31.67%	0%
Staff Hours				
No. of Employees (FTE)	2.83	2.83	2.83	0.00

BUDGET COMMENTS

In 2009, the Building Operations Program is moved to the Public Works Department.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	800	850	1,111	1,320
Number of vendor calls	1,350	1,350	1,290	1,190
Service calls	25	25	53	55
Number of janitorial tasks complete	60,000	70,000	71,400	71,518
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	85%	85%	91%	92%
Cost per sq. ft. vendor calls - MCC	NA	NA	\$4.25	\$4.25
Cost per sq. ft vendor calls - CH / P/ PW/ P	NA	NA	\$5.28	\$5.28
Cost per sq. ft. staff tasks - MCC			\$3.44	\$3.44
Cost per sq. ft. staff tasks – CH / P/ PW/ P			\$2.20	\$2.20
Cost per sq. ft. vendor calls – CH / P	\$71.94	\$71.94	NA	NA
Cost per sq. ft. staff tasks - CH / P	\$6.82	\$8.20	NA	NA
COMMENTS:				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CODE ENFORCEMENT 101-707		DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT		
PROGRAM MISSION				
To protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations, and public health.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$30,945	\$76,840	\$117,740	\$60,990
Commodities	0	47	5,500	5,670
Contractual Services	154	9,337	8,750	6,160
Capital Outlay	0	16,681	15,000	0
Total	\$31,099	\$102,905	\$146,987	\$72,820
Percent Change	42.8%	230.9%	42.84%	-50.46%
Staff Hours				
No. of Employees (FTE)	.30	1.11	1.5	1
BUDGET COMMENTS				
The decrease in personnel services is due to the reduction of clerical staff. The reduction of clerical staff will be absorbed by the Code Enforcement Officer position and administration.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CODE ENFORCEMENT	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total number of complaint cases inspected	500	575	828	900
Total number of complaint cases that were referred to the Admin/Judicial process	5	3	40	45
Total number of re-inspections	500	575	1500	1600
EFFECTIVENESS INDICATORS				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	5	5	25	30
Total number of complaint cases resolved	645	545	750	825
Total number of complaint cases pending	5	5	NA	NA
COMMENTS				
The code enforcement officer, who was hired in April 2007 was on leave during much of the first half of 2008. Building Inspectors filled in while he was gone and in mid-May a temporary staff person was hired.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION 101-701	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
PROGRAM MISSION				
To provide administrative and clerical support to the divisions within the Building, Planning, Health, Code Enforcement and Building Operations in the Community & Parks Development Department.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$345,160	\$385,214	\$311,830	\$267,820
Commodities	11,399	13,263	10,130	10,430
Contractual Services	78,514	74,946	101,320	92,690
Other	0	0		
Total	\$435,073	\$473,423	\$423,280	\$370,940
Percent Change	-0.5%	8.81%	-10.59%	-12.37%
Staff Hours				
No. of Employees (FTE)	5.40	5.30	4.50	3.15
BUDGET COMMENTS				
The decrease in personnel services from 2007 to 2008 is due to removing the .8 Office Specialist position.				
The 2009 decreases in personnel services are due to moving the Senior Planner position to the 702 Planning budget and reducing clerical staff by .6.				
The reduction in contractual services is due to a reduction in internal I.T. charges.				
The (FTE) 2.9 includes .5 Building Official, 1 Admin Assistant, 1 Office Specialist and .4 Office Specialist.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Public meeting packets	42	42	44	45
Number of incoming calls to main department phone		17,600	18,000	18,100
Number of permits issued	3204	3220	3230	3230
EFFECTIVENESS INDICATORS				
Percent of minutes available for next meeting	99%	80%	85%	85%
Percent of calls placed on hold before assisting	1%	10%	15%	15%
Percent of permits issued accurately	99%	99%	99%	99%
COMMENTS				
The effectiveness indicators for 2009 show the previous years' declines, which were due to staff cutbacks and department reorganization, remain for 2009 but have not increased. The other indicator shows staff to remain accurate.				
The numbers of permits are remaining consistent year to year.				
The clerical staff works with Planning, Building, Health, Code Enforcement and Building Operations.				

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

2004 – 35,892
 2005 – 36,279
 2006 – 36,397
 2007 – 36,667
 2008 – 37,042
 2009 – 37,417

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER
101-604

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$136,130
Commodities	0	0	0	10,420
Contractual Services	0	0	0	28,430
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$174,980
Percent Change	0%	100%	3.8%	-15.8%
Staff Hours				
No. of Employees (FTE)	0	0	0	1.92

BUDGET COMMENTS

This Program is moved from the Public Works Department in 2009. Decrease in personnel services is due to shifting more of the lead naturalist time to EUF program (604-604).

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORK LOAD				
Environmental education programs held at the Nature Center & Preserves	0	0	0	250
Number of households in neighborhood targeted for buckthorn removal <i>(This goal changed in 2008 see budget comments)</i>	0	0	0	700
NUMBER OF RAIN GARDENS	0	0	0	530
EFFECTIVENESS INDICATORS				
Total number of program participants and visitors	0	0	0	18,000
Cubic yards of buckthorn removed from target area	0	0	0	200
Percentage of landscape seminar participants who are Maplewood residents	0%	0%	0%	50%
COMMENTS				
<p>The Nature Center provides nature and environmental programs for the community and is a resource for staff and residents on environmental issues. Over the past several years programming has been refocused to better support city and department goals and programs. Naturalists play a key role in the city environmental programs including: stormwater management, native landscaping. Invasive species, trees, Maplewood Seasons newsletter, environmental commission, and the Green Team. Nature Center staff will provide educational support for many of the new initiatives recommended in the natural resources and sustainability chapters of the Comprehensive Plan.</p> <p>Key projects for 2009 include: 1) revamp format of native landscaping seminar to increase participation and have bigger impact on community; 2) develop interpretive brochure for the sustainable landscape demonstrations installed at the Nature Center in 2008; 3) plant rain gardens and butterfly garden at the Nature Center; 4) enhance trails on site; 4) continue development of Maplewood Tree Program; 5) enhance citizen monitoring and volunteer land stewards program at the preserves.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
PROGRAM MISSION				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	76,220
Commodities	0	0	0	1,570
Contractual Services	0	0	0	130
Total	\$ 0	\$ 0	\$ 0	\$77,920
Percent Change	0%	0%	0%	100%
Staff Hours				
No. of Employees (FTE)	0	0	0	1.10
<p>Budget Comments: This program assists the city in providing education to the residents to fulfill the requirements of the National Pollutant Discharge Elimination System (NPDES) permit. Increase in personnel services is due to shifting more of the lead naturalist's time from Nature Center program (101-604) to this program to assist in fulfilling requirements for the NPDES permit and other permit obligations.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
Outputs/Workload				
Number of water related programs	0	0	0	70
Effectiveness Indicators				
Number of Maplewood households who have implemented one water quality best management practice (ie installed a rain garden, rain barrel, compost bin, keep leaves and pollutants off the street.)	0	0	0	600
COMMENTS				
<p>The Nature Center presents education programs related to water quality and provides educational support for the city's stormwater program. Classes include stormwater impacts, best management practices, rain gardens, native landscaping, wetland and shoreline buffers, as well as pond study and understanding natural systems. The visitor center has an interactive computer exhibit and graphics panel that teaches children and adults about stormwater run off and water quality.</p> <p>Staff naturalists are key participants in the city's rain garden program. Most of the rain gardens on city land have been planted by students through the Nature Center's Watershed Watchers Program. In 2008, naturalists provided stormwater education to residents on street reconstruction projects which resulted in increase in residents requesting boulevard rain gardens.</p> <p>New initiatives in 2009 include revamping the native landscaping seminar, developing a rain barrel program, and developing interpretive materials for the sustainable landscaping demonstrations at the Nature Center.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: OPEN SPACE
MANAGEMENT

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

101-605

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$27,210
Commodities	0	0	0	5,040
Contractual Services	0	0	0	39,070
Capital Outlay	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$71,320
Percent Change	0%	0%	0%	7.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	.3

BUDGET COMMENTS

This Program is moved from Public Works in 2009. Increase in contractual services is to support increase in restoration activities at the preserves.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORK LOAD				
Master plans completed	0	1	1	1
Planting projects completed	3	2	1	2
Number of sites receiving active management	6	6	8	8
Miles of trail developed and/or maintained	5	7	7	7
Number of sites monitored by volunteers	6	7	7	7
EFFECTIVENESS INDICATORS				
Percentage survival of new plants by end of season	80%	85%	85%	85%
Percentage kill for invasive species managed	85%	85%	85%	85%
EFFICIENCY MEASURES				
Acres managed per employee	270	270	270	270

COMMENTS

Maplewood has 14 neighborhood preserves totaling over 300 acres. These sites are actively managed to improve ecological quality. Trails are maintained on several sites to provide residents access to natural areas.

Major projects in 2009 include: 1) Priory – install benches, steps, and entry plantings; conduct intensive weed management in preparation for woodland restoration; 2) Applewood – install benches and entry plantings, remove brush and deadfall; 3) Beaver Creek – conduct intensive weed management to prepare site for prairie and savanna restoration; 4) Gladstone Savanna – develop landscape design and restoration plan; 5) launch volunteer land stewards program

This program relies on Nature Center staff for citizen monitoring and volunteer stewardship programs.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARKS ADMINISTRATION	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
PROGRAM MISSION				
To provide administrative and clerical support to the Nature Center, Open Space Management and other parks related programs.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Personnel Services	\$0	\$0	\$0	\$142,240
Contractual Services	0	0	0	0
Total	\$ 0	\$ 0	\$ 0	\$142,240
Percent Change	0%	0%	0%	0%
Staff Hours				
No. of Employees (FTE)	0	0	0	1.25
BUDGET COMMENTS				
This program was re-instated in the 2009 budget cycle. Implement outcomes of the Park Commission as well as Council directives.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARKS ADMINISTRATION	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Conduct Park Survey	0	0	0	10
Enhancements to Parks	0	0	0	3
Number of Detailed Projects completed.	0	0	0	1
EFFECTIVENESS INDICATORS				
Percentage of Park Surveys Completed.	0	0	0	25%
COMMENTS				
This program area supports Park development activities in the City.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PLANNING 101-702	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
PROGRAM MISSION				
To implement of the guiding principles of the comprehensive land use plan, facilitate the requirements of the zoning ordinance, perform special land use studies and perform development reviews.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$174,785	\$180,930	\$199,195	\$220,070
Commodities	769	0	50	50
Contractual Services	16,021	73,228	107,662	49,960
Total	\$191,575	\$254,158	\$306,907	\$270,080
Percent Change	4.0%	17.19%	20.75%	-12.00%
Staff Hours				
No. of Employees (FTE)	2.00	2.00	2.00	2.00
BUDGET COMMENTS				
<p>In 2008, the senior planner was moved from the administration budget into planning. Concurrently, a planner position was eliminated from the planning budget. An environmental planner position was created within Public Works. Therefore, FTE's remain constant but personnel costs show some change.</p> <p>The reduction of contractual services is due to the comprehensive plan being almost complete and using more city staff time to finish the work.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PLANNING	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$58,000	\$67,020	\$65,000	\$45,000
Number of development applications	75	80	75	45
Number of building permit reviews	500	344	386	350
EFFECTIVENESS INDICATORS				
Average # of hours to do building permit reviews	2	2	2	2
Average # of days to do development reviews	60	60	60	60
COMMENTS				
These outputs reflect the number of applications reviewed by city planners and the staff time needed to complete the review.				
The reduction in revenue is due to the reduction in the number of larger projects.				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PUBLIC HEALTH
INSPECTIONS

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

101-704

PROGRAM MISSION

To protect citizens through inspections, complaint investigations, and enforcement of local ordinances and state rules and regulations related to food, lodging, and public health.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$32,842	\$38,745	\$45,909	\$49,180
Commodities	771	0	780	800
Contractual Services	3,535	430	2,126	1,080
Total	<u>\$37,148</u>	<u>\$39,175</u>	<u>\$48,815</u>	<u>\$51,060</u>
Percent Change	27.4%	5.46%	24.61%	4.60%
Staff Hours				
No. of Employees (FTE)	.60	.60	.60	.60

BUDGET COMMENTS

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

The decrease in contractual services is due to removing consulting fees from the budget that were not being used.

Number of (FTE) .60 Health Officer

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PUBLIC HEALTH INSPECTIONS	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Estimate</u>	<u>2009 Estimate</u>
OUTPUTS/WORKLOAD				
Number of restaurant inspections	200	210	180	200
Number of pool inspections	*	*	51	30
Number of public health violations	40	35	25	25
Number of itinerant food sales inspections	75	40	30	35
EFFECTIVENESS INDICATORS				
Number of restaurant re-inspections	50	40	30	40
Number of hours on food sales inspections	510	600	450	600
COMMENTS				
<p>It is anticipated that the number of restaurant inspections will decrease slightly in 2008 due to an approved leave of absence at the end of the year as well as an increase in the number of pool inspections related to the Abigail Taylor Pool Safety Act.</p> <p>* State mandated drain safety inspections and surveys began in May of 2008.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECYCLING
605-706

**DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT**

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$66,670
Commodities	0	0	0	4,530
Contractual Services	0	0	0	350,500
Other Charges	0	0	0	40,430
Total	\$ 0	\$ 0	\$ 0	\$462,130
Percent Change	0	0	0	7.6%
Staff Hours				
No. of Employees (FTE)	0	0	0	.75

BUDGET COMMENTS

This Program moved from Public Works in 2009. The increase in personnel service costs is due to the allocation of 10% of three building maintenance employees who will be dedicated to reducing our waste stream through increased recycling. The increase in contractual services costs are due to the increase in program supplies and utility billing fees.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECYCLING	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Education outreach opportunities	0	0	0	13,000
Number of phone calls to Recycling Hotline	0	0	0	375
Number of tons of materials recycled	0	0	0	2,800
City events that featured recycling	0	0	0	6
EFFECTIVENESS INDICATORS				
Multi-Family units not offering recycling	0	0	0	72
Average number of tons recycled per household	0	0	0	.19 (373 lbs)
COMMENTS				
<p>Service complaints were higher in 2006 due to the change in the recycling vendor. Now that the program changes have been in place for over two years, the number of complaints is decreasing. We continue to see a slight increase in the amount of material recycled (3.56% increase in 2007 over 2006) which appears to be more about the economy than the recycling effort by our residents. Multi-family participation, however, increased dramatically in 2007, with a 21% increase in participation and a 59% increase in tonnage recycled. Staff will continue to increase multi-family participation in 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: REDEVELOPMENT
101-705

DEPARTMENT: COMMUNITY & PARKS
DEVELOPMENT

PROGRAM MISSION

To revitalize and reinvest in housing stock and commercial properties to create economical, viable and diverse neighborhoods for first time homeowners and retain the middle class affordability of Maplewood.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$ 17,805	\$10,109	\$ 0	\$ 0
Total	\$17,805	\$10,109	\$ 0	\$ 0
Percent Change	2.1%	-43.22%	NA	NA
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

Expenditures for redevelopment are normally in the capital improvement portion of the budget. The 2006 and 2007 expenditures listed above were for staff time spent on redevelopment planning. It is anticipated that staff time will be expended but will be charged back to specific projects.

CIP for redevelopment has been delayed in 2008 and 2009.

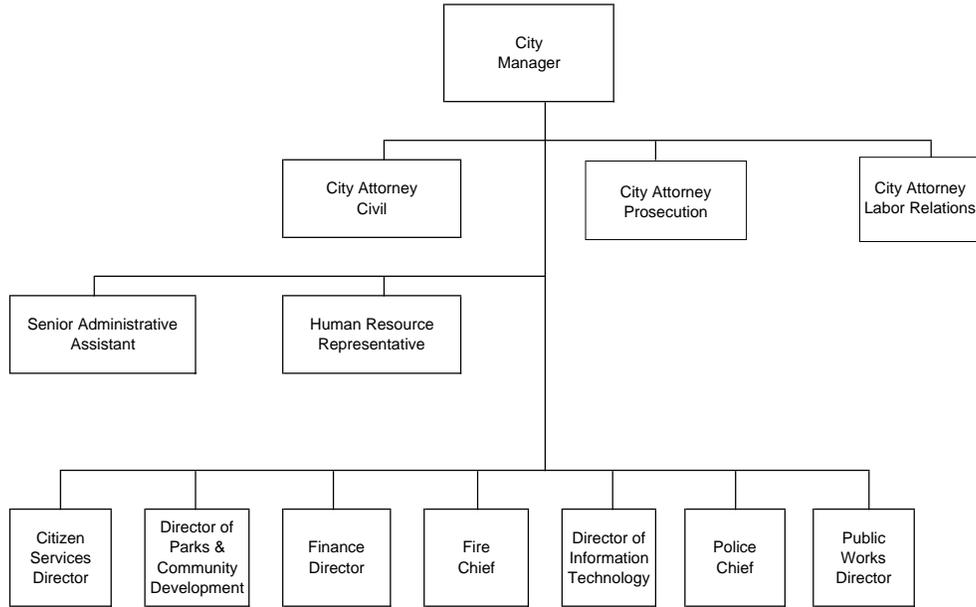
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: REDEVELOPMENT	DEPARTMENT: COMMUNITY & PARKS DEVELOPMENT			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Assessed Market Value – before redevelopment	N/A	0	0	\$1,525,500
Tourist Cabins Site				
EFFECTIVENESS INDICATORS				
Market Value – after redevelopment	N/A	0	0	\$3,375,000
Tourist Cabins Site				
COMMENTS				
On July 10, 2006 the City Council approved Phase One of the Gladstone Neighborhood Redevelopment project which includes the redevelopment of the St. Paul Tourist Cabins site. This project has been delayed and is expected to resume in 2009.				

CITY OF MAPLEWOOD

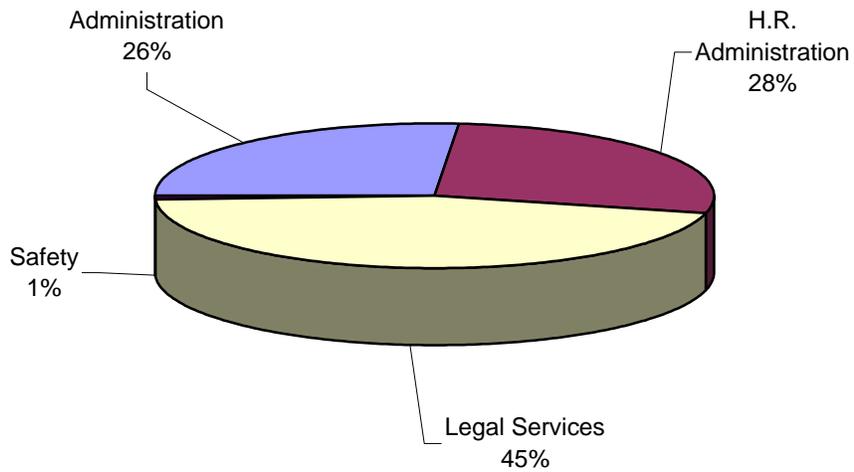
EXECUTIVE DEPARTMENT

ORGANIZATION CHART

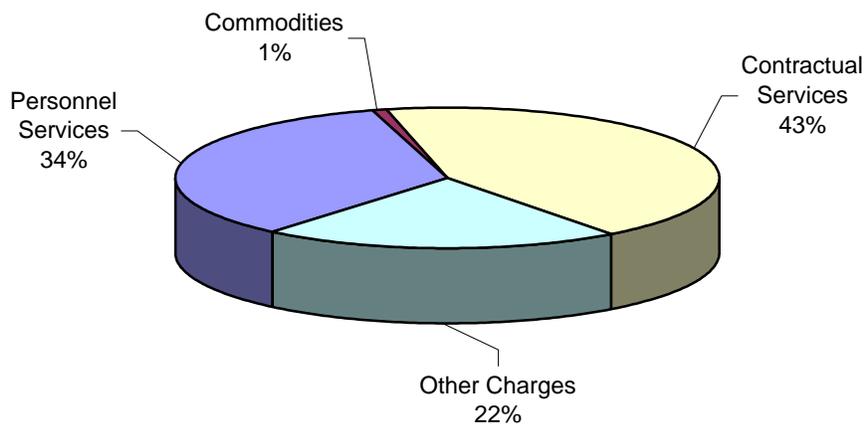


EXECUTIVE DEPARTMENT BUDGET 2009

Total By Program

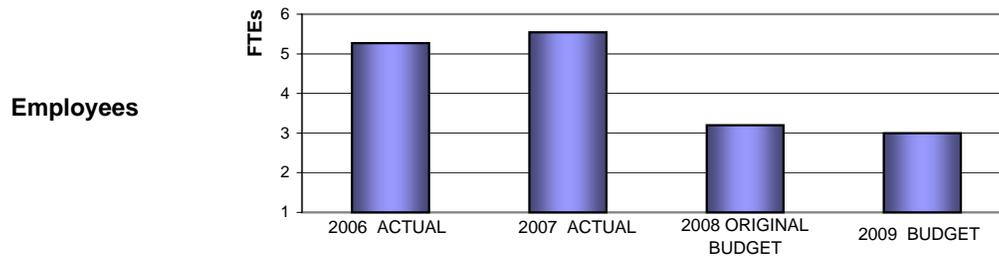
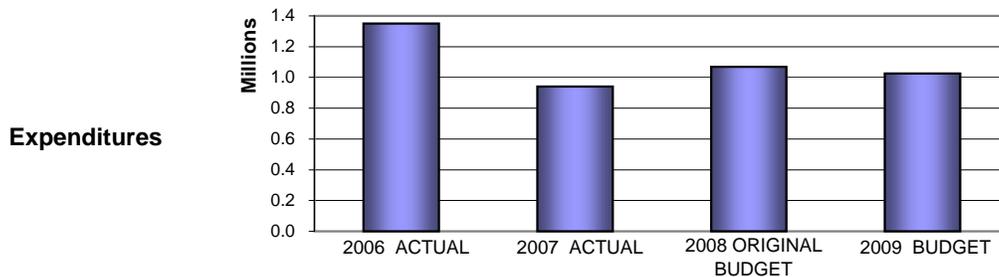


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
EXECUTIVE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Administration	\$314,908	\$185,691	\$187,155	\$269,640	44.1%
Building Operations	571,234	0	0	0	N/A
H.R. Administration	0	328,789	263,143	284,540	8.1%
Legal Services	322,479	286,474	446,695	462,500	3.5%
Marketing	142,272	128,264	165,810	0	-100.0%
Safety	0	11,200	6,850	9,560	39.6%
Totals	1,350,893	940,418	1,069,653	1,026,240	-4.1%
Total By Classification					
Personnel Services	501,308	322,767	319,566	353,100	10.5%
Commodities	53,586	13,061	19,540	9,370	-52.0%
Contractual Services	727,929	526,834	519,732	443,070	-14.8%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	68,070	77,756	210,815	220,700	4.7%
Totals	1,350,893	940,418	1,069,653	1,026,240	-4.1%
Total By Fund					
General Fund	1,350,893	940,418	1,069,653	1,026,240	-4.1%
Totals	1,350,893	940,418	1,069,653	1,026,240	-4.1%
Number of Employees (FTE)	5.27	5.54	3.20	3.00	-6.2%



CITY OF MAPLEWOOD

EXECUTIVE

MISSION STATEMENT

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

2009 OBJECTIVES

1. Minimize the impact of Property Taxes on Maplewood home owners in the 2009 City Budget by limiting the property tax increase.
2. Control overall spending on administrative costs of operating Maplewood city government
3. Develop a plan to finance deferred Capital Maintenance and non Capital Maintenance improvements needed at City Hall, the Maplewood Community Center and the Public Works Building.
4. Continue action to promote redevelopment of the Gladstone Neighborhood by attracting investment of private developers and building partnerships with the community, business owners and public agencies to leverage new capital investment for improvements to this historic neighborhood.
5. Work to attract new private investment in Maplewood businesses to add new jobs and expand economic opportunity through policies that reduce property taxes and promote economic growth.
6. Make protection of the natural resources of the City of Maplewood a public policy priority.
7. Improve the delivery of public information to Maplewood Citizens.
8. Continue to recruit talented, qualified individuals.
9. Implement policies for budgetary control through early retirement incentive and leave programs.
10. Implement policies to control medical insurance costs.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION
101-102

DEPARTMENT: EXECUTIVE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$262,781	\$166,150	\$142,841	220,200
Commodities	3,023	3,340	3,340	4,630
Contractual Services	49,104	31,180	40,974	44,810
Total	\$314,908	\$200,670	\$187,155	\$269,640
Percent Change	14.5%	-36.3%	-7.0%	45.4%
Staff Hours				
No. of Employees (FTE)	1.90	1.50	1.5	1.5

BUDGET COMMENTS

The 2009 budget anticipates a new City Manager with a competitive salary and benefit package.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Estimate	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Management Meetings	54	45	54	54
City Manager reports	4	0	12	12
News articles	10	6	6	6
EFFECTIVENESS INDICATORS				
Performance review	Good	Good	N/A	Good

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS		DEPARTMENT: EXECUTIVE		
PROGRAM MISSION				
To provide a clean, well-maintained and comfortable environment for building users of the city hall, public works building and park maintenance building.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$183,440	\$0	\$0	\$0
Commodities	49,608	0	0	0
Contractual Services	338,186	0	0	0
Capital Outlay	0	0	0	0
Total	\$571,234	\$ 0	\$ 0	\$ 0
Percent Change	17.1%	-100.0%	-100.0%	-100.0%
Staff Hours				
No. of Employees (FTE)	3.00	0	0	0
BUDGET COMMENTS				
This program was moved to the Inspections, Planning and Building Operations Department in 2007.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	800	0	0	0
Number of vendor calls	1,350	0	0	0
Service calls	25	0	0	0
Number of janitorial tasks complete	60,000	0	0	0
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	85%	0%	0%	0%
Cost per sq. ft. vendor calls	\$71.94	0	0	0
Cost per sq. ft. staff tasks	\$6.82	0	0	0
COMMENTS				
Number of work orders relates to help desk requests from city staff. Vendor and service calls relate to outside contractors or assistance. Janitorial tasks include daily upkeep but also carpet cleaning and other seasonal building cleaning activities.				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: HUMAN RESOURCE
ADMINISTRATION

DEPARTMENT: EXECUTIVE

101-116

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$123,620	\$121,147	\$132,900
Commodities	0	5,160	5,160	3,700
Contractual Services	0	175,000	136,836	147,940
Total	\$ 0	\$303,780	\$263,143	\$284,540
Percent Change	0.0%	100.0%	-13.0%	8.1%
Staff Hours				
No. of Employees (FTE)	0	1.5	1.5	1.5

BUDGET COMMENTS

The reduction in contractual services is due to reduced litigation levels anticipated for 2008 and 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: HUMAN RESOURCE ADMINISTRATION	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of full-time, regular employees who left City employment during the reporting period	15	26	15	12
Number of grievances	3	11	4	5
Number of employment investigations conducted or overseen by HR	10	11	16	14
EFFECTIVENESS INDICATORS				
Turnover rate	7.0%	13.8%	8.2%	7.0%
Percentage of internal customers rating service as good to excellent	100%	100%	100%	100%
EFFICIENCY MEASURES				
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an internal hiring process	26	25	28	25
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	45	43	48	45
COMMENTS				
The turnover for 2006 was higher than normal due to the retirements and consolidation of administrative functions. Turnover in 2007 included dispatchers that were transferred to Ramsey County. Anticipated turnover in 2009 results, in part, from early retirement incentives.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: LEGAL SERVICES
101-103

DEPARTMENT: EXECUTIVE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Contractual Services	\$254,409	\$235,420	\$235,880	\$241,800
Other Charges	68,070	220,700	210,815	220,700
Total	\$322,479	\$456,120	\$446,695	\$462,500
Percent Change	-5.0%	41.4%	-2.1%	3.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

Contractual services consist of \$1,800 for this program's share of insurance costs and \$240,000 for legal costs. The \$220,700 listed as other charges is for judgments, losses and small claims costs.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: LEGAL SERVICES	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Prosecution cases opened	6,600	6,600	6,600	6,600
Civil cases processed	120	120	120	120
Meetings attended:				
Prosecution	530	530	530	530
Civil	150	150	150	150
EFFECTIVENESS INDICATORS				
% of criminal code enforcement cases favorably resolved	99%	99%	99%	99%
% of litigation cases resulting in a favorable disposition of either a dismissal or a settlement of less than \$25,000	100%	100%	100%	100%
COMMENTS				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: MARKETING
101-111

DEPARTMENT: EXECUTIVE

PROGRAM MISSION

To build the identity and paid usage of all parks and recreation programs and facilities, maintain the web page and create a monthly city newsletter as a means of building a strong sense of community.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$55,087	\$27,960	\$55,578	0
Commodities	955	0	10,000	0
Contractual Services	86,230	100,060	100,232	0
Total	\$142,272	\$128,020	\$165,810	\$ 0
Percent Change	28.2%	-10%	29.5%	N/A
Staff Hours				
No. of Employees (FTE)	.64	.20	.50	0

BUDGET COMMENTS

Personnel services include 50% of the Events Marketing Coordinator and funds to cover wages and benefits for the individual who tapes public meetings. Includes addition of Marketing and Advertising Coordinator. This person will generate advertising revenue for the city. This revenue will partially offset the additional cost. This Program is moved to the Citizen Services Department in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: MARKETING	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of marketing projects for the Parks & Recreation Department	30	45	45	0
Advertisers in the parks and recreation brochure	20	23	23	0
Percentage of residents that reads City News	75%	75%	75%	0
EFFECTIVENESS INDICATORS				
Percent of marketing goals met	80%	80%	80%	0
Percent of advertisers with ratings of satisfactory or improved	95%	95%	95%	0
Percent of residents that like the publication	75%	80%	80%	0
EFFICIENCY MEASURES				
Percent of marketing project costs recovered by additional revenues	75%	75%	75%	0
COMMENTS				
Marketing staff produce many projects for the Parks and Recreation Department that include brochures, posters, publications, CDs, flyers, newsletters, school brochures, email blasts, evaluation forms and much more.				
Marketing staff work closely with the community to secure advertisers to place ads in the school brochure, Parks and Recreation brochure, All Star Summer Kick Off, July 4 th Celebration and National Night Out. These advertisers help to reduce the cost of the program and the cost of the publication.				
Percentage of residents that read the City News is approximately 75%. Readership is tracked thru coupons placed in the book, calls for information in articles and responses received thru email.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SAFETY
101-114

DEPARTMENT: EXECUTIVE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Commodities	\$0	\$1,040	\$1,040	\$1,040
Contractual Services	0	7,810	5,810	\$8,520
Total	\$ 0	\$8,850	\$6,850	\$9,560
Percent Change	N/A	100%	-23%	39.6%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

This program was in the Human Resource Department prior to 2007. The Safety Consultant that was previously retained to do monthly work will provide advice whenever needed for an hourly fee.

