

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:15 P.M. Monday, August 13, 2012
Council Chambers, City Hall

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

1. 2013 Department Budget Presentations
 - a. Fire Department
 - i. Presentation on 2013 Fire Department Operating Budget
 - ii. Discuss Temporary Bonding Plan for 3M Fire Station
 - b. Public Works
2. Review of General Fund Revenues

E. NEW BUSINESS

F. ADJOURNMENT

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COUNCIL WORKSHOP AGENDA REPORT

TO: Jim Antonen, City Manager
FROM: Steve Lukin, Fire Chief
SUBJECT: 2013 Fire Department Operating Budget
DATE: August 8, 2012

INTRODUCTION

The items being presented are to provide more information on the fire department's proposed 2013 budget and facilitate an open discussion.

DISCUSSION

The total proposed fire department budget for 2013 is \$4,060,150 which is down from the 2012 budget by 2.8%. From that total, \$2,290,180 is the EMS Enterprise Fund proposed 2013 budget which is down from the 2012 budget by 5.3%. All five program areas of the fire department budget had a reduction except for the fire prevention area which had a 1.4% increase or \$1,160. The 2.8% reduction in FTE is attributed to the department's administrative office coordinator going from full-time to part-time (30 hours per week) and a reduction in hours for the police EMS officers.

PERFORMANCE INDICATORS

In 2011, the department responded to 3,495 EMS calls compared to 2010 when we responded to 3,183. This was an increase of 312 EMS calls or 9%. Year-to-date we are on pace to exceed the 2011 call volume. In 2011, we performed 350 safety inspections and reviewed 24 new building fire plans and also provided fire prevention training to over 595 adults and children within our schools and senior housing facilities.

Our average response time in 2011 for all calls throughout the city was six minutes and 11 seconds compared to six minutes and 30 seconds in 2010. However, the average response time in the southern leg of Maplewood in 2010 was seven minutes and 55 seconds and in 2011 eight minutes and 23 seconds. This increase is mainly due to the drive time that has been added when responding from station one. This increase also points out the importance and need of building the new fire station within the 3M campus. The building of this new station needs to be a high priority for the council in order to serve all areas of the community equitably.

BUDGET REQUESTS AND CHANGES

In my 2013 original request I had asked for \$50,000 which would have added one part-time position 24/7 at station one (this has been removed). The addition of this part-time position would have helped when responding to all types of calls in that area. Other areas that have had major impact on my budget are IT costs which are up \$8,140, insurance cost which are up \$13,840, dispatching fees which are up \$31,380 as well as smaller increases in other areas. In the 2013 EMS fund, an ambulance that was scheduled to be refurbished has now been pushed out to 2014, and I would also like to point out that our SCBA's are three generations out of NFPA compliance and will need to be replaced very soon at a cost of about \$450,000. We applied for a grant in 2012

to cover the cost of purchasing new SCBA's and were rejected; however, we did reapply in 2013 and are hoping for the best.

REVENUES

We continue to watch the revenues for the EMS Enterprise Fund very carefully. In 2011, 70% of those transported were either covered by Medicare or Minnesota Assistance and they only pay a fraction of the cost of a transport and I do not see this changing anytime soon. The other 30% of those we transported were either covered by healthcare insurance, self-pay or had no insurance at all. As all aspects of operating an ambulance service continue to rise, we continue to look for ways to reduce our expenses and increase our revenues every chance we get.

RECAP

The fire department's number one priority is to get the new station built in the middle of the southern leg on the 3M campus. To help facilitate this, we are willing to forgo the addition of the one part-time firefighter in the amount of \$50,000 and use the \$50,000 that was allocated for the truck replacement fund to be used to help move this project forward.

AGENDA REPORT

TO: James Antonen, City Manager
FROM: Charles Ahl, Assistant City Manager
SUBJECT: Discussion Temporary Bonding Plan for New Fire Station Site
DATE: August 8, 2012

INTRODUCTION

At the March 2, 2012 City Council – Staff Retreat, the City Council established goals for the Management Team to implement in 2012 – 2014. As part of the report to the City Manager from facilitator Barb Strandell, the following goal was established as the top priority for staff:

Complete the plan for rebuilding and relocating fire stations from five to three, including securing the 3M site.

The 3M Companies have indicated that they will donate a parcel of land to the City of Maplewood to be used for a new fire station. An evaluation of the property and site issues has been completed and will be presented by the Architect for the project, Larry Koch, from SEH, Inc. The City Council authorized Mr. Koch to prepare a preliminary layout for the site on June 11, 2012. A discussion of financing options will also be part of this presentation.

Background for Discussion

The parcel of land that 3M has indicated an interest in donating to the City is adjacent to McKnight Road approximately halfway between Conway Avenue and Minnehaha Avenue. The site appears reasonably sized for a fire station and appropriately located to be consistent with the long range plans for providing fire service throughout Maplewood's southern leg. In June 2012, a house fire in the 700 Block of Ferndale Avenue in South Maplewood has become a subject of discussion about the facilities necessary to provide fire service to the southern portion of Maplewood. The 3M Station is part of that plan. The site evaluation included site planning, utility location, access issues to McKnight Road, availability of spaces within the future building, along with the orientation of those spaces, plus, architectural considerations that are consistent with the parameters of 3M on their campus.

Financial Planning Discussion

The construction of a fire station on the 3M Campus is estimated in the \$4.5 - \$5.0 million range. The 2013 – 2017 Capital Improvement Plan assumed that a \$5.0 million expenditure in 2013 would occur, with a combination of assessments and GO Improvement Bonds. The use of GO Bonds and assessments was assumed as part of a cooperative project with 3M and some major improvements that 3M was considering; however, at this point, that major project is not ready to proceed. The construction of the Fire Station in 2013 can be accomplished without tying the project to the improvements by 3M through the use of temporary bonding, but will need to identify a revenue source for the bonding. Following is the current process for considering the process for bonding for the 3M Fire Station in 2013.

BONDING PLAN

1. Temporary Bond issued in 2013: \$5,000,000
 - a. A temporary bond is as defined, typically allowed for up to 3 years with interest only due and a commitment from the Council to determine a longer term financing plan within that time period. The cost of temporary bonds are currently extremely low interest rates [under 1.0%] and allows for the Council to take extra time to determine the specific funding necessary to support the bond sale.
 - b. The annual cost of a \$5.0 million temporary bond is approximately \$40,000.
2. Construct the 3M Fire Station during 2013-2014. Station opens in summer 2014.
 - a. Operating costs for the station are shifted with personnel and equipment from other stations. Those costs are included in the Fire Department budget request for 2014.
3. Fire Stations at Century Avenue and at Londin Lane are vacated after the 3M Fire Station opens and property is available for sale.
 - a. This reduces the number of Maplewood Fire Stations from five to three [note that the McMenemy station is also to be abandoned as part of the Long Range Plan]. This is consistent with the Council goal from the 2012 Retreat.
 - b. The sale of these properties is planned as part of the approved 2013 – 2017 Capital Improvement Plan to finance the rehabilitation and refurbishment of the Fire Station at Hazelwood and County Road C in 2014 – 2016.
4. Long range financing is established for permanent 15-year or 20-year bond in the amount of \$5,000,000 in 2014 or 2015.
 - a. The annual cost of a \$5.0 million bond is \$350,000 to \$400,000 based upon the interest rate and term.
 - b. Long term options for this expense are:
 - i. Agreement with 3M on their major improvements that provides annual payments to the City approximately equal to the bond payments.
 - ii. Sale of existing Fire Stations at Londin Lane and/or Century Avenue that provide a development proposal such that excess funding is identified that can be dedicated toward the bond payments.
 - iii. Reductions in existing operating expenses within the City's budget that would be equal to the bond payments.
 - iv. An increase in the City's capital improvement levy which is currently a 2.0-2.5% levy increase.
 - v. A combination of some or all of the above.

Discussion on Bonding Plan

The above plan provides for an option to immediately begin the planning for construction of the fire station at the 3M property. This is a top City Council goal and also a top priority of Fire Chief Lukin. The temporary bonding provides a window of opportunity to explore the various options for identifying the long-term funding sources. The staff is confident the first two options listed above will provide for the funding without a substantial impact to the levy; however, neither is certain at this time. It must be noted that this plan will likely inhibit other plans for capital projects as the amount of the levy dedicated to capital projects has risen above 25%. While this is very appropriate in that the City is investing in infrastructure, it means that large sums are tied into capital expenses and future capital projects will need to be delayed and or eliminated. This would be part of a new Capital Improvement Plan to be approved in early 2013.

Recommended Action

It is recommended that the City Council receive a presentation on the preliminary planning for the new 3M Fire station from the architectural at SEH, Inc. and to discuss the option of using temporary bonding for a new fire station on 3M property.

AGENDA REPORT

TO: James Antonen, City Manager
FROM: Michael Thompson, Director of Public Works/City Engineer
SUBJECT: 2013 Public Works Budget Presentation
DATE: August 8, 2012

INTRODUCTION

The current status of the 2013 Public Works Budget proposal will be discussed including information on the department structure, expenditures, revenues, and outlook moving forward.

DISCUSSION

The Public Works Department provides a number of essential services such as snow plowing, street maintenance, and utility maintenance. Public Works is comprised of 34 full-time personnel plus 1 part-time position. This number is down 5 full-time equivalents (FTE) compared to 2011 when there were 39 FTE. The personnel reductions have been made through attrition. The maintenance “boots on the ground” positions have been filled, while engineering and administrative positions are not being replaced.

Proposed Expenditures:

Public Works is broken down into 11 programs for 2013. A Forestry Program was added this year to more accurately track maintenance activities related to the urban forest including inspections, diseased trees, removals, debris cleanup, and trimming maintenance. No additional funds were utilized rather shifts were made from other programs in order to better track these expenditures and help plan for future years.

The proposed general fund expenditure in Public Works for 2013 is \$3,165,150, which is slightly under the 2012 allocation of \$3,171,630. The following is the trend over past years, within all 11 department programs, including current requests:

| | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>% Over (Under) 2012 Budget</u> |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|---|
| Administration | 488,561 | 297,614 | 241,620 | 258,136 | 207,330 | 202,100 | -2.5 |
| Street Maintenance | 681,079 | 702,104 | 687,015 | 739,458 | 805,690 | 752,820 | -6.6 |
| Engineering | 806,030 | 942,766 | 955,397 | 887,526 | 809,350 | 766,620 | -5.3 |
| Street Lights & Signals | 236,697 | 184,785 | 176,524 | 195,375 | 210,170 | 228,040 | 8.5 |
| Sanitary Sewer Ops. | 3,903,875 | 4,020,855 | 3,990,646 | 4,053,131 | 3,997,380 | 4,333,650 | 8.4 |
| Fleet Management | 823,003 | 782,085 | 852,881 | 853,338 | 895,540 | 903,110 | 0.8 |
| Storm Sewer Maint. | 1,145,698 | 1,176,349 | 1,264,987 | 1,357,059 | 1,130,880 | 1,186,700 | 4.9 |
| Street Sweeping | 187,299 | 181,684 | 179,474 | 183,193 | 197,810 | 182,620 | -7.7 |
| Snow and Ice Control | 313,992 | 302,271 | 358,776 | 376,628 | 377,820 | 373,400 | -1.2 |
| Transit Operations | 32,949 | 32,998 | 0 | 0 | 0 | 0 | N/A |
| Park Maintenance | 965,874 | 911,742 | 920,039 | 860,257 | 971,440 | 924,030 | -4.9 |
| Forestry | 0 | 0 | 0 | 0 | 0 | 146,180 | N/A |
| TOTAL | 9,585,055 | 9,535,252 | 9,627,357 | 9,764,100 | 9,603,410 | 9,999,270 | 4.1 |

It should be noted that a majority of the total increase from 2012 to 2013 in Public Works is a result of fixed charges for sanitary sewer treatment through the Met Council (MCES). This charge fluctuates in part

based on rainfall. Maplewood has a stable system with minimal inflow and infiltration, so during dry years the City's share actually goes up to cover the proportional share that otherwise would have been paid by cities with high amounts of I/I in wet years. With the rain over the past couple months it is likely Maplewood's proportional share will actually be reduced. The 2013 budget currently estimates a 14% increase over 2012, however with a recent inquiry to MCEs Maplewood's adjustment is now at 13% (utilizing 11 of 12 months of data). A final determination will be given to the City on September 1, 2012. The Sanitary Sewer Operations program accounts for nearly half of the entire Public Works operating budget.

