

PLEASE NOTE CHANGE IN START TIME

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
6:00 P.M. Monday, September 8, 2014
City Hall, Council Chambers

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Historic Preservation Grant Update
2. 2015 Budget Review

F. ADJOURNMENT

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MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: DuWayne Konewko, Parks and Recreation Director
Ginny Gaynor, Natural Resources Coordinator/HPC Liaison

DATE: September 8, 2014

SUBJECT: Historic Preservation Grant Update

Introduction

In Fall 2013, Maplewood received a grant to conduct a historic context study. Consultants will present the completed study at the September 8, 2014 council workshop.

Background

Maplewood is in the early stages of historic preservation planning. The planning process is guided by: 1) Maplewood's 2030 Comprehensive Plan-Chapter 9, 2) Maplewood's Heritage Preservation Ordinance, 3) Requirements for Certified Local Governments (Maplewood achieved this designation in 2012), and 4) State and federal preservation standards.

One of the first steps in preservation planning is to conduct a historic context study. This type of study organizes history based on cultural themes and their geographical and chronological limits. The context study is a framework for evaluating the relative significance of cultural resources. Rather than concentrating on individual properties, it focuses on broad themes that the city can use to organize and evaluate resources. The contexts established create a foundation for future preservation planning and projects.

Maplewood received a \$9500 grant to conduct the historic context study and hired Thomas R. Zahn and Associates. The funds for this grant were provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. During the past several months our consultant has had several meetings with staff, Heritage Preservation Commission, and Maplewood Area Historical Society.

Consultants from Thomas R. Zahn and Associates will present the highlights of the study at the September 8 council workshop. Council members will receive a copy of the completed study and it will be posted on the city website at www.ci.maplewood.mn.us/history.

MEMORANDUM

TO: City Council

FROM: Melinda Coleman, Interim City Manager
Gayle Bauman, Finance Director

DATE: September 2, 2014

SUBJECT: 2015 Budget Review

Introduction

The maximum tax levy for 2015 needs to be adopted and filed with the County by the end of September 2014. The City Manager, Finance staff, and department heads have been actively engaged in planning and preparing the 2015 budget, which funds all City operations and functions.

Background

At the City Council/Manager Workshops held on August 11, 2014 and August 25, 2014, staff discussed General Fund expenditures and the trend data from revenue other than property taxes (i.e., fees, licenses, permits, fines, charges for services). It showed that revenues generated from sources other than the City's property tax levy are generally flat. Staff also talked about bonding debt and the reasons for its increase over the past several years. Operational costs and capital projects are competing for the same tax dollars and our recent levy increases have not been able to keep up with both.

The tax levy increase needed to fund initial 2015 departmental requests was between 9%-10%. At the August 25, 2014 workshop, staff proposed the following changes which reduced the levy increase needed to 3.4%:

Reduce the number of newsletters published in 2015 from 12 to 9	\$30,840
PW-reduce building repair/maintenance	\$5,000
PW-reduce consulting	\$5,000
PW-reduce street maintenance materials	\$8,000
PW-reduce engineering temp wages	\$5,000
PW-reduce forestry fees for service	\$3,000
PW-reduce park maintenance materials	\$5,000
Parks-reduce Administration	\$2,100
Parks-reduce Nature Center	\$1,040
Parks-reduce Open Space	\$1,540
Rec Prog-eliminate Gym Jammers at Carver and staffing of warming houses	\$5,000
PD-No longer store forfeited vehicles	\$30,000
Fire-reduce staffing from 8 FF to 7 2/3 FF	\$35,000
Fire-add non-resident fee to ambulance runs	\$65,000
Proposed budget cuts	\$201,520

Budget Planning

Priorities of the City include maintaining reasonable tax levies and user fees, a strong financial condition, moderate debt levels and a high bond rating.

Department Heads, along with the City Manager and Finance Director have been focused on the following:

- The need to control and/or reduce costs
- Assessment and consideration of new sources of revenue
- Review of all existing City services for possible service delivery changes
- Analysis of inter-departmental and inter-governmental service and/or resource sharing
- Identification of critical needs in City-owned buildings and facilities

The City Manager has directed Department Heads to prepare and refine both operational and capital budgets in a balanced manner using the philosophy of:

1. Responsible stewardship of the public's resources
2. Providing services and programs that will reflect a commitment to excellence; and
3. Recognizing and valuing the high quality of service and innovation of city employees through fair and equitable compensation.

Department Heads are looking at methods of addressing structural budget challenges in a way that is sustainable and makes increases in the City property tax levy based upon need and responsible decision-making. This is a multi-year process and not something that happens overnight. If the City continues to operate as it has been, assuming a 2% inflationary factor for operating expenditures each year for the next five years, the levy would need to increase on average 2.5% per year to support operations as shown in Attachment 2. This does not factor in the need for capital projects such as street improvements, parks, redevelopment and investment in city facilities. At the council meeting later tonight, we will review the 2015-2019 Capital Improvement Plan and see the list of \$18 million of projects that were declined or deferred to future years.