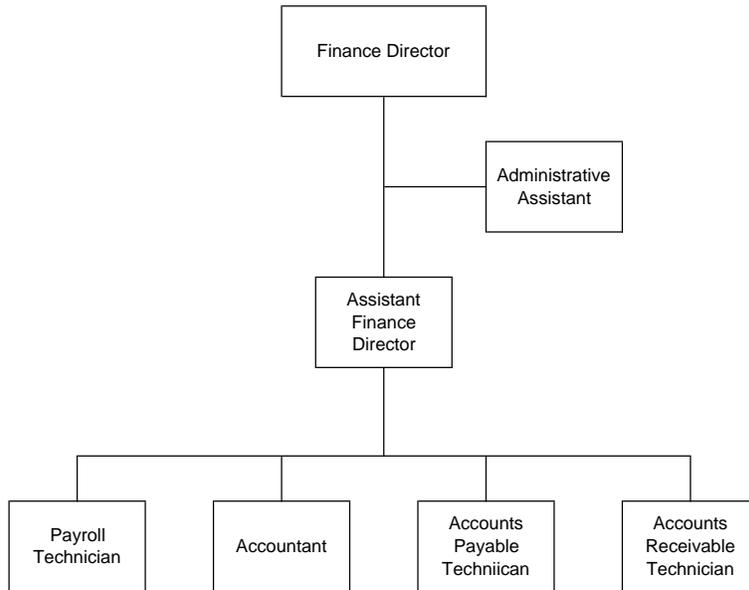
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SAFETY	DEPARTMENT: EXECUTIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
EFFECTIVENESS INDICATORS				
Number of work-related injuries reported	35	41	38	35
Number of worker days lost due to injuries	75	77	20	20
Percent of injuries involving lost work days	23%	20%	18%	18%
COMMENTS				
<p>The numbers have been fairly steady from year to year on injuries and lost time. The City does a very good job bringing employees back to work with restrictions. Injured employees are brought back to do scanning if they cannot perform their regular job.</p>				

CITY OF MAPLEWOOD

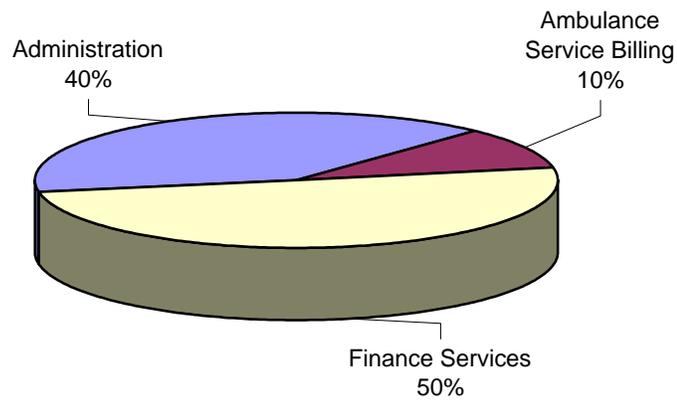
FINANCE DEPARTMENT

ORGANIZATION CHART

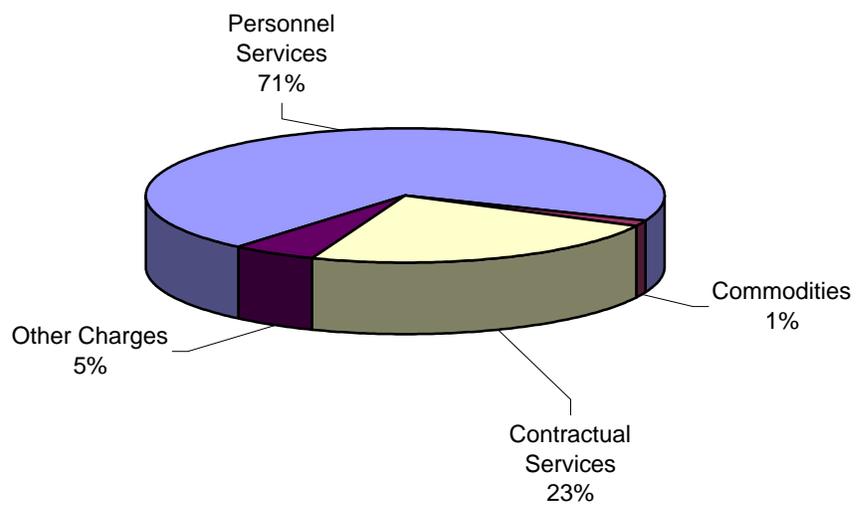


FINANCE DEPARTMENT BUDGET 2009

Total By Program

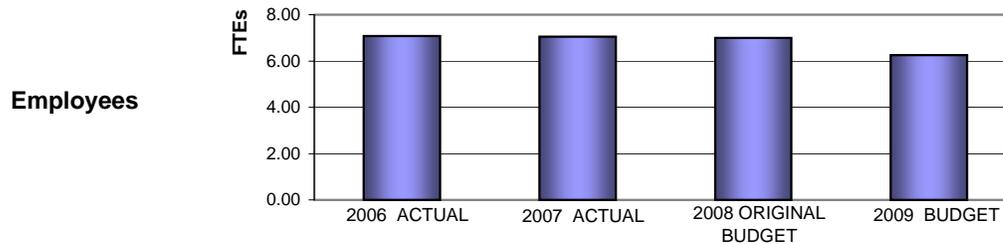
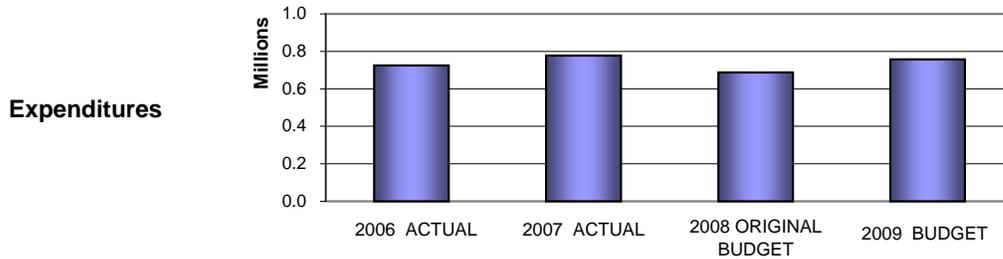


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
FINANCE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Administration	\$284,795	\$277,014	\$305,981	\$301,200	-1.6%
Ambulance Service Billing	78,994	81,701	92,308	74,290	-19.5%
Finance Services	361,651	418,389	288,521	381,140	32.1%
Totals	725,440	777,104	686,810	756,630	10.2%
Total By Classification					
Personnel Services	571,643	508,999	496,228	530,650	6.9%
Commodities	7,299	8,602	9,570	9,120	-4.7%
Contractual Services	118,499	219,814	150,642	177,170	17.6%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	27,999	39,689	30,370	39,690	30.7%
Totals	725,440	777,104	686,810	756,630	10.2%
Total By Fund					
General Fund	646,446	695,403	594,502	682,340	14.8%
Ambulance Service Fund	78,994	81,701	92,308	74,290	-19.5%
Totals	725,440	777,104	686,810	756,630	10.2%
Number of Employees (FTE)	7.08	7.05	7.00	6.25	-10.7%



CITY OF MAPLEWOOD
FINANCE DEPARTMENT

MISSION STATEMENT

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

2009 OBJECTIVES

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities.
2. Maintain city's bond rating of Aa2 from Moody's.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2008 by June 5, 2009.
4. Prepare and distribute the 2010-2014 Capital Improvement Plan by June 22, 2009.
5. Prepare and distribute the proposed 2010 Budget.
6. Survey internal customers to determine the effectiveness of financial services by September 14, 2009.
7. Continue to review the city's system of internal controls so as to safeguard the city's assets.
8. Timely completion of the city's external audit with minimal audit adjusting entries.
9. Continued staff training, particularly in the areas of staff cross-training.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION
101-201

DEPARTMENT: FINANCE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$187,307	\$157,356	\$175,689	\$183,610
Commodities	5,408	8,219	8,750	8,900
Contractual Services	92,084	111,440	121,542	108,690
Other	(4)	(1)	0	0
Total	\$284,795	\$277,014	\$305,981	\$301,200
Percent Change	-3.0%	-2.7%	10.5%	-1.6%
Staff Hours				
No. of Employees (FTE)	2	2	2	2

BUDGET COMMENTS

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Anticipated decreases in audit fees account for the reduction in contractual services.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FINANCE			
	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
OUTPUTS/WORKLOAD				
Number of agenda reports prepared	70	70	70	70
Number of pages in budget booklet	350	350	300	304
Number of pages in capital improvement plan booklet	170	170	172	170
COMMENTS				
<p>The number of pages in the budget booklet increased by 25% when the 2004 budget was prepared in 2003 and changed to a program-performance format. Since then the number of pages has not changed significantly. Elimination of Human Resources and Parks and Recreation accounts for 2008 reduction.</p> <p>The number of pages in the capital improvement plan booklet is affected by the number of projects that are included in it. No significant change in the number of projects is anticipated in 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING
606-203

DEPARTMENT: FINANCE

PROGRAM MISSION

To bill, collect and account for ambulance service charges.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$60,872	\$72,152	\$70,698	\$16,590
Commodities	1,872	383	780	180
Contractual Services	16,250	9,166	20,830	57,520
Total	\$78,994	\$81,701	\$92,308	\$74,290
Percent Change	-1.6%	3.4%	13.0%	-19.5%
Staff Hours				
No. of Employees (FTE)	1	1	1	.25

BUDGET COMMENTS

During 2009, ambulance service billing is transitioning to an outside provider. This accounts for the decrease in personnel services and the increase in contractual services.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: AMBULANCE SERVICE BILLING	DEPARTMENT: FINANCE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of service calls billed	2,329	3,800	4,050	4,250
Number of payments posted	4,192	4,415	4,800	5,100
EFFECTIVENESS INDICATORS				
Percent of unpaid ambulance bills over two years old written off	36.0%	36.0%	36.0%	36.0%
COMMENTS				
<p>The estimated number of service calls billed has been increasing by an annual average of 5.3% over the past five years. It is assumed that this trend will continue for 2008 and 2009. The number of payments per bill averages 1.2 because many insurance policies require a co-pay by the patient. There are no payments on bills that are uncollectible which causes the average number of payments to be less than two.</p> <p>The law requires all ambulance service providers to accept assignment. This means that the City is prohibited from collecting the remaining balance on ambulance bills after the Medicare payment. The ambulance rates have been increased to fully offset these uncollectible balances.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FINANCE SERVICES
101-202

DEPARTMENT: FINANCE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$323,464	\$279,491	\$249,841	\$330,450
Commodities	19	0	40	40
Contractual Services	10,165	99,208	8,270	10,960
Capital Outlay	0	0	0	0
Other Charges	28,003	39,690	30,370	39,690
Total	\$361,651	\$418,389	\$288,521	\$381,140
Percent Change	3.0%	15.7%	-31.0%	32.1%
Staff Hours				
No. of Employees (FTE)	4.05	4.00	3.25	4.00

BUDGET COMMENTS

Personnel services increases in 2009 because the employee previously responsible for ambulance billing is transitioning to other roles in the Finance Services Department.

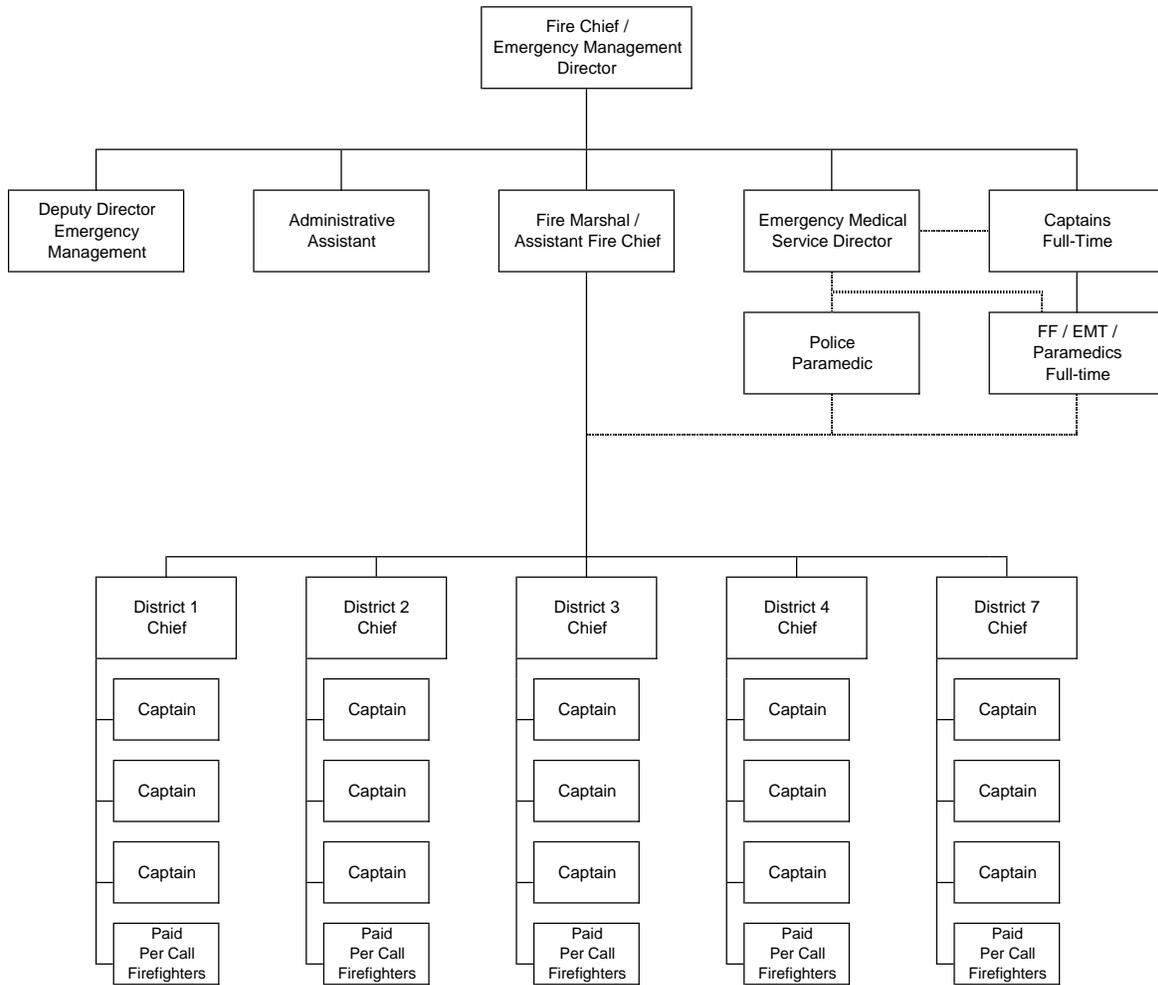
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FINANCE SERVICES	DEPARTMENT: FINANCE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of pages in annual financial report	160	200	200	200
EFFECTIVENESS INDICATORS				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
EFFICIENCY MEASURES				
Percent of employees paid by direct deposit	70%	73%	80%	90%
COMMENTS				
<p>The number of pages in the annual financial report fluctuates based upon the length of the notes to the financial statements, number of funds and changes in generally accepted accounting principles.</p> <p>The percent of employees paid by direct deposit has gradually increased each year since 1995 when it was first offered as an option. Beginning in 2001, all new employees were required to enroll in the direct deposit program. All non-casual employees are strongly encouraged to enroll beginning in 2008.</p>				

CITY OF MAPLEWOOD

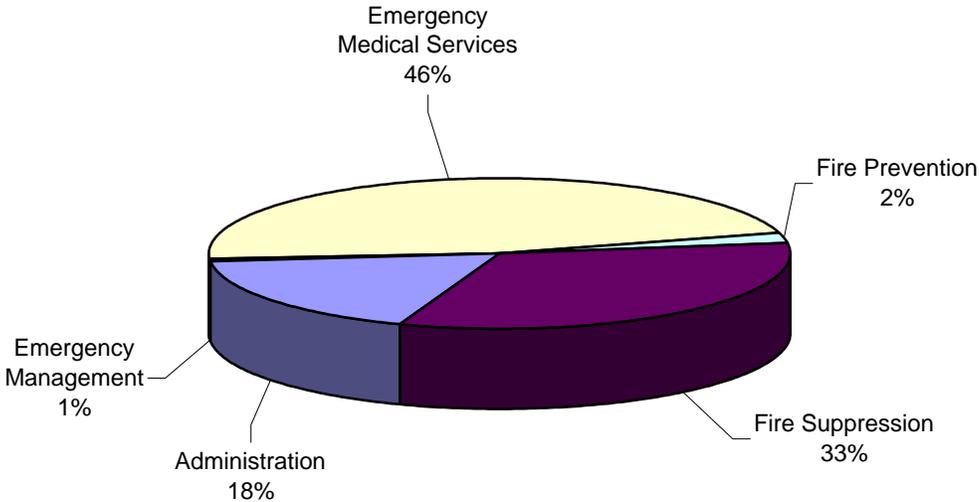
FIRE DEPARTMENT

ORGANIZATION CHART

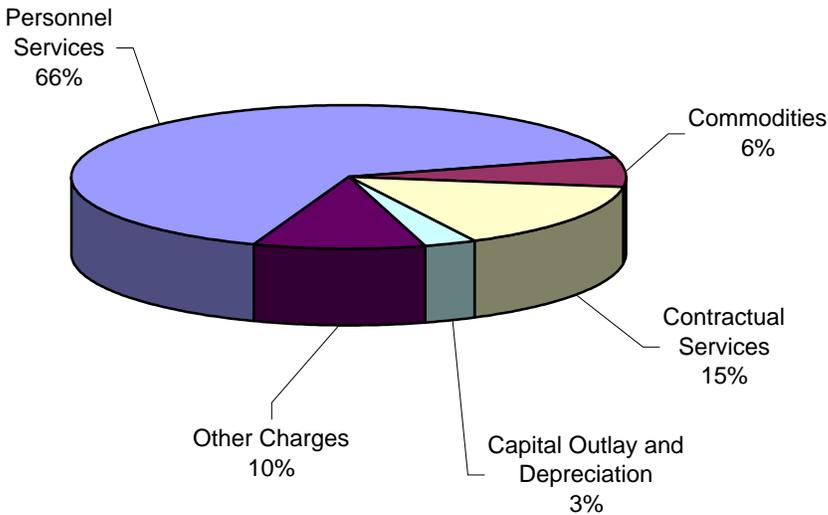


FIRE DEPARTMENT BUDGET 2009

Total By Program

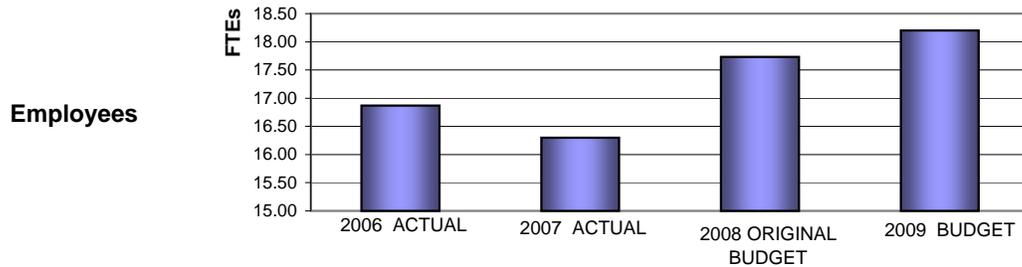
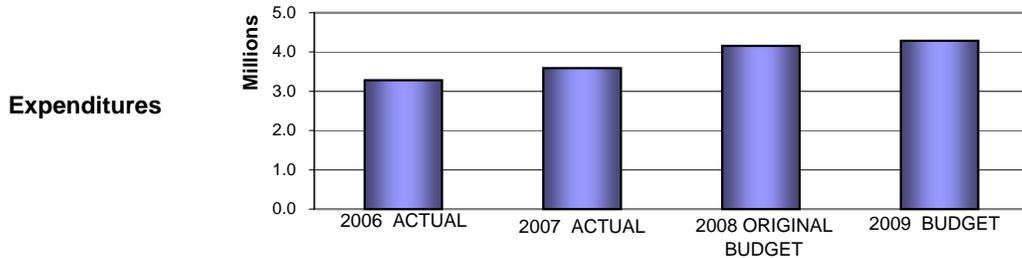


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
FIRE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Administration	\$780,571	\$745,358	\$750,320	\$761,230	1.5%
Emergency Management	17,308	13,877	20,370	23,060	13.2%
Emergency Medical Services	1,302,787	1,559,313	1,951,073	2,009,150	3.0%
Fire Prevention	77,888	75,709	83,598	89,530	7.1%
Fire Suppression	1,100,942	1,192,733	1,351,751	1,405,990	4.0%
Totals	3,279,496	3,586,990	4,157,112	4,288,960	3.2%
Total By Classification					
Personnel Services	2,157,376	2,413,075	2,790,206	2,800,050	0.4%
Commodities	199,032	200,729	250,230	265,730	6.2%
Contractual Services	436,088	426,363	595,576	659,140	10.7%
Capital Outlay and Depreciation	59,250	95,880	111,750	128,450	14.9%
Other Charges	427,750	450,943	409,350	435,590	6.4%
Totals	3,279,496	3,586,990	4,157,112	4,288,960	3.2%
Total By Fund					
Ambulance Service Fund	1,682,355	1,952,135	2,344,755	2,414,640	3.0%
General Fund	1,597,141	1,634,855	1,812,357	1,874,320	3.4%
Totals	\$3,279,496	\$3,586,990	\$4,157,112	\$4,288,960	3.2%
Number of Employees (FTE)	16.87	16.30	17.73	18.20	2.7%



CITY OF MAPLEWOOD
FIRE DEPARTMENT

MISSION STATEMENT

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

2009 OBJECTIVES

1. Reduce response times to fire and EMS calls by 5%.
2. Recruit new firefighters.
3. Evaluate new services and techniques to improve our customer service.
4. Update and refine emergency preparedness plans.
5. Train at the highest level possible in a safe environment.
6. To investigate and study the possibility of a joint county training center .
7. Examine the future department needs for a new rescue truck.
8. Implementation of outsourcing EMS billing system.
9. Evaluate new ways of becoming more efficient.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION

DEPARTMENT: FIRE

101-411 and 606-411

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$310,098	\$266,125	\$259,025	\$261,800
Commodities	12,443	15,581	12,800	15,070
Contractual Services	78,462	72,252	87,095	81,220
Capital Outlay	0	0	0	0
Other Charges	379,568	391,400	391,400	403,140
Total	<u>\$780,571</u>	<u>\$745,358</u>	<u>\$750,320</u>	<u>\$761,230</u>
Percent Change	3.0%	-4.5%	0.7%	1.8%
Staff Hours				
No. of Employees (FTE)	3.0	2.5	2.4	2.4

BUDGET COMMENTS

The decrease in contractual services is due to lower internal I.T. charges. Other charges consist of General Fund administrative charges that are assessed to the Ambulance Service Fund.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: FIRE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of staff meetings held	49	48	50	50
Number of paid-per-call staff	83	82	85	85
Number of FTE	16	18	17	18
EFFECTIVENESS INDICATORS				
Per capita cost excluding ambulance service	\$54	\$56	\$55	\$54
False alarm violations	97	79	85	80
Additions of new paid on call Firefighters	17	10	8	8
COMMENTS				
False alarms violations dropped from 97 in 2006 to 79 in 2007 a level expected to be maintained through 2009. This is due to the fire safety inspections being done in buildings, where in the past there had been numerous fire alarms activations.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: EMERGENCY
MANAGEMENT

DEPARTMENT: FIRE

101-413

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$9,159	\$7,356	\$9,636	\$9,540
Commodities	229	41	1,790	1,810
Contractual Services	7,920	6,480	8,944	11,710
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$17,308	\$13,877	\$20,370	\$23,060
Percent Change	5.2%	-19.8%	46.8%	13.2%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The increase in contractual services is due to needed maintenance on outdoor warning sirens.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: EMERGENCY MANAGEMENT	DEPARTMENT: FIRE			
	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Estimate</u>	<u>2009 Estimate</u>
OUTPUTS/WORKLOAD				
City plan updated	Yes	Yes	Yes	Yes
Skywarn activations	5	6	4	4
Meetings/training sessions attended	64	55	57	60
EFFECTIVENESS INDICATORS				
Hours spent updating City plan	47	44	40	45
Number of people per skywarn activation	4	3	4	4
Number of grants	0	0	1	1
COMMENTS				
We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
606-403				
PROGRAM MISSION				
To provide Emergency Medical Services, including emergency medical treatment and transport; sponsor and participate in public education and community awareness efforts to promote first aid skills, healthy living, and accident reduction.				
INPUTS	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Direct Expenditures				
Personnel Services	\$987,579	\$1,228,346	\$1,487,015	\$1,477,730
Commodities	103,893	103,570	135,750	151,540
Contractual Services	102,475	108,604	234,608	288,180
Capital Outlay	0	0	0	0
Depreciation	59,250	59,250	75,750	59,250
Other Charges	49,590	59,543	17,950	32,450
Total	\$1,302,787	\$1,559,313	\$1,951,073	\$2,009,150
Percent Change	6.5%	19.6%	23.1%	3.0%
Staff Hours				
No. of Employees (FTE)	8.07	9.18	10.24	10.34
BUDGET COMMENTS				
The decrease in personnel services is due to the reallocation of salaries for time spent between fire suppression and EMS. The increase in contractual services is due to higher costs for equipment repairs & maintenance and fees for service. Other charges are for interest on interfund loans and has been adjusted based on the actual charges for 2007.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: EMERGENCY MEDICAL SERVICES	DEPARTMENT: FIRE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total EMS calls	2,631	2,974	3,016	3,331
Total ALS transports (Advanced Life Support)	1,670	2,341	2,010	3,031
Total BLS transports (Basic Life Support)	607	249	702	300
Total number of ambulances in service	5	6	6	6
Total billable no transport calls	44	49	50	52
Average time spent per EMS Call	48 min.	47 min.	50 min.	50 min.
EFFECTIVE INDICATORS				
Avg. EMS response time	4.58 min.	5.10 min.	4 min.	4 min.
COMMENTS				
<p>In 2007 the department had an increase of 671 ALS transports with BLS transports decreasing by 315. This can fluctuate from year to year based on the type of medical calls that are received. BLS calls to date in 2008 are down from estimates. 2009 calls are estimated using 2007 as a guide to the mix between BLS and ALS calls.</p> <p>The average EMS response time increased from 4.58 min. in 2006 to 5.10 min. in 2007. This is partly due to the increase in back-to-back calls which require backup medics and ambulances to respond.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FIRE PREVENTION		DEPARTMENT: FIRE		
PROGRAM MISSION				
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$69,132	\$68,966	\$71,720	\$77,580
Commodities	5,529	3,979	7,550	7,590
Contractual Services	3,227	2,764	4,328	4,360
Capital Outlay	0	0	0	0
Total	\$77,888	\$75,709	\$83,598	\$89,530
Percent Change	-1.6%	-2.8%	10.4%	8.1%
Staff Hours				
No. of Employees (FTE)	.55	.50	.60	.60
BUDGET COMMENTS				
The increase in commodities is mainly due to the increase of fuel costs.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FIRE PREVENTION	DEPARTMENT: FIRE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Safety inspections	372	365	425	425
Life safety complaints investigated	38	34	35	35
Community education events	21	19	35	20
EFFECTIVENESS INDICATORS				
Number of reinspections	43	47	35	35
Number of second reinspections	33	34	25	30
Participants in fire prevention training	970	700	1,000	800
COMMENTS:				
<p>In 2007, the fire marshal, along with the full-time firefighters, completed 365 life safety inspections of apartment buildings, nursing homes and businesses. These life safety inspections focus on code violations and fire hazards. The inspections include recommendations for compliance.</p> <p>Staff held 19 community education events and delivered our message of fire prevention to over 700 attendees. These educational events were held at schools, nursing homes, apartment complexes and other special events.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FIRE SUPPRESSION 101-404	DEPARTMENT: FIRE			
PROGRAM MISSION				
To provide the highest level of fire suppression services to our customers in a timely and professional manner.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$781,408	\$842,282	\$965,092	\$973,400
Commodities	76,938	77,558	92,340	89,720
Contractual Services	242,596	236,263	258,319	273,670
Capital Outlay	0	36,630	36,000	69,200
Total	\$1,100,942	\$1,192,733	\$1,351,751	\$1,405,990
Percent Change	.7%	8.3%	13.3%	4.7%
Staff Hours				
No. of Employees (FTE)	5.25	4.12	4.49	4.86
BUDGET COMMENTS				
Capital outlay is for two vehicles and turnout gear.				

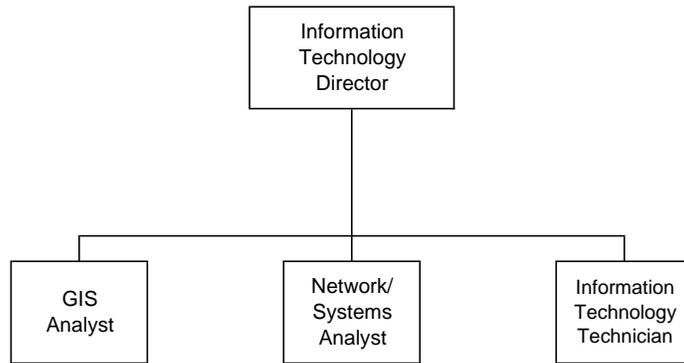
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FIRE SUPPRESSION	DEPARTMENT: FIRE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Population served:				
MAPLEWOOD	36,981	36,667	38,020	37,417
LANDFALL	700	700	700	700
Total fire calls	696	689	725	710
Total EMS calls	2,631	3,094	3,016	3,331
EFFECTIVENESS INDICATORS				
Percentage of response time of less than four minutes	29%	25.8%	35%	35%
Percentage of response time of less than six minutes	62%	59.8%	60%	64%
Average number of firefighters per call	6.0	6.0	7.0	7.0
COMMENTS				
The total fire and EMS call volume for 2006 was 3,327 and for 2007 it was 3,783. This is an increase of 12%. This increase is due to the increase in visitors and workforce flow into the city and the aging of population.				

CITY OF MAPLEWOOD

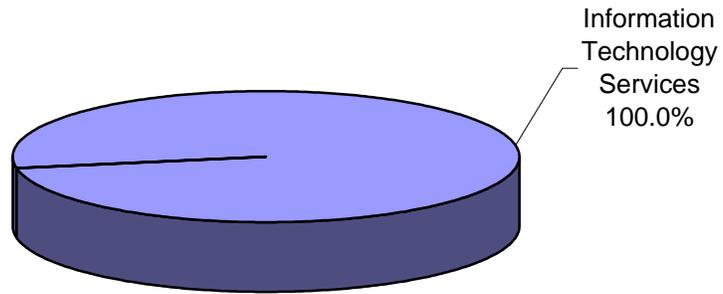
INFORMATION TECHNOLOGY DEPARTMENT

ORGANIZATION CHART

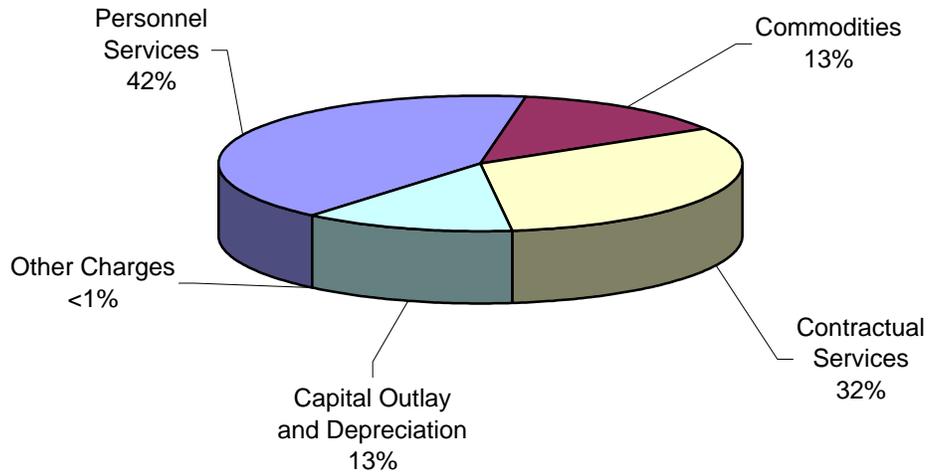


INFORMATION TECHNOLOGY DEPARTMENT BUDGET 2009

Total By Program

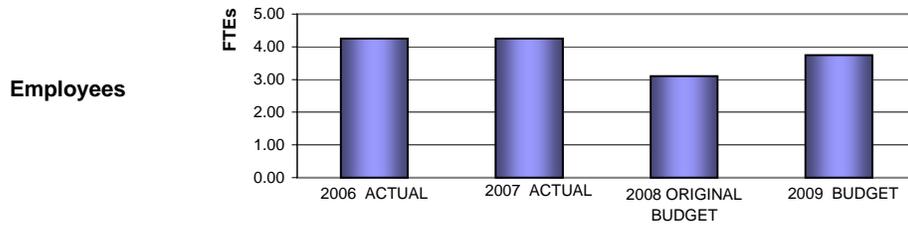
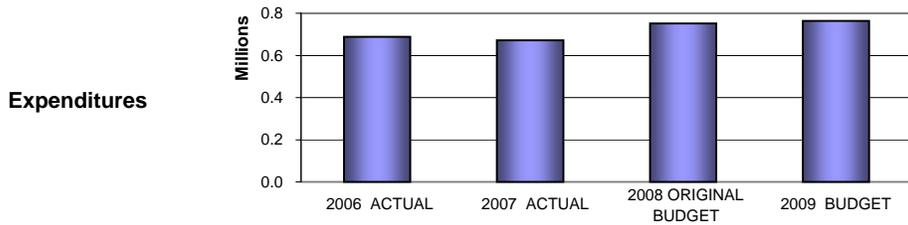


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
INFORMATION TECHNOLOGY DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Information Technology Services	\$666,684	\$662,513	\$741,360	\$764,290	3.1%
Phone Support Services	22,347	9,019	9,943	0	-100.0%
Totals	689,031	671,532	751,303	764,290	1.7%
Total By Classification					
Personnel Services	272,389	254,901	272,440	321,050	17.8%
Commodities	93,848	116,477	94,245	99,170	5.2%
Contractual Services	219,061	195,055	231,418	243,770	5.3%
Capital Outlay and Depreciation	102,576	99,575	152,580	99,580	-34.7%
Other Charges	1,157	5,524	620	720	16.1%
Totals	689,031	671,532	751,303	764,290	1.7%
Total By Fund					
Information Technology Fund	689,031	671,532	751,303	764,290	1.7%
Number of Employees (FTE)	4.25	4.25	3.10	3.75	21.0%



CITY OF MAPLEWOOD
INFORMATION TECHNOLOGY DEPARTMENT

MISSION STATEMENT

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

2009 OBJECTIVES

1. Add climate monitoring sensors & video surveillance to server room.
2. Create pilot project to test new security system software.
3. Implement new help desk software.
4. Implement open source technologies.
5. Setup replay of City meetings via computer.
6. Research and implement solution to make live and archived meetings available for viewing via the web.
7. Develop more accurate point system for the IT cost allocation to departments.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES 703-118	DEPARTMENT: INFORMATION TECHNOLOGY																																																																	
PROGRAM MISSION To provide and support internal information systems and create external interfaces that facilitates access to city information.																																																																		
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BUDGET COMMENTS The 2009 budget includes the addition of a three-quarter time information technology technician.																																																																		

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: INFORMATION TECHNOLOGY SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	358	368	370	375
Number of workstations maintained	200	210	215	215
Number of help desk requests*	1,548	1,723	2,000	2,200
Number of computers replaced	35	40	30	30
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	65%	60%	75%	80%
Percent of internal customers rating services as good or excellent	80%	93%	85%	90%
Number of web page hits by external users	783,000	850,000	1,000,000	1,000,000
EFFICIENCY MEASURES				
IT wage and benefit expenditures per workstation	\$1,567	\$1,453	\$1,419	\$1,493
COMMENTS				
<p>Estimates for Outputs/Workload in 2009 continue to rise. With a new warranty on our PC's we'll continue to attempt to get longer lives out of them keeping the number of replaced computers down.</p> <p>Help desk ticket resolution and employee rating indicators raise slightly with the addition of a part-time information technology technician. Website reporting will change with the move to our new hosting company. The new reports will leave us with a more accurate picture of who is accessing our site.</p>				

* Total calls (service calls plus project calls)

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES 703-121	DEPARTMENT: INFORMATION TECHNOLOGY			
PROGRAM MISSION				
To provide and support the citywide telecommunication system.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$22,347	\$9,060	\$9,943	\$0
Sub-Total	22,347	9,060	9,943	0
Less charges to other depts.	(22,347)	(9,060)	(9,943)	0
Net Total	\$ 0	\$ 0	0	0
Percent Change	0.0%	0.0%	0.0%	N/A
Staff Hours				
No. of Employees (FTE)	.25	.10	.10	0
BUDGET COMMENTS				
The costs for phone support services have been transferred to the Information Technology Services Program in 2009.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PHONE SUPPORT SERVICES	DEPARTMENT: INFORMATION TECHNOLOGY			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of devices maintained	411	417	427	425
Number of help desk calls *	114	117	130	140
EFFECTIVENESS INDICATORS				
Percent of help desk service calls resolved within 24 hrs **	40%	35%	65%	70%
EFFICIENCY MEASURES				
Total operating and maintenance expenditures per device.	\$136	\$103	\$90	N/A
Budget Comments				
As the phone system ages we expect an increase in service calls. However, with the addition of a part-time IT Technician we expect to complete more service calls faster than ever before.				