Performance Measurements:

Attached to this report are performance measurements for each of the 11 programs. This information reflects work outputs and effectiveness indicators for the various programs. For example, it is estimated that 309,000 feet of sewer will be cleaned in 2013 with the new jetter truck, in the Sanitary Sewer Operations program, which is over 1/3 of the City's total footage. Thus the goal of completing the entire system over a 3 year period is on pace to be met.

Revenues:

The engineering program is revenue producing and covers its expenses and makes a contribution back into the general fund of roughly \$250,000. Revenues in 2013 are expected to be above \$1 million which is down from past years as a result of reduced available billable hours (less staffing). The projection for the engineering staff utilization rate however remains high, at over 70%, in part due to the TH 36/English Interchange project, ongoing Gladstone Improvements, East-Metro build out planned for 2013, and the Arkwright/Sunrise neighborhood in-house design.

Cuts:

With the likely reduction in the scope of the yearly Street Reconstruction Program, engineering operations will see a reduction in 2013 compared to past years by not replacing vacated positions. The planned 2013 neighborhood reconstruction may likely be designed in 2013 but bid and built in 2014 (Bonding in 2014). However 2013 would be used for outreach and design of this project. Moving forward and considering debt levy goals and the need for investment in Public Safety Infrastructure, it is likely over the next three years only two neighborhood street reconstruction projects will occur.

Cuts were made in Public Works compared to original requests, including reductions in Engineering, Snow/Ice Control, and Fleet Management. The engineering division reductions are in line with a reduced Street Reconstruction Program as already mentioned. The engineering division, with its current staff, is planned for stability going into future years, and likewise the division is flexible with its partnership with the City of Roseville for engineering services. This unique joint powers agreement allows Maplewood to help Roseville in times of need and vice versa.

Assisting in Park Investment:

In 2012 a number of trail overlays will be performed within City Parks under the Parks Maintenance program. In 2013 there will still be an amount allocated to allow for one or two trail overlays but not as extensive as 2012. The Park Maintenance program has increased its allocation in 2013 to help facilitate replacement of deteriorating pieces of playground equipment by \$15,000 compared to 2012. The Park Maintenance staff will work with the Parks Manager to prioritize and replace such equipment in 2013 as an overall investment back into City Parks.

Summary:

The Public Works Department looks to continue its innovative approach and leadership towards sustainability both in engineering and maintenance. The Living Street Policy is planned to be brought to council for adoption in late 2012, and in effect for 2013, if adopted. Maplewood would be only the second City in the state to adopt a "Living Streets" policy which aims to create livable neighborhoods, promote active living, enhance the urban forest, improve stormwater quality, and reduce overall life cycle costs for infrastructure, among many other benefits.

The engineering staff championed the Living Streets concept on the Bartelmy-Meyer Street Improvements which will be a great showcase once completed later in 2012.

In 2012 the City received over \$1,200,000 from RWMWD by taking a leadership position and successfully delivering projects that improve water quality and the environment. In addition the Department will continue its partnership with the Ramsey-Washington Metro Watershed District, Ramsey County, MnDOT, and other agencies to leverage grant funding for shared opportunities to meet Department goals.

The Maintenance divisions continue towards a sustainability approach as seen through reducing mowed areas, reduction in de-icing tonnage, utilizing best practices during regular operations, re-inventory of all ponds, outfalls, and pipes, in addition to beginning to identify a decision structure to help identify potential candidate ponds for sediment dredging.

The budget proposed will allow Public Works to continue to deliver adequate services to the public, however with reduced bonding for local and state aid street reconstruction, a number of projects may be left in disrepair for the foreseeable future (Beebe Road for example) as the City's state aid coffers are replenished with time, which will take a number of years. This also will reduce opportunities to solve drainage problems, treat stormwater, and fix underground utilities for example.

RECOMMENDATION

No action is needed at this time as this information is being presented for review of 2013 Public Works expenditures.

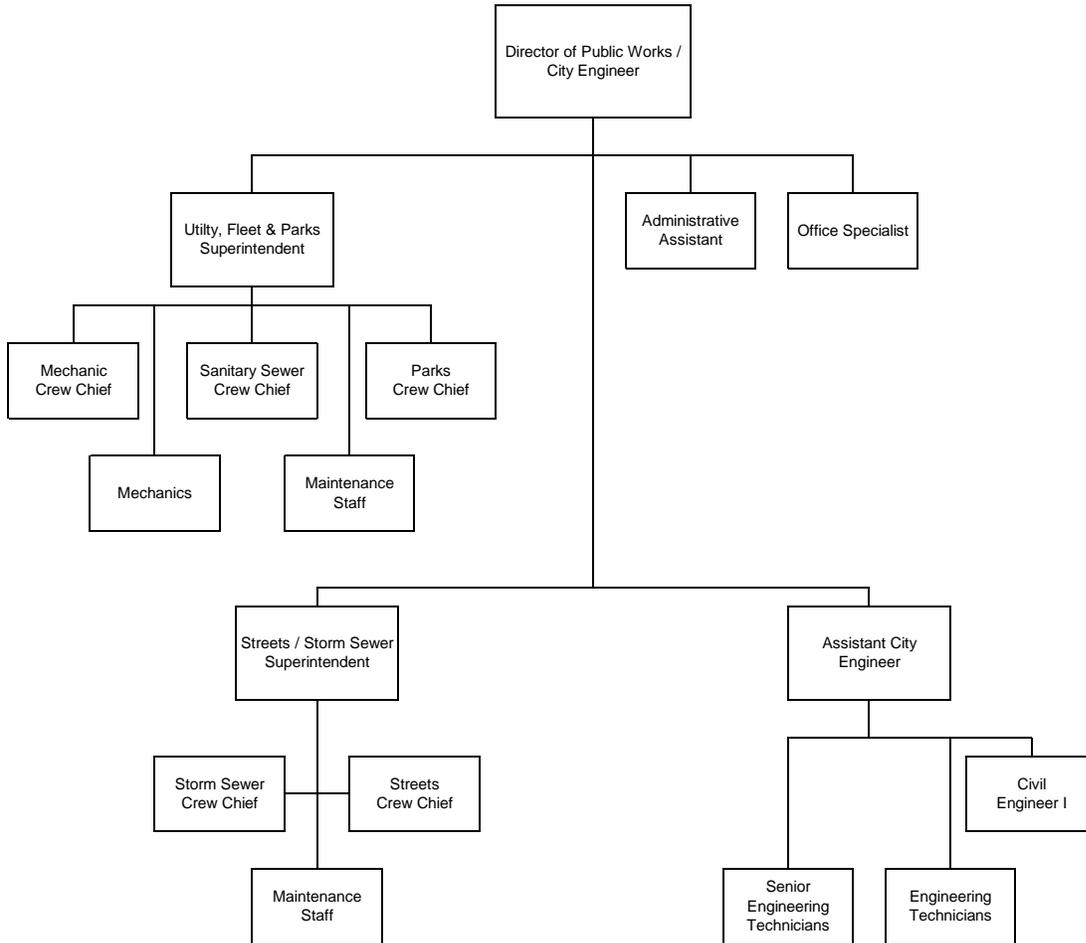
Attachments:

1. PW 2013 Budget Pages

CITY OF MAPLEWOOD

PUBLIC WORKS DEPARTMENT

ORGANIZATION CHART



PUBLIC WORKS

MISSION STATEMENT

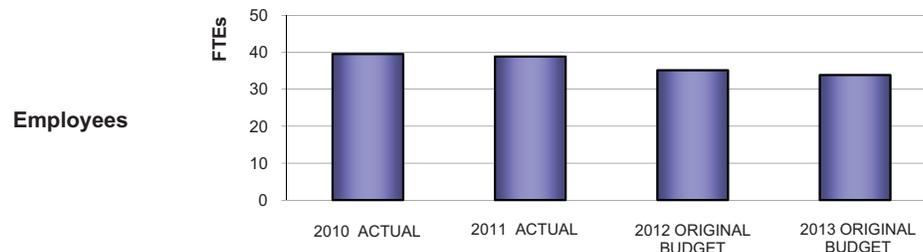
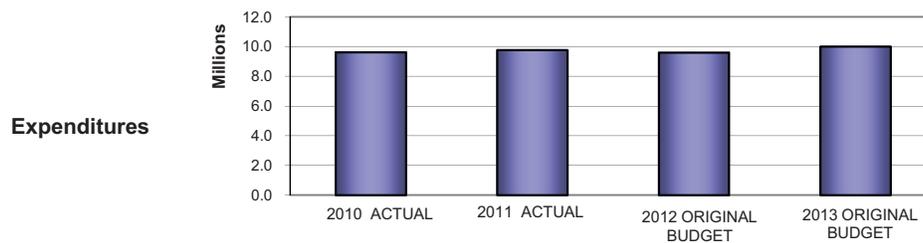
To maintain a strong infrastructure of parks, streets, storm sewer and sanitary sewer systems and provide engineering services for infrastructure replacement and development review that provide protection of our open space and natural environment.