Two of the cuts proposed at the August 25, 2014 workshop are no longer being considered. The Recreation Programs budget is currently running at an operating deficit. Even if Gym Jammers and the warming house staff are eliminated in 2015, this would not result in additional funds for the General Fund. Also, it has been recommended not to reduce staffing in the Fire Department due to public safety concerns. Staff is still actively engaged in the budget planning process and has come up with two other small changes to take the place of the two that were removed, which would keep our proposed levy increase at 3.4%:

Rec Prog eliminate Gym Jammers at Carver and staffing of warming houses	\$5,000
Fire reduce staffing from 8 FF to 7 2/3 FF	\$35,000
Move .1 fte of employee to Rec Programs	\$12,410
Further reduce CIP Fund levy	\$25,000
Proposed budget cuts	\$(2,590)

Additional items currently being discussed:

- Implementation of a Gas Franchise Fee
- Implementation of an Early Retirement Incentive Program

Recommendation

Staff seeks Council guidance around priorities and considerations for the “maximum tax levy” for 2015. In full recognition of the range of implications, department heads will continue final preparation of a “maximum levy” recommendation based on the framework or guidance as provided by the Council. With some budget cuts and deferrals already identified, the final staff recommendation will be based upon feedback from the Council. Staff will continue to work with Council to present a “maximum levy” recommendation and implications assessment for your consideration and adoption on September 22, 2014.

Attachment

1. Worksheet on current budget position
2. General Fund projections
3. 2015 Draft Operating Budget

2014 LEVY	18,528,400
Increases for:	
Debt Service	134,220
Police vehicles and equipment	114,560
Projected decrease of other revenue sources	273,300
General Fund expenditure increases	284,660
Fund street project deficits	250,000
Decreases for:	
Reduce MCC levy	(25,000)
Reduce Ambulance Service levy	(50,000)
Reduce Recreation Program levy	(15,000)
Remove Fire Truck Fund levy	(50,000)
Remove Park Development Fund levy	(30,000)
Remove Redevelopment Fund levy	(40,000)
Reduce CIP Fund levy	(15,000)
Position as of 8/11/14	19,360,140
	4.5%
Additional cuts/revenue	
Reduce number of newsletters	(30,840)
PW cuts	(31,000)
Parks & Rec cuts	(9,680)
Police cuts to vehicle storage fee	(30,000)
Reduce fire staffing	(35,000)
Add non-resident fee to ambulance runs	(65,000)
Position as of 8/25/14	19,158,620
	3.4%
Additional changes	
No benefit from part of Parks & Rec cut	5,000
Do not reduce fire staffing	35,000
Move .1 fte of employee to Rec Programs	(12,410)
Further reduce CIP Fund levy	(25,000)
Current position with above changes	19,161,210
	3.4%

E2, Attachment 2

GENERAL FUND	2009		2010		2011		2012		2013		Estimate 2014		Budget 2015		Projections 2016-2020				
Revenues - Property Taxes	11,250,317	11,990,272	12,650,763	12,294,725	12,261,079	12,303,810	12,607,050								13,812,480	13,630,850	14,399,150	14,547,120	15,121,830
Revenues - Other	5,719,700	5,831,425	6,138,760	6,348,483	6,435,945	6,569,790	5,760,290								5,800,000	5,800,000	5,800,000	5,800,000	5,800,000
TOTAL REVENUES	16,970,017	17,821,697	18,789,523	18,643,208	18,697,024	18,873,600	18,367,340								19,612,480	19,430,850	20,199,150	20,347,120	20,921,830
Expenditures - Current	(16,789,463)	(16,835,350)	(17,233,273)	(17,381,332)	(18,174,806)	(18,554,625)	(18,662,530)								(19,035,780)	(19,416,500)	(19,804,830)	(20,200,930)	(20,604,950)
Expenditures - Capital Outlay	(149,372)	(165,087)	(194,098)	(233,947)	(280,865)	(140,440)	0								(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
TOTAL EXPENDITURES	(16,938,836)	(17,000,437)	(17,427,371)	(17,615,279)	(18,455,671)	(18,695,065)	(18,662,530)								(19,125,780)	(19,506,500)	(19,894,830)	(20,290,930)	(20,694,950)
Sale of Capital Assets	118,099	76,292	59,822	45,173	46,631	15,000	15,000								15,000	15,000	15,000	15,000	15,000
Transfers In	5,696	63,577	0	5,000	0	0	75,000								7,500	7,500	7,500	7,500	7,500
Transfers Out	(395,000)	(155,411)	(794,502)	(592,012)	(692,156)	(640,800)	(19,500)								(19,500)	(19,500)	(19,500)	(19,500)	(19,500)
TOTAL OTHER	(271,205)	(15,542)	(734,680)	(541,839)	(645,525)	(625,800)	70,500								3,000	3,000	3,000	3,000	3,000
CHANGE IN FUND BALANCE	(240,024)	805,718	627,472	486,090	(404,172)	(447,265)	(224,690)								489,700	(72,650)	307,320	59,190	229,880
FUND BALANCE	6,512,136	7,317,854	7,945,327	8,431,416	8,027,244	7,579,979	7,355,289								7,844,989	7,772,339	8,079,659	8,138,849	8,368,729
FUND BALANCE % REVENUES	38.4%	41.1%	42.3%	45.2%	42.9%	40.2%	40.0%								40.0%	40.0%	40.0%	40.0%	40.0%
CITY TAX LEVY	15,876,235	16,670,046	17,503,454	17,853,523	18,528,400	18,528,400	19,158,620								20,364,050	20,182,420	20,950,720	21,098,690	21,673,400
		5.0%	5.0%	2.0%	3.8%	0.0%	3.4%								6.3%	-0.9%	3.8%	0.7%	2.7%
5 year average increase = 2.5% per year																			