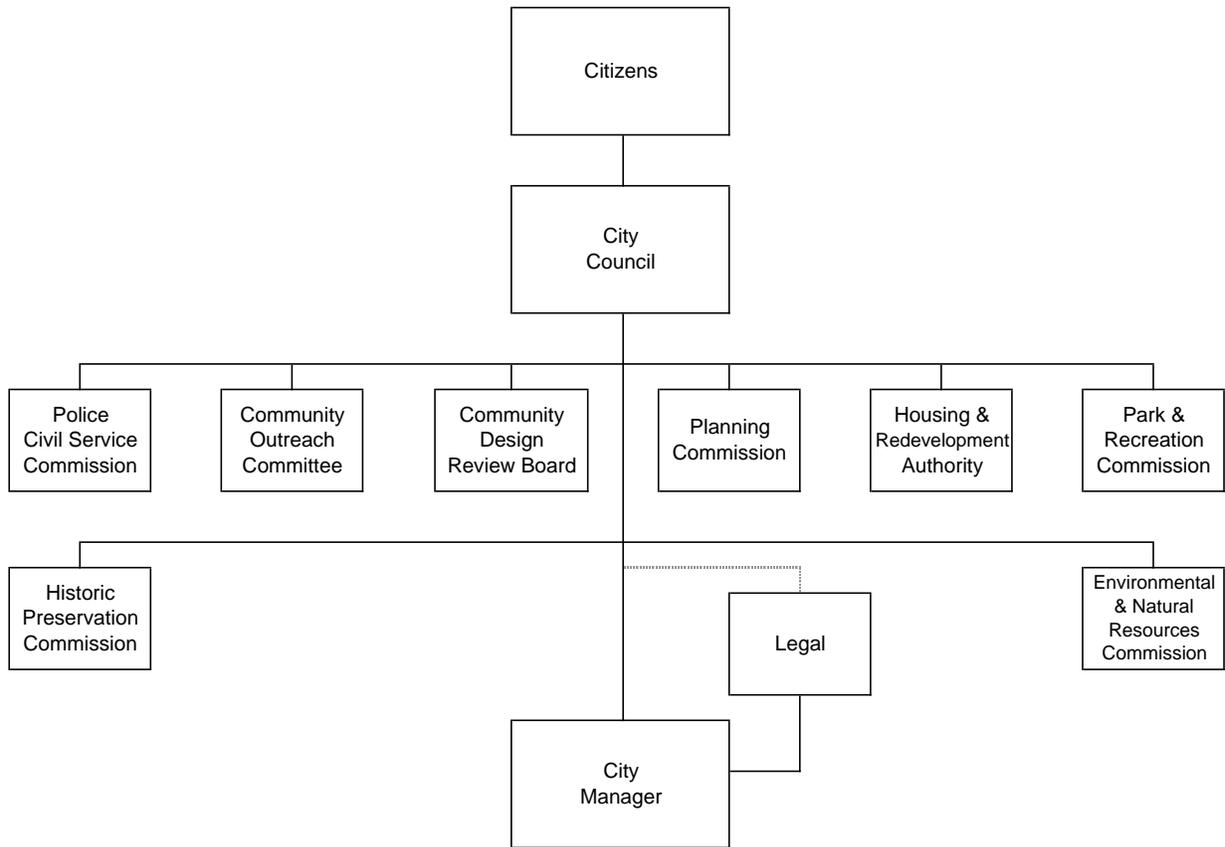
* Total calls (service calls plus project calls)

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CITY OF MAPLEWOOD

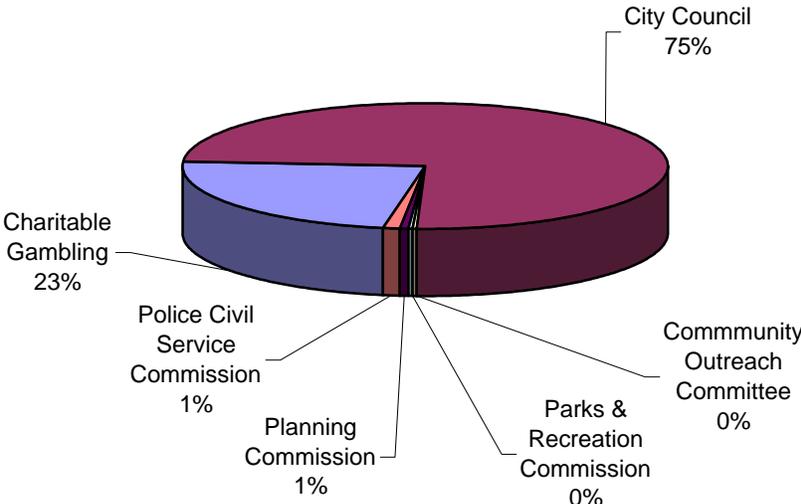
LEGISLATIVE DEPARTMENT

ORGANIZATIONAL CHART

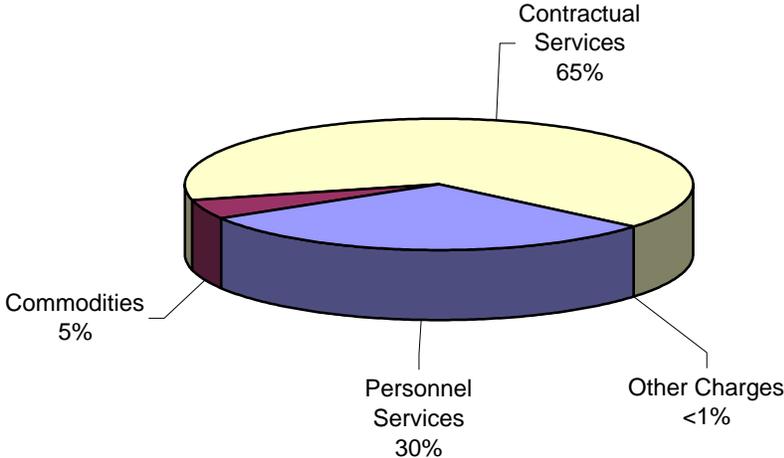


LEGISLATIVE DEPARTMENT BUDGET 2009

Total By Program

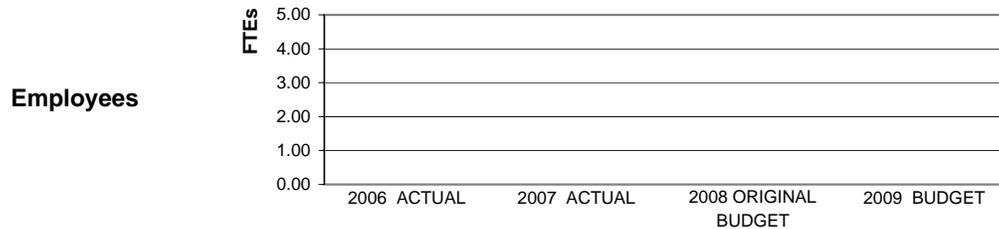
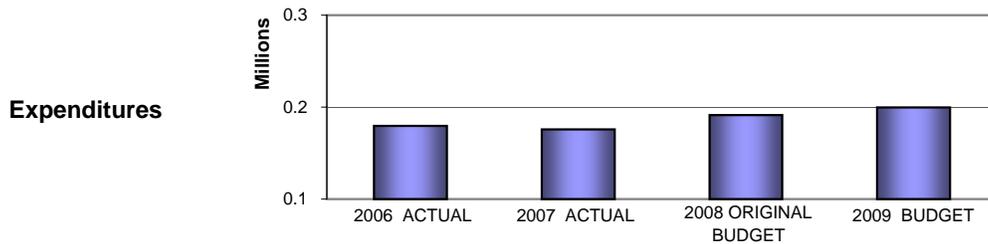


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
LEGISLATIVE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Charitable Gambling	\$50,118	\$35,923	\$35,050	\$46,750	33.4%
City Council	124,484	137,195	148,733	148,260	-0.3%
Community Outreach Committee	6	6	1,700	630	-62.9%
Parks & Recreation Commission	82	1	213	310	45.5%
Planning Commission	882	1,358	1,084	1,200	10.7%
Police Civil Service Commission	3,840	1,325	4,398	2,380	-45.9%
Totals	179,412	175,808	191,178	199,530	4.4%
Total By Classification					
Personnel Services	57,328	57,179	60,619	60,620	0.0%
Commodities	7,613	14,967	9,810	9,220	-6.0%
Contractual Services	114,327	103,446	120,666	129,470	7.3%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	144	216	83	220	165.1%
Totals	179,412	175,808	191,178	199,530	4.4%
Total By Fund					
Charitable Gambling Tax Fund	50,118	35,923	35,050	46,750	33.4%
General Fund	129,294	139,885	156,128	152,780	-2.1%
Totals	179,412	175,808	191,178	199,530	4.4%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	0.00



CITY OF MAPLEWOOD

LEGISLATIVE

MISSION STATEMENT

To provide for the establishment of policies and adoption of local laws for the public health, safety and welfare of the people of the City of Maplewood.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CHARITABLE GAMBLING
205-000

DEPARTMENT: LEGISLATIVE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Commodities	\$ 0	\$ 0	\$ 0	0
Contractual Services	49,974	40,000	35,000	46,530
Capital Outlay	0	0	0	0
Other Charges	144	50	50	220
Total	\$50,118	\$40,050	\$35,050	\$46,750
Percent Change	4.2%	-20.1%	-14%	33.4%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The requests approved by the City Council for 2008 are as follows:

\$2,000	American Red Cross
10,252	Maplewood Historical Society
6,204	Friends of the Nature Center
5,304	Maplewood Police Explorers
2,600	Heritage Theatre Company
3,550	Ramsey County Fair
4,614	Maplewood Police Reserves
6,984	Maplewood Community Center
2,600	Walker at Hazel Ridge
1,500	Dispute Resolution Center

\$45,608 Total

ESTIMATED RESERVES: \$892

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CHARITABLE GAMBLING	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Requests considered	14	14	9	10
Requests awarded	13	13	8	10
COMMENTS				
The number of requests received and awarded has been fairly constant, but proceeds from the Charitable Gambling tax have receded in recent years.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CITY COUNCIL 101-101		DEPARTMENT: LEGISLATIVE		
PROGRAM MISSION To establish policy, adopt laws and appoint members of advisory commissions.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$57,328	\$57,180	\$60,619	\$60,620
Commodities	7,177	7,960	7,960	7,850
Contractual Services	59,979	78,850	80,154	79,790
Total	\$124,484	\$143,990	\$148,733	\$148,260
Percent Change	7.8%	15.7%	3%	1.4%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CITY COUNCIL	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of City Council meetings	28	28	28	28
Number of Council/Manager Workshops	26	24	24	24
Agenda items	496	580	550	550
COMMENTS				
The above items are a small part of the workload for the City Council.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: COMMUNITY OUTREACH
COMMITTEE

DEPARTMENT: LEGISLATIVE

101-104

PROGRAM MISSION

To work with the local business community welcoming new and relocated residents to the city providing information on services and opportunities within the community.

INPUTS	2006 Actual	2007 Actual	2008 Budget	Budget
Direct Expenditures				
Commodities	\$ 0	\$1,200	\$1,200	\$600
Contractual Services	6	500	500	30
Total	\$ 6	\$1,700	\$1,700	\$ 630
Percent Change	-96.8%	28,233.3%	0.0%	-62.9%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

2004-2006 budget was for the dissolved Human Relations Commission. The Maplewood Community Outreach Committee was formed in June 2006 by the City Council.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: COMMUNITY OUTREACH COMMITTEE	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Contests sponsored	0	0	0	0
Community awareness events sponsored	0	0	0	0
Bias crime complaints	0	0	0	0
Businesses and Organizations Participating	20	50	50	50
Percentage of new residents contacted by the committee	60%	90%	90%	90%
EFFECTIVENESS INDICATORS				
Number of people attending community events	0	N/A	N/A	N/A
Percentage of Businesses and Organizations Participating	100%	100%	100%	100%
Percentage of New Residents Contacted by the Committee	60%	90%	90%	90%
COMMENTS				
Most of the 2006 Outputs/Workload and Effectiveness Indicators pertain to the now dissolved Human Relations Commission.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PLANNING COMMISSION 101-107	DEPARTMENT: LEGISLATIVE			
PROGRAM MISSION				
To advise the City Council on zoning and land use requests and to periodically review and revise the city's comprehensive land use plan.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Commodities	\$381	\$650	\$650	\$670
Contractual Services	501	520	434	530
Total	\$ 882	\$1,170	\$1,084	\$1,200
Percent Change	8.5%	32.7%	0.3%	10.7%
Staff Hours				
No. of Employees (FTE)	0	0	0	0
BUDGET COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PLANNING COMMISSION	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of applications reviewed	60	60	60	60
EFFECTIVENESS INDICATORS				
Number of public meetings held	24	25	24	24
COMMENTS				
Number of development applications reviewed by the Planning Commission at public meetings.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARKS & RECREATION
COMMISSION

DEPARTMENT: LEGISLATIVE

101-106

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Commodities	\$ 55	\$ 0	\$ 0	\$100
Contractual Services	27	230	213	210
Total	\$ 82	\$230	\$ 213	\$ 310
Percent Change	5.1%	180.5%	-7.0%	45.5%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The Parks and Recreation Commission budget includes incidental costs for travel and training (two commissioners to attend the State Conference), related workshops and meals for parks tours.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARKS & RECREATION COMMISSION	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of public meetings	16	14	14	14
Commission items requiring formal action	30	24	24	24
EFFECTIVENESS INDICATORS				
Number of meetings involving the public; i.e., park planning process, community issues, etc.	4	8	8	8
Percentage of recommendations adopted by the city council	95%	98%	98%	98%
EFFICIENCY MEASURES				
Average number of days between recommendation from the commission to city council action on the item	14	14	14	14
COMMENTS				
<p>The Parks and Recreation Commission is a nine-member, volunteer resident advisory board to the City Council on all matters relating to parks, recreation, trail, open space and park development issues. The commission meets the third Monday monthly but has experienced increased meetings due to public hearings for recent park development.</p> <p>Parks and Recreation staff serves as the liaison between the Parks and Recreation Commission and City Council.</p> <p>The commission does an excellent job in resolving public issues based on extensive surveying and coordinating the public input process to ensure community "buy-in" prior to submittal to the City Council.</p>				

CITY OF MAPLEWOOD
POLICE CIVIL SERVICE COMMISSION

MISSION STATEMENT

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

2009 OBJECTIVES RELATED TO CITY'S STRATEGIC PLANS

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION 101-105	DEPARTMENT: LEGISLATIVE																																			
PROGRAM MISSION To help ensure a fair and objective hiring process for sworn law enforcement positions and to investigate any grievances or discipline submitted to the Commission and render an impartial decision.																																				
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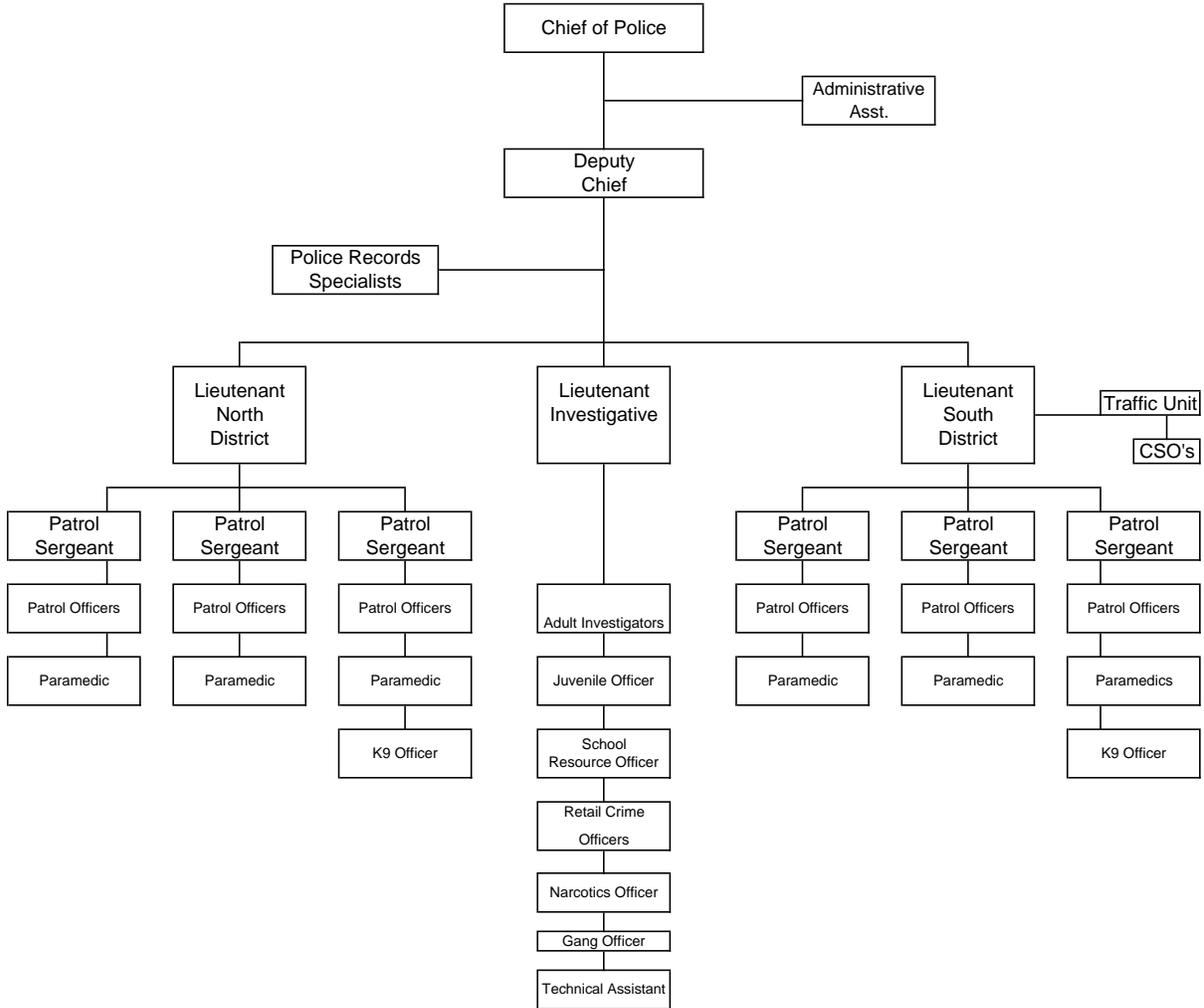
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: POLICE CIVIL SERVICE COMMISSION	DEPARTMENT: LEGISLATIVE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of lists created - external	1	1	1	1
Number of lists created - internal	0	1	1	1
EFFECTIVENESS INDICATORS				
Average number of working days between approval to post position and adoption of promotional list	N/A	35	35	35
Average number of working days between approval to post position and adoption of external eligibility list	75	75	75	75
COMMENTS				
<p>The External and Internal Posting and Eligibility List has very little change from year to year on the average number of working days to adoption of a list. There are some years where there is no need to create an external eligibility list and other years where there is no need to create an internal eligibility list. On the other hand, sometimes there is a need to create 2-3 lists, depending on new police positions, retirements and resignations. If there is a high ranking vacancy, lists are needed of all job titles below it due to probable promotions.</p>				

CITY OF MAPLEWOOD

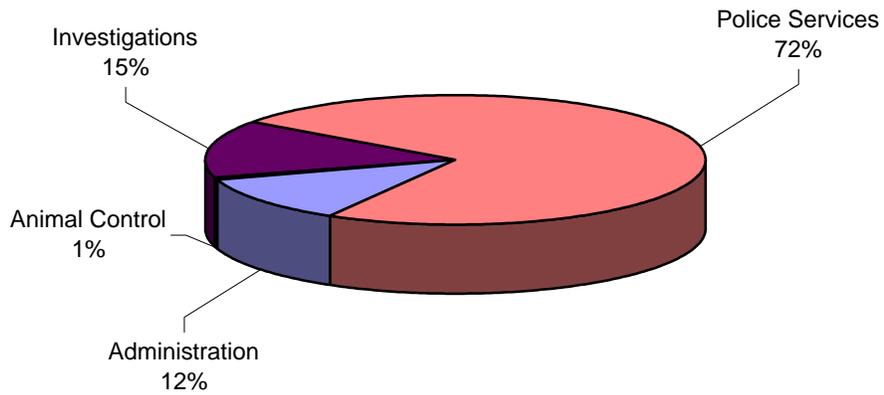
POLICE DEPARTMENT

ORGANIZATIONAL CHART

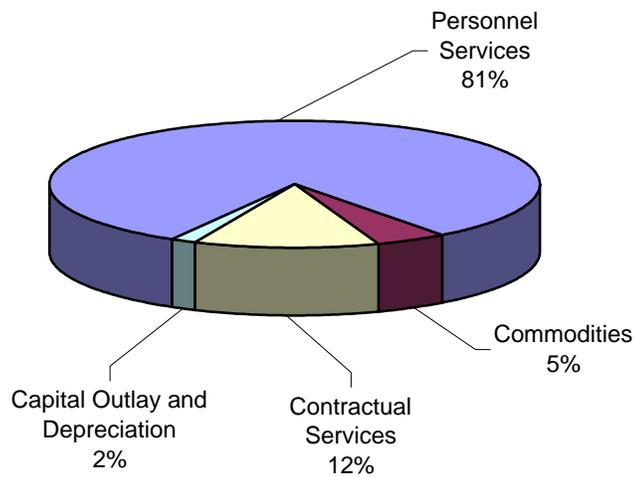


POLICE DEPARTMENT BUDGET 2009

Total By Program

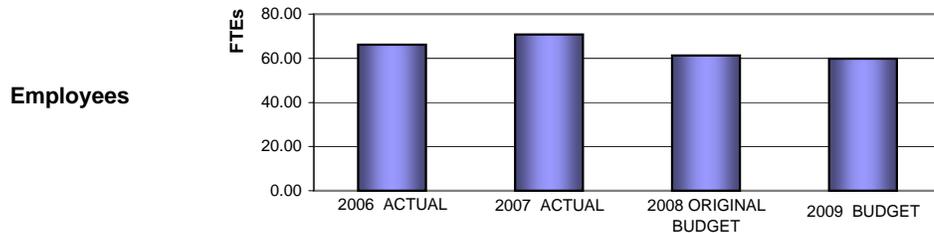
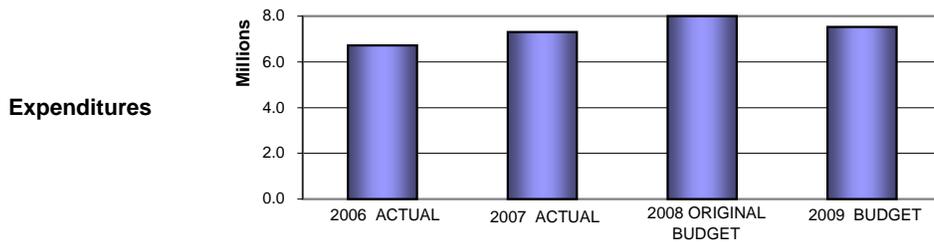


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
POLICE DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006	2007	2008	2009	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2008 BUDGET
Administration	\$915,450	\$883,882	\$1,124,772	\$868,740	-22.8%
Animal Control	32,224	34,382	40,444	42,080	4.0%
Code Enforcement	0	0	146,987	0	-100.0%
Dispatching Services	688,101	435,654	217,775	0	-100.0%
Investigations	654,600	919,870	1,007,262	1,094,060	8.6%
Police Services	4,435,578	5,034,818	5,469,152	5,524,010	1.0%
Totals	6,725,953	7,308,606	8,006,392	7,528,890	-6.0%
Total By Classification					
Personnel Services	5,650,346	6,076,784	6,403,840	6,132,560	-4.2%
Commodities	272,904	330,176	317,890	355,560	11.9%
Contractual Services	648,020	767,589	1,003,743	907,320	-9.6%
Capital Outlay and Depreciation	154,110	133,442	280,741	133,450	-52.5%
Other Charges	573	615	178	0	-100.0%
Totals	6,725,953	7,308,606	8,006,392	7,528,890	-6.0%
Total By Fund					
Ambulance Service Fund	60,060	27,950	0	0	N/A
Enhanced 911 Service	24,711	9,724	0	0	N/A
General Fund	6,596,924	7,229,404	7,954,822	7,502,890	-5.7%
Justice Assistance Grant	2,628	56	0	0	N/A
Law Enforcement Block Grant	2	153	0	0	N/A
Police Services Fund	41,628	41,319	51,570	26,000	-49.6%
Totals	6,725,953	7,308,606	8,006,392	7,528,890	-6.0%
Number of Employees (FTE)	66.20	70.80	61.20	59.80	-2.3%



CITY OF MAPLEWOOD
POLICE DEPARTMENT

MISSION STATEMENT

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

2009 OBJECTIVES

1. Increase non-enforcement public contact and interaction such as community meetings and presentations.
2. Increased interaction by officers in schools.
3. Proactively address community public safety problems.
4. Initiate outreach to the City's ethnic populations to improve lines of communication.
5. Increase use of technology to improve the efficiency and quality of police services.
6. Communicate better with the public via the internet, email, and web-based programs and explore utilizing technology for other means of crime reporting.
7. Maintain a felony arrest rate of at least 30% of Part One offenses (i.e. murder, rape, robbery, aggravated assault).
8. Deliver cost-effective police services below the national average per capita cost.
9. Promote community policing and crime prevention by building on neighborhood block club network and strengthen resident contacts especially in the area of crime-free multi housing.
10. Increase interaction with retail community to proactively reduce retail crime and business related criminal activity.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION
101-401

DEPARTMENT: POLICE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$599,096	\$629,911	\$681,077	\$568,780
Commodities	24,427	20,023	33,610	30,590
Contractual Services	266,777	233,960	304,335	269,370
Capital Outlay	25,148	0	105,750	0
Other Charges	2	-12	0	0
Total	<u>\$915,450</u>	<u>\$883,882</u>	<u>\$1,124,772</u>	<u>\$868,740</u>
Percent Change	1.0%	-3.4%	27.3%	-22.8%
Staff Hours				
No. of Employees (FTE)	7	7	7.5	6

BUDGET COMMENTS

Personnel services have increased slightly due to the addition of a deputy chief. The police administrative operations manager has been reclassified as the investigative technical assistant and moved to the Investigation Program.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Hours of professional development training	52	41	48	46
Department expenditures	\$6.7 mil	\$7.3 mil	\$8.0 mil	\$7.5 mil
Number of FTE	66	71	61	60
EFFECTIVENESS INDICATORS				
Per capita cost for services	\$185	\$199	\$216	\$201
Percent of evaluations completed on time	100	100	100	100
COMMENTS				
Continuing professional development by administrative staff assures our citizens that law enforcement services are delivered with the highest degree of professionalism and in line with industry standards.				

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

2006 – 36,397
 2007 – 36,667
 2008 – 37,042
 2009 – 37,417

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ANIMAL CONTROL
101-407

DEPARTMENT: POLICE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Contractual Services	\$32,224	\$34,382	\$40,444	\$42,080
Total	\$32,224	\$34,382	\$40,444	\$42,080
Percent Change	17.5%	6.7%	17.6%	4.0%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The animal control budget will increase due to an inflationary adjustment requested by the contractor. The contractor's costs are increasing due primarily to fuel costs.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ANIMAL CONTROL	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total licenses monitored	364	509	360	540
Total animal complaints	686	692	698	704
Number of contacts by animal control officer	219	200	220	240
EFFECTIVENESS INDICATORS				
Hours spent per 1,000 population on animal related calls for service	4.7 hours	5.9 hours	6.5 hours	7.1 hours
COMMENTS				
<p>The total number of licensed animals fluctuates greatly every other year because the city has gone to a two-year license cycle. The total number of animal complaints includes those handled by patrol officers when the animal control officer is not on duty. The animal control officer is only called for emergency issues when not on patrol.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CODE ENFORCEMENT
101-707

DEPARTMENT: POLICE

PROGRAM MISSION

To protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations, and public health.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$117,739	\$0
Commodities	0	0	5,500	0
Contractual Services	0	0	8,748	0
Capital Outlay	0	0	15,000	0
Total	\$ 0	\$ 0	\$146,987	\$ 0
Percent Change			-100.00%	
Staff Hours				
No. of Employees (FTE)	0.0	0.0	1.5	0.0

BUDGET COMMENTS

Code enforcement has been moved back to the Community & Parks Development Department.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: CODE ENFORCEMENT	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total number of complaint cases inspected	0	0	900	0
Total number of complaint cases that were referred to the Admin/Judicial process	0	0	95	0
Total number of re-inspections	0	0	2,000	0
EFFECTIVENESS INDICATORS				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	0	0	25	0
Total number of complaint cases resolved	0	0	750	0
Total number of complaint cases pending	0	0	NA	0
COMMENTS				
Code enforcement has been moved back to the Community & Parks Development Department.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: DISPATCHING SERVICES
101-406

DEPARTMENT: POLICE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	645,417	\$292,190	0	0
Commodities	1,603	3080	0	0
Contractual Services	40,954	142,874	\$217,775	0
Other Charges	127	282	0	0
Total	\$688,101	\$438,426	\$217,775	0
Percent Change	-2.3%	-36.3%	-50.3%	-100%
Staff Hours				
No. of Employees (FTE)	10	10	0	0

BUDGET COMMENTS

Dispatching services are now provided on a contractual basis by Ramsey County. Costs have been allocated to the three programs (Police Services, Fire Suppression and EMS) that receive dispatching services beginning in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: DISPATCHING SERVICES	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total police & EMS calls dispatched	30,248	28,211	29,000	N/A
Total fire & EMS calls dispatched	4,258	3,783	3,900	N/A
Total phone calls handled	134,306	*	*	N/A
EFFECTIVENESS INDICATORS				
Police & EMS calls per dispatcher	3,360	*	*	N/A
Fire calls per dispatcher	473	*	*	N/A
Total phone calls per dispatcher	14,923	*	*	N/A
Priority 1 receipt to dispatch	2.0 min	3.1 min	2.5 min	N/A
COMMENTS				
Dispatching services are now provided on a contractual basis by Ramsey County. Costs have been allocated to the three programs (Police Services, Fire Suppression and EMS) that receive dispatching services beginning in 2009.				