2013 OBJECTIVES

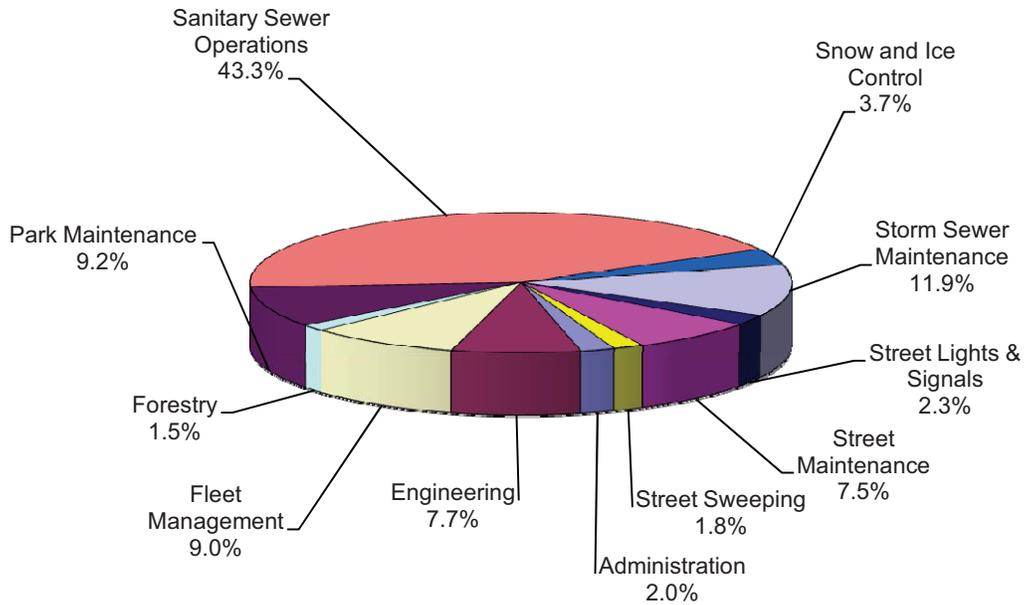
1. Finalize implementation of Phase I of the Gladstone Neighborhood Redevelopment project, including the Savanna Restoration, and beginning to coordinate a potential Phase II in coordination with the Community Development Department.
2. Successfully implement the construction of the Highway 36 and English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

**PUBLIC WORKS
EXPENDITURE SUMMARY**

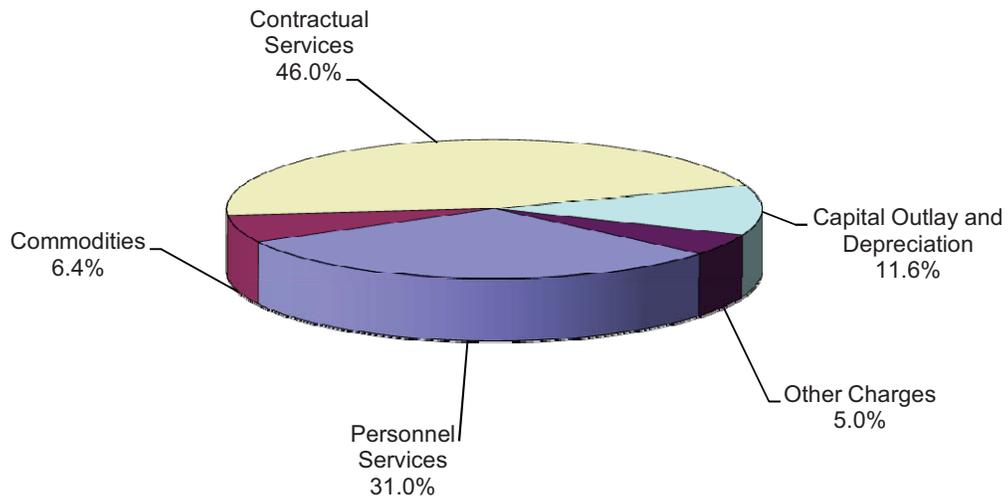
| | 2010 ACTUAL | 2011 ACTUAL | 2012 ORIGINAL BUDGET | 2013 BUDGET | PERCENT OVER(UNDER) 2012 BUDGET |
|----------------------------------|--------------------|--------------------|----------------------------|--------------------|---------------------------------------|
| Total By Program | | | | | |
| Administration | \$241,620 | \$258,136 | \$207,330 | \$202,100 | -2.5% |
| Engineering | 955,397 | 887,526 | 809,350 | 766,620 | -5.3% |
| Fleet Management | 852,881 | 853,338 | 895,540 | 903,110 | 0.8% |
| Forestry | 0 | 0 | 0 | 146,180 | N/A |
| Park Maintenance | 920,039 | 860,257 | 971,440 | 924,030 | -4.9% |
| Sanitary Sewer Operations | 3,990,646 | 4,053,130 | 3,997,380 | 4,333,650 | 8.4% |
| Snow and Ice Control | 358,776 | 376,628 | 377,820 | 373,400 | -1.2% |
| Storm Sewer Maintenance | 1,264,987 | 1,357,059 | 1,130,880 | 1,186,700 | 4.9% |
| Street Lights & Signals | 176,524 | 195,375 | 210,170 | 228,040 | 8.5% |
| Street Maintenance | 687,015 | 739,458 | 805,690 | 752,820 | -6.6% |
| Street Sweeping | 179,474 | 183,193 | 197,810 | 182,620 | -7.7% |
| Totals | 9,627,359 | 9,764,100 | 9,603,410 | 9,999,270 | 4.1% |
| Total By Classification | | | | | |
| Personnel Services | 3,489,683 | 3,470,300 | 3,206,020 | 3,102,170 | -3.2% |
| Commodities | 473,476 | 512,169 | 664,350 | 637,400 | -4.1% |
| Contractual Services | 4,204,635 | 4,228,910 | 4,188,590 | 4,604,660 | 9.9% |
| Capital Outlay and Depreciation | 1,046,317 | 1,110,081 | 1,078,070 | 1,159,650 | 7.6% |
| Other Charges | 413,248 | 442,640 | 466,380 | 495,390 | 6.2% |
| Totals | 9,627,359 | 9,764,100 | 9,603,410 | 9,999,270 | 4.1% |
| Total By Fund | | | | | |
| General Fund | 3,162,847 | 3,122,005 | 3,171,630 | 3,165,150 | -0.2% |
| Sewer Fund | 3,990,646 | 4,053,130 | 3,997,380 | 4,333,650 | 8.4% |
| Environmental Utility Fund | 1,444,461 | 1,540,252 | 1,328,690 | 1,369,320 | 3.1% |
| Street Light Utility Fund | 176,524 | 195,375 | 210,170 | 228,040 | 8.5% |
| Fleet Management Fund | 852,881 | 853,338 | 895,540 | 903,110 | 0.8% |
| Totals | \$9,627,359 | \$9,764,100 | \$9,603,410 | \$9,999,270 | 4.1% |
| Number of Employees (FTE) | 39.60 | 38.92 | 35.15 | 33.85 | -3.7% |



PUBLIC WORKS BUDGET 2013 Total By Program



Total By Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

Department: Public Works
Program: Administration

Fund # : 101
Program # : 501

Program Description

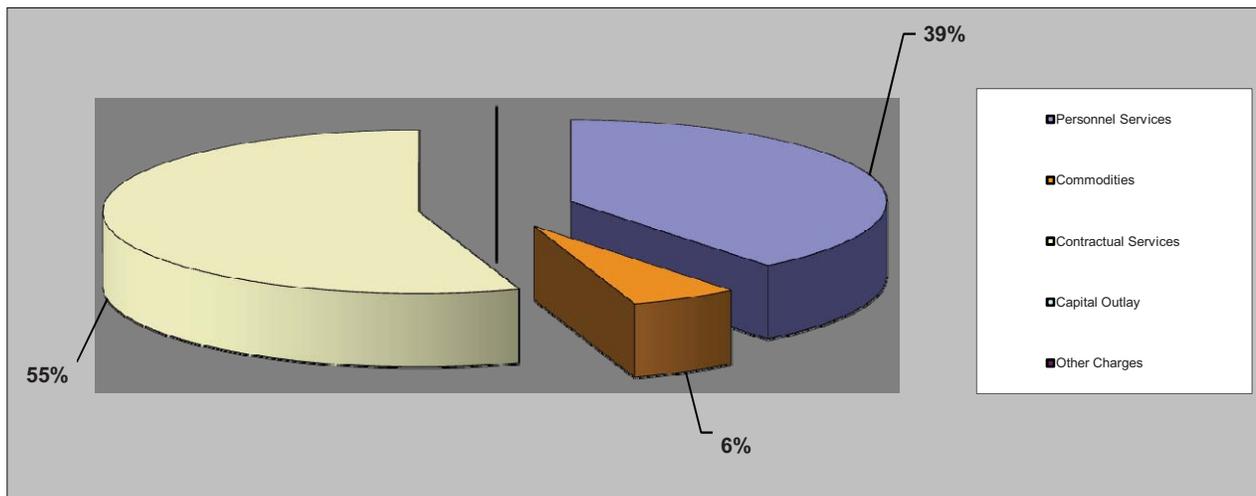
To provide accurate and timely administrative, clerical and financial support services for public works programs and to handle service requests, complaints and inquiries from the public in a courteous and helpful manner.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

| Performance Measures | 2010 Actual | 2011 Actual | 2012 Estimate | 2013 Estimate |
|-----------------------------|------------------------|------------------------|--------------------------|--------------------------|
|-----------------------------|------------------------|------------------------|--------------------------|--------------------------|

OUTPUTS/WORKLOAD

| | | | | |
|---|-----|-----|-----|-----|
| Council agenda reports | 86 | 89 | 80 | 85 |
| Informational mailings | 82 | 84 | 85 | 85 |
| Active projects | 47 | 45 | 42 | 40 |
| Neighborhood meetings | 12 | 16 | 12 | 12 |
| Web page updates | 187 | 191 | 200 | 200 |
| Permits issued | 184 | 193 | 190 | 190 |
| E-mails to web site requiring follow-up | 73 | 76 | 85 | 85 |

EFFECTIVENESS INDICATORS

| | | | | |
|------------------------------------|---------|---------|---------|---------|
| Hits to City of Maplewood web page | 158,060 | 167,780 | 168,000 | 170,000 |
|------------------------------------|---------|---------|---------|---------|

COMMENTS

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

Department: Public Works
Program: Engineering

Fund # : 101
Program # : 503

Program Description

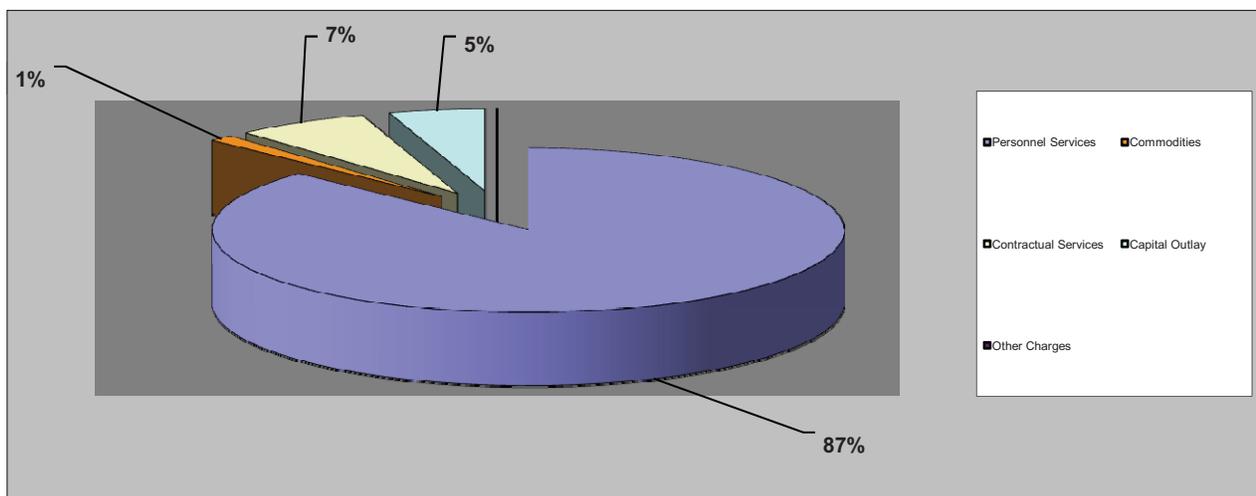
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

| Performance Measures | 2010 Actual | 2011 Actual | 2012 Estimate | 2013 Estimate |
|-----------------------------|--------------------|--------------------|----------------------|----------------------|
|-----------------------------|--------------------|--------------------|----------------------|----------------------|