Assumptions:
 Revenues - Other: remains flat
 Expenditures - Current: 2% increase each year
 Expenditures - Capital Outlay: based on historical average

CITY OF MAPLEWOOD

2015 OPERATING BUDGET

CITY OF MAPLEWOOD, MINNESOTA

DRAFT



OPERATING BUDGET

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TAX LEVY FOR 2014-2015

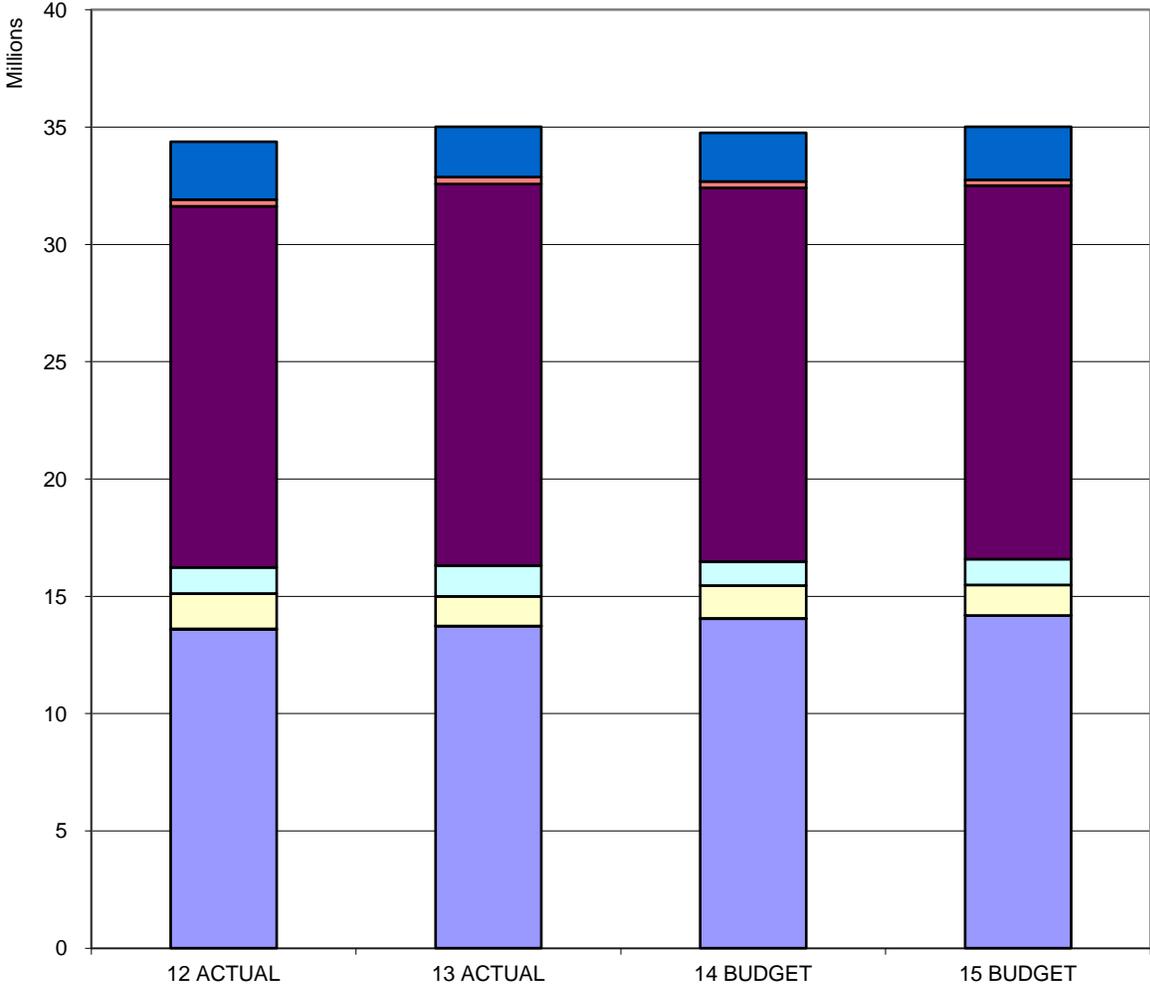
	2014 <u>Levy</u>	Proposed 2015 <u>Levy</u>	<u>Change</u>	
			<u>Amount</u>	<u>Percent</u>
<u>Operations:</u>				
General Fund	\$12,330,530	\$12,636,530	\$306,000	2.5%
Ambulance Service Fund	\$450,000	\$335,000	(\$115,000)	-25.6%
Community Center Operations Fund	\$525,000	\$500,000	(\$25,000)	-4.8%
Recreation Programs Fund	\$175,000	\$160,000	(\$15,000)	-8.6%
Operations Total	\$13,480,530	\$13,631,530	\$151,000	1.1%
<u>Capital Improvements:</u>				
C.I.P. Fund	\$180,000	\$140,000	(\$40,000)	-22.2%
PD Squad/Equip Fund	\$0	\$255,000	\$255,000	N/A
F.T.R. Fund	\$50,000	\$0	(\$50,000)	-100.0%
Park Development Fund	\$30,000	\$0	(\$30,000)	-100.0%
Redevelopment Fund	\$40,000	\$0	(\$40,000)	-100.0%
Street Improvements	\$0	\$250,000	\$250,000	N/A
EDA Fund	\$89,270	\$89,270	\$0	0.0%
Capital Improvements Total	\$389,270	\$734,270	\$345,000	88.6%
<u>Debt Service:</u>				
Debt Service Fund	\$4,658,600	\$4,792,820	\$134,220	2.9%
<u>Totals-All Funds</u>	\$18,528,400	\$19,158,620	\$630,220	3.4%
	0.0%	3.4%		