* Indicates data not available.

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: INVESTIGATIONS
101-409

DEPARTMENT: POLICE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$642,238	\$887,204	\$954,904	\$1,042,030
Commodities	3,530	8,913	19,580	18,430
Contractual Services	8,832	23,753	32,778	33,600
Total	\$654,600	\$919,870	\$1,007,262	\$1,094,060
Percent Change	N/A	40.5%	9.5%	8.9%
Staff Hours				
No. of Employees (FTE)	6.7	6.8	6.8	9.6

BUDGET COMMENTS

This was a new program in 2006. Funds for this program were previously included in the Police Services Program. Additional personnel were redistributed from Police Services in 2007. Officers assigned to the East Metro Narcotics Task Force and Minnesota Gang Strike Force are included in this program. These positions are partially funded through grants. The administrative operations manager has been reclassified as an investigative technical assistant and moved from the Administration Program to the Investigations Program.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: INVESTIGATIONS	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Felony cases charged	217	194	208	222
Gross misdemeanor cases charged	425	364	376	388
EFFECTIVENESS INDICATORS				
Total cases assigned to investigators	3542	4191	4500	4800
Total cases cleared	3379	3933	4300	4500
Juveniles sent to Diversion Program	194	166	180	200
COMMENTS				
<p>Total number of felony cases (crimes punishable by more than one year in prison) and gross misdemeanor (crimes punishable by not more than one year in jail and/or a fine of \$3,000 or less) have decreased due to changes in several statutes raising the felony and gross misdemeanor thresholds. These changes were effective in August 2007. Despite this, the total number of cases assigned to investigators has increased by 16.4%.</p> <p>The department's new records management system allows case loads for individual investigators to be closely tracked. First time juvenile offenders can be sent to a contractual diversion program for certain first-time offenses. This keeps petty offenders out of the court system for minor offenses, thus reducing the caseload on the juvenile courts.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: POLICE SERVICES
101-402

DEPARTMENT: POLICE

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$3,763,595	\$4,267,479	\$4,650,120	\$4,521,750
Commodities	240,722	300,932	259,200	306,540
Contractual Services	299,233	332,620	399,771	536,270
Capital Outlay	128,962	133,442	159,991	159,450
Other Charges	438	289	70	0
Total	\$4,432,950	\$5,034,762	\$5,469,152	\$5,524,010
Percent Change	-10.0%	13.6%	8.6%	2.0%
No. of Employees (FTE)	42.5	47.0	45.4	44.2

BUDGET COMMENTS

The increase in contractual services is due to an increase in fees for service and vehicle maintenance. The cost of dispatching services has been shifted to this program in 2009. Capital outlay consists of five police patrol sedans, one supervisors' SUV and one hybrid vehicle for use by the police reserve. The sedans and supervisors' vehicle will replace high-mileage vehicles in an effort to avoid high maintenance costs and provide safe vehicles for personnel. A hybrid SUV will be purchased from the Police Services Fund and used for department volunteers as a pilot project to determine the viability of using "green" vehicles in the department. In 2006, the Investigations Program was created which resulted in a decrease in the Police Services Program. Additional personnel have been transferred to that program in 2007.

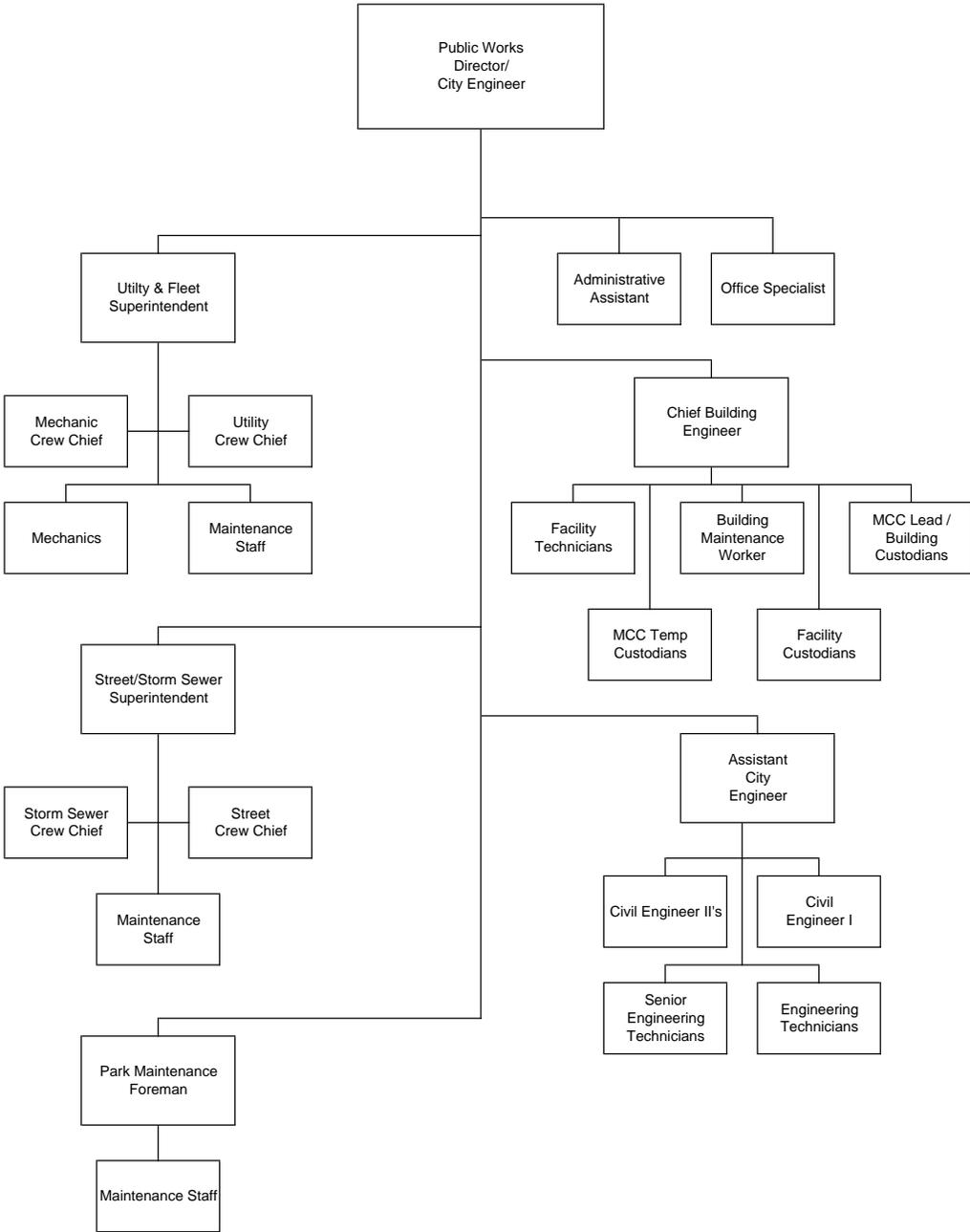
**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: POLICE SERVICES	DEPARTMENT: POLICE			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Arrests for Part I & II crimes	2470	2567	2670	2770
DUI arrests per 1,000 population	9.5	8.6	8.8	9.0
Total arrests for Part I crimes per sworn FTE	21.0	21.8	22.6	23.4
EFFECTIVENESS INDICATORS				
Part I offenses per 1,000 population	72.5	68.5	70.5	72.5
Arrests for Part I crimes per 1000 population	30.5	31.7	32.9	34.1
Response time to Priority I calls from dispatch to arrival	5.2 min	6.5 min	6.0 min	5.5 min
Satisfaction with police services from City-wide survey(Above average and Excellent)	72.8%	72.8%	73.5%	74.2%
COMMENTS				
<p>Total arrests for Part I (murder, rape, robbery, assault, larceny, burglary, motor vehicle theft and arson) and Part II crime rose 3.9%. Part 1 arrests continue to increase steadily (9.9%) despite a decrease in Part 1 total offenses. Maplewood officers are arresting a greater percentage of offenders in relation to total reported crime. DUI arrests decreased slightly in 2007 but were still 19% higher than in 2005.</p> <p>Response times may continue to increase. This can be due to several factors including increased traffic congestion on our roadways and officers unavailable for immediate response due to increase call loads. Road construction in and around Maplewood in 2007 may also delay responses. A community survey was not done in 2005; however the department reestablished random quality assurance checks in 2006.</p>				

CITY OF MAPLEWOOD

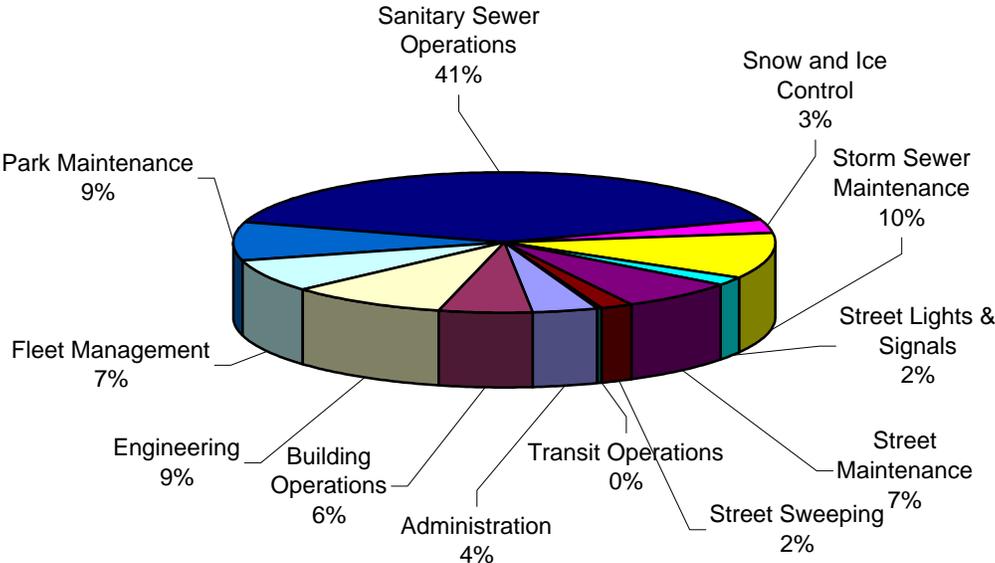
PUBLIC WORKS DEPARTMENT

ORGANIZATION CHART

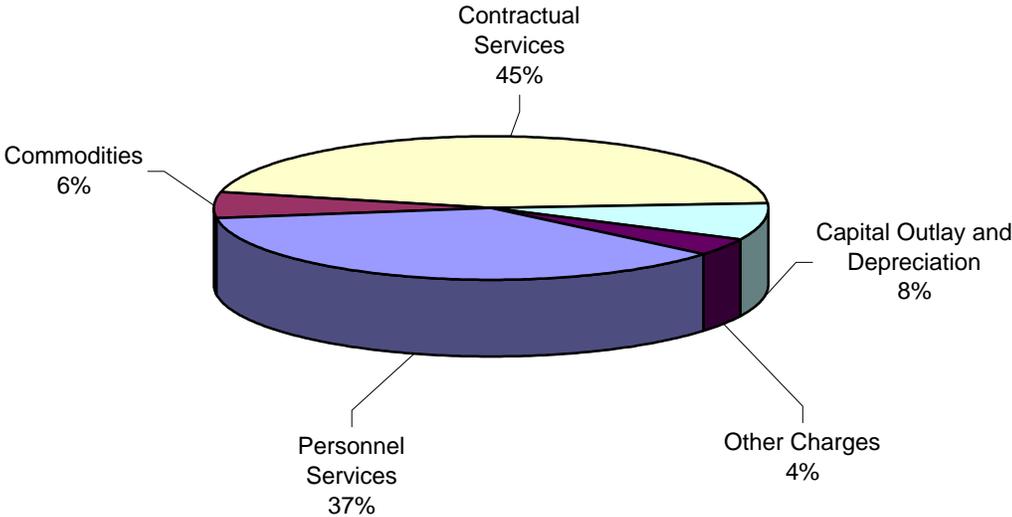


PUBLIC WORKS DEPARTMENT BUDGET 2009

Total By Program

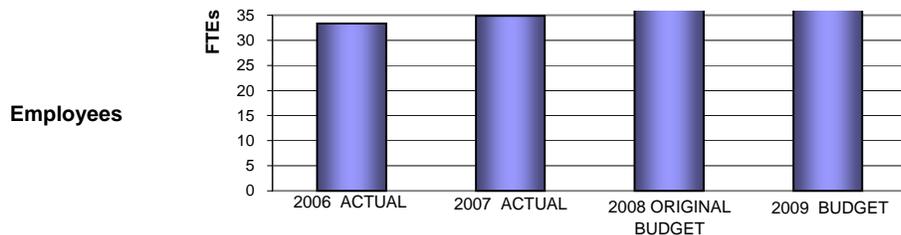
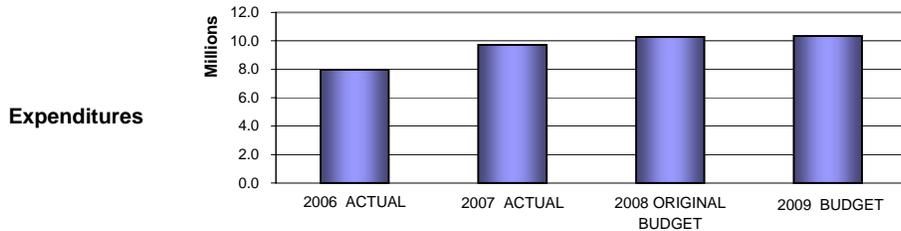


Total By Classification



CITY OF MAPLEWOOD, MINNESOTA
PUBLIC WORKS DEPARTMENT
 EXPENDITURE SUMMARY

Total By Program	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2009 BUDGET	PERCENT OVER(UNDER) 2008 BUDGET
Administration	\$355,053	\$355,426	\$403,567	\$401,530	-0.5%
Building Operations	0	0	0	580,860	N/A
Engineering	785,520	806,044	871,877	970,010	11.3%
Fleet Management	610,635	727,920	771,401	772,260	0.1%
Nature Center	23,311	243,873	249,889	0	-100.0%
Open Space Management	0	57,293	66,325	0	-100.0%
Park Maintenance	0	956,898	897,322	938,380	4.6%
Recycling Program	353,538	347,790	429,540	0	-100.0%
Sanitary Sewer Operations	3,686,032	3,820,562	4,015,606	4,129,030	2.8%
Snow and Ice Control	239,527	269,880	310,331	326,410	5.2%
Storm Sewer Maintenance	890,575	1,010,293	1,149,999	1,083,390	-5.8%
Street Lights & Signals	169,025	165,837	187,086	197,550	5.6%
Street Maintenance	656,346	739,376	698,189	721,900	3.4%
Street Sweeping	168,448	175,932	179,782	189,710	5.5%
Transit Operations	30,318	31,366	35,000	33,920	-3.1%
Totals	7,968,328	9,708,490	10,265,914	10,344,950	0.8%
Total By Classification					
Personnel Services	2,548,849	3,627,731	3,775,306	3,807,490	0.9%
Commodities	376,340	440,922	481,060	573,220	19.2%
Contractual Services	3,800,283	4,381,591	4,681,996	4,702,000	0.4%
Capital Outlay and Depreciation	821,580	837,453	814,020	852,080	4.7%
Other Charges	421,276	420,793	513,532	410,160	-20.1%
Totals	7,968,328	9,708,490	10,265,914	10,344,950	0.8%
Total By Fund					
General Fund	2,066,764	3,416,488	3,490,363	3,973,010	13.8%
Sewer Fund	3,686,032	3,820,562	4,015,606	4,129,030	2.8%
Environmental Utility Fund	1,082,334	1,229,893	1,371,918	1,273,100	-7.2%
Recycling Program	353,538	347,790	429,540	0	-100.0%
Street Light Utility Fund	169,025	165,837	187,086	197,550	5.6%
Fleet Management Fund	610,635	727,920	771,401	772,260	0.1%
Totals	7,968,328	9,708,490	10,265,914	10,344,950	0.8%
Number of Employees (FTE)	33.35	34.90	45.20	44.55	-1.4%



CITY OF MAPLEWOOD
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

2009 OBJECTIVES

1. Begin implementation of Phase One of the Gladstone Neighborhood Redevelopment projects, including the Savanna Restoration.
2. Continue the expanded Street Reconstruction program to take advantage of slow construction industry and reduce improvement costs.
3. Begin implementation of the non-degradation plan for the storm sewer drainage system; including a major upgrade in construction site erosion control enforcement.
4. Coordinate maintenance efforts of personnel in sewer, streets, storm sewer at current levels with maximum efficiency. Included within this program is the implement a Sidewalk Management Plan.
5. Continue Infiltration/Inflow Reduction Program for sanitary sewer system.
6. Implement/administer the new right-of-way ordinance, wetland ordinance, tree ordinance and erosion control requirements.
7. Begin planning and design for major project to expand White Bear Avenue between Radatz and County Road D, and Century, I-94 to Lake Drive.
8. Continue to redefine the Nature Center mission statement and role in relationship to the ever changing environmental focus within the city.
9. Begin a program to establish a self-sufficient fee basis in the Environmental Utility Fund.
10. Additional investment in our aging fleet to address increased work orders.
11. Develop sustainability plan for the City of Maplewood utilizing the city's Green Team.
12. Begin implementation of the recommendations in the Natural Resources Plan.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION
101-501

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$233,476	\$244,830	\$266,820	\$268,250
Commodities	7,951	13,569	11,740	10,090
Contractual Services	113,626	97,027	125,012	123,190
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$355,052	\$355,428	\$403,570	\$401,530
Percent Change	-12.3	0.1%	13.5%	-0.5%
Staff Hours				
No. of Employees (FTE)	2.25	2.20	2.30	2.20

BUDGET COMMENTS

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ADMINISTRATION	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Council agenda reports	183	210	230	235
Informational mailings	63	87	90	95
Active projects	57	53	56	62
Neighborhood meetings	14	15	17	17
Web Page Updates	133	172	182	190
Permits Issued	290	207	295	325
E-mails to web site requiring follow-up	46	64	80	95
EFFECTIVENESS INDICATORS				
Hits to PW Web Page	93,268	107,000	123,000	135,000
COMMENTS				
<p>With the number of active projects increasing each year, the pressure on the administrative staff within public works increases. During 2009 a number of neighborhood meetings will be added to the schedule for the various projects that will need public involvement. As a result, the necessary updates to the web page and more informational mailings are becoming a major task, as the public's and residents' desire for information is ever expanding and the need for quicker and higher quality updates is ever increasing. The City website will become an increasingly important tool to provide information to the residents. This is a top priority for the Public Works Department in 2009.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS
101-115

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$0	\$0	\$241,190
Commodities	0	0	0	53,020
Contractual Services	0	0	0	256,660
Capital Outlay	0	0	0	30,000
Total	\$ 0	\$ 0	\$ 0	\$580,870
Percent Change	0%	0%	0%	0%
Staff Hours				
No. of Employees (FTE)	0	0	0	3.30

BUDGET COMMENTS

The 2009 increase in personnel services is due to the wage increase for contracts, to step increases and to a new position being added to Building Maintenance. This is being accomplished by elimination of the .23 temporary position and 10% of Chief Building Engineer, Building Maintenance Worker and the new Facility Technician position will come out of the Recycling fund as part going green.

The slight increase in commodities is due to the increase in fuel and oil cost.

The decrease in contractual services is due to one of the facility technicians being able to do minor electrical work as a journeyman electrician and to funding for the Public Works building utilities coming out of the Fleet Management Fund.

Capital Outlay amount is one third of the cost to start replacing the VAV boxes at city hall and police building. This will make the heating system more efficient and more green.

Note that 40% of the Chief Building Engineer wages comes out of the MCC operations budget.

The 3.30 (FTE) are .50 Chief Building Engineer, 1 Facility Technician, .90 Building Maintenance Worker, .90 new Facility Technician.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: BUILDING OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of work orders	0	0	0	1,320
Number of vendor calls	0	0	0	1,190
Service calls	0	0	0	55
Number of janitorial tasks complete	0	0	0	71,518
EFFECTIVENESS INDICATORS				
Percent of customer ratings that were good or excellent	0%	0%	0%	92%
Cost per sq. ft. vendor calls - MCC	NA	NA	NA	\$4.25
Cost per sq. ft vendor calls - CH / P/ PW/ P	NA	NA	NA	\$5.28
Cost per sq. ft. staff tasks - MCC				\$3.44
Cost per sq. ft. staff tasks – CH / P/ PW/ P				\$2.20
Cost per sq. ft. vendor calls – CH / P	NA	NA	NA	NA
Cost per sq. ft. staff tasks - CH / P	NA	NA	NA	NA
COMMENTS				
<p>The number of work orders relates to the help desk request by facility and verbal requests. Vendor and service calls relate to outside contractors or service companies. This number should continue to decrease as maintenance takes on tasks. Janitors, same as above. The effectiveness indicators are being adjusted to reflect a more accurate number tied to square footage of the related facilities.</p>				

* Indicates data not available

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ENGINEERING
101-503

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$735,705	\$745,325	\$816,100	\$898,140
Commodities	8,985	5,492	8,110	8,350
Contractual Services	40,830	40,063	47,670	63,520
Capital Outlay	0	15,164	0	
Total	\$785,520	\$806,044	871,880	\$970,010
Percent Change	11.6%	2.6%	8.2%	11.3%
Staff Hours				
No. of Employees (FTE)	9.37	9.33	9.13	9.63

BUDGET COMMENTS

The increase in personnel services is due to pay increases, an increase in the cost of benefits and an increase of 0.50 FTE due to the shift of personnel from the Fleet department to assist with a heavy workload in 2009 due to increased local street reconstruction projects which will be engineered in-house. An additional increase is reflected in overtime hours due to the large increase in projects requiring added time for design and inspection. Billable hours and engineering revenue will increase because more time will be chargeable to public improvement projects.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: ENGINEERING	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Revenue generated	\$1,067,000	\$1,090,000	\$1,105,100	\$1,309,900
Improvements (engineered in-house only)	\$4.9 mil	\$4.7 mil	\$3.2 mil	\$5.8 mil
Improvements (in-house and consultants)	\$8.6 mil	\$11.8 mil	\$11.7 mil	\$15.7 mil
Billable Hours	12,687	14,503	14,089	14,753
Total staff hours available	24,644	26,828	24,155	25,904
EFFECTIVENESS INDICATORS				
Staff utilization rate	52%	54%	58%	60%
Percent of improvement costs engineered in-house	57%	40%	27%	33%
Engineering as a % of Construction costs (In-House Projects)	26%	26%	21%	26%*
Engineering as a % of construction costs (Consultant Projects)	36%	36%	36%	36%*
COMMENTS				
<p>The engineering program remains a revenue-producing program. The costs of this program are exceeded by the revenue paid to the General Fund generated by the entire staff within this program. The program continues to maintain a utilization rate in excess of 50% for the staff, which shows the program is continuing a high staff assignment rate to projects. Engineering in 2009 is planning to perform in-house engineering on all neighborhood street reconstruction projects, and focusing consultant efforts to public improvements associated with Developer petitioned projects.</p>				

* Based on past 4 year averages.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FLEET MANAGEMENT

DEPARTMENT: PUBLIC WORKS

702-509

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$225,892	\$260,991	\$276,450	\$228,210
Commodities	138,222	161,356	156,000	211,360
Contractual Services	55,463	109,041	121,450	136,220
Depreciation	190,976	196,020	216,820	196,020
Other Charges	82	512	680	450
Sub-Total	\$610,634	\$727,920	\$771,400	\$772,260
Less charges to other depts.	(645,380)	(831,857)	(736,038)	(855,540)
Net Total	(\$34,746)	(\$103,937)	(\$35,362)	(\$83,280)
Percent Change	25.0%	-199.1%	66.0%	135.5%
Staff Hours				
No. of Employees (FTE)	3.50	3.50	3.60	3.10

BUDGET COMMENTS

The decrease in personnel (0.50 FTE) and personnel service costs is due to the shift of personnel to the Engineering Department to assist with a heavy construction workload in 2009 due to increased local street reconstruction projects which will be engineered in-house in 2009. Contractual services and commodities increases are due to increased expenses for aging equipment and a substantial increase in fuel cost (over 50% in the past two years).

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: FLEET MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total vehicles in fleet	259	293	293	293
Hours on work orders	3,598	3,798	4,000	4,000
Total staff hours	5,100	5,436	5,500	5,500
Number of work orders	1,196	1,554	1,600	1,600
Average age of equip/veh.	8.87	9.12	9.60	9.90
EFFECTIVENESS INDICATORS				
Percent of chargeable time	70.5%	70.0%	74.0%	74.0%
Work orders / vehicle	4.61	5.30	5.46	5.86
COMMENTS				
<p>This program is showing that the average age of the fleet is increasing and the average work order per vehicle is increasing at nearly the same rate. The increase in total vehicles in 2007 is because the department has taken on additional repair maintenance on fire and ambulance equipment.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER
101-604

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$169,296	\$172,850	\$0
Commodities	0	10,715	10,140	0
Contractual Services	0	20,194	24,780	0
Capital Outlay	0	0	0	0
Other Charges	0	0	0	0
Total	\$ 0	\$200,204	\$207,770	\$0
Percent Change	0%	100%	3.8%	-100%
Staff Hours				
No. of Employees (FTE)	0	3.02	2.56	0

BUDGET COMMENTS

This program moved to Community & Parks Development Department in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORK LOAD				
Environmental education programs held at the Nature Center & Preserves	0	261	230	0
Number of households in neighborhood targeted for buckthorn removal <i>(This goal changed in 2008 see budget comments)</i>	0	NA	1,000	0
NUMBER OF RAIN GARDENS	0	457	500	0
EFFECTIVENESS INDICATORS				
Total number of program participants and visitors	0	13,535	16,000	0
Cubic yards of buckthorn removed from target area	0	360	140	0
Percentage of landscape seminar participants who are Maplewood residents	0	62%	40%	0
COMMENTS				
This program moved to the Community & Parks Development Department in 2009.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)		DEPARTMENT: PUBLIC WORKS		
PROGRAM MISSION				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$23,239	\$42,896	\$38,330	\$0
Commodities	0	132	1,530	0
Contractual Services	72	640	2,280	0
Total	\$23,311	\$43,668	\$42,140	\$0
Percent Change	100%	87.3%	-3.5%	0%
Staff Hours				
No. of Employees (FTE)	0.5	0.5	0.5	0
Budget Comments This program is moved to the Community & Parks Development Department in 2009.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: NATURE CENTER (EUF 604-604)	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
Outputs/Workload				
Number of water related programs	90	69	70	0
Effectiveness Indicators				
Number of Maplewood households who have implemented one water quality best management practice (i.e. installed a rain garden, rain barrel, compost bin, keep leaves and pollutants off the street.)	425	475	530	0
COMMENTS				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: OPEN SPACE
MANAGEMENT

DEPARTMENT: PUBLIC WORKS

101-605

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$27,972	\$28,340	\$0
Commodities	0	1,086	4,900	0
Contractual Services	0	28,235	33,080	0
Capital Outlay	0	0	0	0
Total	\$ 0	\$57,293	\$66,320	\$0
Percent Change	0%	100%	15.8%	0%
Staff Hours				
No. of Employees (FTE)	0	.3	.3	0

BUDGET COMMENTS

This Program moved to the Community & Parks Development Department in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: OPEN SPACE MANAGEMENT	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORK LOAD				
Master plans completed	0	1	1	0
Planting projects completed	0	2	1	0
Number of sites receiving active management	0	6	8	0
Miles of trail developed and/or maintained	0	7	7	0
Number of sites monitored by volunteers	0	7	7	0
EFFECTIVENESS INDICATORS				
Percentage survival of new plants by end of season	0	85%	85%	0
Percentage kill for invasive species managed	0	85%	85%	0
EFFICIENCY MEASURES				
Acres managed per employee	0	270	270	0
COMMENTS				
This program moved to the Community & Parks Development Department in 2009				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARK MAINTENANCE
101-602

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$0	\$593,845	\$536,950	\$540,420
Commodities	0	70,903	57,630	59,350
Contractual Services	0	292,150	302,730	338,610
Capital Outlay	0	0	0	0
Total	\$ 0	\$956,898	\$897,310	\$938,380
Percent Change	N/A	100%	-6.2%	4.6%
Staff Hours				
No. of Employees (FTE)	0	7.5	7.5	6.8

BUDGET COMMENTS

This program was in the Parks and Recreation Department prior to 2007. Personnel service costs are virtually unchanged due to the retirement of 1 FTE and the addition of a 0.70 FTE for a net reduction of 0.50 FTE. The increase in commodities is due to higher anticipated costs for supplies and maintenance materials.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: PARK MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of acres mowed	240	250	245	240
Number of times athletic fields maintained	1,800	1,900	2,000	2,050
Number of work orders for removal of graffiti	42	50	45	55
EFFECTIVENESS INDICATORS				
Percent of citizens rating the appearance of parks and recreation activities as good or excellent	85%	85%	90%	90%
Percent of citizens rating the safety of parks and recreation facilities as good or excellent	80%	75%	85%	85%
COMMENTS				
<p>The major priority for park maintenance is to keep the parks well maintained. A conscious effort is being made to reduce mowing acreage annually with the creation of more natural areas. The athletic field markings have remained at a very steady, consistent level over the past four years. The numbers remain the same, but the types of fields that are being maintained and marked is quite different. In prior years, the maintenance and marking of baseball fields was a priority, as contrasted with soccer and lacrosse fields in the last two and future years.</p> <p>The park maintenance division has a standard policy to remove all graffiti within 24-hours of being reported. This includes evenings and weekends, where we have seen increases in graffiti and vandalism to parks. Safety in our parks is also becoming a very important focus of park maintenance.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECYCLING

DEPARTMENT: PUBLIC WORKS

605-706

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$25,225	\$39,731	\$47,580	\$0
Commodities	4,483	3,041	4,400	0
Contractual Services	287,675	267,436	338,450	0
Other Charges	36,155	37,582	39,130	0
Total	<u>\$353,537</u>	<u>\$347,791</u>	<u>\$429,560</u>	<u>\$0</u>
Percent Change	1.6%	-1.6%	23.5%	0%
Staff Hours				
No. of Employees (FTE)	.25	.35	.40	0

BUDGET COMMENTS

This Program is moved to the Community & Parks Development Department in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: RECYCLING	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Education outreach opportunities	12,533	11,837	12,000	0
Number of phone calls to Recycling Hotline	856	422	385	0
Number of tons of materials recycled	2,586	2,678	2,700	0
City events that featured recycling	5	5	5	0
EFFECTIVENESS INDICATORS				
Multi-Family units not offering recycling	411	411	225	0
Average number of tons recycled per household	.19 (380 lbs)	.18 (358 lbs)	.18 (360 lbs)	0
COMMENTS				
<p>Service complaints were higher in 2006 due to the change in the recycling vendor. Now that the program changes have been in place for over two years, the number of complaints is decreasing. We continue to see a slight increase in the amount of material recycled (3.56% increase in 2007 over 2006) which appears to be more about the economy than the recycling effort by our residents. Multi-family participation, however, increased dramatically in 2007, with a 21% increase in participation and a 59% increase in tonnage recycled.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
601-508				
PROGRAM MISSION				
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.				
INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$436,995	\$458,242	\$517,150	\$560,670
Commodities	24,578	21,656	23,630	24,660
Contractual Services	2,617,816	2,72,455	2,844,220	2,903,530
Depreciation	304,662	310,103	304,660	310,100
Other Charges	301,981	309,106	325,960	330,070
Total	\$3,686,032	\$3,820,562	\$4,015,620	\$4,129,030
Percent Change	0.9%	3.6%	5.1%	2.8%
Staff Hours				
No. of Employees (FTE)	6.69	5.80	6.30	6.65
BUDGET COMMENTS				
<p>Sewage treatment is 63% of the total annual budget for this program and can fluctuate due to wet weather, resulting in high flow years and low flow years. The increase in personnel services cost is due to the addition of 0.35 FTE due to the reallocation of maintenance worker time from the Park Maintenance program to the Sanitary Sewer program to assist with sewer cleaning and inspection. Capital outlay includes repair of fractured pipe (\$100,000), the sump pump elimination program (\$120,000), and sewer main replacement on three local street reconstruction projects in 2009 (\$599,600).</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SANITARY SEWER OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Feet of sewer cleaned	310,611	268,269	313,051	313,051
Hours of sewer cleaning	542	464	545	545
Feet of sewer televised	0	74,028	75,000	75,000
Sumps Inspected	2,000	0	0	0
Total miles of sewer	153.5	153.5	154.5	155.0
Sewage volume(MG)	1,488	1,488	1,600	1,600
EFFECTIVENESS INDICATORS				
Percent of system cleaned	38.2%	32.9%	38.5%	38.5%
Number of backup calls	41	38	40	40
Number of obstructions	4	3	3	3
EFFICIENCY MEASURES				
Feet cleaned per hour	573.1	578.1	574.4	574.4
COMMENTS				
The infrastructure replacement program expenditure is a success, helping to reduce backups. The purchase of the televising camera in 2008 should add to the overall efficiency of operations and effectiveness in preventing sewer backups in the future.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SNOW AND ICE CONTROL
101-514

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

To provide safe winter driving conditions for the community through timely plowing and chemical applications by plowing a 4-inch snowfall within 8 hours.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$114,266	\$144,581	\$164,160	\$167,840
Commodities	48,742	42,638	63,580	67,700
Contractual Services	71,215	82,661	82,590	90,870
Total	\$239,528	\$269,880	\$310,330	\$326,410
Percent Change	3.2%	12.7%	15.0%	5.2%
Staff Hours				
No. of Employees (FTE)	2.00	2.15	2.10	1.90

BUDGET COMMENTS

The increase in Personnel Services is due to pay and benefit increases. The increase in commodities is due to the increase in transportation costs for the delivery of sand and salt due to the dramatic increase in gas.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: SNOW AND ICE CONTROL	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Hours of plowing and sanding	838	1,108	1,123	1,200
Number of plowing events	8	16	10	12
Hours of sanding only	351	292	540	340
Number of sanding events	13	10	20	15
Lane miles maintained	269	275	278	280
Inches of snowfall	29.3	50	40	50
EFFECTIVENESS INDICATORS				
Dollars per lane-mile	\$1,041	\$1,166	\$1,128	\$1,186
EFFICIENCY MEASURES				
Avg. hours to plow event	6.76	7	6.47	7
Employee hours per sand event	27	29	27	27
COMMENTS				
This program remains very efficient. There has been a slight increase in the cost per lane-mile, but that issue is related to fuel expenses and personnel cost increases. The department continues to cross-train employees within the department to assist in snow plow operations.				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STORM SEWER
MAINTENANCE

DEPARTMENT: PUBLIC WORKS

604-512

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$317,773	\$386,420	\$477,970	\$455,460
Commodities	48,097	28,020	34,060	24,250
Contractual Services	152,765	215,670	207,450	218,180
Depreciation	298,662	315,963	292,540	315,960
Other Charges	73,278	64,220	137,970	69,540
Total	\$890,575	\$1,010,293	\$1,149,990	\$1,083,390
Percent Change	-3.9%	13.4%	13.8%	-5.8%
Staff Hours				
No. of Employees (FTE)	3.69	5.0	5.55	5.30

BUDGET COMMENTS

This budget is essentially the same as the 2008 budget with the exception of Other Charges which were overstated in the 2008 budget.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STORM SEWER MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total water bodies	206	206	210	214
Water bodies inspected	42	61	65	65
Total outfalls	405	405	409	413
Outfalls inspected	81	153	150	150
Employee hours of inspection	50	141	150	150
EFFECTIVENESS INDICATORS				
Percent of devices maintained	20.0%	28.5%	20.0%	29.0%
EFFICIENCY MEASURES				
Number of hours/device	2.46	1.51	1.43	1.43
COMMENTS				
<p>This program was new in 2004 and shows the growth of information, inspection and the dedication of personnel to the storm sewer program responsibilities. This is a major growth program as the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit require additional inspections and maintenance activities to meet the storm water goals of the region. Maplewood has over 480 boulevard rain gardens maintained by residents and 40 rain gardens maintained by city staff.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS

DEPARTMENT: PUBLIC WORKS

607-506

PROGRAM MISSION

To maintain and operate street lights and traffic signals.