OUTPUTS/WORKLOAD

| | | | | |
|---|-------------|-------------|-------------|-------------|
| Revenue generated | \$1,262,000 | \$1,294,000 | \$1,300,000 | \$1,072,000 |
| Improvements (engineered in-house only) | \$6.6 mil | \$7.4 mil | \$3.3 mil | \$4.4 mil |
| Improvements (in-house and consultants) | \$10.7 mil | \$14.5 mil | \$6.6 mil | \$16.3 mil |
| Billable hours | 14,337 | 13,404 | 13,100 | 10,763 |
| Total staff hours available | 22,768 | 19,176 | 18,200 | 14,802 |

EFFECTIVENESS INDICATORS

| | | | | |
|--|-----|-----|-----|-----|
| Staff utilization rate | 63% | 70% | 72% | 73% |
| Percent of improvement costs engineered in-house | 62% | 51% | 50% | 27% |
| Engineering as a % of construction costs (in-house projects) | 26% | 26% | 26% | 26% |
| Engineering as a % of construction costs (consultant projects) | 36% | 36% | 36% | 36% |

COMMENTS

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

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

Department: Public Works
Program: Fleet Management

Fund # : 702
Program # : 509

Program Description

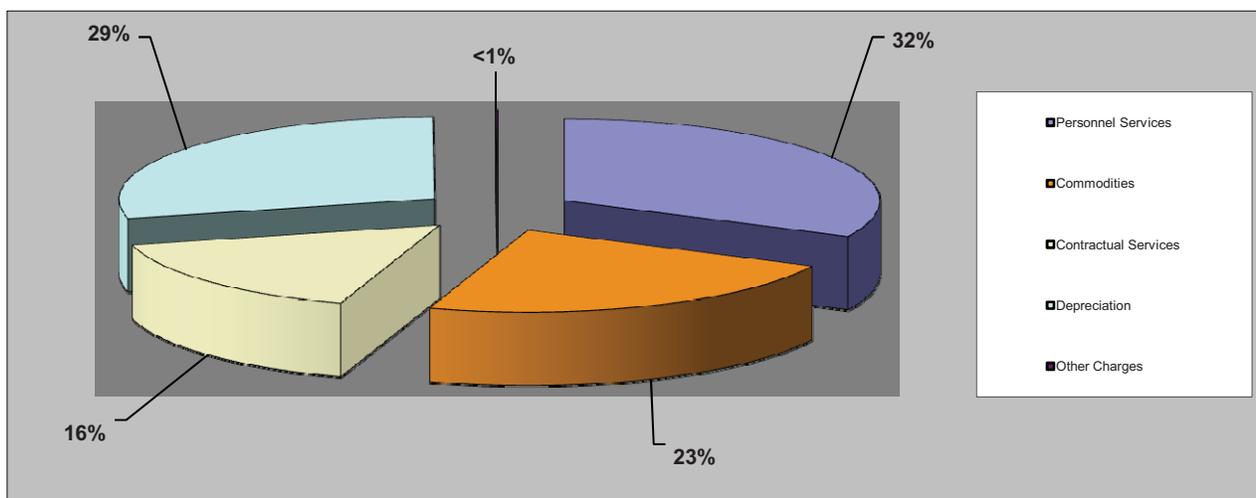
To maintain and repair the vehicles and equipment fleet so that other departments can perform their public services.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

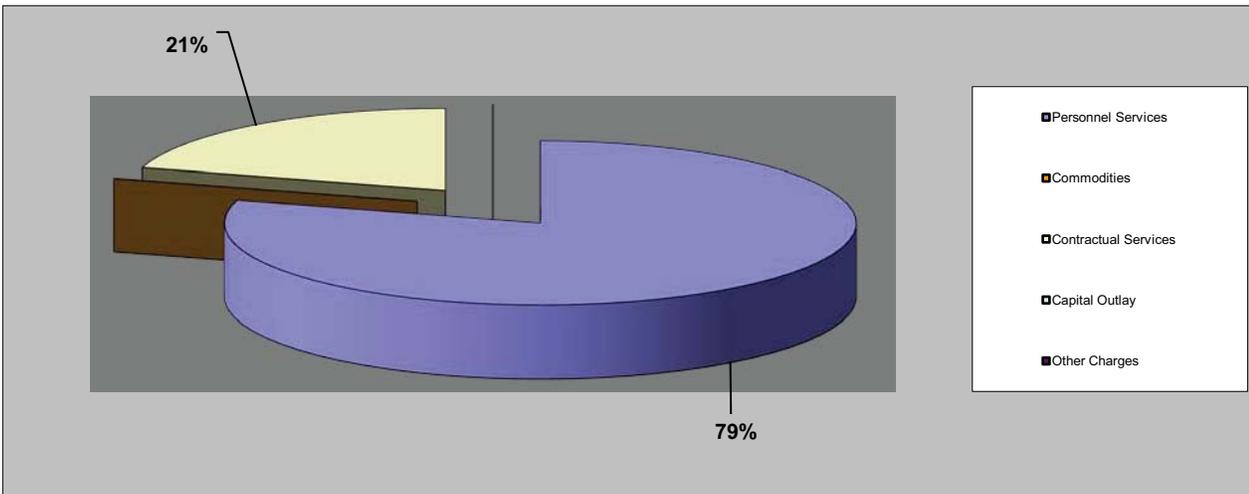
To maintain the City's urban forest which includes trimming, diseased tree removals and storm cleanup.

Program Expenditure Highlights

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

| <u>Program Expenditures</u> | 2010 ACTUAL | 2011 ACTUAL | 2012 BUDGET | 2013 BUDGET |
|------------------------------------|----------------|----------------|----------------|-------------------|
| Personnel Services | \$ - | \$ - | \$ - | \$ 116,180 |
| Commodities | - | - | - | - |
| Contractual Services | - | - | - | 30,000 |
| Capital Outlay | - | - | - | - |
| Other Charges | - | - | - | - |
| Total | \$ - | \$ - | \$ - | \$ 146,180 |
| Percent Change | 0.0% | #DIV/0! | #DIV/0! | #DIV/0! |
| Full-Time Equivalent positions | - | - | - | 1.70 |

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

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

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

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

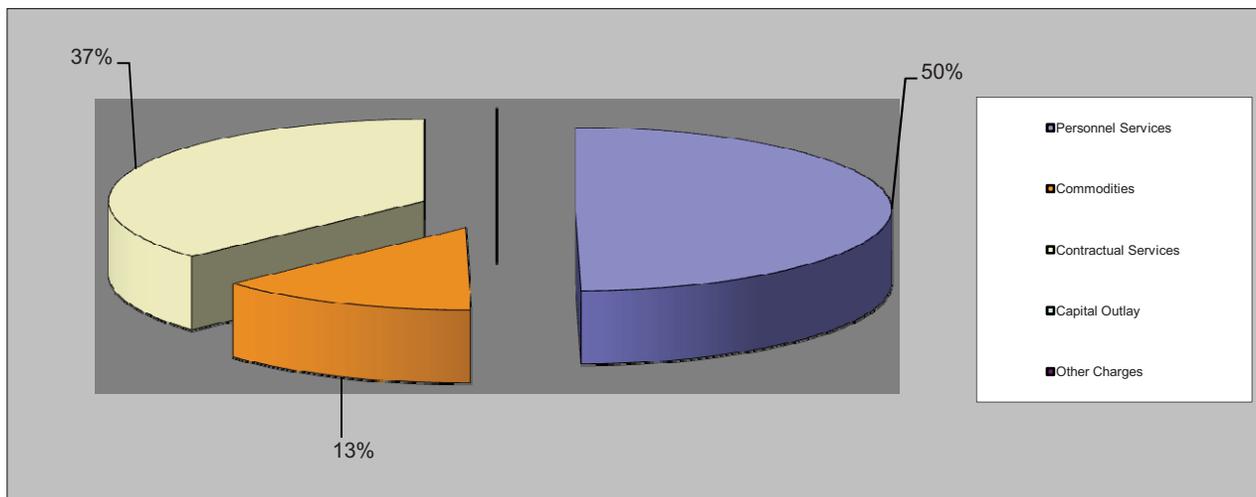
To preserve and maintain the parks, preserves, and campus grounds in a safe, clean and attractive condition for our city residents and visitors.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

| Performance Measures | 2010 Actual | 2011 Actual | 2012 Estimate | 2013 Estimate |
|-----------------------------|------------------------|------------------------|--------------------------|--------------------------|
|-----------------------------|------------------------|------------------------|--------------------------|--------------------------|

OUTPUTS/WORKLOAD

| | | | | |
|--|-----|-----|-----|-----|
| Number of acres mowed | 230 | 215 | 205 | 204 |
| Number of work orders for removal of graffiti | 45 | 48 | 45 | 45 |
| Number of abatement actions for Code Enforcement | 64 | 63 | 70 | 65 |

EFFECTIVENESS INDICATORS

| | | | | |
|---|-----|-----|-----|-----|
| Percent of citizens rating the appearance of parks and recreation activities as good or excellent | 85% | 85% | 85% | 85% |
| Percent of citizens rating the safety of parks and recreation facilities as good or excellent | 75% | 75% | 75% | 75% |

COMMENTS

The major priority for park maintenance is to keep the parks well maintained and prepared for athletic activities. Park Maintenance also leads the effort in removal of graffiti in addition to working with Code Enforcement to abate nuisances as needed.

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

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

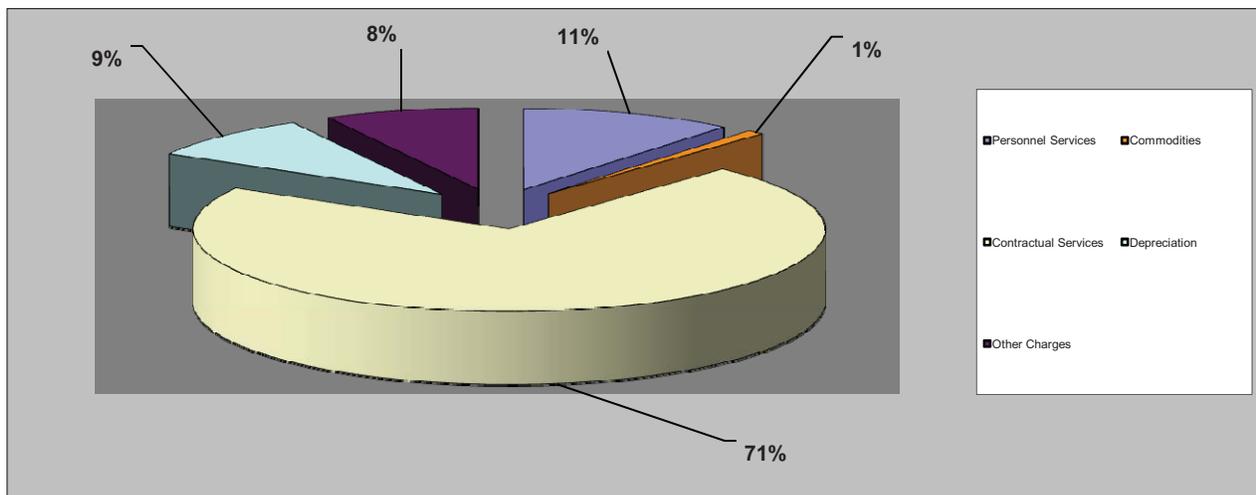
To clean , repair and operate the wastewater infrastructure to minimize interruptions to customers.