**OPERATING BUDGET
REVENUE SUMMARY**

<u>Total By Source</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Taxes	\$13,583,799	\$13,738,630	\$14,041,250	\$14,185,970	1.0%
Special Assessments	26,081	1,034	22,490	400	-98.2%
Licenses and Permits	1,508,354	1,260,940	1,389,880	1,291,570	-7.1%
Intergovernmental Revenue	1,108,508	1,303,269	1,023,010	1,105,590	8.1%
Charges for Services	15,397,153	16,273,683	15,936,480	15,921,360	-0.1%
Fines and Penalties	281,439	298,427	261,730	237,600	-9.2%
Miscellaneous	2,470,843	2,139,720	2,084,920	2,236,580	7.3%
Totals	\$34,376,177	\$35,015,703	\$34,759,760	\$34,979,070	0.6%
<u>Total By Fund</u>					
Ambulance Service	\$2,581,675	\$2,943,622	\$2,754,920	\$2,788,790	1.2%
Charitable Gambling Tax	27,185	27,135	30,000	27,200	-9.3%
Community Center	2,379,350	2,369,003	2,580,470	2,592,450	0.5%
Environmental Utility	2,105,872	2,322,600	2,416,500	2,490,190	3.0%
Fleet Management	976,276	935,302	960,780	979,400	1.9%
General	18,688,380	18,743,655	18,369,580	18,382,340	0.1%
Information Technology	651,326	695,160	743,780	773,680	4.0%
Maplewood Area EDA	189,099	92,917	94,420	90,210	-4.5%
Police Services	18,762	28,177	9,950	10,660	7.1%
Recreation Programs	698,682	644,874	693,450	701,490	1.2%
Recycling Program	520,346	638,311	703,890	722,570	2.7%
Sanitary Sewer	5,246,710	5,269,696	4,910,300	4,928,500	0.4%
Street Light Utility	288,366	294,537	475,360	477,610	0.5%
Taste of Maplewood	3,449	8,909	13,330	12,980	-2.6%
Tree Preservation Fund	700	1,805	3,030	1,000	-67.0%
Totals	\$34,376,177	\$35,015,703	\$34,759,760	\$34,979,070	0.6%