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Contractual Services	\$160,004	\$156,464	\$177,290	\$187,450
Other Services	9,021	9,373	9,800	10,100
Total	\$169,026	\$165,837	\$187,090	\$197,550
Percent Change	26.1%	-1.9%	12.8%	5.6%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

The increase in contractual services is due to a forecasted increase in electric rates in 2009.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET LIGHTS AND SIGNALS	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Number of street lights	999	1,012	1,043	1,052
Number of traffic signals	46	47	49	51
EFFECTIVENESS INDICATORS				
Average cost per street light	\$169	\$164	\$179	\$187
COMMENTS				
<p>This program shows the growth in the number of street lights within the system. Costs were reduced in 2005 by going to a maintenance agreement program with Xcel and a joint maintenance agreement with the City of St. Paul. The increases in 2008 and 2009 are reflective of the increased energy cost for these systems. In the future money could possibly be saved with LED installation.</p>				

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET MAINTENANCE
101-502

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$341,924	\$421,984	\$343,560	\$354,340
Commodities	90,887	80,995	101,130	110,110
Contractual Services	200,800	236,194	253,490	257,450
Capital Outlay	22,735	0	0	0
Total	\$656,345	\$739,375	\$698,180	\$721,900
Percent Change	-3.9%	12.6%	5.6%	3.4%
Staff Hours				
No. of Employees (FTE)	5.30	4.45	4.85	4.80

BUDGET COMMENTS

The increase in personnel services is due to pay and benefit increases. Increase in commodities is due to the rising cost of oil which is impacting the cost of maintenance materials, especially asphalt.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET MAINTENANCE	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Total lane miles of streets	269	275	278	280
Lane miles assessed	9	45	90	90
Lane miles above 70 PCI *	178	201	209	215
Lane miles seal coated	0	0	0	0
Tonnage of repair material	940	909	850	800
EFFECTIVENESS INDICATORS				
Percent in good condition	66%	73.0%	75.2%	76.8%
Percent seal coated	0%	0%	0%	0%
Percent of system assessed	3.4%	16.4%	33.3%	33.3%
COMMENTS				
<p>The investment in the City's road reconstruction program is shown in the mileage of streets expected to be above the good rating of 70 PCI. The goal of the department is to get at least 75% of our streets into a category of good within the next 3-5 years. In fact, we are meeting the goal of 75% due to an aggressive road re-construction program on 2007 and 2008. Benefits are already evident in the reduction of the amount of repair material needed on the City's roadways. This program is a long term investment in the infrastructure of the City of Maplewood. The city will be re-evaluating the seal coat program in 2009 and will likely resume the seal coat program in 2009/2010.</p>				

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET SWEEPING

DEPARTMENT: PUBLIC WORKS

604-513

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Personnel Services	\$94,354	\$91,618	\$89,080	\$92,970
Commodities	4,395	1,319	4,210	4,340
Contractual Services	69,699	82,995	86,490	92,400
Total	\$168,448	\$175,931	\$179,782	\$189,710
Percent Change	-1.6%	4.4%	2.2%	5.5%
Staff Hours				
No. of Employees (FTE)	1.85	1.25	1.15	1.05

BUDGET COMMENTS

The 2009 budget is essentially the same as the 2008 budget with an increase in personnel services cost due to wage and benefit increases. The increase in contractual services is due to higher fuel cost.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: STREET SWEEPING	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Lane miles swept	1080	1,110	1,140	1,275
Total lane miles	269	275	278	280
Employee hours sweeping	1,688	1,822	1,900	2,000
Tonnage collected	3,333	1,925	2,300	2,300
EFFECTIVENESS INDICATORS				
Times swept per year	4.0	4.03	4.1	4.55
1 st sweep completion date	4/20	4/9	4/15	4/15
EFFICIENCY MEASURES				
Cost per lane mile swept	\$186	\$163	\$158	\$149
Cost per capita	\$5.44	\$4.79	\$4.76	\$5.02
COMMENTS				
<p>This program is maintaining a steady pace of implementation. The indicators show that the average date of completion of the first sweep is within the last 10 days of April which is a good timeframe. The department is maintaining the employee hours dedicated to this program and has been able to provide every street with at least 3 sweepings per year, with goal of 5 times per year. The decrease in cost per lane mile swept is due to elimination of flushing of the streets which is no longer a recommended Best Management Practice.</p>				

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

2004 – 35,892
 2005 – 36,279
 2006 – 36,397
 2007 – 36,667
 2008 – 37,042
 2009 – 37,417

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: TRANSIT OPERATIONS
101-515

DEPARTMENT: PUBLIC WORKS

PROGRAM MISSION

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

INPUTS	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Direct Expenditures				
Contractual Services	\$30,318	\$31,366	\$35,000	\$33,920
Total	\$30,318	\$31,366	\$35,000	\$33,920
Percent Change	-5.4%	1.8%	11.6%	-3.1%
Staff Hours				
No. of Employees (FTE)	0	0	0	0

BUDGET COMMENTS

This budget is for city payments to Northeast Suburban Transit which is financed by the Metropolitan Council, rider fares and payments from the cities of Oakdale, North St. Paul and Maplewood.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

PROGRAM: TRANSIT OPERATIONS	DEPARTMENT: PUBLIC WORKS			
	2006 Actual	2007 Actual	2008 Estimate	2009 Estimate
OUTPUTS/WORKLOAD				
Ridership	99,180	110,400	115,100	120,000
Buses	4	4	4	4
EFFICIENCY MEASURES				
Subsidy per passenger	\$4.74	\$4.60	\$4.46	\$4.18
COMMENTS				
This program is a payment to the Northeast Suburban Transit operations. The subsidy rate is decreasing showing a healthy program that is increasing in efficiency with increased ridership due to the high price of gas. This program services the cities of North St. Paul, Oakdale and Maplewood.				

FINANCIAL RESOURCES FOR OPERATING BUDGET

The City's Operating Budget is financed by several funds. Each fund is a separate fiscal and accounting entity. The following is a description of the funds which finance the Operating Budget.

General Fund - accounts for all financial resources except those required to be accounted for in another fund. This fund accounts for the majority of the City's operating budget.

Special Revenue Funds

Charitable Gambling Tax Fund - accounts for expenditures financed by the City gambling tax.

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

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

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

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

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

Enterprise Funds

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

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

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

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

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

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

Internal Service Funds

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

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

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

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

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

	2007 ACTUAL	2008 BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>				
Taxes - current property	\$11,071,163	\$11,046,064	\$10,960,540	\$11,329,590
Taxes - other	245,419	181,110	243,310	243,310
Special assessments	28,674	34,430	40,130	28,180
Licenses and permits	1,230,174	1,523,580	1,287,360	1,253,260
Fines and forfeits	204,821	197,340	195,000	195,000
Intergovernmental	1,253,752	1,199,800	1,272,410	1,297,230
Charges for services	3,389,425	3,681,420	3,472,440	3,738,240
Miscellaneous	651,724	289,530	292,750	403,470
Total revenues	18,075,152	18,153,274	17,763,940	18,488,280
<u>Expenditures:</u>				
Citizen Services	872,480	970,827	1,014,915	1,223,390
Community and Parks Development	1,896,809	2,125,794	1,957,580	1,655,360
Executive	940,418	1,069,653	1,066,305	1,026,240
Finance	695,403	594,502	609,160	682,340
Fire	1,634,855	1,812,357	1,886,690	1,874,320
Legislative	139,885	156,128	156,120	152,780
Police	7,332,309	7,807,835	7,586,215	7,502,890
Public Works	3,416,488	3,490,363	3,573,950	3,973,010
Other	1,641	0	0	0
Total expenditures	16,930,288	18,027,459	17,850,935	18,090,330
Excess (deficit) of revenues over expenditures	1,144,864	125,815	(86,995)	397,950
<u>Other financing sources (uses):</u>				
Operating transfers in (out):				
Buffer Zone Protection Grant Fund	0	0	1,221	0
Capital Improvement Projects Fund	(324,000)	0	(186,280)	(162,500)
Community Center Operations Fund	(114,000)	0	(25,420)	0
Debt Service Fund	0	0	(166,560)	(661,125)
Employee Benefits Fund	0	0	406,120	488,240
Enhanced 911 Service Fund	0	0	69,770	0
FireTruck Replacement Fund	0	0	(50,000)	(131,640)
Justice Assistance Grant Fund	0	0	25,325	0
Law Enforcement Block Grant Fund	0	0	370	0
Recreation Programs Fund	(94,000)	0	(30,500)	0
Total other financing sources (uses)	(532,000)	0	44,046	(467,025)
Net change in fund balance	612,864	125,815	(42,949)	(69,075)
Fund balance - January 1	6,329,686	6,638,260	6,942,550	6,899,601
Fund balance - December 31	\$6,942,550	\$6,764,075	\$6,899,601	\$6,830,526
Fund balance/revenues	38.4%	37.3%	38.8%	36.9%
Fund balance/expenditures	41.0%	37.5%	38.7%	37.8%

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Taxes:</u>					
3021 Taxes - charitable gambling	\$50,830	\$44,460	\$35,000	\$35,000	\$30,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	1,405	2,336	810	810	400
Total revenues	52,235	46,796	35,810	35,810	30,400
<u>Expenditures:</u>					
4120 Program supplies	0	1,799	0	0	0
4160 Equipment supplies	0	0	0	0	0
4390 Travel & training	0	0	0	0	0
4480 Fees for service	36,474	28,242	26,720	26,720	37,970
4530 Outside rental - property & building	13,500	5,665	8,280	8,280	8,560
4610 Vehicles	0	0	0	0	0
4660 Construction - building	0	0	0	0	0
4720 Land improvement	0	0	0	0	0
4930 Investment management fees	144	216	50	50	220
Total expenditures	50,118	35,922	35,050	35,050	46,750
Excess (deficit) of revenues over expenditures	2,117	10,874	760	760	(16,350)
Fund balance - January 1	43,194	45,311	56,141	56,185	56,945
Fund balance - December 31	\$45,311	\$56,185	\$56,901	\$56,945	\$40,595
Fund balance/expenditures	90.4%	156.4%	162.3%	162.5%	86.8%

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Intergovernmental Revenue:</u>					
3524 State police aid	\$53,158	\$26,603	\$0	\$0	\$0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	1,235	3,063	0	0	0
Total revenues	54,393	29,666	0	0	0
<u>Expenditures:</u>					
4310 Telephone	18,480	8,709	0	0	0
4390 Travel & training	0	0	0	0	0
4430 Repairs & maintenance - Equipment	6,104	733	0	0	0
4480 Fees for service	0	0	0	0	0
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	127	282	0	0	0
Total expenditures	24,711	9,724	0	0	0
Excess (deficit) of revenues over expenditures	29,682	19,942	0	0	0
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	0	0	(69,770)	0
Capital Improvement Projects Fund	0	0	0	(156,000)	0
Proceeds - sale of capial assets	0	156,000	0	0	0
Fund balance - January 1	20,146	49,828	2,748	225,770	0
Fund balance - December 31	\$49,828	\$225,770	\$2,748	\$0	\$0
Fund balance/expenditures	201.6%	2321.8%	N/A	N/A	N/A

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$24	\$0	\$0	\$0	\$0
<hr/>					
Total revenues	24	0	0	0	0
<hr/>					
<u>Expenditures:</u>					
4160 Supplies and equipment	0	0	0	0	0
4165 Small equipment	0	0	0	0	0
4920 Interest on Interfund Loans	0	151	0	0	0
4930 Investment management fees	2	2	0	0	0
<hr/>					
Total expenditures	2	153	0	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	22	(153)	0	0	0
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	0	0	(370)	0
<hr/>					
Fund balance - January 1	501	523	523	370	0
<hr/>					
Fund balance - December 31	\$523	\$370	\$523	\$0	\$0
<hr/> <hr/>					
Fund balance/expenditures	26150.0%	241.8%	N/A	N/A	N/A

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Fines and Forfeits:</u>					
3403 Confiscated property	\$11,075	\$7,271	\$5,000	\$15,130	\$9,170
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	4,257	3,093	3,000	1,590	550
Total revenues	15,332	10,364	8,000	16,720	9,720
<u>Expenditures:</u>					
4165 Small equipment	41,192	0	0	0	0
4610 Vehicles	0	41,032	51,500	51,500	26,000
4930 Investment management fees	436	287	70	100	0
Total expenditures	41,628	41,319	51,570	51,600	26,000
Excess (deficit) of revenues over expenditures	(26,296)	(30,955)	(43,570)	(34,880)	(16,280)
Fund balance - January 1	110,362	84,066	33,716	53,111	18,231
Fund balance - December 31	\$84,066	\$53,111	(\$9,854)	\$18,231	\$1,951
Fund balance/expenditures	201.9%	128.5%	-19.1%	35.3%	7.5%

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Taxes:</u>					
3011 Taxes - current	\$294,102	\$270,004	\$251,000	\$230,540	\$230,540
3012 Taxes - delinquent	0	1,366	0	0	0
3017 Taxes - interest	0	107	0	0	0
<u>Intergovernmental Revenue:</u>					
3523 State homestead market value credit	5,809	9,695	13,550	13,550	13,550
<u>Charges for Services:</u>					
3641 Recreation program fees	431,935	406,394	515,030	437,200	461,070
3646 Gate receipts	2,382	0	3,020	0	500
3649 Miscellaneous	1,312	0	50	0	0
<u>Miscellaneous Revenue:</u>					
3801 Interest on investments	0	0	0	10	120
3803 Donations & contributions	1,600	800	2,000	0	0
3862 Snack bar sales	0	4,091	0	2,900	3,000
3872 Rentals - room	8,170	16,090	32,000	22,500	26,500
Total revenues	<u>745,310</u>	<u>708,547</u>	<u>816,650</u>	<u>706,700</u>	<u>735,280</u>
Total expenditures	<u>780,908</u>	<u>767,390</u>	<u>815,908</u>	<u>745,000</u>	<u>753,440</u>
Excess (deficit) of revenues over expenditures	(35,598)	(58,843)	742	(38,300)	(18,160)
Other financing sources (uses):					
Operating transfers in (out):					
General Fund	0	94,000	0	30,500	0
Employee Benefits Fund	0	0	0	11,250	14,440
Fund balance - January 1	<u>853</u>	<u>(34,745)</u>	<u>(3,343)</u>	<u>412</u>	<u>3,862</u>
Fund balance - December 31	<u>(\$34,745)</u>	<u>\$412</u>	<u>(\$2,601)</u>	<u>\$3,862</u>	<u>\$142</u>
Fund balance/expenditures	-4.4%	0.1%	-0.3%	0.5%	0.0%

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801	0	0	0	1,140	1,170
3854	0	37,900	0	0	0
<hr/>					
Total revenues	0	37,900	0	1,140	1,170
<hr/>					
<u>Expenditures:</u>					
4290	0	0	0	0	0
4930	0	0	0	0	0
<hr/>					
Total expenditures	0	0	0	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	0	37,900	0	1,140	1,170
Fund balance - January 1	0	0	37,900	37,900	39,040
Fund balance - December 31	\$0	\$37,900	\$37,900	\$39,040	\$40,210
Fund balance/expenditures	N/A	N/A	N/A	N/A	N/A

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3621 Ambulance fees	\$1,597,816	\$2,136,403	\$2,325,000	\$2,585,050	\$2,662,600
Total revenues	<u>1,597,816</u>	<u>2,136,403</u>	<u>2,325,000</u>	<u>2,585,050</u>	<u>2,662,600</u>
<u>Operating expenses:</u>					
Administration	378,160	392,822	393,030	393,030	405,490
Billing	78,994	81,701	92,828	92,828	74,290
Emergency medical services	1,255,416	1,470,718	1,890,058	1,890,058	1,917,450
Depreciation	59,250	59,250	59,250	59,250	59,250
Total expenses	<u>1,771,820</u>	<u>2,004,491</u>	<u>2,435,166</u>	<u>2,435,166</u>	<u>2,456,480</u>
Operating income (loss)	(174,004)	131,912	(110,166)	149,884	206,120
Nonoperating revenues (expenses):					
Property tax revenue	27	0	0	0	0
State fire aid	119,274	90,699	89,700	90,700	90,700
Miscellaneous revenues (expenses)	598	(266)	0	0	0
Loss on disposal of fixed assets	0	0	0	0	0
Investment earnings	0	0	0	0	0
Interest on interfund loans	(49,590)	(59,543)	(17,950)	(41,255)	(32,450)
Investment management fees	0	0	0	0	0
Total nonoperating revenues (expenses)	<u>70,309</u>	<u>30,890</u>	<u>71,750</u>	<u>49,445</u>	<u>58,250</u>
Net income (loss) before transfers	(103,695)	162,802	(38,416)	199,329	264,370
Transfer from Employee Benefits Fund	0	0	0	34,820	45,280
Change in fund equity	(103,695)	162,802	(38,416)	234,149	309,650
Fund equity - January 1	<u>(54,826)</u>	<u>(158,521)</u>	<u>(155,891)</u>	4,281	238,430
Fund equity - December 31	<u>(\$158,521)</u>	<u>\$4,281</u>	<u>(\$194,307)</u>	<u>\$238,430</u>	<u>\$548,080</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ (69,711)	\$ (210,148)	\$ 20,834	\$ 258,579	\$ 323,620
Net cash flows from noncapital financing activities	(49,590)	238,148	0	(1,340,344)	45,280
Net cash flows from capital and related financing activities	119,301	(28,000)	0	0	(145,580)
Net cash flows from investing activities	0	0	0	0	0
Net increase (decrease) in cash and cash equivalents	0	0	20,834	(1,081,765)	223,320
Cash and cash equivalents - January 1	0	0	(623,336)	0	(1,081,765)
Cash and cash equivalents - December 31	\$0	\$0	(\$602,502)	(\$1,081,765)	(\$858,445)
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Other assets	810,642	1,268,123			
Current liabilities					
Due to other funds	(1,167,965)	(1,375,164)			
Other liabilities	(75,243)	(125,472)			
Net total	(\$432,566)	(\$232,513)			

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

PROG NO.	2008					
	2006 ACTUAL	2007 ACTUAL	ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET	
<u>Operating revenues:</u>						
001	Memberships and daily fees	\$1,169,856	\$1,299,163	\$1,391,340	\$1,299,163	\$1,325,150
002	Concessions	278,171	279,844	303,300	279,844	285,440
003	Marketing	945	1,671	5,000	1,671	1,700
021	Theater fees	67,092	40,756	66,000	40,756	50,570
022	Banquet room fees	131,480	110,115	150,000	110,115	125,820
023	Day care fees	291	355	150	355	24,360
024	Craft room	20,494	20,748	35,050	20,748	25,160
025	Program fees	129,173	123,533	155,000	123,533	126,000
061	Pool fees	9,602	18,050	15,100	18,050	18,410
062	Gym fees	15,519	26,841	25,000	26,841	27,380
063	Multi-purpose room fees	8,958	9,123	15,000	9,123	9,310
064	Exercise fees	22,928	34,972	28,000	34,972	35,670
065	Massage room	41,470	30,541	40,000	30,541	56,150
066	Oakdale aquatics	24,172	0	0	0	0
067	White Bear Township aquatics	18,540	19,096	19,100	19,096	19,480
068	Mahtomedi aquatics	22,500	23,175	23,200	23,175	23,640
	Total revenues	1,961,191	2,037,983	2,271,240	2,037,983	2,154,240
<u>Operating expenses:</u>						
001	Office	488,609	525,843	580,995	596,514	624,770
002	Admission desk/concessions	144,883	151,194	118,977	118,977	132,470
003	Marketing	60,158	94,874	39,130	39,130	40,750
021	Theater	23,084	11,889	30,791	30,791	22,470
022	Banquet room	5,122	7,421	6,980	6,980	12,260
023	Day care	31,880	34,225	31,799	31,799	39,600
024	Birthday parties	8,520	12,687	10,463	10,463	15,110
025	Pre-school programs	40,535	39,975	36,105	36,105	44,770
061	Pool	227,574	260,426	258,207	258,207	283,700
062	Gym	5,730	4,690	7,984	7,984	11,580
063	Multi-purpose room	1,487	162	340	340	300
064	Exercise programs	147,175	158,829	155,128	155,128	157,160
065	Massage room	26,160	25,336	26,941	26,941	940
066	Oakdale aquatics	15,874	1,416	15,519	0	0
067	White Bear Township aquatics	12,137	10,440	11,796	11,796	12,500
068	Mahtomedi aquatics	13,199	10,666	12,971	12,971	11,620
614	Building maintenance	909,963	908,907	882,352	882,352	951,470
	Total expenses	2,162,090	2,258,980	2,226,478	2,226,478	2,361,470
	Operating income (loss) before depreciation	(200,899)	(220,997)	44,762	(188,495)	(207,230)
	Other revenues (expenses):					
	Property tax revenue	36,000	379,296	291,000	216,630	282,560
	Intergovernmental - state aid	725	13,308	0	7,820	10,200
	Miscellaneous revenues (expenses)	3,002	(906)	0	0	0
	Depreciation	(261,506)	(264,736)	(261,510)	(261,510)	(261,060)
	Extraordinary item	0	0	0	0	0
	Loss on disposal of fixed assets	0	0	0	0	0
	Interest on interfund loans	(19,636)	(18,678)	(11,840)	(18,680)	(18,680)
	Total other revenues (expenses)	(241,415)	108,284	17,650	(55,740)	13,020
	Net income (loss) before contributions and transfers	(442,314)	(112,713)	62,412	(244,235)	(194,210)
	Transfer in from General Fund	0	114,000	0	25,420	0
	Transfer in from Employee Benefits Fund	0	0	0	31,070	36,090
	Fund equity - January 1	8,932,477	8,490,163	8,697,953	8,491,450	8,303,705
	Fund equity - December 31	\$8,490,163	\$8,491,450	\$8,760,365	\$8,303,705	\$8,145,585

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ (17,089)	\$ (189,739)	\$262,381	\$17,275	\$66,850
Net cash flows from noncapital financing activities	(19,636)	188,639	0	(169,495)	36,090
Net cash flows from capital and related financing activities	36,725	0	(47,300)	(140,220)	(27,200)
Net cash flows from investing activities	0	0	0	0	0
Net increase (decrease) in cash and cash equivalents	0	(1,100)	215,081	(292,440)	75,740
Cash and cash equivalents - January 1	1,100	1,100	(102,738)	0	(292,440)
Cash and cash equivalents - December 31	<u>\$1,100</u>	<u>\$0</u>	<u>\$112,343</u>	<u>(\$292,440)</u>	<u>(\$216,700)</u>
Cash balance/working capital	-0.1%	0.0%			
Working capital:					
Current assets					
Cash and investments	1,100	0			
Other assets	8,469	23,048			
Current liabilities					
Due to other funds	(517,549)	(225,985)			
Other liabilities	(297,570)	(340,268)			
Net total	<u>(\$805,550)</u>	<u>(\$543,205)</u>			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3651 Environmental utility charges	\$1,149,540	\$1,402,583	\$1,546,821	\$1,542,140	\$1,650,090
Total revenues	<u>1,149,540</u>	<u>1,402,583</u>	<u>1,546,821</u>	<u>1,542,140</u>	<u>1,650,090</u>
<u>Operating expenses:</u>					
Administration	61,996	64,170	67,379	67,379	69,400
Billing	34,380	35,562	34,930	34,930	35,980
Nature center	33,000	43,668	42,137	42,137	77,920
Storm sewer maintenance	477,813	595,329	764,446	764,446	661,910
Street sweeping	165,200	175,931	187,543	187,543	189,710
Depreciation	298,662	315,963	292,540	292,540	315,960
Total expenses	<u>1,071,051</u>	<u>1,230,623</u>	<u>1,388,975</u>	<u>1,388,975</u>	<u>1,350,880</u>
Operating income (loss)	78,489	171,960	157,846	153,165	299,210
<u>Nonoperating revenues (expenses):</u>					
3801 Investment earnings	0	0	0	2,810	15,330
3544 Grants	421	472	0	0	0
Miscellaneous income	3,168	320	0	0	0
Interest on interfund loans	(8,282)	(50)	0	0	0
4930 Investment management fees	0	0	(590)	(30)	(140)
3899 Gain (loss) on disposal of capital assets	(5,522)	0	0	0	0
Total nonoperating revenues (expenses)	<u>(10,215)</u>	<u>742</u>	<u>(590)</u>	<u>2,780</u>	<u>15,190</u>
Net income (loss) before contributions and transfers	68,274	172,702	157,256	155,945	314,400
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(792,211)	(15,000)	0	(10,000)	(699,000)
Capital Improvements Projects Fund	0	(10,000)	0	0	0
Debt Service Fund	0	0	0	0	(112,660)
Employee Benefits Fund	0	0	0	18,220	24,280
Capital Contributions	1,240,201	1,788,671	0	1,788,700	1,788,700
Change in fund equity	516,264	1,936,373	157,256	1,952,865	1,315,720
Fund equity - January 1	<u>12,467,301</u>	<u>12,983,565</u>	<u>13,089,405</u>	<u>14,919,938</u>	<u>16,872,803</u>
Fund equity - December 31	<u>\$12,983,565</u>	<u>\$14,919,938</u>	<u>\$13,246,661</u>	<u>\$16,872,803</u>	<u>\$18,188,523</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ 615,271	\$ 440,556	\$ 450,596	\$ 445,675	\$ 615,030
Net cash flows from noncapital financing activities	(800,493)	(384,969)	0	112,051	24,280
Net cash flows from capital and related financing activities	(26,190)	(55,587)	(49,600)	(49,600)	(811,660)
Net cash flows from investing activities	787	0	0	2,810	15,330
Net increase (decrease) in cash and cash equivalents	(210,625)	0	400,996	510,936	(157,020)
Cash and cash equivalents - January 1	210,625	0	(441,435)	0	510,936
Cash and cash equivalents - December 31	\$0	\$0	(\$40,439)	\$510,936	\$353,916
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	0	93,831			
Other assets	160,141	220,247			
Current liabilities					
Due to other funds	(266,560)	0			
Other liabilities	(7,130)	(19,549)			
Net total	(\$113,549)	\$294,529			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3534	\$67,442	\$68,191	\$67,440	\$74,610	\$74,610
3781	353,548	360,939	350,658	381,980	381,980
	<u>420,990</u>	<u>429,130</u>	<u>418,098</u>	<u>456,590</u>	<u>456,590</u>
<u>Operating expenses:</u>					
4950	35,129	36,360	38,178	38,178	39,330
	25,225	39,731	47,564	47,564	66,670
	4,483	3,042	4,400	4,400	4,530
	287,675	267,793	340,448	340,448	350,500
	<u>352,512</u>	<u>346,926</u>	<u>430,590</u>	<u>430,590</u>	<u>461,030</u>
	68,478	82,204	(12,492)	26,000	(4,440)
Nonoperating revenues (expenses):					
3801	10,009	13,848	4,330	11,330	12,460
4930	(1,026)	(1,222)	(950)	(1,000)	(1,100)
	<u>8,983</u>	<u>12,626</u>	<u>3,380</u>	<u>10,330</u>	<u>11,360</u>
	77,461	94,830	(9,112)	36,330	6,920
	0	0	0	1,070	1,970
	<u>240,115</u>	<u>317,576</u>	<u>317,386</u>	<u>412,406</u>	<u>449,806</u>
	<u>\$317,576</u>	<u>\$412,406</u>	<u>\$308,274</u>	<u>\$449,806</u>	<u>\$458,696</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ (285,086)	\$ 71,077	\$ (9,112)	\$ 25,000	\$ (5,540)
Net cash flows from noncapital financing activities	0	(83,703)	0	378,883	1,970
Net cash flows from capital and related financing activities	67,442	0	0	0	0
Net cash flows from investing activities	9,759	12,626	0	11,330	12,460
Net increase (decrease) in cash and cash equivalents	(207,885)	0	(9,112)	415,213	8,890
Cash and cash equivalents - January 1	207,885	0	242,102	0	415,213
Cash and cash equivalents - December 31	\$0	\$0	\$232,990	\$415,213	\$424,103
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	225,919	377,813			
Other assets	115,581	50,482			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(23,924)	(15,889)			
Net total	\$317,576	\$412,406			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$9,091	\$4,301	\$18,820	\$4,300	\$4,300
3651 Sewer billings	3,807,859	4,198,118	4,493,517	4,404,670	4,404,670
3808 Connection charges	2,060	5,940	0	2,970	0
Total revenues	<u>3,819,010</u>	<u>4,208,359</u>	<u>4,512,337</u>	<u>4,411,940</u>	<u>4,408,970</u>
<u>Operating expenses:</u>					
4950 Administration	289,415	299,540	299,540	299,540	323,960
4485 Billing	36,000	35,562	35,060	35,060	36,110
4510 Sewage treatment Maintenance	2,390,554	2,422,165	2,422,170	2,422,170	2,583,830
	659,758	749,431	821,120	821,120	873,040
4795 Depreciation	304,662	310,103	304,660	304,660	310,100
Total expenses	<u>3,680,389</u>	<u>3,816,801</u>	<u>3,882,550</u>	<u>3,882,550</u>	<u>4,127,040</u>
Operating income (loss)	138,621	391,558	629,787	529,390	281,930
<u>Nonoperating revenues (expenses):</u>					
3160 Special assessment penalties & interest	320	14	0	10	10
3801 Investment earnings	55,070	43,322	37,420	22,280	22,950
3809 Miscellaneous revenues	5,518	400	4,030	400	400
4975 Miscellaneous expenses	(1)	(1,566)	(4,000)	(4,000)	0
3980 Gain/(loss) on disposal of property	4,072	6,090	0	0	0
4930 Investment management fees	(5,643)	(3,761)	(7,440)	(1,930)	(1,990)
Total nonoperating revenues (expenses)	<u>59,336</u>	<u>44,499</u>	<u>30,010</u>	<u>16,760</u>	<u>21,370</u>
Net income (loss) before contributions and transfers	197,957	436,057	659,797	546,150	303,300
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(725,549)	(553,100)	(233,700)	(233,700)	(599,600)
Debt Service Fund	(114,920)	(143,990)	(143,990)	(156,000)	(132,140)
Employee Benefits Fund	0	0	0	16,070	22,970
Sewer Lift Station #18 Project	(70,000)	0	0	0	0
Capital contributions	<u>316,182</u>	<u>684,286</u>	<u>316,180</u>	<u>684,290</u>	<u>684,290</u>
Change in fund equity	(396,330)	423,253	598,287	856,810	278,820
Fund equity - January 1	<u>12,121,222</u>	<u>11,724,892</u>	<u>11,725,955</u>	<u>12,148,145</u>	<u>13,004,955</u>
Fund equity - December 31	<u>\$11,724,892</u>	<u>\$12,148,145</u>	<u>\$12,324,242</u>	<u>\$13,004,955</u>	<u>\$13,283,775</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ 624,378	\$ 527,717	\$ 964,457	\$ 828,530	\$ 590,450
Net cash flows from noncapital financing activities	(910,469)	(431,504)	0	758,673	22,970
Net cash flows from capital and related financing activities	(6,267)	(135,774)	(527,690)	(539,700)	(951,740)
Net cash flows from investing activities	50,331	39,561	0	22,280	22,950
Net increase (decrease) in cash and cash equivalents	(242,027)	0	436,767	1,069,783	(315,370)
Cash and cash equivalents - January 1	242,027	0	885,967	0	1,069,783
Cash and cash equivalents - December 31	\$0	\$0	\$1,322,734	\$1,069,783	\$754,413
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	1,008,372	742,603			
Other assets	465,073	665,287			
Current liabilities					
Due to other funds	(183)	0			
Other liabilities	(22,459)	(43,791)			
Net total	\$1,450,803	\$1,364,099			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3032 Electric franchise tax	\$179,903	\$183,763	\$183,260	\$188,290	\$188,290
Total revenues	<u>179,903</u>	<u>183,763</u>	<u>183,260</u>	<u>188,290</u>	<u>188,290</u>
<u>Operating expenses:</u>					
Utilities	149,603	146,122	170,690	157,620	175,810
Maintenance	10,324	10,270	5,000	5,000	10,000
Total expenses	<u>159,927</u>	<u>156,392</u>	<u>175,690</u>	<u>162,620</u>	<u>185,810</u>
Operating income (loss)	19,976	27,371	7,570	25,670	2,480
Nonoperating revenues (expenses):					
3801 Investment earnings	1,819	2,345	850	2,340	2,340
3809 Miscellaneous	0	0	0	0	0
4370 Insurance	(77)	(96)	(98)	(100)	(100)
4485 Fees for Utility Billing	0	0	(1,500)	(1,500)	(1,540)
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	(186)	(223)	(190)	(220)	(220)
4950 Administrative Charges - General Fund	(8,835)	(9,150)	(9,608)	(9,610)	(9,900)
Total nonoperating revenues (expenses)	<u>(7,279)</u>	<u>(7,124)</u>	<u>(10,546)</u>	<u>(9,090)</u>	<u>(9,420)</u>
Net income (loss) before transfers	12,697	20,247	(2,976)	16,580	(6,940)
Transfers in (out):					
Public Improvement Projects Fund	0	0	0	(35,000)	(35,000)
Fund equity - January 1	<u>45,714</u>	<u>58,411</u>	<u>61,952</u>	<u>78,658</u>	<u>60,238</u>
Fund equity - December 31	<u>\$58,411</u>	<u>\$78,658</u>	<u>\$58,976</u>	<u>\$60,238</u>	<u>\$18,298</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$ (14,993)	\$ 8,683	\$ (3,826)	\$ 14,240	\$ (9,280)
Net cash flows from noncapital financing activities	0	(11,028)	0	33,362	0
Net cash flows from capital and related financing activities	0	0	0	(35,000)	(35,000)
Net cash flows from investing activities	1,868	2,345	850	2,340	2,340
Net increase (decrease) in cash and cash equivalents	(13,125)	0	(2,976)	14,942	(41,940)
Cash and cash equivalents - January 1	13,125	0	1,100	0	14,942
Cash and cash equivalents - December 31	\$0	\$0	(\$1,876)	\$14,942	(\$26,998)
Cash balance/working capital	0.0%	0.0%			
Working capital:					
Current assets					
Cash and investments	0	0			
Due from other funds	25,334	33,362			
Other assets	45,880	47,320			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(12,803)	(2,024)			
Net total	\$58,411	\$78,658			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3802	\$645,380	\$779,991	\$736,038	\$736,038	\$855,540
3671	42,307	51,866	37,320	51,870	51,870
Total revenues	687,687	831,857	773,358	787,908	907,410
<u>Operating expenses:</u>					
Personnel services	225,891	260,991	276,453	276,453	228,210
Materials and supplies	138,224	228,032	156,000	156,000	211,360
Contractual services	55,463	44,866	121,448	121,448	136,670
Depreciation	190,976	196,020	216,820	216,820	196,020
Total expenses	610,554	729,909	770,721	770,721	772,260
Operating income (loss)	77,133	101,948	2,637	17,187	135,150
<u>Nonoperating revenues (expenses):</u>					
3801	797	5,257	4,820	3,050	4,630
3804	3,086	27,831	0	0	0
3809	404	2,643	0	0	0
4930	(82)	(512)	(680)	(300)	(450)
Total nonoperating revenues (expenses)	4,205	35,219	4,140	2,750	4,180
Net income (loss) before contributions and transfers	81,338	137,167	6,777	19,937	139,330
<u>Transfers in (out):</u>					
P.W. Building Addition Project Fund	(128,009)	0	0	0	0
Employee Benefits Fund	0	0	0	8,570	11,810
Capital contributions	12,304	0	0	0	0
Change in fund equity	(34,367)	137,167	6,777	28,507	151,140
Fund equity - January 1	1,583,028	1,548,661	1,648,661	1,685,828	1,714,335
Fund equity - December 31	\$1,548,661	\$1,685,828	\$1,655,438	\$1,714,335	\$1,865,475