Program Expenditure Highlights

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

| <u>Program Expenditures</u> | 2010 ACTUAL | 2011 ACTUAL | 2012 BUDGET | 2013 BUDGET |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 458,683 | \$ 484,003 | \$ 509,070 | \$ 474,270 |
| Commodities | 14,521 | 21,798 | 38,530 | 38,610 |
| Contractual Services | 2,823,576 | 2,851,174 | 2,757,180 | 3,099,230 |
| Depreciation | 362,365 | 362,869 | 367,970 | 381,410 |
| Other Charges | 331,501 | 333,286 | 324,630 | 340,130 |
| Total | \$ 3,990,646 | \$ 4,053,130 | \$ 3,997,380 | \$ 4,333,650 |
| Percent Change | (-0.8%) | 1.6% | (-1.4%) | 8.4% |
| Full-Time Equivalent positions | 6.05 | 5.84 | 5.70 | 5.55 |

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

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

Department: Public Works
Program: Snow and Ice Control

Fund # : 101
Program # : 514

Program Description

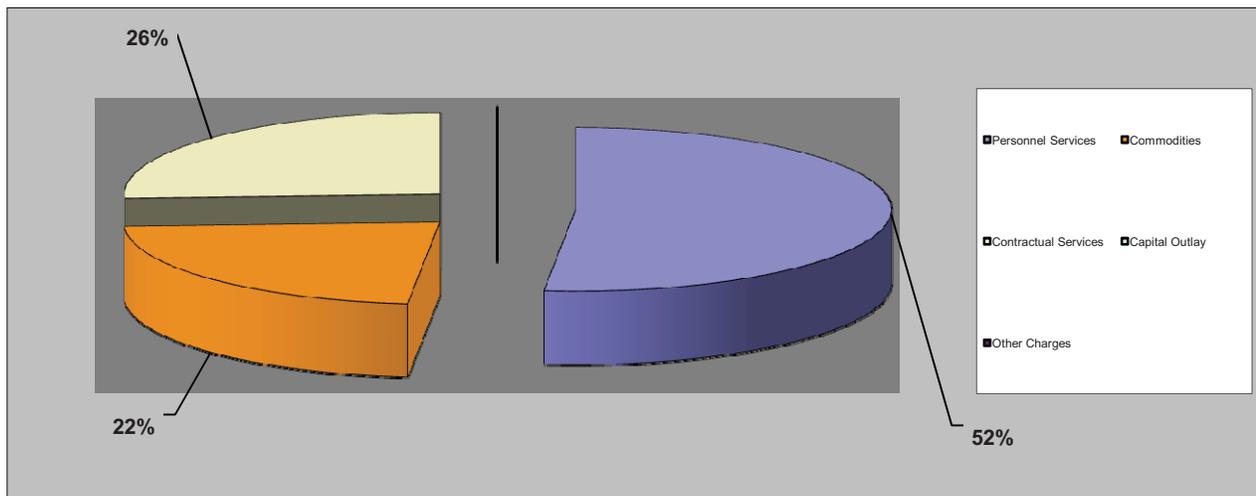
To provide safe winter driving conditions for the community through timely plowing and chemical applications completed within 8 hours after a 3+ inch snowfall; and plow all trails and sidewalks within 48 hours after the completion of all street operations.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

| Performance Measures | 2010 Actual | 2011 Actual | 2012 Estimate | 2013 Estimate |
|--|------------------------|------------------------|--------------------------|--------------------------|
| <u>OUTPUTS/WORKLOAD</u> | | | | |
| Hours of plowing and deicing | 1,671 | 1,088 | 1,400 | 1,400 |
| Number of plowing events | 16 | 12 | 15 | 16 |
| Hours of deicing | 240 | 312 | 300 | 315 |
| Number of deicing events | 11 | 14 | 15 | 14 |
| Lane miles maintained | 270 | 271 | 271 | 271 |
| Inches of snowfall | 68 | 52.5 | 50 | 60 |
| <u>EFFECTIVENESS INDICATORS</u> | | | | |
| Dollars per lane-mile | \$1,329 | \$1,390 | \$1,399 | \$1,390 |
| <u>EFFICIENCY MEASURES</u> | | | | |
| Average hours to plow event | 8.9 | 7.2 | 7.7 | 7.3 |
| Employee hours per deicing event | 21.8 | 22.2 | 20 | 22.5 |

COMMENTS

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

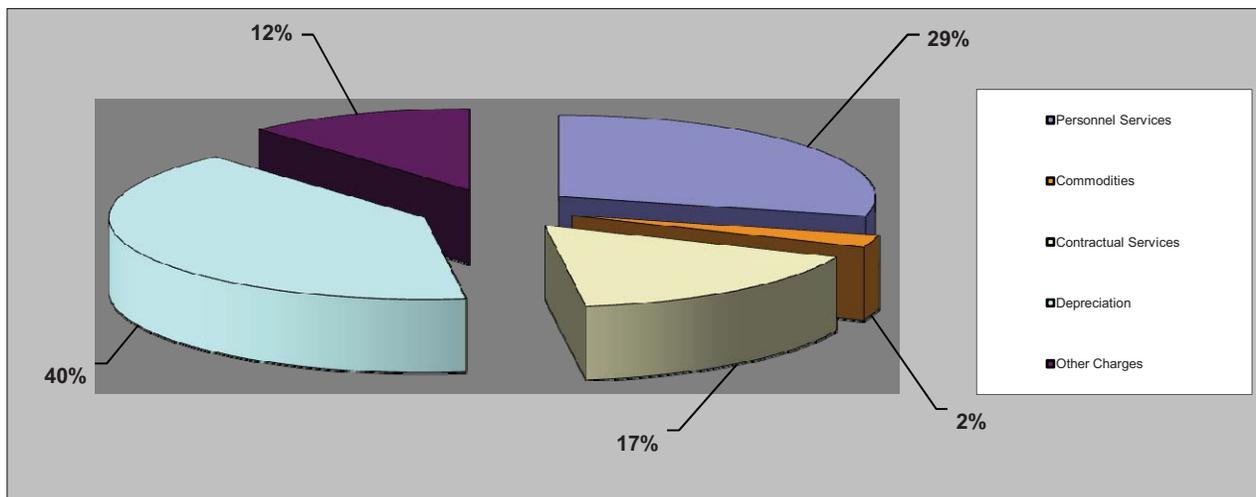
To protect the environment and public safety by providing an adequate storm water system and wetland management program that addresses and enhances the treatment of storm water runoff.

Program Expenditure Highlights

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

| <u>Program Expenditures</u> | 2010 ACTUAL | 2011 ACTUAL | 2012 BUDGET | 2013 BUDGET |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 505,774 | \$ 567,329 | \$ 364,220 | \$ 342,240 |
| Commodities | 19,415 | 21,852 | 16,100 | 29,500 |
| Contractual Services | 230,348 | 192,480 | 187,560 | 197,040 |
| Depreciation | 438,285 | 480,700 | 438,290 | 480,700 |
| Other Charges | 71,165 | 94,698 | 124,710 | 137,220 |
| Total | \$ 1,264,987 | \$ 1,357,059 | \$ 1,130,880 | \$ 1,186,700 |
| Percent Change | 7.5% | 7.3% | (-16.7%) | 4.9% |
| Full-Time Equivalent positions | 5.40 | 5.90 | 3.80 | 3.40 |

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

This program was new in 2004 and shows the growth of information, inspection and the dedication of personnel to the storm sewer program responsibilities. This is a major growth program as the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit require additional inspections and maintenance activities to meet the storm water goals of the region. The sump structures will become part of the performance indicators, with a goal of 25% of water bodies inspected along with 100% of sumps cleaned each year.

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

To maintain and operate street lights and traffic signals.

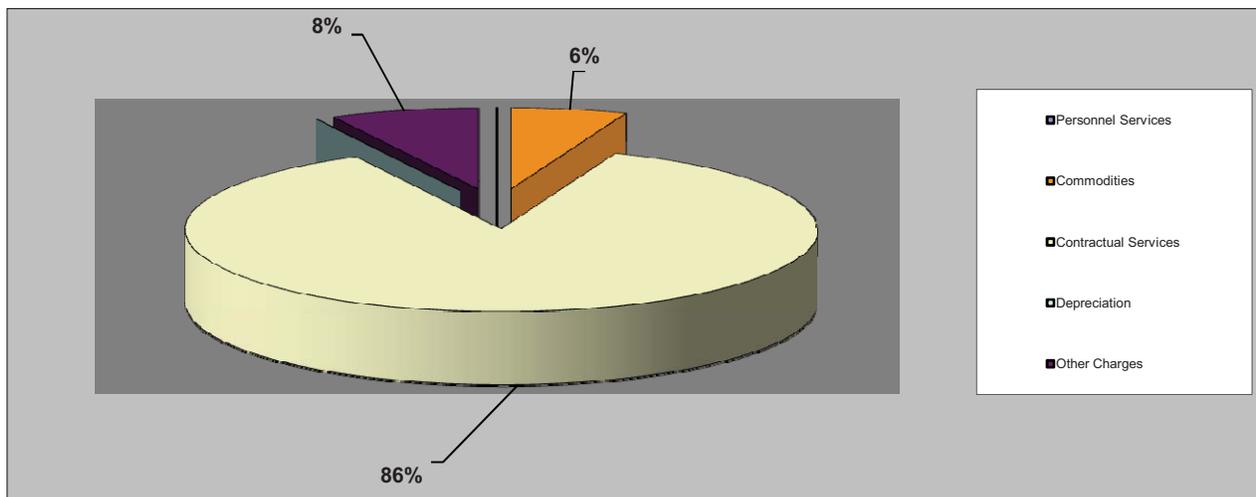
Program Expenditure Highlights

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

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

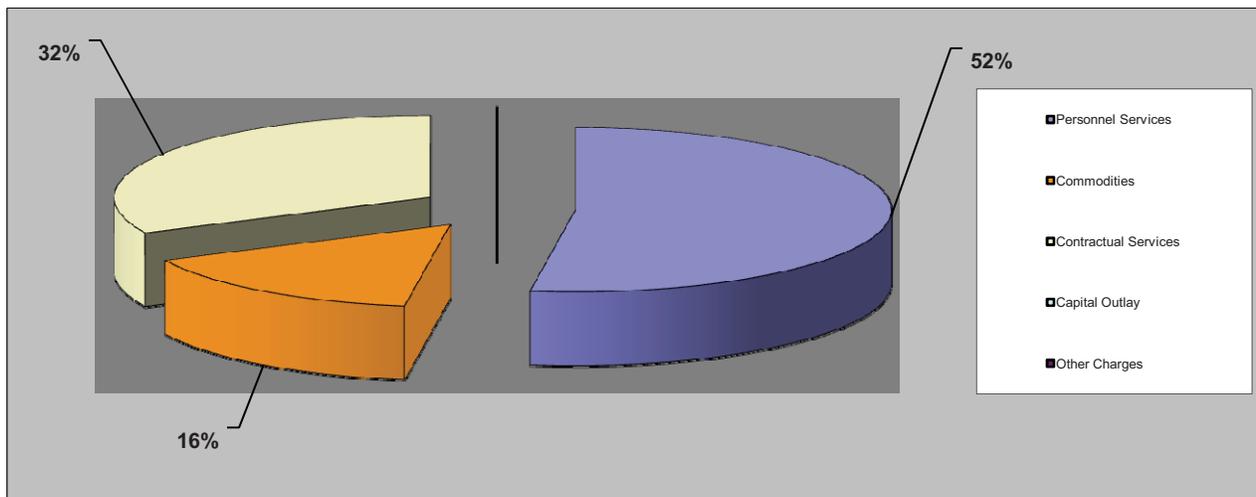
To keep the city streets in a safe and good condition through timely maintenance.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