OPERATING BUDGET

Revenues for 2012-2015



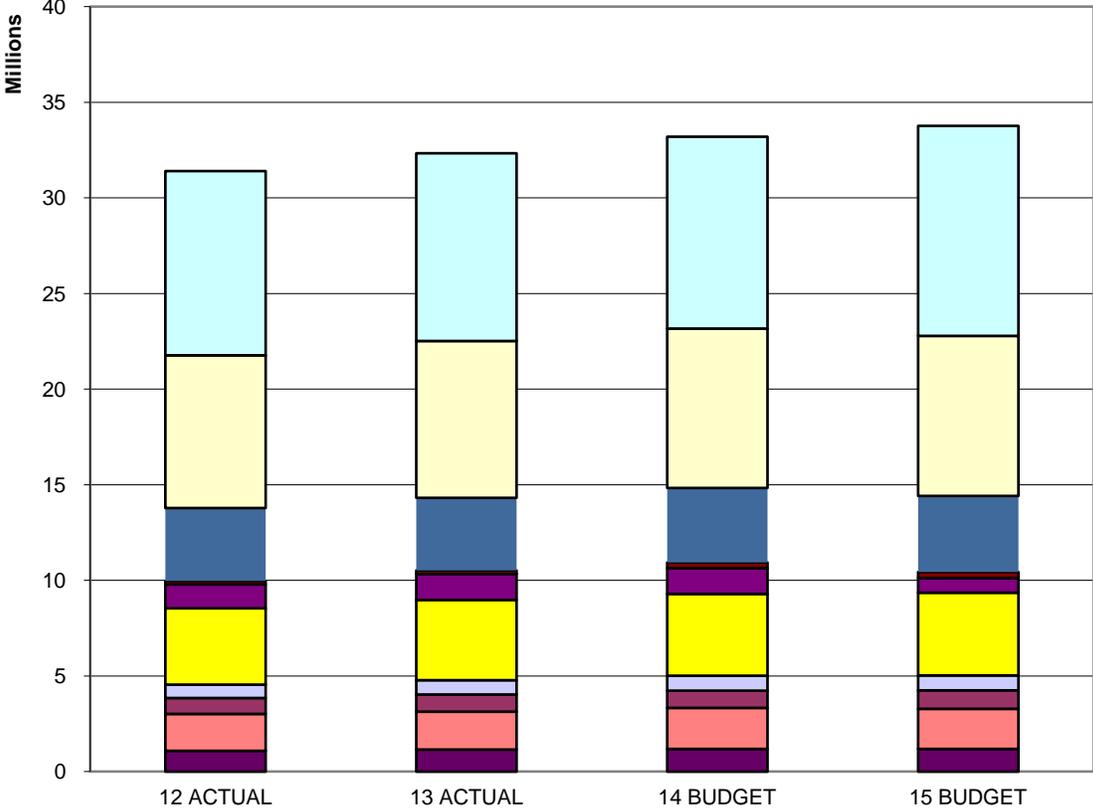
- TAXES
- INTERGOVERNMENTAL
- MISCELLANEOUS
- ASSESSMENTS
- CHARGES FOR SERVICES
- FINES/PENALTIES
- LICENSES/PERMITS

OPERATING BUDGET EXPENDITURE SUMMARY

<u>Total By Department</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Citizen Services	\$1,089,961	\$1,155,443	\$1,186,870	\$1,187,660	0.1%
Environmental and Economic Development	1,934,859	1,972,496	2,140,330	2,101,000	-1.8%
Executive	827,269	904,595	901,630	964,730	7.0%
Finance	702,244	743,043	781,510	773,720	-1.0%
Fire	3,984,214	4,206,175	4,285,960	4,325,570	0.9%
Information Technology	724,773	711,219	775,670	767,250	-1.1%
Legislative	186,562	193,428	302,570	315,820	4.4%
Parks and Recreation	3,803,090	3,781,825	3,881,560	3,973,350	2.4%
Police	7,993,929	8,213,247	8,341,640	8,379,950	0.5%
Public Works	10,153,236	10,459,372	10,603,760	10,972,040	3.5%
Totals	\$31,400,137	\$32,340,843	\$33,201,500	\$33,761,090	1.7%
<u>Total By Classification</u>					
Personnel Services	\$18,479,816	\$18,632,118	\$19,351,800	\$19,709,680	1.8%
Commodities	1,486,585	1,785,798	1,677,890	1,646,480	-1.9%
Contractual Services	8,698,030	9,279,168	9,628,600	9,902,250	2.8%
Capital Outlay and Depreciation	1,715,436	1,841,014	1,722,000	1,666,780	-3.2%
Other Charges	1,020,270	802,745	821,210	835,900	1.8%
Totals	\$31,400,137	\$32,340,843	\$33,201,500	\$33,761,090	1.7%
<u>Total By Fund</u>					
Ambulance Service	\$2,244,532	\$2,352,932	\$2,439,940	\$2,473,950	1.4%
Charitable Gambling Tax	24,027	28,536	32,000	30,000	-6.3%
Community Center	2,554,418	2,559,630	2,554,800	2,628,910	2.9%
Environmental Utility	1,926,163	1,729,293	1,825,790	1,906,540	4.4%
Fleet Management	865,193	917,174	896,900	943,190	5.2%
General	17,615,278	18,455,671	18,656,020	18,662,530	0.0%
Information Technology	724,773	711,219	775,670	767,250	-1.1%
Maplewood Area EDA	14,789	12,871	115,180	129,300	12.3%
Police Services	321	19,581	140	37,000	26328.6%
Recreation Programs	725,654	675,564	738,140	740,730	0.4%
Recycling Program	557,168	519,650	619,270	631,520	2.0%
Sanitary Sewer	3,916,117	4,104,201	4,273,270	4,525,100	5.9%
Street Light Utility	210,131	226,423	241,000	250,550	4.0%
Taste of Maplewood	18,136	25,938	29,330	32,480	10.7%
Tree Preservation	3,437	2,160	4,050	2,040	-49.6%
Totals	\$31,400,137	\$32,340,843	\$33,201,500	\$33,761,090	1.7%