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$271,393	\$317,029	\$219,457	\$234,007	\$331,170
Net cash flows from noncapital financing activities	(128,009)	0	0	8,570	11,810
Net cash flows from capital and related financing activities	(144,826)	(317,727)	(184,000)	(184,000)	(325,800)
Net cash flows from investing activities	703	5,110	4,140	2,750	4,180
Net increase (decrease) in cash and cash equivalents	(739)	4,412	39,597	61,327	21,360
Cash and cash equivalents - January 1	97,893	97,154	113,094	101,566	162,893
Cash and cash equivalents - December 31	\$97,154	\$101,566	\$152,691	\$162,893	\$184,253
Cash balance/working capital	71.1%	83.5%			
Working capital:					
Current assets					
Cash and investments	97,154	101,566			
Other assets	72,584	82,721			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(33,058)	(62,621)			
Net total	\$136,680	\$121,666			

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Operating revenues:</u>					
3802					
Billings to departments:					
Phone support services	\$0	\$9,060	\$9,943	\$9,940	\$0
I.T. services	678,620	582,560	748,420	748,420	653,420
Total revenues	678,620	591,620	758,363	758,360	653,420
<u>Operating expenses:</u>					
<u>Phone support services:</u>					
Personnel services	22,275	8,999	9,943	9,950	0
Contractual services	72	20	0	0	0
<u>I.T. services:</u>					
Personnel services	250,114	245,902	262,497	262,490	321,050
Commodities	100,231	116,477	94,245	106,990	99,170
Contractual services	212,607	195,384	231,418	250,530	243,770
Depreciation	102,576	99,575	152,580	99,575	99,580
Total expenses	687,875	666,357	750,683	729,535	763,570
Operating income (loss)	(9,255)	(74,737)	7,680	28,825	(110,150)
<u>Nonoperating revenues (expenses):</u>					
3801	11,223	0	2,800	4,720	7,060
3809	(7)	0	0	0	0
3899	0	0	0	0	0
4920	0	(5,524)	0	0	0
4930	(1,150)	0	(620)	(480)	(720)
Total nonoperating revenues (expenses)	10,066	(5,524)	2,180	4,240	6,340
Net income (loss) before contributions and transfers	811	(80,261)	9,860	33,065	(103,810)
Transfer from Employee Benefits Fund	0	0	0	8,570	11,160
Capital contributions	18,618	0	0	0	0
Change in fund equity	19,429	(80,261)	9,860	41,635	(92,650)
Fund equity - January 1	460,979	480,408	385,235	400,147	441,782
Fund equity - December 31	\$480,408	\$400,147	\$395,095	\$441,782	\$349,132

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Net cash flows from operating activities	\$97,484	\$63,444	\$162,440	\$127,920	(\$11,290)
Net cash flows from noncapital financing activities	0	(5,524)	0	8,570	11,160
Net cash flows from capital and related financing activities	(14,359)	(16,934)	0	(54,770)	0
Net cash flows from investing activities	9,708	116	0	4,720	7,060
Net increase (decrease) in cash and cash equivalents	92,833	41,102	162,440	86,440	6,930
Cash and cash equivalents - January 1	23,493	116,326	118,731	157,428	243,868
Cash and cash equivalents - December 31	<u>\$116,326</u>	<u>\$157,428</u>	<u>\$281,171</u>	<u>\$243,868</u>	<u>\$250,798</u>
Cash balance/working capital	108.4%	143.5%			
Working capital:					
Current assets					
Cash and investments	116,326	157,428			
Other assets	493	381			
Current liabilities					
Due to other funds	0	0			
Other liabilities	(9,504)	(48,114)			
Net total	<u>\$107,315</u>	<u>\$109,695</u>			

CAPITAL IMPROVEMENTS BUDGET

The C.I.P. is a planning tool used to identify needed capital projects and to coordinate the timing and financing of projects. Capital projects for the Maplewood C.I.P. are defined as major equipment purchases and construction projects costing in excess of \$50,000. The 2009-2013 C.I.P. was adopted by the Council on August 25, 2008. The following tables are an excerpt from the 2009-2013 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				
		2009	2010	2011	2012	2013
BUILDINGS	\$1,311,000	\$27,200	\$251,600	\$290,900	\$318,800	\$422,500
REDEVELOPMENT	12,250,000	2,900,000	0	3,500,000	50,000	5,800,000
EQUIPMENT	3,285,098	547,658	806,800	467,600	448,160	1,014,880
PARKS	2,165,000	110,000	410,000	975,000	435,000	235,000
PUBLIC WORKS	46,748,000	6,890,000	14,695,000	8,250,000	14,458,000	2,455,000
TOTALS	\$65,759,098	\$10,474,858	\$16,163,400	\$13,483,500	\$15,709,960	\$9,927,380

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

<u>FUNDING SOURCE</u>	<u>TOTAL</u>	<u>ALLOCATION OF COSTS BY YEAR</u>				
		<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
AMBULANCE SERVICE FUND	\$300,950	\$95,580	\$0	\$100,250	\$0	\$105,120
BONDS-G.O. IMPROVEMENT	15,646,400	3,128,900	3,730,300	3,777,500	4,177,500	832,200
BONDS-M.S.A.	7,585,100	650,000	1,748,500	1,200,000	3,536,600	450,000
BONDS-SP. ASSESSMENT	18,577,000	2,785,000	5,688,500	3,488,500	3,906,000	2,709,000
BONDS-TAX INCREMENT	3,500,000	1,500,000	0	0	0	2,000,000
C.I.P. FUND	1,005,278	186,278	82,500	163,700	254,400	318,400
COMMUNITY CENTER OPERATIONS	987,500	27,200	251,600	237,200	182,400	289,100
ENVIRONMENTAL UTILITY FUND	4,034,000	399,000	1,421,000	761,000	1,253,000	200,000
FIRE TRUCK REPLACEMENT	856,550	0	415,840	0	0	440,710
FLEET MANAGEMENT FUND	1,710,820	325,800	368,460	332,350	365,160	319,050
GRANTS	2,750,000	0	0	1,250,000	0	1,500,000
MnDOT	125,000	75,000	50,000	0	0	0
NORTH ST. PAUL	465,000	0	0	395,000	0	70,000
NORTH ST. PAUL W.A.C. FUND	80,000	0	0	0	80,000	0
PARK DEVELOPMENT FUND	1,900,000	50,000	350,000	900,000	400,000	200,000
RAMSEY COUNTY	106,000	50,000	56,000	0	0	0
REDEVELOPMENT FUND	100,000	0	0	0	50,000	50,000
SANITARY SEWER FUND	4,133,600	919,600	1,138,000	763,000	888,000	425,000
ST. PAUL WAC FUND	964,500	182,500	312,500	174,000	251,100	44,400
ST. PAUL WATER	781,400	100,000	155,200	186,000	295,800	44,400
VADNAIS HEIGHTS	150,000	0	0	150,000	0	0
TOTALS	\$65,759,098	\$10,474,858	\$16,163,400	\$13,483,500	\$15,709,960	\$9,927,380

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

Revenues for the 2009 Capital Improvements Budget total \$1,490,794 and consist of property taxes, intergovernmental revenue, charges for services and miscellaneous items. Property tax revenue totals \$521,162 and is derived from tax increment districts. No tax levy is included in the 2009 Budget. Charges for services total \$637,192 and consist of \$94,000 from a 2% surcharge on St. Paul water bills for Maplewood property owners, \$9,500 from a \$1.00 per month surcharge on North St. Paul

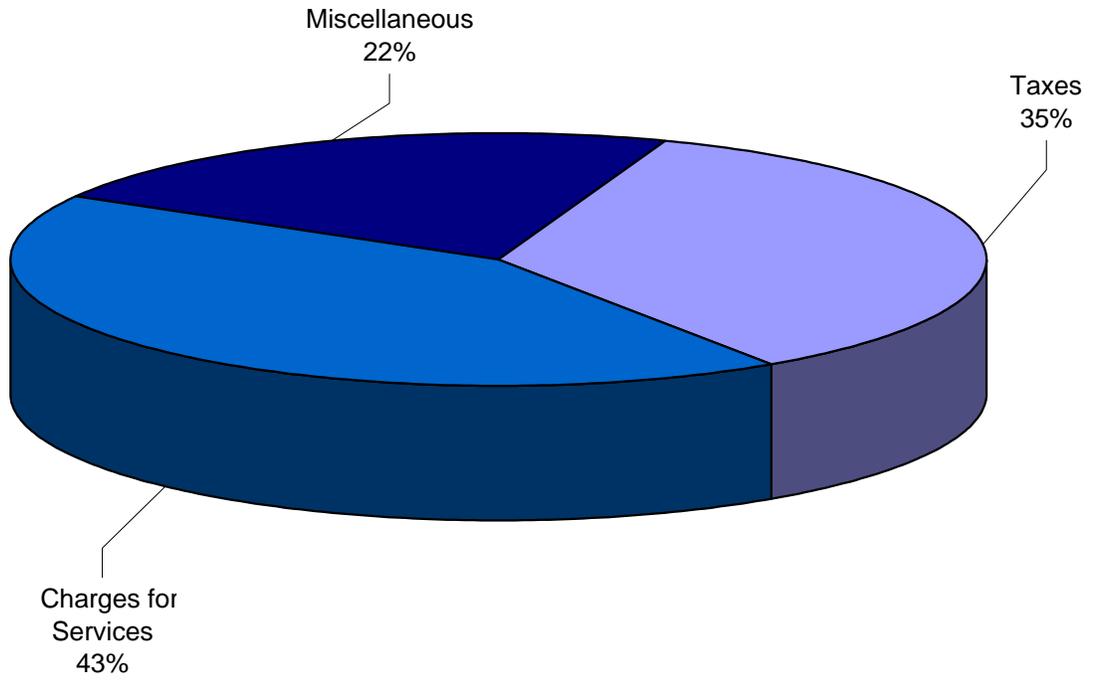
water bills for Maplewood property owners and \$450,000 from park availability charges. This revenue will be used to finance future water system improvements that cannot be financed by special assessments. Miscellaneous revenues consist of \$32,440 from water availability charges.

The projects included in the 2009 Capital Improvements Budget are listed by fund in the table below.

	<u>Capital Improvement Projects Fund</u>
\$126,278	In-Car Video System
35,000	Community Field Upgrades
25,000	Park Equipment, Fence and Court Replacement
	<u>Park Development Fund</u>
50,000	Open Space Improvements
\$236,278	Total

2009 CAPITAL IMPROVEMENTS BUDGET

Summary of Revenues

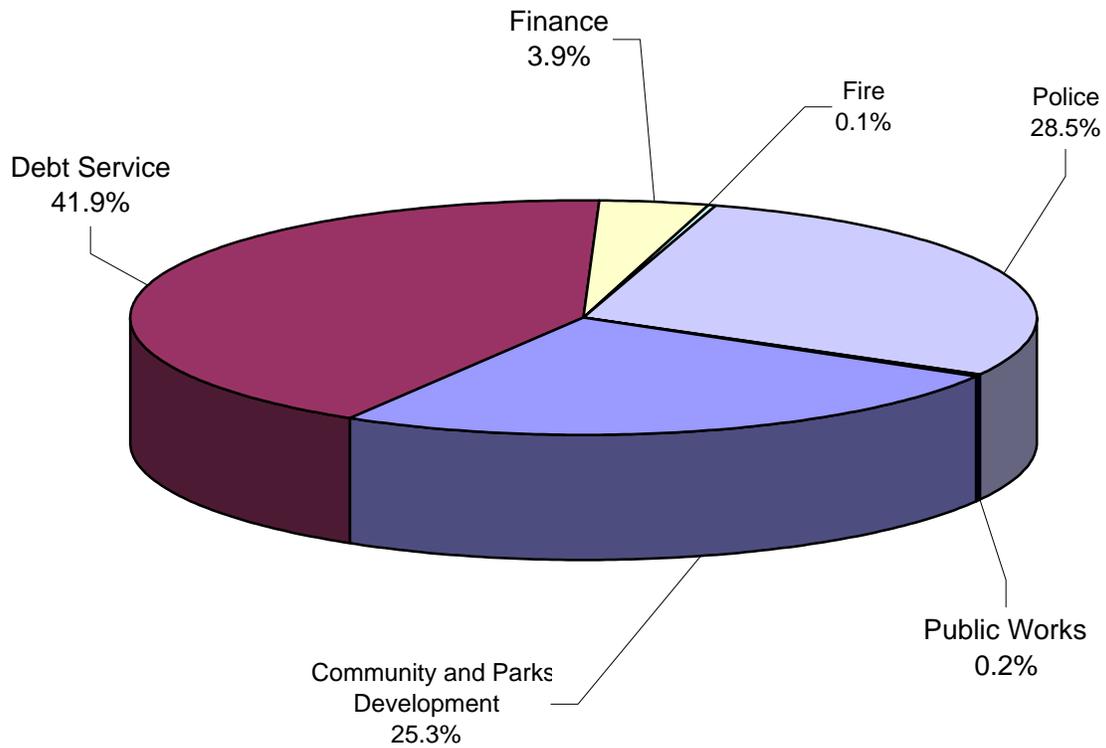


Revenues by Source
\$1.5 Million

CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
REVENUE SUMMARY

<u>Total By Fund</u>	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET
Capital Improvement Projects	\$40,342	\$37,590	\$0	\$20
Fire Truck Replacement	13,917	14,474	0	6,430
Hazelwood Properties Tax Abatement District	0	0	0	0
Legacy Village Park Development District	4,921	5,446	0	0
Legacy Village Tax Abatement District	65,044	72,221	1,880	0
Open Space	8,334	9,493	0	0
Park Development	550,277	420,212	1,004,000	468,800
Public Improvement Projects	438,121	3,336,116	0	0
Public Safety Communication System	10,610	11,138	0	0
Public Works Building Addition	5,274	828	0	0
Redevelopment	93	17	0	300,000
Sewer Lift Station #18	2,082	899	0	0
Street Construction State Aid	0	0	0	0
Tax Increment Economic Development District #1-5	29,148	34,077	33,460	32,099
Tax Increment Housing District #1-1	86,070	84,290	83,500	81,934
Tax Increment Housing District #1-2	174,722	134,768	133,640	136,733
Tax Increment Housing District #1-3	52,219	50,081	49,620	50,767
Tax Increment Housing District #1-4	30,360	31,646	31,250	32,750
Tax Increment Housing District #1-5	25,173	24,413	24,050	24,996
Tax Increment Housing District #1-6	72,281	72,535	67,720	71,781
Tax Increment Housing District #1-7	20,860	20,372	19,950	20,467
Tax Increment Housing District #1-8	73,080	71,129	70,330	73,245
Water Availability Charge - No. St. Paul	1,359	1,565	10,090	9,640
Water Availability Charge - St. Paul	116,084	123,934	134,870	181,132
Right-of-Way	0	5,245	0	0
Bruentrup Farm Restoration	0	25	0	0
Totals	1,820,371	4,562,514	1,664,360	1,490,794
 <u>Total By Source</u>				
Taxes	551,052	508,502	510,220	521,162
Special Assessments	1,680	26,738	0	0
Intergovernmental Revenue	41,882	2,264,219	0	0
Charges for Services	188,000	591,455	83,500	637,192
Miscellaneous	1,037,757	1,171,600	1,070,640	332,440
Totals	\$1,820,371	\$4,562,514	\$1,664,360	\$1,490,794
Percent Change Over Prior Year	-23.8%	150.6%	-63.5%	-10.4%

2009 CAPITAL IMPROVEMENTS BUDGET
Summary of Expenditures



Expenditures by Department
\$0.4 Million

CITY OF MAPLEWOOD, MINNESOTA
CAPITAL IMPROVEMENT BUDGET
EXPENDITURE SUMMARY

<u>Total By Fund</u>	2006 ACTUAL	2007 ACTUAL	2008 BUDGET	2009 BUDGET
Capital Improvement Projects	\$105,216	\$381,345	\$40	\$186,278
Fire Truck Replacement	1,406	1,332	20	420
Hazelwood Properties Tax Abatement District	0	0	0	0
Legacy Village Park Development District	1,528	26,351	0	0
Legacy Village Tax Abatement District	0	186,826	120	0
Open Space	854	905	230	0
Park Development	236,905	52,656	1,326,750	51,220
Public Improvement Projects	0	14,632,645	0	0
Public Safety Communication System	13,708	175,496	0	0
Public Works Building Addition	340,586	98	0	0
Redevelopment	1,979	2,055	920	930
Sewer Lift Station #18	112,151	9,384	0	0
Street Construction State Aid	0	0	0	0
Tax Increment Economic Development District #1-5	26,198	30,340	26,430	28,986
Tax Increment Housing District #1-1	389	396	430	2,458
Tax Increment Housing District #1-2	676	463	430	4,102
Tax Increment Housing District #1-3	350	371	440	414
Tax Increment Housing District #1-4	30,237	31,383	30,490	338
Tax Increment Housing District #1-5	25,053	24,192	25,290	12,666
Tax Increment Housing District #1-6	60,378	59,407	60,310	62,335
Tax Increment Housing District #1-7	19,753	19,011	19,920	19,475
Tax Increment Housing District #1-8	65,734	63,331	66,020	72,246
Water Availability Charge - No. St. Paul	139	150	140	10
Water Availability Charge - St. Paul	1,316	2,858	970	1,020
Totals	1,044,556	15,700,993	1,558,950	442,898
<u>Total By Department</u>				
Community and Parks Development	1,979	401,389	920	112,150
Debt Service	224,869	224,858	225,680	185,759
Finance	4,145	4,035	4,080	17,261
Fire	1,406	1,332	0	420
General Government	0	0	0	0
Legislative	0	0	0	0
Park Maintenance	239,287	79,912	0	0
Police	13,708	175,496	0	126,278
Public Works	559,162	14,831,962	1,327,340	1,030
Totals	1,044,556	15,718,983	1,558,020	442,898
<u>Total By Type</u>				
Personnel Services	0	0	0	0
Commodities	0	174,300	0	0
Contractual Services	19,198	11,547	3,300	19,641
Capital Outlay and Depreciation	10,981,582	475,627	1,326,110	237,498
Debt Service	224,869	404,836	225,680	185,759
Other Charges	53,254	20,028	3,860	0
Totals	\$11,278,903	\$1,086,338	\$1,558,950	\$442,898
Percent Change Over Prior Year	28.5%	-90.4%	43.5%	-71.6%

FINANCIAL RESOURCES FOR CAPITAL IMPROVEMENTS BUDGET

The City's Capital Improvements Budget includes 11 Capital Project Funds that have anticipated financial activity in 2009. These funds account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. The City of Maplewood has the following Capital Project Funds:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: CAPITAL IMPROVEMENT PROJECTS (405)

Fund Description

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

Projects in 2009 Budget – all of these projects are funded within the operations portion of the budget

In-Car Video System - \$126,278.

In-car video is an excellent tool for our officers to assist them in building stronger cases and also provide them with documentation of their actions in cases of allegation of police misconduct. This system would provide mobile equipment in each patrol car capable of capturing video and audio of the officer's interactions. A computer located in the Police Department would automatically receive updated information each time the squad car pulled into the parking lot and store the information for potential later retrieval.

Community Field Upgrades - \$35,000.

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

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: FIRE TRUCK REPLACEMENT FUND (424)

Fund Description

This fund was established in 1999 with a transfer of surplus money from the General Fund. The fund will use property tax revenues to finance all future purchases of fire trucks.

Projects in 2009 Budget

None.

Budget Comments

The next fire truck replacement is scheduled for 2010.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)

Fund Description

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

Projects in 2009 Budget

None.

Budget Comments

In 2004 the City became indebted in the amount of \$2,888,000 to Legacy Holdings LLC for the purchase of real estate to be used in a tax abatement development district. No interest will accrue during the term of the note and the note will terminate upon payment in full of the principal amount, an event of default under the development agreement, or if any principal remains unpaid as of September 8, 2013. The City will make principal payments to the developer from tax abatement bond proceeds and the payments will be made as each phase of the development occurs in the form of credits on special assessments. It was anticipated that the final payments on this note would be made in 2006.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: OPEN SPACE LAND ACQUISITION (410)

Fund Description

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

Projects in 2009 Budget

None.

Budget Comments

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: PARK DEVELOPMENT (403)

Fund Description

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

Projects in 2009 Budget

Open Space Improvements - \$50,000

The planned annual allocation provides funding for open space improvements.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: PUBLIC IMPROVEMENT PROJECTS (500)

Fund Description

This fund is used to finance public works construction projects that are often financed wholly or partially by special assessments.

Projects in 2009 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 2009 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 2009-2013 are ordered by the City Council.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: REDEVELOPMENT FUND (430)

Fund Description

In 1999, the special revenue fund titled Housing Replacement Fund was created to account for costs associated with revitalizing and reinvesting in housing. In 2004, the fund name was changed to Redevelopment Fund and it was reclassified as a capital projects fund. This was done to broaden the purpose of the fund to include commercial redevelopment and because most of the expenditures planned for the fund are for capital acquisition rather than operating activities. The mission of the fund is to revitalize and reinvest in housing stock and commercial properties to create economical, viable and diversified neighborhoods for the changing population.

Projects in 2009 Budget

None.

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT ECONOMIC DEVELOPMENT DISTRICT 1-5 (426)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 2001 for the expansion of the Schroeder Milk Company.

Projects in 2009 Budget

An interest payment to the developer in the amount of \$28,023 is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-1 (413)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on County Road D.

Projects in 2009 Budget

A \$84,580 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-2 (414)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 1986 for the Maple Ridge Apartments on Stillwater Road.

Projects in 2009 Budget

A \$161,090 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-3 (415)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 1987 for Cottages of Maplewood on Woodlyn Avenue.

Projects in 2009 Budget

A \$51,140 transfer to the debt service fund for the 1993 tax increment bonds is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-4 (416)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood - Phase I on Gervais Avenue.

Projects in 2009 Budget

A transfer of \$32,412 to the debt service fund is included in the 2009 Budget.

Budget Comments

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-5 (417)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 1993 for the Carefree Cottages of Maplewood - Phase II on Gervais Avenue.

Projects in 2009 Budget

An interest payment to the developer in the amount of \$12,331 is included in the 2009 Budget.

Budget Comments

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

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

Fund Description

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

Projects in 2009 Budget

An interest payment to the developer in the amount of \$61,523 is included in the 2009 Budget.

Budget Comments

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

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

FUND: TAX INCREMENT HOUSING DISTRICT 1-7 (428)

Fund Description

This fund is used to account for all revenues and expenditures for the tax increment district established in 2003 for the Van Dyke Village project on Van Dyke Street.

Projects in 2009 Budget

An interest payment to the developer in the amount of \$18,861 is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

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

Fund Description

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

Projects in 2009 Budget

An interest payment to the developer in the amount of \$65,021 is included in the 2009 Budget.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

**FUND: WATER AVAILABILITY CHARGE - NORTH ST. PAUL WATER SERVICE
DISTRICT (408)**

Fund Description

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

Projects in 2009 Budget

None.

Budget Comments

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

**CITY OF MAPLEWOOD, MINNESOTA
2009 BUDGET**

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

Fund Description

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

Projects in 2009 Budget

None.