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

COMMENTS

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

CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

Program Description

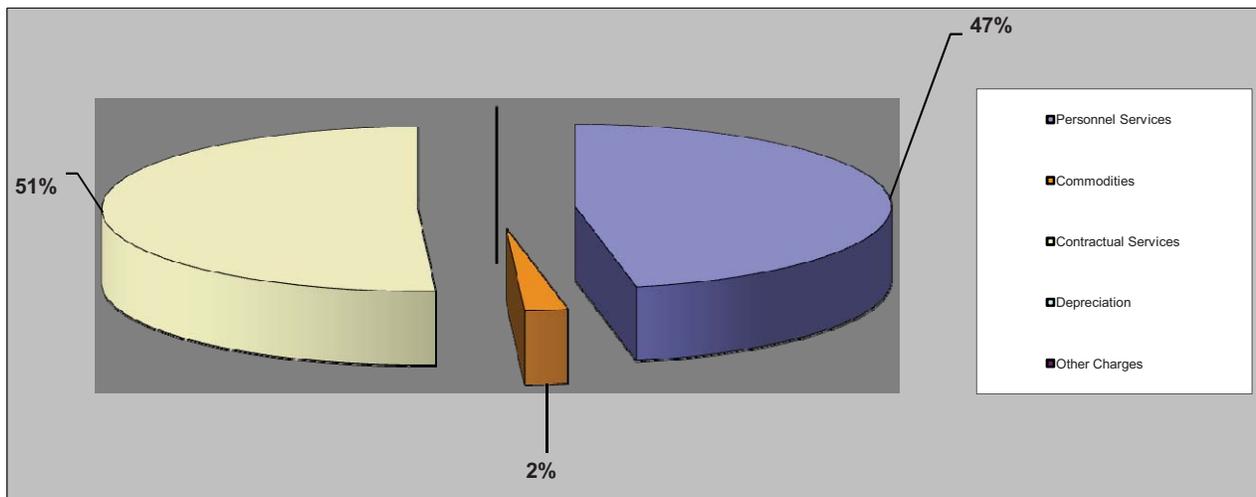
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street five times per year.

Program Expenditure Highlights

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

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

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2013 BUDGET

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

| Performance Measures | 2010 Actual | 2011 Actual | 2012 Estimate | 2013 Estimate |
|--|------------------------|------------------------|--------------------------|--------------------------|
| <u>OUTPUTS/WORKLOAD</u> | | | | |
| Total lane miles | 270 | 271 | 271 | 271 |
| Lane miles swept | 1,215 | 1,390 | 1,390 | 1,390 |
| Employee hours sweeping | 1,457 | 1,487 | 1,500 | 1,500 |
| Tonnage collected | 1,823 | 1,891 | 1,400 | 1,400 |
| <u>EFFECTIVENESS INDICATORS</u> | | | | |
| Times swept per year | 4.5 | 5 | 5 | 5 |
| 1 st sweep completion date | 4/6 | 4/21 | 4/15 | 4/15 |
| <u>EFFICIENCY MEASURES</u> | | | | |
| Cost per lane mile swept | \$148 | \$141 | \$142 | \$142 |
| Cost per capita | \$4.72 | \$5.11 | \$5.07 | \$5.01 |

COMMENTS

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

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

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

- 2004 – 35,892
 - 2005 – 36,279
 - 2006 – 36,397
 - 2007 – 36,663
 - 2008 – 36,717
 - 2009 – 37,755
 - 2010 – 38,018
 - 2011 – 38,374*
 - 2012 – 38,874
 - 2013 – 39,374
-

AGENDA REPORT

TO: James Antonen, City Manager
FROM: Charles Ahl, Assistant City Manager
Gayle Bauman, Finance Manager
SUBJECT: 2013 Budget – Review of Revenue Trends
DATE: August 8, 2012

INTRODUCTION

The City Council has been reviewing the departmental presentations on the budget. Each of these presentations have attempted to provide an overview of each department including both expenditures as well as any corresponding revenue.

Attached are charts showing the trends in revenue and the amount that the Finance Team have estimated for these categories for the 2013 Budget.

Recommended Action

This is an informational item for the City Council. No action is required.

CITY OF MAPLEWOOD, MINNESOTA

GENERAL FUND REVENUES

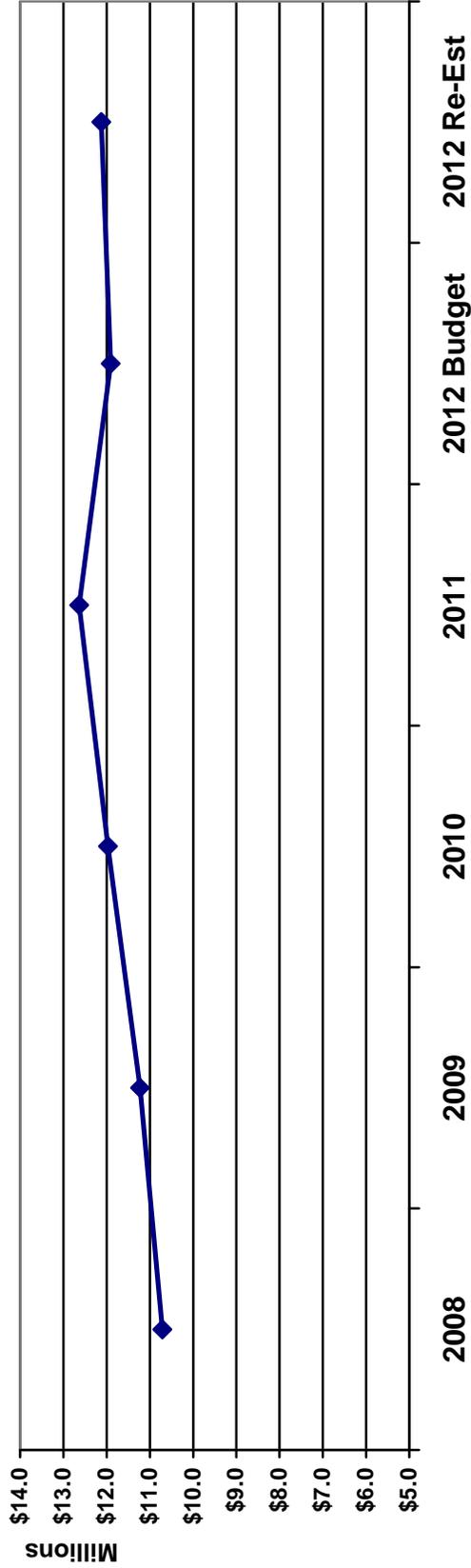
The following charts and descriptions provide a summary of the various General Fund revenues budgeted by the City. The City's revenue estimates are budgeted conservatively to avoid possible shortfalls due to unanticipated changes in the economy. The charts below show trends of General Fund revenues.

Taxes

Tax revenues consist of current and delinquent property taxes, apportionments from tax forfeit sales, penalties and interest on tax payments, and fiscal disparities (a tax base sharing of commercial/industrial property in the seven county metropolitan area).

Property taxes for the City provide the greatest share of the General Fund revenue.