OPERATING BUDGET

Expenditures for 2012-2015



- Citizen Services
- Executive
- Fire
- Legislative
- Police
- Environmental and Economic Development
- Finance
- Information Technology
- Parks and Recreation
- Public Works

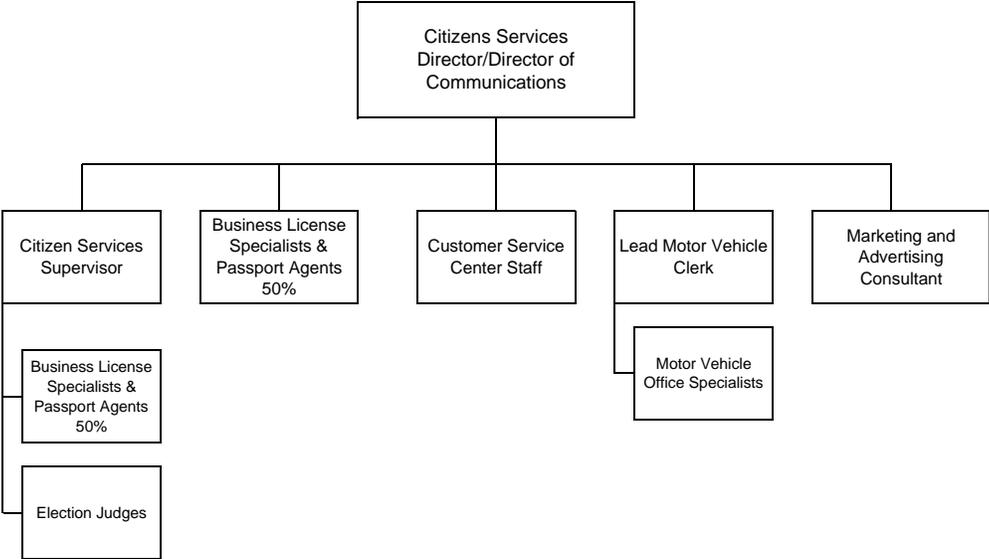
OPERATING BUDGET
EXPENDITURES BY PROGRAM - DESCENDING ORDER FOR 2015 BUDGET

DEPARTMENT	CODE	PROGRAM	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	2015 PERCENT CHANGE
POLICE	402	Police Services	\$5,773,712	\$6,087,523	\$6,149,940	\$6,412,090	4.3%
PUBLIC WORKS	508	Sanitary Sewer Oper.	3,916,117	4,104,201	4,273,270	4,525,100	5.9%
PARKS & REC	61X	Community Center Oper.	2,554,418	2,559,630	2,554,800	2,628,910	2.9%
FIRE	403	Emer. Medical Services	2,023,964	2,140,902	2,227,910	2,259,860	1.4%
FIRE	404	Fire Suppression	1,341,361	1,412,658	1,386,400	1,414,560	2.0%
PUBLIC WORKS	512	Storm Sewer Maint.	1,416,997	1,184,860	1,180,950	1,281,150	8.5%
POLICE	401	Adminstration	913,086	935,984	973,350	1,125,470	15.6%
PUBLIC WORKS	509	Fleet Management	865,193	917,174	896,900	943,190	5.2%
PUBLIC WORKS	602	Park Maintenance	930,819	879,628	860,360	854,450	-0.7%
POLICE	409	Investigations	1,261,694	1,146,666	1,171,620	842,390	-28.1%
INFO TECH	118	I.T. Services	724,773	711,219	775,670	767,250	-1.1%
CITIZEN SERVICES	301	Adminstration	591,238	658,827	749,670	741,830	-1.0%
PARKS & REC	603	Recreation Programs	725,654	675,564	738,140	740,730	0.4%
PUBLIC WORKS	502	Street Maintenance	800,494	733,863	728,840	732,880	0.6%
PUBLIC WORKS	503	Engineering	748,927	759,842	753,510	646,930	-14.1%
COMM DEVELOP	706	Recycling	557,167	519,650	619,270	631,520	2.0%
INFO TECH	115	Building Operations	531,791	644,346	571,520	576,350	0.8%
FIRE	411	Adminstration	528,988	560,027	575,540	554,340	-3.7%
COMM DEVELOP	702	Planning	497,073	523,364	559,410	533,850	-4.6%
PUBLIC WORKS	514	Snow and Ice Control	349,085	452,149	466,970	481,570	3.1%
COMM DEVELOP	703	Building Inspections	488,572	491,974	480,020	472,310	-1.6%
FINANCE	202	Finance Services	406,803	436,293	440,580	438,490	-0.5%