Budget Comments

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

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$0
3012 Delinquent	466	37	0	0	0
3017 Interest	85	2	0	0	0
<u>Special Assessments:</u>					
3130 Delinquent	2	0	0	0	0
3160 Penalties/Interest	4	0	0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	0	0	0	0	0
3530 State grant	0	0	0	10,000	0
3544 Cable commission grant	37,383	37,551	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	2,404	287	200	200	20
3804 Sale of property	0	0	111,000	111,000	300,000
<hr/>					
Total revenues	40,344	37,877	111,200	121,200	300,020
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4490 Fees - Consulting	2,668	0	0	11,330	0
4640 Police/Fire mobile digital communications	96,780	0	0	0	0
4640 Police Cameras	0	0	0	0	126,278
4720 City Hall campus improvements	2,456	381,323	20,000	23,930	0
4730 Fire station remodeling	0	0	30,000	30,000	0
4730 Park Improvements	0	0	0	0	60,000
4759 City-wide sidewalk improvements	3,066	0	40,000	40,000	0
4930 Investment management fees	246	22	40	40	0
<hr/>					
Total expenditures	105,216	381,345	90,040	105,300	186,278
<hr/>					
Excess (deficit) of revenues over expenditures	(64,872)	(343,468)	21,160	15,900	113,742
Other financing sources (uses):					
Transfers in (out):					
General Fund					162,500
Environmental Utility Fund	0	0	10,000	10,000	0
<hr/>					
Net increase (decrease) in fund balance	(64,872)	(343,468)	31,160	25,900	276,242
Fund balance - January 1	75,146	10,274	(333,194)	(333,194)	(307,294)
<hr/>					
Fund balance - December 31	\$10,274	(\$333,194)	(\$302,034)	(\$307,294)	(\$31,052)

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Property Taxes:</u>					
3011 Current	\$0	\$0	\$0	\$0	\$0
3012 Delinquent	173	(7)	0	0	0
3017 Interest	15	1	0	0	0
<u>Intergovernmental:</u>					
3523 State homestead market value credit	0	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	13,729	14,480	0	0	6,430
3804 Sale of property	0	0	0	0	0
Total revenues	<u>13,917</u>	<u>14,474</u>	<u>0</u>	<u>0</u>	<u>6,430</u>
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4610 Fire trucks	0	0	0	0	0
4930 Investment management fees	1,407	1,332	0	0	420
Total expenditures	<u>1,407</u>	<u>1,332</u>	<u>0</u>	<u>0</u>	<u>420</u>
Excess (deficit) of revenues over expenditures	12,510	13,142	0	0	6,010
Transfer from General Fund					131,640
Fund balance - January 1	<u>290,058</u>	<u>302,568</u>	<u>315,710</u>	<u>315,710</u>	<u>315,710</u>
Fund balance - December 31	<u>\$302,568</u>	<u>\$315,710</u>	<u>\$315,710</u>	<u>\$315,710</u>	<u>\$453,360</u>

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$4,921	\$5,446	\$0	\$0	\$0
<hr/>					
Total revenues	4,921	5,446	0	0	0
<hr/>					
<u>Expenditures:</u>					
4160 Supplies - equipment	0	0	0	0	0
4480 Fees for service	0	0	0	0	0
4720 Land improvement	1,024	25,822	0	0	0
4930 Investment management fees	504	528	0	0	0
<hr/>					
Total expenditures	1,528	26,350	0	0	0
<hr/>					
Excess (deficit) of revenues over expenditures	3,393	(20,904)	0	0	0
<hr/>					
Other financing sources (uses): Bond proceeds	0	0	0	0	0
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Net increase (decrease) in fund balance	3,393	(20,904)	0	0	0
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Fund balance - January 1	98,367	101,760	80,856	80,856	80,856
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Fund balance - December 31	\$101,760	\$80,856	\$80,856	\$80,856	\$80,856
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CITY OF MAPLEWOOD, MINNESOTA
LEGACY VILLAGE TAX ABATEMENT DISTRICT FUND (431)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$65,044	\$72,221	\$1,880	\$1,880	\$0
Total revenues	65,044	72,221	1,880	1,880	0
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4710 Land purchase	0	0	0	0	0
4930 Investment management fees	6,665	6,848	120	120	0
Total expenditures	6,665	6,848	120	120	0
Excess (deficit) of revenues over expenditures	58,379	65,373	1,760	1,760	0
Other financing sources (uses):					
Note Payments		(179,978)			
Bond proceeds	0	0	0	0	0
Net increase (decrease) in fund balance	58,379	(114,605)	1,760	1,760	0
Prior Period Adjustment	1,392,720				
Fund balance - January 1	92,170	1,543,269	1,428,664	1,428,664	1,430,424
Fund balance - December 31	<u>\$1,543,269</u>	<u>\$1,428,664</u>	<u>\$1,430,424</u>	<u>\$1,430,424</u>	<u>\$1,430,424</u>

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$8,333	\$9,493	\$0	\$0	\$0
Total revenues	8,333	9,493	0	0	0
<u>Expenditures:</u>					
4930 Investment management fees	854	904	0	0	0
Total expenditures	854	904	0	0	0
Excess (deficit) of revenues over expenditures	7,479	8,589	0	0	0
Fund balance - January 1	176,100	183,579	192,168	192,168	192,168
Fund balance - December 31	\$183,579	\$192,168	\$192,168	\$192,168	\$192,168

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Property Taxes:</u>					
3012 Delinquent	\$70	\$74	\$0	\$0	\$0
3017 Interest	20	7	0	0	0
<u>Intergovernmental Revenue:</u>					
3534 County - other grants/aid	0	0	0	0	0
3544 Other Governments	0	4	0	0	0
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	38,304	49,583	9,790	9,790	18,800
3805 Developer charges	0	0	0	0	0
3809 Miscellaneous	0	0	0	0	0
3851 Park availability charges - residential	114,750	114,750	1,004,000	1,004,000	450,000
3852 Park availability charges - non-residential	397,133	255,794	0	0	0
<hr/>					
Total revenues	550,277	420,212	1,013,790	1,013,790	468,800
<hr/>					
<u>Expenditures:</u>					
4490 Consulting	0	0	0	0	0
4720 Park development projects	230,980	48,323	1,326,110	1,326,110	50,000
4730 Building improvement	2,000	0	0	0	0
4820 Interest payments	0	0	0	0	0
4930 Investment management fees	3,925	4,334	0	0	1,220
<hr/>					
Total expenditures	236,905	52,657	1,326,110	1,326,110	51,220
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Excess (deficit) of revenues over expenditures	313,372	367,555	(312,320)	(312,320)	417,580
 Other financing sources (uses):					
Transfers in (out):					
Public Improvement Project Fund	(21,300)	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	292,072	367,555	(312,320)	(312,320)	417,580
<hr/>					
Fund balance - January 1	592,878	884,950	1,252,505	1,252,505	940,185
<hr/>					
Fund balance - December 31	\$884,950	\$1,252,505	\$940,185	\$940,185	\$1,357,765

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Special Assessments:</u>					
3140	\$0	\$24,954	\$0	\$0	\$0
3160	1,675	1,784	0	0	0
<u>Intergovernmental Revenue:</u>					
3525	0	2,166,668	0	0	0
3534	4,500	0	0	0	0
3544		60,000			
<u>Miscellaneous Revenue:</u>					
3801	191,498	344,633	200,000	200,000	200,000
3804	0	0	0	0	0
3805	188,000	102,440	1,025,000	1,025,000	100,000
3809	52,448	635,637	0	0	0
<hr/>					
Total revenues	438,121	3,336,116	1,225,000	1,225,000	300,000
<hr/>					
<u>Expenditures:</u>					
Capital projects					
4920	10,208,059	14,604,457	13,800,000	13,800,000	9,900,000
4930	0	0	0	0	0
4930	19,623	28,188	0	0	0
<hr/>					
Total expenditures	10,227,682	14,632,645	13,800,000	13,800,000	9,900,000
<hr/>					
Excess (deficit) of revenues over expenditures	(9,789,561)	(11,296,529)	(12,575,000)	(12,575,000)	(9,600,000)
<hr/>					
<u>Other financing sources (uses):</u>					
Bond sale proceeds	5,994,250	14,889,239	14,000,000	14,000,000	7,000,000
Transfers in (out):	1,524,318	693,100			
Park Development Fund	0	0	0	0	0
Environmental Utility Fund	0	0	0	0	699,000
Street Construction State Aid Fund	0	0	0	0	0
Street Light Utility Fund	0	0	0	0	35,000
Sewer Fund	0	0	0	0	599,600
St. Paul WAC Fund	0	0	0	0	0
<hr/>					
Net increase (decrease) in fund balance	(2,270,993)	4,285,810	1,425,000	1,425,000	(1,266,400)
Fund balance - January 1	(911,719)	(3,182,712)	1,103,098	2,528,098	3,953,098
Fund balance - December 31	(\$3,182,712)	\$1,103,098	\$2,528,098	\$3,953,098	\$2,686,698

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3534 County - other grants/aid	\$0	\$0	\$0	\$0	\$0
3801 Investment earnings	10,611	11,138	0	0	0
3902 Premium on Bond Proceeds	1,757	0			
Total revenues	12,368	11,138	0	0	0
<u>Expenditures:</u>					
4160 Supplies - equipment	0	0	0	0	0
4165 Police	0	174,294			
4430 Repairs and Maintenance / Equipment	0	0			
4480 Fees for Service	9,076	0			
4761 Legal and Fiscal	3,546	0			
4920 Interest on interfund loan	0	0	0	0	0
4930 Investment management fees	1,087	1,201	0	0	0
Total expenditures	13,709	175,495	0	0	0
Excess (deficit) of revenues over expenditures	(1,341)	(164,357)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
General Fund	40,517	0	0	0	0
Bond proceeds	283,313	0	0	0	0
Net increase (decrease) in fund balance	322,489	(164,357)	0	0	0
Fund balance - January 1	(40,383)	282,106	117,749	117,749	117,749
Fund balance - December 31	\$282,106	\$117,749	\$117,749	\$117,749	\$117,749

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	\$5,274	\$0	\$0	\$0	\$0
Total revenues	5,274	0	0	0	0
<u>Expenditures:</u>					
4160 Supplies - Equipment	6,289	0	0	0	0
4165 Small Equipment	4,344	0	0	0	0
4480 Fees for service	6,316	0	0	0	0
4530 Outside rental	484	0	0	0	0
4630 Equipment - Office	13,407	0	0	0	0
4660 Building	287,387	0	0	0	0
4720 Land Improvements	20,533	0	0	0	0
4752 Outside engineering	1,285	0	0	0	0
4930 Investment management fees	541	0	0	0	0
Total expenditures	340,586	0	0	0	0
Excess (deficit) of revenues over expenditures	(335,312)	0	0	0	0
Other financing sources (uses):					
Proceeds from CIP bonds	0	0	0	0	0
Transfers in (out):					
Environmental Utility Fund	0	0	0	0	0
Fleet Management Fund	196,570	0	0	0	0
Net increase (decrease) in fund balance	(138,742)	0	0	0	0
Fund balance - January 1	139,481	739	739	739	739
Fund balance - December 31	\$739	\$739	\$739	\$739	\$739

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Property Taxes:</u>					
3011	\$0	\$0	\$0	\$0	\$0
3012	16	17	0	0	0
3017	4	2	0	0	0
<u>Intergovernmental Revenue:</u>					
3544	0	0	0	0	0
<u>Miscellaneous Revenue:</u>					
3801	0	0	0	0	0
3802	0	0	0	0	0
3804	0	0	0	0	0
3809	73	(2)	0	0	300,000
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Total revenues	93	17	0	0	300,000
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<u>Expenditures:</u>					
4120	0	0	0	0	0
4480	0	0	0	0	0
4490	0	0	0	0	0
4720	0	0	0	0	0
4752	0	0	0	0	0
4920	1,979	2,055	900	900	900
4930	0	0	20	20	30
<hr/>					
Total expenditures	1,979	2,055	920	920	930
<hr/>					
Excess (deficit) of revenues over expenditures	(1,886)	(2,038)	(920)	(920)	299,070
Fund balance - January 1	(41,657)	(43,543)	(45,581)	(45,581)	(46,501)
Fund balance - December 31	(\$43,543)	(\$45,581)	(\$46,501)	(\$46,501)	\$252,569
Fund balance/expenditures	-2200.3%	-2218.1%	-5054.5%	-5054.5%	27158.0%

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3801 Investment earnings	\$2,082	\$899	\$0	\$0	\$0
Total revenues	2,082	899	0	0	0
<u>Expenditures:</u>					
4751 Awarded Construction Contracts	100,735	0	0	0	0
4752 Outside engineering	11,202	9,286	0	0	0
4759 Other construction costs	0	0	0	0	0
4930 Investment management fees	213	98	0	0	0
Total expenditures	112,150	9,384	0	0	0
Excess (deficit) of revenues over expenditures	(110,068)	(8,485)	0	0	0
Other financing sources (uses):					
Transfers in (out):					
Sewer Fund	70,000	0	0	0	0
Net increase (decrease) in fund balance	(40,068)	(8,485)	0	0	0
Fund balance - January 1	47,070	7,002	(1,483)	(1,483)	(1,483)
Fund balance - December 31	\$7,002	(\$1,483)	(\$1,483)	(\$1,483)	(\$1,483)

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$28,788	\$33,316	\$33,440	\$33,440	\$32,099
3801 Investment earnings	360	761	20	20	0
<hr/>					
Total revenues	29,148	34,077	33,460	33,460	32,099
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<u>Expenditures:</u>					
4480 Fees for service	251	297	270	270	270
4820 Interest payments	25,909	29,985	26,000	26,000	28,023
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment Management Fees	37	58	0	0	0
4950 Administrative charges - General Fund	0	0	160	160	693
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Total expenditures	26,197	30,340	26,430	26,430	28,986
<hr/>					
Excess (deficit) of revenues over expenditures	2,951	3,737	7,030	7,030	3,113
Fund balance - January 1	(1,475)	1,476	5,213	5,213	12,243
Fund balance - December 31	<u>\$1,476</u>	<u>\$5,213</u>	<u>\$12,243</u>	<u>\$12,243</u>	<u>\$15,356</u>

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$84,625	\$83,122	\$83,420	\$83,420	\$81,934
3801 Investment earnings	1,444	1,168	80	80	0
Total revenues	86,069	84,290	83,500	83,500	81,934
<u>Expenditures:</u>					
4480 Fees for service	241	288	260	260	260
4930 Investment management fees	148	108	10	10	10
4950 Administrative charges - General Fund	0	0	160	160	2,188
Total expenditures	389	396	430	430	2,458
Excess (deficit) of revenues over expenditures	85,680	83,894	83,070	83,070	79,476
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(85,400)	(84,580)	(84,580)	(84,580)	(84,580)
Net increase (decrease) in fund balance	280	(686)	(1,510)	(1,510)	(5,104)
Fund balance - January 1	4,108	4,388	3,702	3,702	2,192
Fund balance - December 31	\$4,388	\$3,702	\$2,192	\$2,192	(\$2,912)

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$171,375	\$133,004	\$133,480	\$133,480	\$136,733
3801 Investment earnings	3,348	1,764	160	160	0
Total revenues	174,723	134,768	133,640	133,640	136,733
<u>Expenditures:</u>					
4480 Fees for service	334	288	260	260	260
4930 Investment management fees	343	175	10	10	10
4950 Administrative charges - General Fund	0	0	160	160	3,832
Total expenditures	677	463	430	430	4,102
Excess (deficit) of revenues over expenditures	174,046	134,305	133,210	133,210	132,631
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(173,600)	(161,090)	(161,090)	(161,090)	(161,090)
Net increase (decrease) in fund balance	446	(26,785)	(27,880)	(27,880)	(28,459)
Fund balance - January 1	7,835	8,281	(18,504)	(18,504)	(46,384)
Fund balance - December 31	\$8,281	(\$18,504)	(\$46,384)	(\$46,384)	(\$74,843)

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$51,346	\$49,393	\$49,570	\$49,570	\$50,767
3801 Investment earnings	873	688	50	50	0
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Total revenues	52,219	50,081	49,620	49,620	50,767
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<u>Expenditures:</u>					
4480 Fees for service	260	307	280	280	280
4930 Investment management fees	90	64	0	0	0
4950 Administrative charges - General Fund	0	0	160	160	134
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Total expenditures	350	371	440	440	414
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Excess (deficit) of revenues over expenditures	51,869	49,710	49,180	49,180	50,353
Other financing sources (uses):					
Transfers in (out):					
1993 Tax Increment Bonds	(51,700)	(51,140)	(51,140)	(51,140)	(51,140)
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Net increase (decrease) in fund balance	169	(1,430)	(1,960)	(1,960)	(787)
Fund balance - January 1	2,503	2,672	1,242	1,242	(718)
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Fund balance - December 31	\$2,672	\$1,242	(\$718)	(\$718)	(\$1,505)
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-4 FUND (416)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$29,943	\$31,029	\$31,140	\$31,140	\$32,750
3801 Investment earnings	417	617	110	110	0
<hr/>					
Total revenues	30,360	31,646	31,250	31,250	32,750
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<u>Expenditures:</u>					
4480 Fees for service	251	297	270	270	270
4820 Interest payments	29,943	31,030	30,050	30,050	0
4930 Investment management fees	43	57	10	10	10
4950 Administrative charges - General Fund	0	0	160	160	58
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Total expenditures	30,237	31,384	30,490	30,490	338
<hr/>					
Excess (deficit) of revenues over expenditures	123	262	760	760	32,412
Other financing sources (uses):					
Transfers in (out):					
1999 Tax Increment Bonds					(32,412)
<hr/>					
Fund balance - January 1	5,736	5,859	5,793	6,121	6,881
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Fund balance - December 31	\$5,859	\$6,121	\$6,553	\$6,881	\$6,881
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-5 FUND (417)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$24,760	\$23,841	\$23,930	\$23,930	\$23,930
3801 Investment earnings	413	572	120	120	120
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Total revenues	25,173	24,413	24,050	24,050	24,050
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<u>Expenditures:</u>					
4480 Fees for service	251	297	270	270	270
4820 Interest payments	24,760	23,842	24,850	24,850	12,331
4930 Investment management fees	42	53	10	10	10
4950 Administrative charges - General Fund	0	0	160	160	55
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Total expenditures	25,053	24,192	25,290	25,290	12,666
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Excess (deficit) of revenues over expenditures	120	221	(1,240)	(1,240)	11,384
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Fund balance - January 1	6,230	6,350	6,571	6,571	5,331
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Fund balance - December 31	\$6,350	\$6,571	\$5,331	\$5,331	\$16,715
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-6 FUND (418)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$66,104	\$64,872	\$65,110	\$65,110	\$62,335
3801 Investment earnings	6,176	7,663	2,610	2,610	2,610
<hr/>					
Total revenues	72,280	72,535	67,720	67,720	64,945
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	251	297	270	270	270
4820 Interest payments	59,494	58,384	59,710	59,710	61,523
4930 Investment management fees	633	725	170	170	170
4950 Administrative charges - General Fund	0	0	160	160	372
<hr/>					
Total expenditures	60,378	59,406	60,310	60,310	62,335
<hr/>					
Excess (deficit) of revenues over expenditures	11,902	13,129	7,410	7,410	2,610
<hr/>					
Fund balance - January 1	122,171	134,073	147,202	147,202	154,612
<hr/>					
Fund balance - December 31	\$134,073	\$147,202	\$154,612	\$154,612	\$157,222

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$20,642	\$19,876	\$19,950	\$19,950	\$20,467
3801 Investment Earnings	\$218	\$496	\$0	\$0	\$0
<hr/>					
Total revenues	20,860	20,372	19,950	19,950	20,467
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	327	288	260	260	260
4820 Interest payments	19,404	18,683	19,480	19,480	18,861
4920 Interest on interfund loans	0	0	20	20	20
4930 Investment Management Fees	22	40	0	0	0
4950 Administrative charges - General Fund	0	0	160	160	334
<hr/>					
Total expenditures	19,753	19,011	19,920	19,920	19,475
<hr/>					
Excess (deficit) of revenues over expenditures	1,107	1,361	30	30	992
Fund balance - January 1	(1,621)	(514)	847	847	877
<hr/>					
Fund balance - December 31	(\$514)	\$847	\$877	\$877	\$1,869
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CITY OF MAPLEWOOD, MINNESOTA
TAX INCREMENT HOUSING DISTRICT #1-8 FUND (429)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Revenues:</u>					
3015 Tax increments	\$72,622	\$69,928	\$70,180	\$70,180	\$72,245
3801 Investment earnings	458	1,201	150	150	1,000
<hr/>					
Total revenues	73,080	71,129	70,330	70,330	73,245
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	327	288	260	260	260
4820 Interest payments	65,360	62,936	65,590	65,590	65,021
4920 Interest on interfund loans	0	0	0	0	0
4930 Investment management fees	47	108	10	10	10
4950 Administrative charges - General Fund	0	0	160	160	6,955
<hr/>					
Total expenditures	65,734	63,332	66,020	66,020	72,246
<hr/>					
Excess (deficit) of revenues over expenditures	7,346	7,797	4,310	4,310	999
<hr/>					
Fund balance - January 1	554	7,900	15,697	15,697	20,007
<hr/>					
Fund balance - December 31	\$7,900	\$15,697	\$20,007	\$20,007	\$21,006

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$0	\$9,500	\$9,500	\$9,500
3801 Investment earnings	683	1,360	590	590	140
3808 Water availability charge	0	0	0	0	0
Total revenues	683	1,360	10,090	10,090	9,640
<u>Expenditures:</u>					
4485 Fees for utility billing	0	0	100	100	0
4930 Investment management fees	152	139	40	40	10
Total expenditures	152	139	140	140	10
Excess (deficit) of revenues over expenditures	531	1,221	9,950	9,950	9,630
Fund balance - January 1	28,213	28,744	29,965	29,965	39,915
Fund balance - December 31	\$28,744	\$29,965	\$39,915	\$39,915	\$49,545

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$67,259	\$84,415	\$74,000	\$74,000	\$94,000
3801 Investment earnings	4,767	5,463	2,640	2,640	3,440
3808 Water availability charge	44,058	34,056	58,230	58,230	83,692
<hr/>					
Total revenues	116,084	123,934	134,870	134,870	181,132
<hr/>					
<u>Expenditures:</u>					
4480 Fees for service	0	0	0	0	0
4485 Fees for utility billing	828	2,374	800	800	800
4759 Capital projects	0	0	0	0	0
4930 Investment management fees	488	484	170	170	220
<hr/>					
Total expenditures	1,316	2,858	970	970	1,020
<hr/>					
Excess (deficit) of revenues over expenditures	114,768	121,076	133,900	133,900	180,112
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Other financing sources (uses):					
Operating transfers in (out):					
Public Improvement Project Fund	(62,591)	(158,460)	(80,000)	(80,000)	0
1993 G.O. Imp. Refunding Bonds	0	0	(33,460)	(33,460)	(33,460)
<hr/>					
Net increase (decrease) in fund balance	52,177	(37,384)	20,440	20,440	146,652
<hr/>					
Fund balance - January 1	71,728	123,905	86,521	86,521	106,961
<hr/>					
Fund balance - December 31	\$123,905	\$86,521	\$106,961	\$106,961	\$253,613

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.

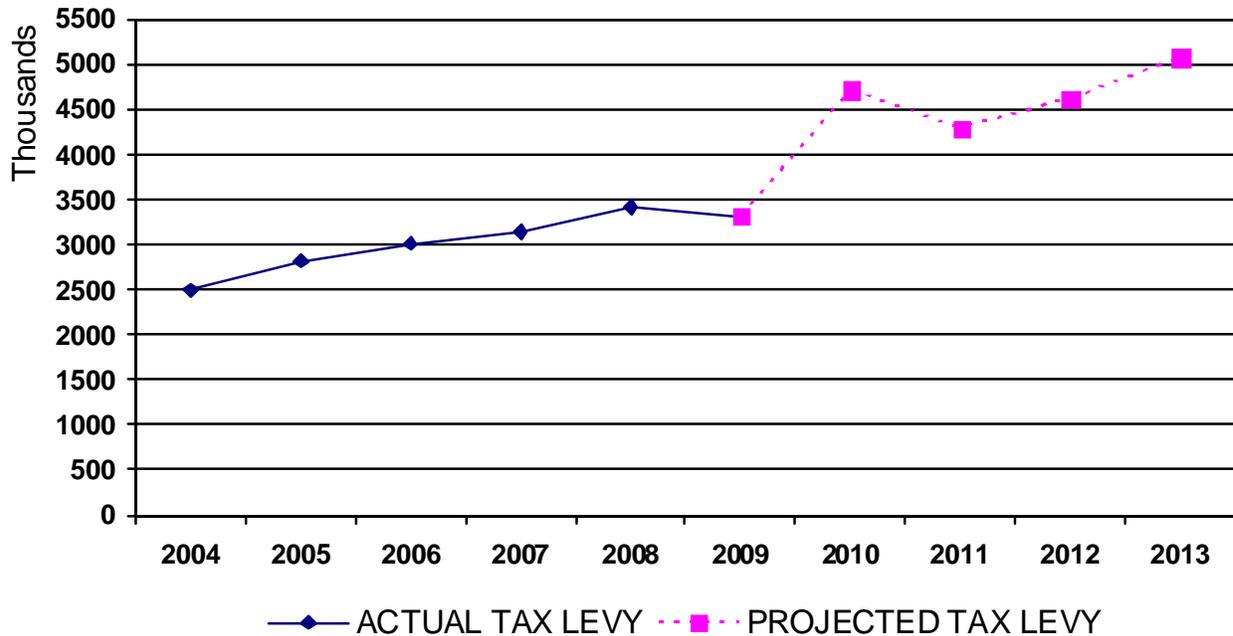
The 2009 Budget for the Debt Service Fund includes a tax levy of \$3,311,655 which is a 3.2% decrease over 2008. The following table lists a breakdown by bond issue type along with a comparison for 2008:

BREAKDOWN OF LEVY BY BOND ISSUE TYPE		
2008	2009	
\$1,601,715	\$1,918,015	Public Works Improvement Bonds
846,752	729,921	Tax Increment Bonds
403,000	403,500	Open Space Bonds
203,458	191,969	Tax Abatement Bonds
50,000	68,250	Equipment Certificates
317,000	0	Fire Safety Bonds
\$3,421,925	\$3,311,655	TOTAL

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

The graph below shows how debt service tax levies have changed annually over the past six years and how they will change annually through 2013. The amounts listed are for existing bond issues. Debt service tax levies in future operating budgets through the year 2013 will increase annually by an average of 12.7%.

DEBT SERVICE TAX LEVIES 2002 TO 2013 - ACTUAL AND PROJECTED



Revenues for the 2009 Debt Service Budget total \$5,524,585 and consist of property taxes, special assessments, state street aid and investment interest. Property tax revenue totals \$3,311,655 and is based upon the assumption that 97.7% of the tax levy will be collected. Anticipated 2009 revenues from special assessments are \$1,600,000, state street aid is \$461,010 and investment interest will be approximately \$151,920.

Expenditures for the 2009 Debt Service Budget total \$8,968,825 and consist primarily of principal and interest payments on bond issues. The difference between expenditures and revenues in the 2008 Debt Service Budget will be financed by fund balances and transfers in from other funds.

On December 31, 2008, the City's debt outstanding will be \$71,922,297. This is an increase of 7.0% over the balance on December 31, 2007. On December 31, 2009, the City's debt outstanding will be \$71,517,297, which is a decrease of 0.6% from the balance on December 31, 2008.

Two Year Comparison of Changes in General Long-Term Debt Payable		
Debt payable - January 1:	2008	2009
Tax Increment Bonds	\$4,587,297	\$3,942,297
Open Space Bonds	2,315,000	2,020,000
Public Works Improvement Bonds	45,915,000	53,335,000
Sewer Revenue Bonds	1,120,000	995,000
Equipment Certificates	240,000	185,000
Fire Safety Bonds	5,575,000	5,435,000
Tax Abatement Bonds	4,850,000	4,565,000
MSA Bonds	4,545,000	4,275,000
Capital Improvement Plan Bonds	625,000	600,000
Total debt payable – January 1	69,772,297	75,352,297
New debt issues	11,040,000	8,065,000
Debt retired/refunded	5,460,000	8,630,000
Total debt payable - December 31	75,352,297	74,787,297
Escrow balance for bonds to be called	2,592,154	0
Net debt outstanding – December 31	72,760,143	74,787,297
Percent increase (decrease)	8.0%	2.8%

The anticipated new debt for 2009 is for public improvements.

DEBT CAPACITY

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

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

The analysis of Maplewood's debt capacity included a review of data for the past five years on debt ratios and bond ratings. Also, the analysis included a projection of future debt transactions, population changes, tax base growth, and debt ratios. The projected debt ratios indicate that Maplewood will probably be able to maintain its present bond rating through 2013.

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 five bond issues that will be subject to the debt limit: the Open Space Bonds, Fire Safety Bonds, Refunding Bonds, Capital Improvement Plan Bonds and Equipment Certificates.

The difference between the statutory debt limit and the bonds outstanding that are covered by the debt limit is referred to as the legal debt margin. The table on the next page shows Maplewood's legal debt margin for the years 2009-2013. 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

	2009	2010	2011	2012	2013
Market value of taxable property	\$4,175,800,000	\$4,323,144,000	\$4,519,023,000	\$4,723,655,000	\$4,926,824,000
Statutory debt limit: 3.0% of market value	125,274,000	129,694,320	135,570,690	141,709,650	147,804,720
<u>Amount of debt applicable to debt limit:</u>					
Open Space Refunding Bonds 2002D	1,715,000	1,400,000	1,070,000	725,000	365,000
Capital Improvement Plan Bonds 2004D	575,000	545,000	515,000	485,000	455,000
Equipment Certificates 2006B	125,000	65,000	0	0	0
Total debt applicable to debt limit	2,415,000	2,010,000	1,585,000	1,210,000	820,000
Legal debt margin	122,859,000	127,684,320	133,985,690	140,499,650	146,984,720

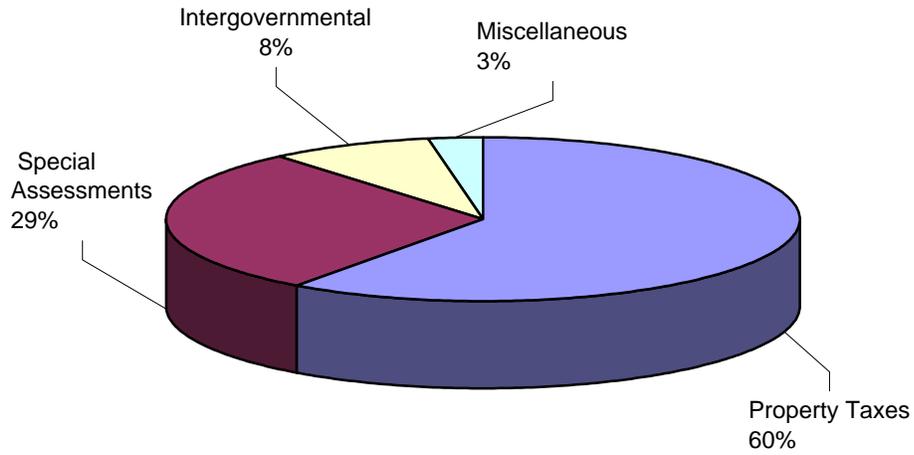
BOND RATINGS

City bond issues are assigned ratings by Moody's Investor Services. In 1989, Moody's improved the City's rating from "A-1" to "Aa". The improved rating was due to "continued growth and diversification of the City's economy, strength and long-term stability of its dominant taxpayer and well maintained finances" according to the Moody's Credit Report.

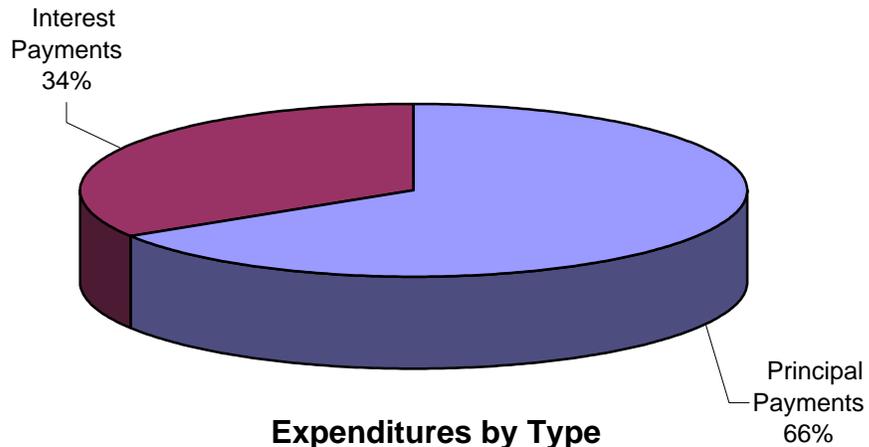
In 1997 Moody's revised their rating scale and the "Aa" rating was replaced with "Aa2" and "Aa3" ratings. Maplewood has the "Aa2" rating which is the higher of the two new ratings. Only 13.7% of Moody's ratings nationwide were "Aa2" or better in November 2005. There are only two ratings higher than "Aa2";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

2009 DEBT SERVICE BUDGET

Summary of Revenues and Expenditures



Revenues by Source
\$5.5 Million



Expenditures by Type
\$9.0 Million

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
Revenues:					
<u>Property Taxes:</u>					
3011 Current	\$2,866,057	\$2,989,640	\$3,421,925	\$3,421,925	\$3,311,655
3012 Delinquent	5,005	16,293	0	0	0
3017 Interest	284	1,392	0	0	0
<u>Special Assessments:</u>					
3110 Current	1,259,703	1,130,531	1,400,000	1,400,000	1,600,000
3130 Delinquent	24,293	24,321	0	0	0
3140 Deferred	1,146,025	2,878,608	0	0	0
3160 Penalties	14,867	5,840	0	0	0
<u>Intergovernmental Revenue:</u>					
3523 State homestead credit aid	0	82,636	0	0	0
3525 State street construction aid	270,000	270,000	270,000	270,000	270,000
3526 State street maintenance aid	255,209	191,013	191,010	191,010	191,010
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	343,683	399,544	151,920	151,920	151,920
Total revenues	6,185,126	7,989,818	5,434,855	5,434,855	5,524,585

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

ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL BUDGET	2008 RE-EST.	2009 BUDGET
<u>Expenditures:</u>					
<u>Debt Service:</u>					
4810 Principal:					
Regular	4,065,000	4,220,000	4,420,000	4,420,000	5,905,000
Called bonds	0	0	0	0	0
4820 Interest	2,114,245	2,324,423	2,322,564	2,322,564	3,009,575
4840 Paying agent fees	6,773	7,319	7,410	7,410	7,410
<u>Other Charges:</u>					
4480 Fees for service	14,838	5,697	6,300	6,300	6,300
4920 Interest on interfund loans	26,025	22,414	12,240	12,240	12,240
4930 Investment management fees	25,841	28,294	5,910	5,910	28,300
Total expenditures	<u>6,252,722</u>	<u>6,608,146</u>	<u>6,774,424</u>	<u>6,774,424</u>	<u>8,968,825</u>
Excess (deficit) of revenues over expenditures	(67,596)	1,381,672	(1,339,569)	(1,339,569)	(3,444,240)
Other financing sources (uses):					
Bond proceeds (net)	97,437	309,784	0	0	0
Transfers in (out):					
Debt Service Sub-Fund (in)	459,080	474,260	0	0	0
Debt Service Sub-Fund (out)	0	0	0	0	0
Capital Projects Funds	0	0	0	0	0
General Fund	0	0	0	166,560	661,125
Sewer Fund	0	0	0	0	0
Tax Increment Funds	0	0	225,680	225,680	258,092
WAC Fund - St. Paul District	0	0	0	0	0
Net increase (decrease) in fund balance	488,921	2,165,716	(1,113,889)	(947,329)	(2,525,023)
Fund balance - January 1	<u>9,553,148</u>	<u>10,042,069</u>	<u>12,207,785</u>	<u>11,093,896</u>	<u>10,146,567</u>
Fund balance - December 31	<u>\$10,042,069</u>	<u>\$12,207,785</u>	<u>\$11,093,896</u>	<u>\$10,146,567</u>	<u>\$7,621,544</u>

CITY OF MAPLEWOOD, MINNESOTA

BUDGET PROCESS

BUDGET PREPARATION

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

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

In May, the Acting City Manager and Finance Director 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 Acting City Manager and Finance Director. The Finance Director prepares a listing of recommended tentative revisions to department requests based upon an in-depth review of the requests.