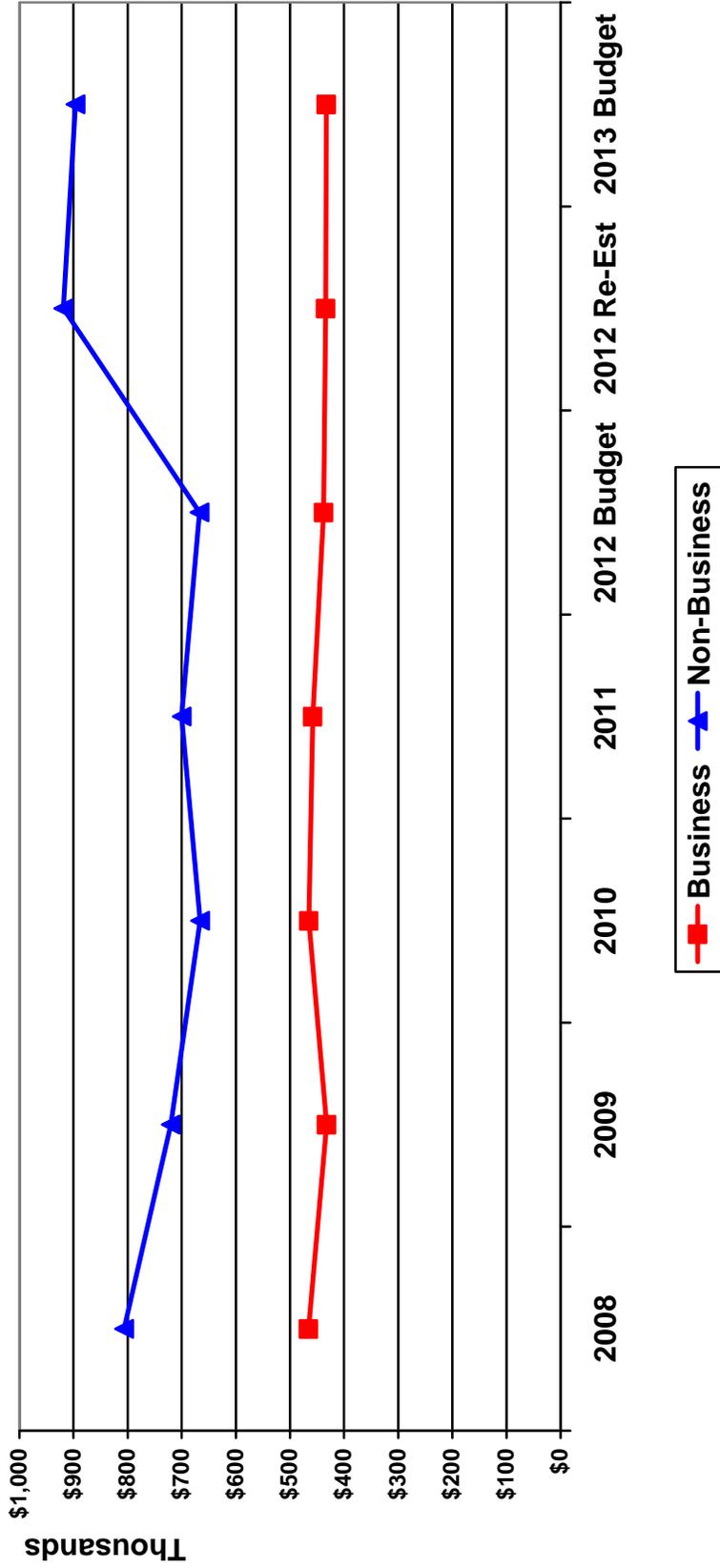
Taxes
2008-2012



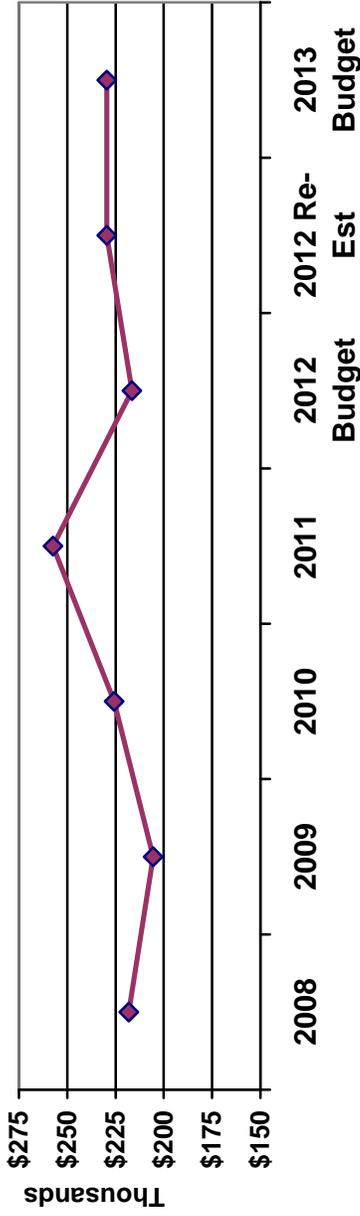
Licenses and Permits

These fees are normally charged as a means of recovering the cost of regulation in the interest of the overall community. *Business* license fees are required to be paid annually in order to operate a business within the City. Liquor license and general business fees 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 and to cover a portion of the administrative costs associated with monitoring activities. Building permit fees generate most of the revenue in this category.

Licenses & Permits
2008-2013



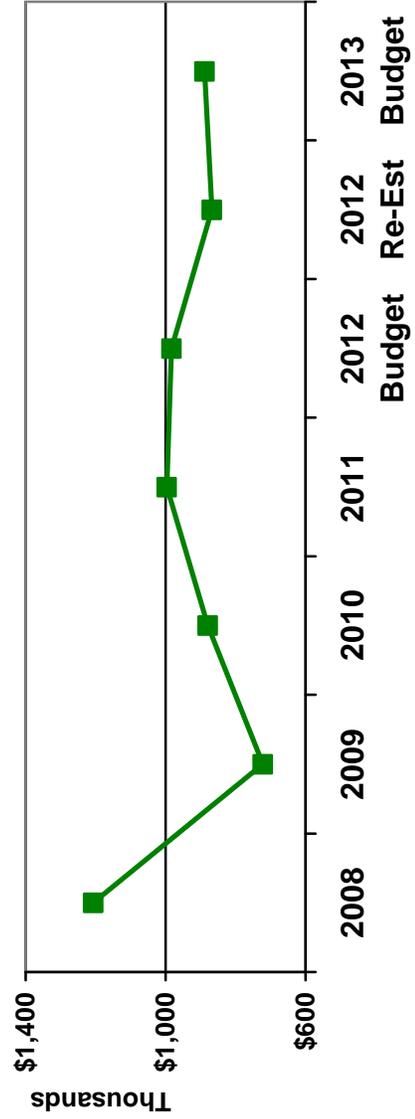
**Fines & Penalties
2008-2013**



Fines and Penalties

Included here is the City's share of traffic and court violations, false alarms and late penalties.

**Intergovernmental
2008-2013**

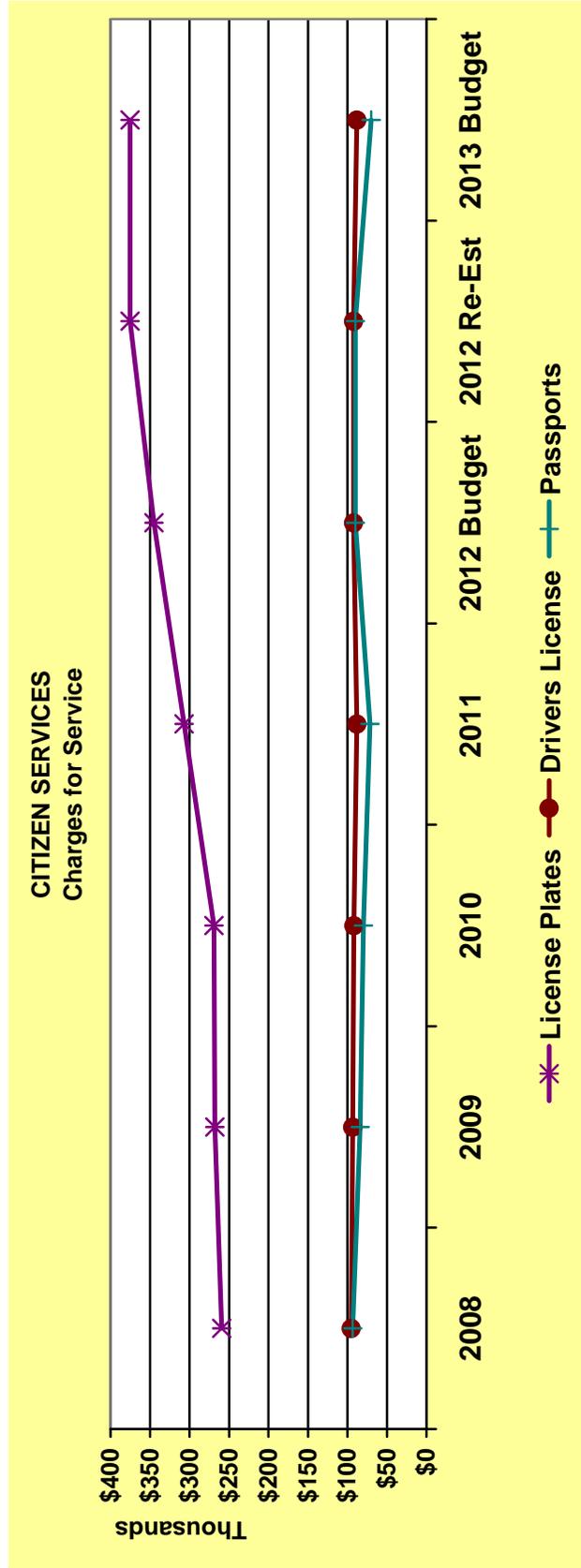
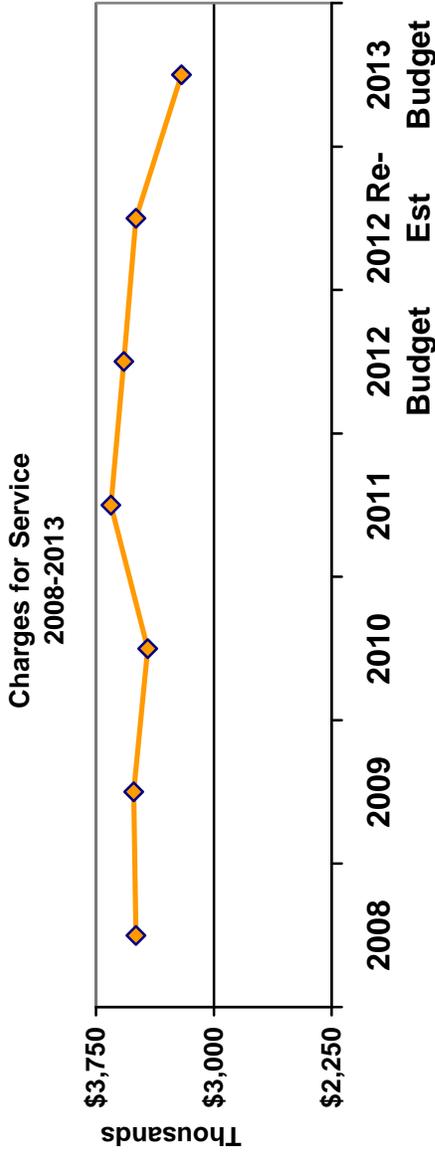