EXECUTIVE	102	Adminstration	343,837	387,722	378,010	407,570	7.8%
CITIZEN SERVICES	303	Deputy Registrar	400,113	405,574	337,290	345,600	2.5%
COMM DEVELOP	701	Adminstration	279,704	282,190	293,710	344,580	17.3%
FINANCE	201	Adminstration	295,193	306,750	340,930	335,230	-1.7%
EXECUTIVE	116	HR Adminstration	264,253	297,636	287,150	321,700	12.0%
PARKS & REC	604	Nature Center	255,823	258,619	280,410	287,210	2.4%
PUBLIC WORKS	513	Street Sweeping	190,122	202,127	266,990	270,660	1.4%
PUBLIC WORKS	501	Adminstration	193,560	205,914	204,850	251,170	22.6%
PUBLIC WORKS	506	Street Lights and Signals	210,131	226,423	241,000	250,550	4.0%
EXECUTIVE	103	Legal Services	211,683	214,146	220,050	229,540	4.3%
PARKS & REC	601	Adminstration	161,379	183,485	204,810	209,200	2.1%
PUBLIC WORKS	516	Forestry	0	148,846	158,600	158,040	-0.4%
LEGISLATIVE	101	City Council	146,686	144,870	153,240	154,370	0.7%
LEGISLATIVE	000	Maplewood Area EDA	14,789	12,871	115,180	129,300	12.3%
FIRE	405	Fire Prevention	82,650	84,982	85,730	86,940	1.4%
COMM DEVELOP	707	Code Enforcement	64,859	107,192	141,690	75,720	-46.6%
PARKS & REC	605	Open Space Mgmt.	64,749	71,070	74,040	75,100	1.4%
CITIZEN SERVICES	304	Elections	80,474	65,104	70,580	67,750	-4.0%
COMM DEVELOP	704	Public Health Inspections	47,484	48,127	46,230	43,020	-6.9%
CITIZEN SERVICES	000	Taste of Maplewood	18,136	25,938	29,330	32,480	10.7%
PARKS & REC	606	Ice Arena Operations	37,630	31,298	25,310	30,160	19.2%
LEGISLATIVE	000	Chaitable Gambling	24,028	28,536	32,000	30,000	-6.3%
FIRE	413	Emergency Mgmt.	7,250	7,606	10,380	9,870	-4.9%
EXECUTIVE	114	Safety	7,496	5,092	16,420	5,920	-63.9%
LEGISLATIVE	105	Police Civil Service Comm.	0	6,644	2,150	2,150	0.0%
PARKS & REC	000	Tree Preservation	3,437	2,159	4,050	2,040	-49.6%
LEGISLATIVE	108	Human Rights Comm.	1,060	507	0	0	N/A
FINANCE	203	Ambulance Billing	248	0	0	0	N/A
POLICE	407	Animal Control	45,437	43,075	46,730	0	-100.0%
			\$31,400,137	\$32,340,843	\$33,201,500	\$33,761,090	1.7%