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

CITY OF MAPLEWOOD, MINNESOTA

BUDGET PROCESS

BUDGET REVIEW BY CITY COUNCIL

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

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

BUDGET ADOPTION

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

BUDGET CALENDAR

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

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

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

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

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

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

CITY OF MAPLEWOOD, MINNESOTA BUDGET PROCESS

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

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

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

BUDGET AMENDMENTS

Budget appropriations are by department total within each fund rather than by line item (i.e., account). Budget changes that involve the transfer of appropriations among accounts only require the approval of the Acting 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 Acting City Manager or designee, the procedure involves the appropriate department head completing a budget transfer request form on which the following is indicated: budget transfer amount, accounts involved, purpose, justification, date approved by department head, and department head initials. This form is submitted to the Finance Director for review. Upon approval by the Finance Director, a copy of the form is given to the department head.

BASIS OF BUDGETING

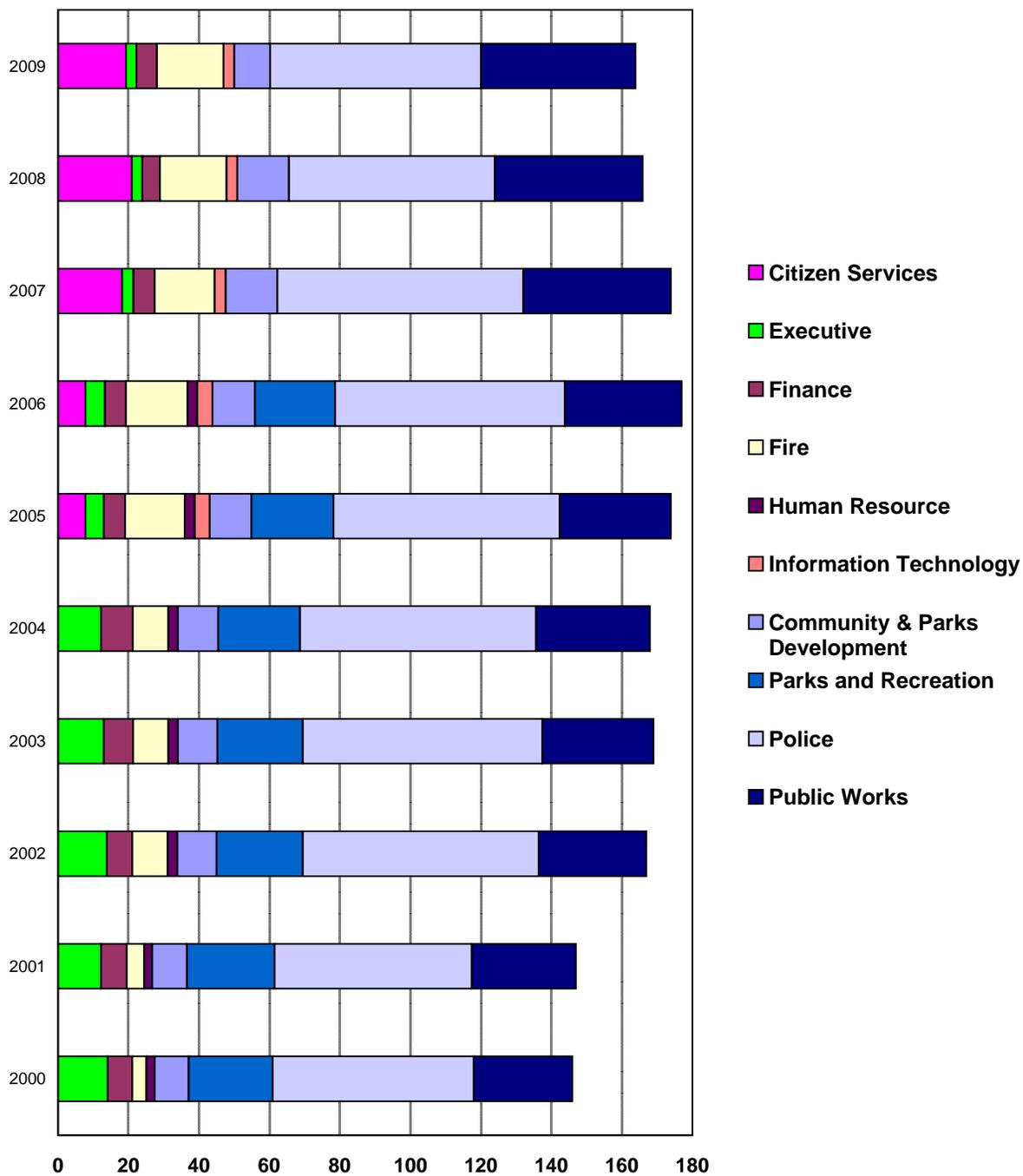
The modified accrual basis was used for the budgets for most of the funds in the budget. Under this basis, revenues are recognized in the accounting period that they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.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

SUMMARY OF PERSONNEL

BUDGETED FULL-TIME REGULAR EMPLOYEES

By Department

2000-2009



CITY OF MAPLEWOOD, MINNESOTA

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

By Department and Fund
2000-2009

By Department:	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Citizen Services	-	-	-	-	-	7.75	7.75	18.20	20.90	19.30
Executive	14.11	12.23	13.85	13.04	12.25	5.27	5.54	3.20	3.00	3.00
Finance	7.00	7.26	7.26	8.26	9.00	6.00	6.00	6.00	5.00	5.75
Fire	4.00	5.00	10.00	10.00	10.00	17.00	17.50	17.09	18.89	18.94
Human Resource	2.30	2.22	2.75	2.75	2.75	2.75	2.75	0.00	0.00	0.00
Information Technology	-	-	-	-	-	4.25	4.25	3.10	3.10	3.00
Community & Parks Development	9.69	9.94	11.16	11.20	11.48	11.85	12.10	14.66	14.66	10.20
Parks and Recreation	23.85	24.80	24.43	24.20	23.17	23.33	22.76	0.00	0.00	0.00
Police	57.00	56.00	67.00	68.00	67.00	64.20	65.20	69.80	58.40	59.80
Public Works	28.05	29.55	30.55	31.55	32.35	31.60	33.15	41.95	42.05	43.95
Totals	146.00	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00	163.94

By Fund:	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
General Fund	123.43	122.98	143.78	144.63	139.46	131.72	135.84	132.29	124.27	125.26
Information Technology Fund	1.26	1.26	1.26	2.26	3.00	4.25	4.25	3.10	3.10	3.00
Rec. Programs Fund	4.30	4.30	4.30	4.30	4.10	4.10	4.10	3.60	3.38	2.88
Community Center Fund	8.35	8.80	8.00	8.15	6.03	7.08	6.81	7.60	8.00	7.50
Environmental Utility Fund	-	-	-	-	5.50	5.75	5.55	6.50	6.50	5.60
Ambulance Service Fund	-	-	-	-	-	11.60	10.70	11.71	11.25	10.40
Recycling Fund	-	-	-	-	0.25	0.25	0.25	0.35	0.40	0.40
Sewer Fund	6.33	6.33	6.33	6.33	6.08	6.00	6.25	5.60	5.90	5.80
Fleet Management Fund	2.33	3.33	3.33	3.33	3.58	3.25	3.25	3.25	3.20	3.10
Totals	146.00	147.00	167.00	169.00	168.00	174.00	177.00	174.00	166.00	163.94

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>CITIZEN SERVICES DEPARTMENT</u>					
101-111	Public Relations:				
	Marketing/Public Relations	0.00	0.00	0.00	1.00
	Events & Marketing Coordinator	0.00	0.00	0.00	0.50
101-301	Administration:				
	City Clerk	1.00	0.00	0.00	0.00
	Citizen Services Manager	0.00	1.00	1.00	1.00
	Citizen Services Supervisor	0.00	1.00	1.00	1.00
	Administrative Assistant	0.00	1.00	0.80	0.80
	Business Licensing Specialist	1.00	1.00	1.00	1.00
	Deputy Clerk	1.00	0.00	0.00	0.00
	Office Specialists	0.75	0.00	1.00	0.00
101-303	Deputy Registrar:				
	Licensing Specialist	3.00	2.00	3.60	2.63
	Lead Licensing Specialist	1.00	1.00	1.00	1.00
602-611	Community Center Administration:				
	Director	0.00	1.00	1.00	0.10
	Fitness/Operations Director	0.00	0.50	0.50	1.00
	Membership Sales/Retention	0.00	1.00	1.00	1.00
	Customer Service Supervisor	0.00	0.70	0.75	1.00
	Customer Service Representative	0.00	1.00	1.00	1.00
602-614	Community Center Building Maintenance:				
	Chief Building Engineer	0.00	0.40	0.40	0.40
	Lead Building Custodian	0.00	1.00	1.00	1.00
	Facility Technician	0.00	1.00	1.00	1.00
602-612	Community Center Recreation Activities:				
	Aquatics Program Supervisor	0.00	1.00	1.00	1.00
206-603	Recreation Programs:				
	Events/Marketing Coordinator	0.00	0.20	0.20	0.50
	Recreation Program Supervisor	0.00	2.00	2.00	2.00
	Recreation Program Supervisor II	0.00	1.00	1.00	0.00
	Office Specialists	0.00	0.40	0.40	0.38
	Citizen Services Department Total	<u>7.75</u>	<u>18.20</u>	<u>20.65</u>	<u>19.30</u>

EXECUTIVE DEPARTMENT

101-115	Building Operations:				
	Chief Building Engineer	1.00	0.00	0.00	0.00
	Facility Technician	1.00	0.00	0.00	0.00
	Building Maintenance Worker	1.00	0.00	0.00	0.00
101-102	Executive:				
	City Manager	1.00	1.00	1.00	1.00
	Assistant City Manager/Community Development Director	0.40	0.00	0.00	0.00
	Sr. Administrative Assistant	0.50	0.50	0.50	0.50
101-116	HR Administration:				

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
	Human Resource Representative	0.00	1.00	1.00	1.00
	Sr. Administrative Assistant	0.00	0.50	0.50	0.50
101-111	Public Relations:				
	Events & Marketing Coordinator	0.30	0.00	0.00	0.00
	Marketing/Public Relations Specialist	0.34	0.10	0.00	0.00
	Sales Director	0.00	0.10	0.00	0.00
	Executive Department Total	<u>5.54</u>	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>
<u>FINANCE</u>					
101-202	Accounting:				
	Assistant Finance Director	1.00	1.00	1.00	1.00
	Accounting Technician	1.00	1.00	0.00	0.75
	Payroll Technician	1.00	1.00	1.00	1.00
101-201	Administration:				
	Finance Director	1.00	0.00	0.00	1.00
	Director of Finance and Administration Manager	0.00	1.00	1.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
606-203	Ambulance Service Billing:				
	Accounting Technician	1.00	1.00	1.00	1.00
	Finance Department Total	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.75</u>
<u>FIRE DEPARTMENT</u>					
101-411	Administration:				
	Fire Chief	1.00	1.00	1.00	1.00
	Deputy Fire Chief	1.00	0.00	0.00	0.00
	Assistant Fire Chief/Fire Marshal	0.00	0.50	0.40	0.40
	Administrative Assistant	1.00	1.00	1.00	1.00
101-405	Fire Prevention:				
	Assistant Fire Chief/Fire Marshal	0.00	0.50	0.60	0.60
	Fire Marshal	0.55	0.00	0.00	0.00
101-404	Fire Suppression:				
	Captain	1.10	0.74	0.74	0.74
	EMS Director	0.00	0.05	0.05	0.00
	Paramedic Coordinator	0.05	0.00	0.00	0.05
	Firefighter	3.85	3.33	3.70	4.81
	Fire Marshal	0.25	0.00	0.00	0.00
606-403	Emergency Medical Services:				
	Captain	0.90	1.26	1.26	1.26
	Sergeant	0.60	0.30	0.20	0.30
	EMS Director	0.00	0.95	0.95	0.00
	Paramedic Coordinator	0.95	0.00	0.00	0.95
	Police Officer	1.20	1.00	0.90	0.90
	Firefighter	5.05	5.67	6.93	6.93
	Fire Department Total	<u>17.50</u>	<u>16.30</u>	<u>17.73</u>	<u>18.94</u>

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>HUMAN RESOURCE DEPARTMENT</u>					
101-116	Administration				
	Human Resource Director	1.00	0.00	0.00	0.00
	Human Resource Representative	1.00	0.00	0.00	0.00
	Sr. Administrative Assistant	0.50	0.00	0.00	0.00
	Receptionist	0.25	0.00	0.00	0.00
	Human Resource Total	2.75	0.00	0.00	0.00
<u>INFORMATION TECHNOLOGY</u>					
703-118	Information Technology Services:				
	IT Director	1.00	1.00	1.00	1.00
	IT/Network Analyst	1.00	1.00	1.00	1.00
	GIS Analyst	1.00	1.00	1.00	1.00
	IT Technician	1.00	0.00	0.00	0.00
703-121	Phone Services:				
	Operations Analyst	0.25	0.10	0.10	0.00
	Information Technology Total	4.25	3.10	3.10	3.00
<u>COMMUNITY & PARKS DEVELOPMENT</u>					
101-701	Administration:				
	Community & Parks Development Director	0.60	0.00	0.00	0.25
	Building Official	0.00	0.50	0.50	0.50
	Senior Planner	1.00	1.00	1.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Office Specialist	1.00	1.00	1.00	1.00
101-703	Building Inspections:				
	Building Official	1.00	0.50	0.50	0.50
	Assistant Building Official	1.00	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00	2.00
	Building Inspector Apprentice	1.00	1.00	1.00	0.00
	Senior Engineering Technician	0.95	0.95	0.95	0.95
101-115	Building Operations:				
	Chief Building Engineer	0.00	0.60	0.60	0.00
	Facility Technician	0.00	1.00	1.00	0.00
	Building Maintenance Worker	0.00	1.00	1.00	0.00
101-707	Code Enforcement				
	Firefighter	0.10	0.11	0.11	0.00
	Fire Marshal	0.20	0.00	0.00	0.00
	Code Enforcement Inspector	0.00	1.00	1.00	0.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
101-702	Planning:				
	Senior Planner	0.00	0.00	0.00	1.00
	Associate Planner	2.00	2.00	2.00	1.00
	Environmental Planner	0.00	0.00	0.00	1.00
605-706	Recycling				
	Environmental Manager	0.25	0.00	0.00	0.00
Community & Parks Development Total		12.10	14.66	14.66	10.20

PARKS AND RECREATION DEPARTMENT

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

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
 BUDGETED FULL-TIME REGULAR EMPLOYEES
 2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>POLICE DEPARTMENT</u>					
101-401	Administration:				
	Police Chief	1.00	1.00	1.00	1.00
	Public Safety Manager	1.00	1.00	1.00	0.00
	Deputy Police Chief	0.00	0.00	0.00	1.00
	Administrative Operations Manager	1.00	1.00	1.00	0.00
	Administrative Assistant	1.00	1.00	1.00	1.00
	Police Records Specialist	3.00	3.00	3.00	3.00
101-409	Investigations				
	Lieutenant	1.00	1.00	1.00	1.00
	Police Officer	5.70	5.80	5.80	7.60
	Technical Assistant	0.00	0.00	0.00	1.00
101-402	Police Services:				
	Lieutenant	2.00	2.00	2.00	2.00
	Sergeant	8.40	6.70	5.10	7.70
	Police Officer	31.10	37.30	37.30	34.50
101-406	Dispatching Services:				
	Public Safety Communications Manager	1.00	1.00	0.00	0.00
	Communications Center Supervisor	1.00	1.00	0.00	0.00
	Dispatcher	7.00	7.00	0.00	0.00
606-406	Ambulance Dispatching:				
	Dispatcher	1.00	1.00	0.00	0.00
	Police Department Total	65.20	69.80	58.20	59.80
<u>PUBLIC WORKS DEPARTMENT</u>					
101-115	Building Operations:				
	Chief Building Engineer	0.00	0.60	0.60	0.50
	Facility Technician	0.00	1.00	1.00	1.90
	Building Maintenance Worker	0.00	1.00	1.00	0.90
101-501	Administration:				
	Public Works Director	1.00	1.00	1.00	1.00
	Operations Analyst	0.25	0.20	0.20	0.20
	Administrative Assistant	0.75	0.75	0.75	0.75
101-503	Engineering:				
	Assistant City Engineer	1.00	1.00	1.00	1.00
	Civil Engineer I	1.75	2.75	1.75	1.75
	Civil Engineer II	1.00	0.00	1.00	1.00
	Naturalist	0.20	0.20	0.00	0.00
	Senior Engineering Technician	3.05	2.30	3.05	3.05
	Engineering Technician	2.00	2.75	2.00	2.00
604-604	Environmental Utility/Nature Center:				
	Lead Naturalist	0.00	0.25	0.25	0.55
702-509	Fleet Management				
	Operations Analyst	0.00	0.00	0.00	0.00

CITY OF MAPLEWOOD, MINNESOTA
LISTING OF PERSONNEL POSITIONS
BUDGETED FULL-TIME REGULAR EMPLOYEES
2006-2009

<u>CODE</u>		<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
	Superintendent	0.25	0.25	0.25	0.25
	Crew Chief	1.00	1.00	0.95	0.95
	Heavy Equipment Mechanic	2.00	2.00	1.90	1.90
101-604	Nature Center:				
	Lead Naturalist	0.00	0.75	0.75	0.45
101-605	Open Space				
	Naturalist	0.00	0.30	0.30	0.30
101-602	Park Maintenance:				
	Foreman	0.00	1.00	1.00	1.00
	Maintenance Worker	0.00	6.50	6.50	6.50
601-508	Sanitary Sewer Operations:				
	Operations Analyst	0.25	0.30	0.30	0.30
	Superintendent	0.75	0.75	0.75	0.75
	Crew Chief	1.00	1.00	1.00	1.00
	Maintenance Worker	4.00	3.30	3.50	3.50
	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	0.20	0.30	0.30	0.30
	Maintenance Worker	1.60	1.65	1.60	1.40
604-512	Storm Sewer Maintenance:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.50	1.05	0.90	0.90
	Maintenance Worker	1.20	2.00	1.85	1.75
	Naturalist	0.40	0.50	0.70	0.70
	Operations Analyst	0.25	0.30	0.25	0.25
	Civil Engineer I	0.25	0.25	0.25	0.25
	Environmental Planner	0.00	0.00	1.00	0.00
101-502	Street Maintenance:				
	Superintendent	0.50	0.50	0.50	0.50
	Crew Chief	0.80	0.45	0.60	0.60
	Maintenance Worker	4.00	3.65	3.75	3.75
604-513	Street Sweeping:				
	Superintendent	0.15	0.15	0.15	0.15
	Crew Chief	0.50	0.20	0.20	0.20
	Maintenance Worker	1.20	0.90	0.80	0.70
605-706	Recycling				
	Operations Analyst	0.00	0.10	0.15	0.15
	Environmental Manager	0.00	0.25	0.25	0.25
	Public Works Department Total	32.40	41.20	42.05	43.95
	TOTALS - ALL DEPARTMENTS	176.25	173.71	165.69	163.19

CITY OF MAPLEWOOD, MINNESOTA
EMPLOYEE BENEFITS FUND (701)

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

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

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND EQUITY

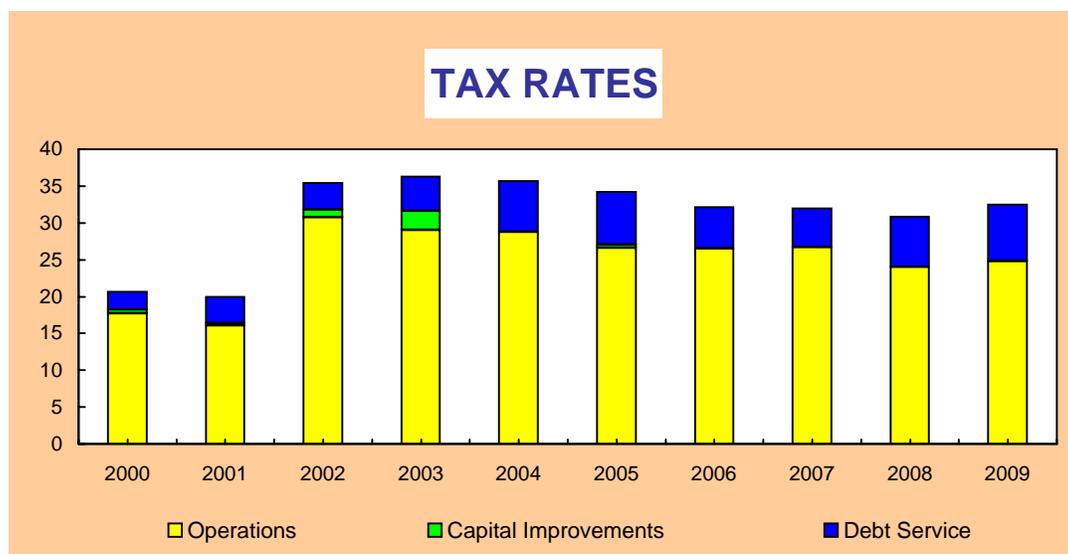
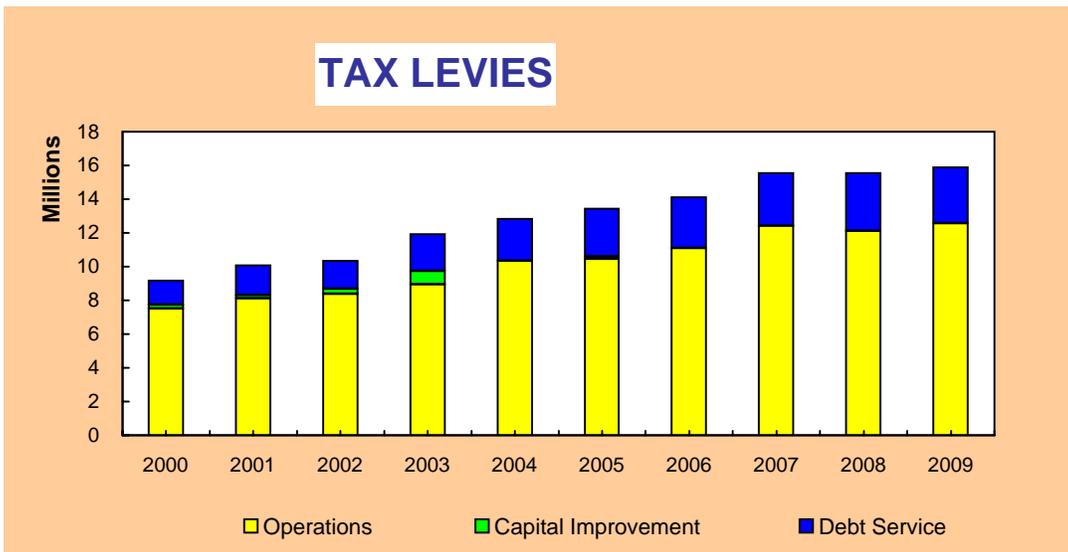
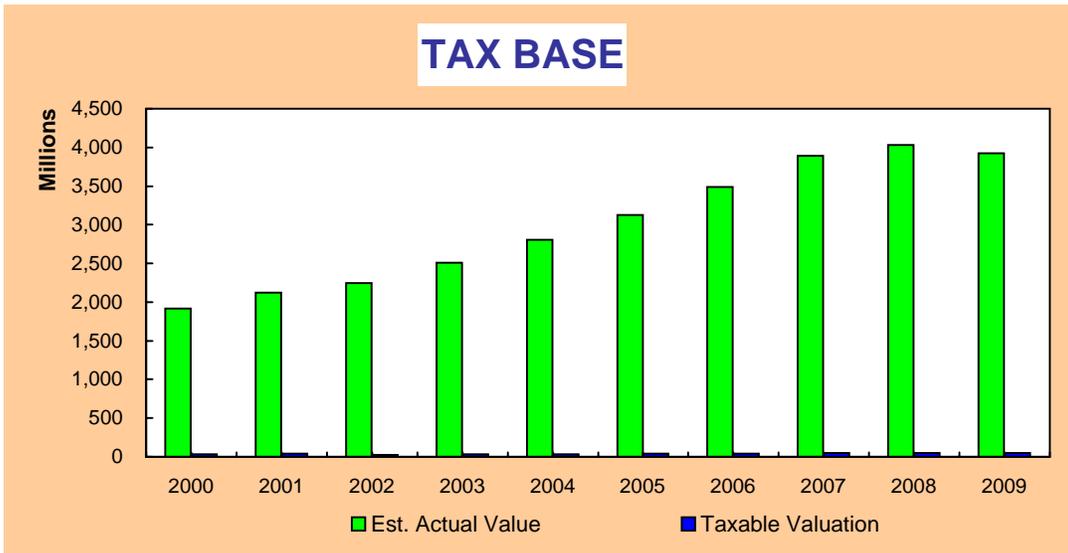
ACCT NO.	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL ESTIMATE	2008 RE-EST.	2009 ESTIMATE
<u>Operating revenues:</u>					
3833 Charges for leave benefits	\$1,678,572	\$1,739,856	\$1,721,202	\$1,679,180	\$1,690,720
3834 Charges for retirement benefits	1,791,876	2,013,408	2,116,640	2,061,670	2,118,840
3835 Charges for insurance benefits	1,642,320	2,051,004	2,033,235	2,005,220	2,010,260
Total revenues	<u>5,112,768</u>	<u>5,804,268</u>	<u>5,871,077</u>	<u>5,746,070</u>	<u>5,819,820</u>
<u>Operating expenses:</u>					
Leave benefits	1,780,800	1,560,926	\$1,900,000	1,663,860	1,690,720
Retirement benefits	1,880,778	1,863,541	1,930,000	1,925,950	2,118,840
Insurance benefits	1,718,274	1,566,529	2,039,000	1,738,580	1,942,680
Miscellaneous service charges	6,399	7,643	7,000	7,640	7,640
Total expenses	<u>5,386,251</u>	<u>4,998,639</u>	<u>5,876,000</u>	<u>5,336,030</u>	<u>5,759,880</u>
Operating income (loss)	(273,483)	805,629	(4,923)	410,040	59,940
<u>Nonoperating revenues (expenses):</u>					
3530 State aid	32,410	32,410	0	32,410	32,410
3801 Investment earnings	62,457	85,617	0	53,320	68,190
3809 Miscellaneous	0	0	0	0	0
Total nonoperating revenues (expenses)	<u>94,867</u>	<u>118,027</u>	<u>0</u>	<u>85,730</u>	<u>100,600</u>
Income (loss) before transfers	(178,616)	923,656	(4,923)	495,770	160,540
Transfers out	0	0	0	(535,760)	(656,240)
Change in fund equity	(178,616)	923,656	(4,923)	(39,990)	(495,700)
Fund equity - January 1	<u>(209,278)</u>	<u>(387,894)</u>	<u>(18,374)</u>	<u>535,762</u>	<u>495,772</u>
Fund equity - December 31	<u>(\$387,894)</u>	<u>\$535,762</u>	<u>(\$23,297)</u>	<u>\$495,772</u>	<u>\$72</u>

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

	2006 ACTUAL	2007 ACTUAL	2008 ORIGINAL ESTIMATE	2008 RE-EST.	2009 ESTIMATE
Net cash flows from operating activities	(\$830,400)	\$703,463	(\$4,923)	\$442,450	\$92,350
Net cash flows from noncapital financing activities	0	339,820	0	(535,760)	(656,240)
Net cash flows from capital and related financing activities	0	0	0	0	0
Net cash flows from investing activities	58,843	76,533	0	53,320	68,190
Net increase (decrease) in cash and cash equivalents	(771,557)	1,119,816	(4,923)	(39,990)	(495,700)
Cash and cash equivalents - January 1	1,429,876	658,319	1,027,839	1,778,135	1,738,145
Cash and cash equivalents - December 31	<u>\$658,319</u>	<u>\$1,778,135</u>	<u>\$1,022,916</u>	<u>\$1,738,145</u>	<u>\$1,242,445</u>

TAX BASE, TAX LEVIES AND TAX RATES

Years 2000 through 2009



CITY OF MAPLEWOOD, MINNESOTA

TAX BASE, TAX LEVIES AND TAX RATES
Years 2000 through 2009

TAX BASE

Year Payable	Estimated Actual Value	Taxable Valuation	Percent Change
2000	1,915,954,500	34,488,603	4.8%
2001	2,119,540,200	39,024,950	13.2%
2002	2,246,631,200	27,324,987	-30.0%
2003	2,508,311,400	30,874,105	13.0%
2004	2,804,910,000	34,112,261	10.5%
2005	3,124,354,800	37,175,321	9.0%
2006	3,489,726,700	41,526,134	11.7%
2007	3,889,393,700	46,441,033	11.8%
2008	4,034,213,000	48,060,912	3.5%
2009	3,921,346,000	47,838,233	-0.5%

TAX LEVIES

Year Payable	Operations	Capital Improvements	Debt Service	Total Levy	Percent Change
2000	7,513,267	231,500	1,422,840	9,167,607	2.0%
2001	8,113,999	180,000	1,776,580	10,070,579	9.8%
2002	8,367,520	293,800	1,686,910	10,348,230	2.8%
2003	8,942,250	793,700	2,191,930	11,927,880	15.3%
2004	10,332,320	-	2,499,200	12,831,520	7.6%
2005	10,440,930	175,710	2,818,000	13,434,640	4.7%
2006	11,089,570	-	3,016,800	14,106,370	5.0%
2007	12,405,650	-	3,140,800	15,546,450	10.2%
2008	12,124,525	-	3,421,925	15,546,450	0.0%
2009	12,564,580	-	3,311,655	15,876,235	2.1%

TAX RATES

Year Payable	Operations	Capital Improvements	Debt Service	Total Tax Capacity Tax Rate	Market Value Tax Rate
2000	17.718	0.546	2.382	20.646	0.02155
2001	16.097	0.359	3.515	19.971	0.03066
2002	30.740	1.080	3.616	35.436	0.03133
2003	29.019	2.579	4.721	36.319	0.02946
2004	28.735	-	6.951	35.685	0.02283
2005	26.596	0.453	7.180	34.229	0.02276
2006	26.556	-	5.545	32.101	0.02017
2007	26.703	-	5.247	31.950	0.01814
2008	24.021	-	6.779	30.800	0.01792
2009	24.819	-	7.666	32.485	0.01033

Community Profile

The City of Maplewood is located in Ramsey County, Minnesota, northeast of the City of Saint Paul. The City is comprised of an area of 19.13 square miles. The population of the City according to the 2000 U.S. Census Bureau was 34,947, which is a 12.9% increase over the 1990 Census count of 30,954. As of 2008, the population was estimated by the Metropolitan Council to be 37,042.

The City was incorporated in 1957 and it became a statutory city in 1974. The City's governing body is the City Council, comprised of the Mayor and four Council members. The City of Maplewood uses a Council-Manager form of government in which the mayor and four Council members decide all legislative issues and delegate administrative duties to the City Manager. The Mayor and Council members are elected at large to serve overlapping four-year terms.

Services provided by the City of Maplewood are police, fire fighting, street maintenance, recreation programs, park maintenance, planning, and building inspection. In 2009 the City will have 166 full-time employees serving in various departments, including fire and police protection, and approximately 275 part-time employees. Police protection is provided to all parts of the City through a 56-employee police force. Fire protection services are provided by twelve full-time firefighters and 90 paid-per-call firefighters at five fire stations.

**City of Maplewood, Minnesota
Demographic Statistics**

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

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

**City of Maplewood, Minnesota
Demographic Statistics**

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

**City of Maplewood, Minnesota
Demographic Statistics**

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

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

CAPITAL OUTLAYS: Expenditures for the acquisition of capital assets.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACRONYMS

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