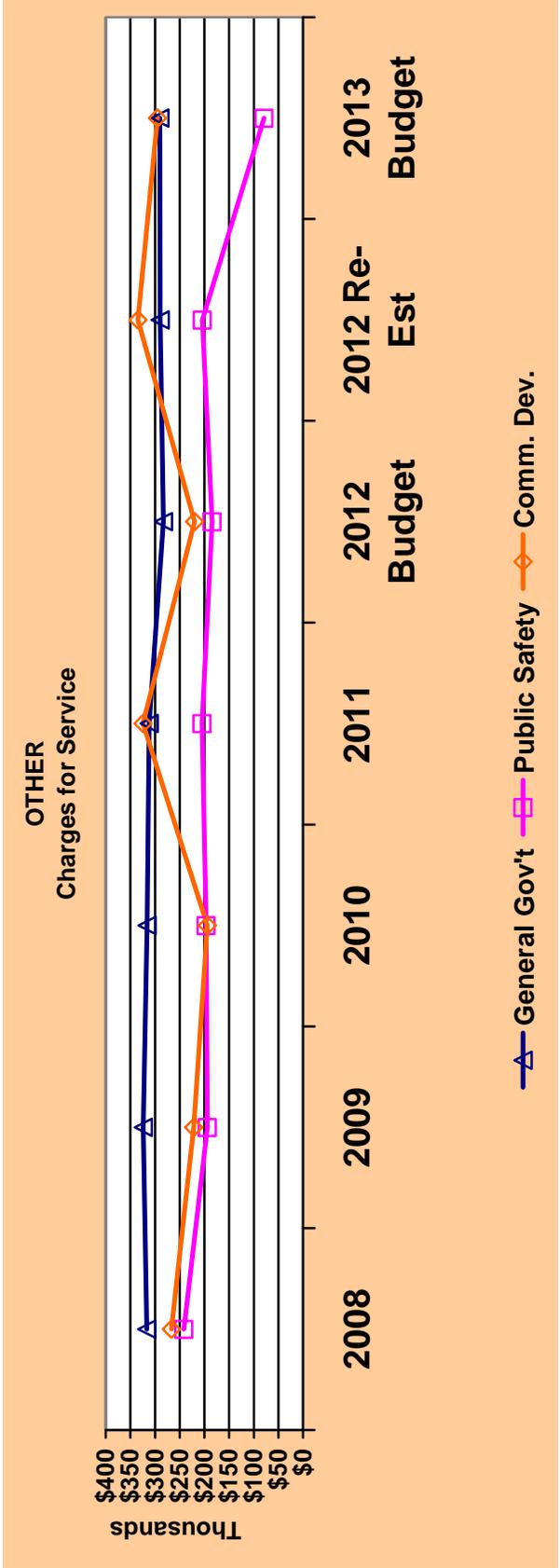
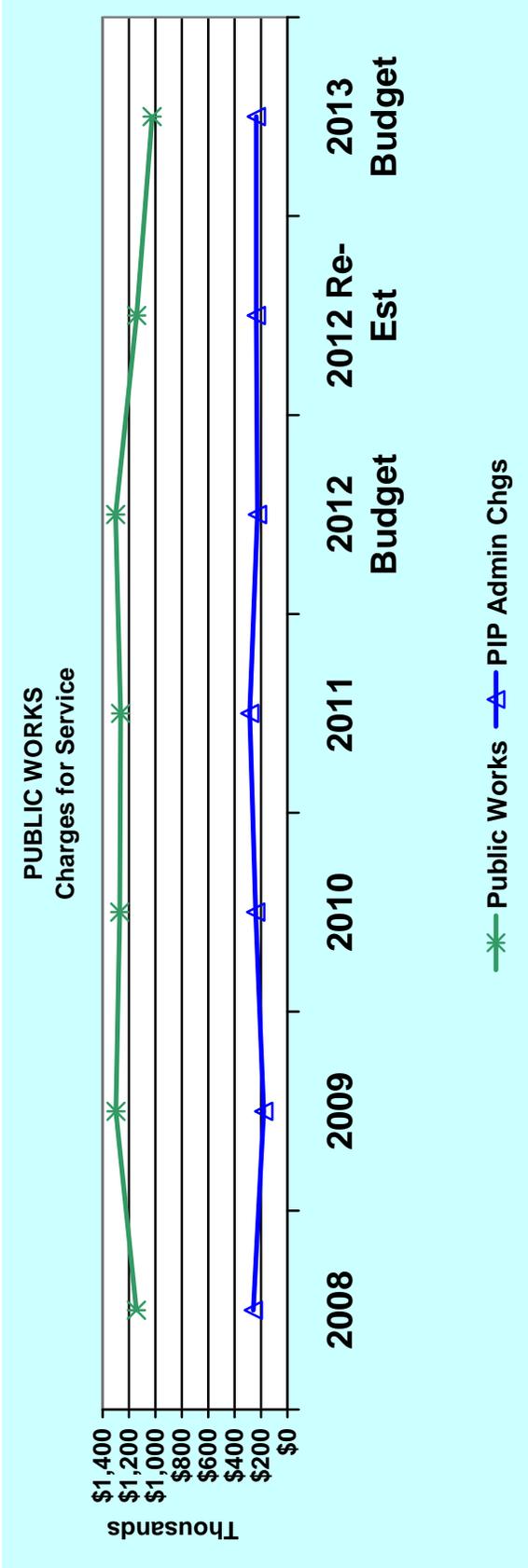
Intergovernmental Revenue

Cities in Minnesota receive a variety of funds from other governments in the form of grants, entitlements and shared revenues. This revenue source can fluctuate greatly from year to year depending on funds the City has been awarded. Items that account for most of these revenues are state street aid and state police and fire aid. 2002 was the last year the City received local government aid.

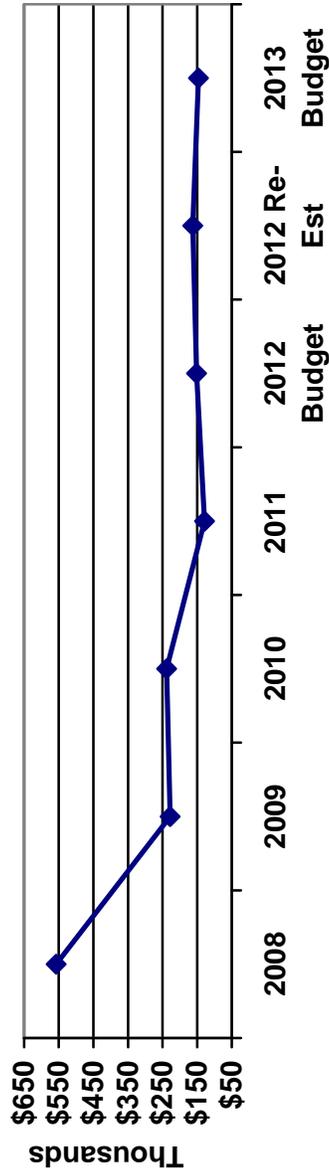
Charges for Service

This category reflects fees collected for contractual services and general services that the City charges for. It includes revenues from plan check fees, administrative charges between funds, in-house engineering, passports, license plates, and contracted police and fire services.

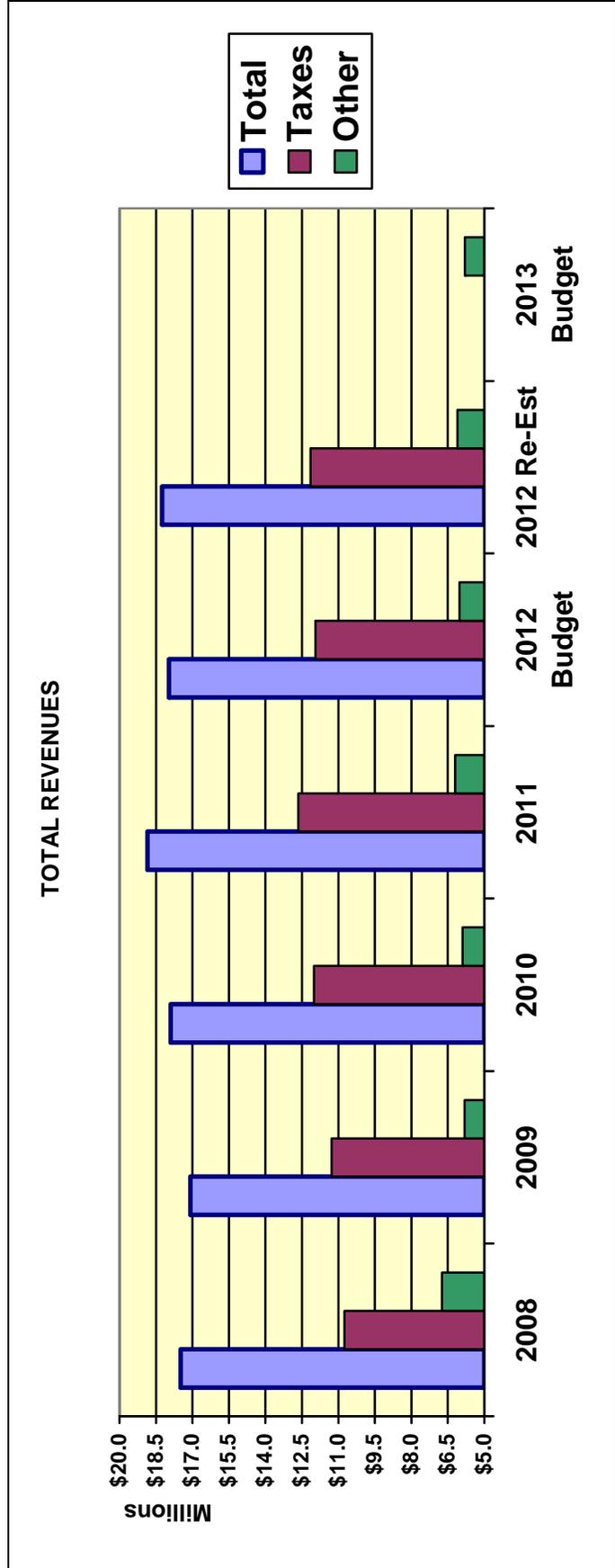




Miscellaneous 2008-2013



Miscellaneous Revenue
Revenues not reported in other categories include investment earnings, rent or sale of property, advertising, revenue bond fees and donations.



CITY OF MAPLEWOOD, MINNESOTA
GENERAL FUND (101)

| | 2008 ACTUAL | 2009 ACTUAL | 2010 ACTUAL | 2011 ACTUAL | 2012 BUDGET | 2012 RE-EST. | 2013 BUDGET | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| <u>Revenues:</u> | | | | | | | | |
| Taxes - current property | \$10,627,520 | \$11,069,531 | \$11,809,686 | \$12,509,345 | \$11,774,800 | \$11,973,090 | | |
| Taxes - other | 81,954 | 160,887 | 162,637 | 123,931 | 135,880 | 148,520 | 148,520 | |
| Special assessments | 35,111 | 41,560 | 31,537 | 20,365 | 32,120 | 25,160 | 25,160 | |
| Licenses and permits | 1,272,463 | 1,152,252 | 1,131,215 | 1,158,253 | 1,104,710 | 1,352,480 | 1,329,250 | |
| Fines and forfeits | 218,172 | 205,491 | 225,774 | 257,301 | 216,480 | 229,520 | 229,520 | |
| Intergovernmental | 1,206,707 | 722,194 | 879,306 | 996,468 | 983,080 | 867,560 | 888,070 | |
| Charges for services | 3,504,659 | 3,498,545 | 3,419,476 | 3,654,689 | 3,571,260 | 3,494,340 | 3,206,300 | |
| Miscellaneous | 499,254 | 119,557 | 162,067 | 69,170 | 95,920 | 107,440 | 111,540 | |
| Proceeds - Sale of Capital Assets | 48,316 | 118,099 | 76,292 | 59,822 | 55,900 | 55,120 | 34,740 | |
| Total revenues | 17,494,156 | 17,088,116 | 17,897,990 | 18,849,345 | 17,970,150 | 18,253,230 | 5,973,100 | |
| <u>Expenditures:</u> | | | | | | | | |
| Citizen Services | 1,171,469 | 1,133,826 | 1,092,598 | 1,027,536 | 1,077,510 | 1,092,490 | 1,110,930 | 6.1% |
| Community Development | 1,330,054 | 1,217,598 | 1,107,834 | 1,067,328 | 1,104,460 | 1,082,370 | 1,197,170 | 6.5% |
| Executive | 919,699 | 793,206 | 783,067 | 882,976 | 841,190 | 834,370 | 885,810 | 4.8% |
| Finance | 753,720 | 692,459 | 680,106 | 689,274 | 757,240 | 742,100 | 772,230 | 4.2% |
| Fire | 1,668,875 | 1,505,413 | 1,692,396 | 1,748,546 | 1,757,410 | 1,770,760 | 1,769,970 | 9.7% |
| Information Technology | 507,322 | 514,924 | 486,963 | 490,860 | 548,720 | 582,750 | 551,030 | 3.0% |
| Legislative | 153,934 | 143,030 | 144,742 | 143,041 | 160,530 | 157,320 | 155,660 | 0.9% |
| Parks | 259,420 | 417,704 | 450,006 | 464,591 | 477,620 | 468,070 | 479,210 | 2.6% |
| Police | 7,507,036 | 7,331,182 | 7,399,878 | 7,791,214 | 8,045,710 | 7,992,800 | 8,190,480 | 44.8% |
| Public Works | 3,288,484 | 3,189,494 | 3,162,847 | 3,122,005 | 3,171,630 | 3,214,750 | 3,165,150 | 17.3% |
| Total expenditures | 17,560,012 | 16,938,836 | 17,000,437 | 17,427,371 | 17,942,020 | 17,937,780 | 18,277,640 | 100.0% |