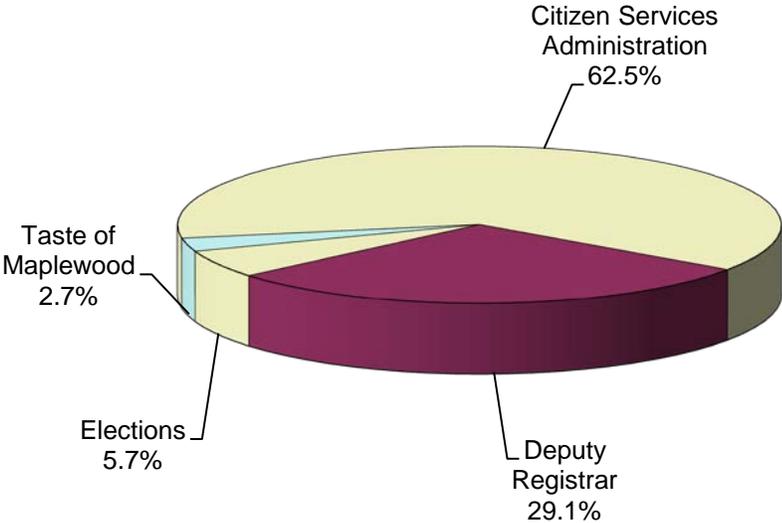
CITY OF MAPLEWOOD

CITIZEN SERVICES

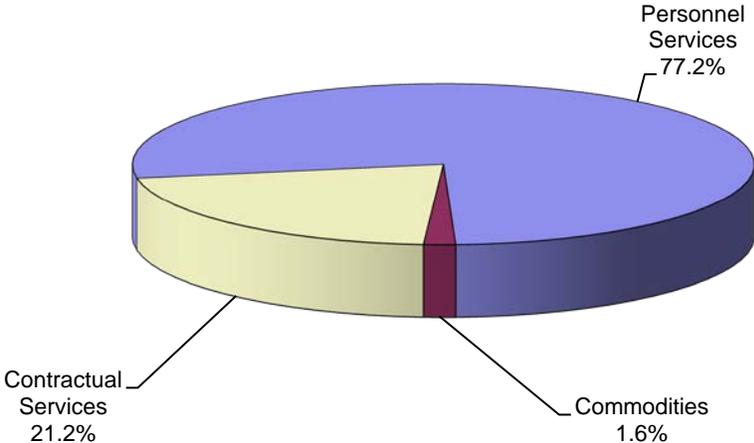
ORGANIZATION CHART



CITIZEN SERVICES BUDGET 2015 Total By Program

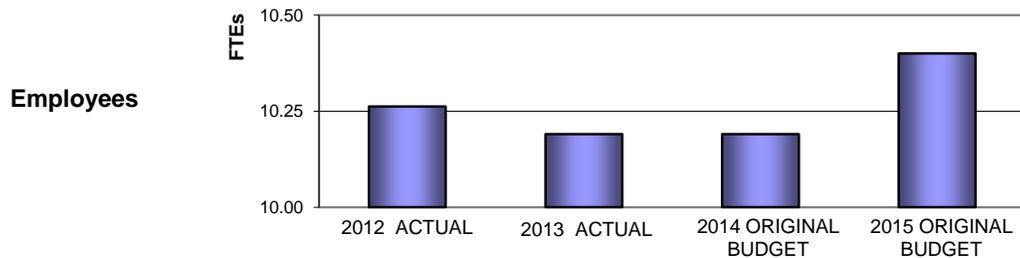
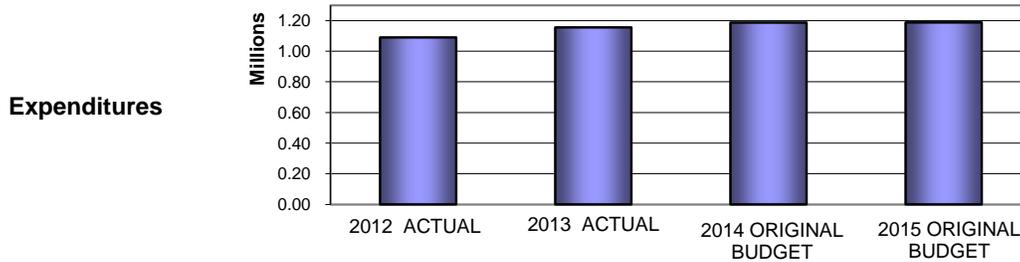


Total By Classification



**CITIZEN SERVICES
EXPENDITURE SUMMARY**

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Citizen Services Administration	\$591,238	\$658,827	\$749,670	\$741,830	-1.0%
Deputy Registrar	400,113	405,574	337,290	345,600	2.5%
Elections	80,474	65,104	70,580	67,750	-4.0%
Taste of Maplewood	18,136	25,938	29,330	32,480	10.7%
Totals	1,089,961	1,155,443	1,186,870	1,187,660	0.1%
Total By Classification					
Personnel Services	869,165	871,320	884,210	916,330	3.6%
Commodities	17,619	21,017	19,500	19,450	-0.3%
Contractual Services	200,063	260,413	283,160	251,880	-11.0%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	3,114	2,693	0	0	N/A
Totals	1,089,961	1,155,443	1,186,870	1,187,660	0.1%
Total By Fund					
General Fund	1,071,825	1,129,505	1,157,540	1,155,180	-0.2%
Taste of Maplewood	18,136	25,938	29,330	32,480	10.7%
Totals	\$1,089,961	\$1,155,443	\$1,186,870	\$1,187,660	0.1%
Number of Employees (FTE)	10.26	10.19	10.19	10.40	2.1%





MAPLEWOOD

Together We Can

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CITIZEN SERVICES

MISSION STATEMENT

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

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

2015 OBJECTIVES

1. 100% of completed council agendas and agenda packets provided 4 days in advance of meetings and 100% of legal notices prepared, posted and or published with legal deadlines.
2. Manage the production of the Maplewood Living and other city publications keeping the public informed of progress, events and the overall story of the city. Continue to work with local and surrounding businesses showcasing their offerings and increase the use of social networking for marketing and advertising purposes.
3. Work with all departments to manage the record keeping of all contracts and agreements for required retention purposes and for improved transparency.
4. Facilitate updates and republications to the City Code of Ordinances through Municipal Code on a bi-annual basis or as needed.
5. Revise the Records Retention Schedule reflecting changes in the 2014 legislative session and provide departments with updated laws and practices on records retention practices.
6. Continue working with local auto dealers, banks and credit unions in Maplewood and surrounding areas performing their deputy registrar work.
7. Conduct the 2015 Local Election cycle implementing the use of the new election equipment and conduct educational open houses for voters to view the new equipment.
8. Serve as the Department liaison for Human Rights Commission assisting the Commission in projects and events as needed.
9. Conduct the annual July 4th "Lite It Up" fireworks event at Hazelwood Park securing vendors and sponsors to help with the cost of the event.

Department: Citizen Services
Program: Administration

Fund # : 101
Program # : 301

Program Description

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

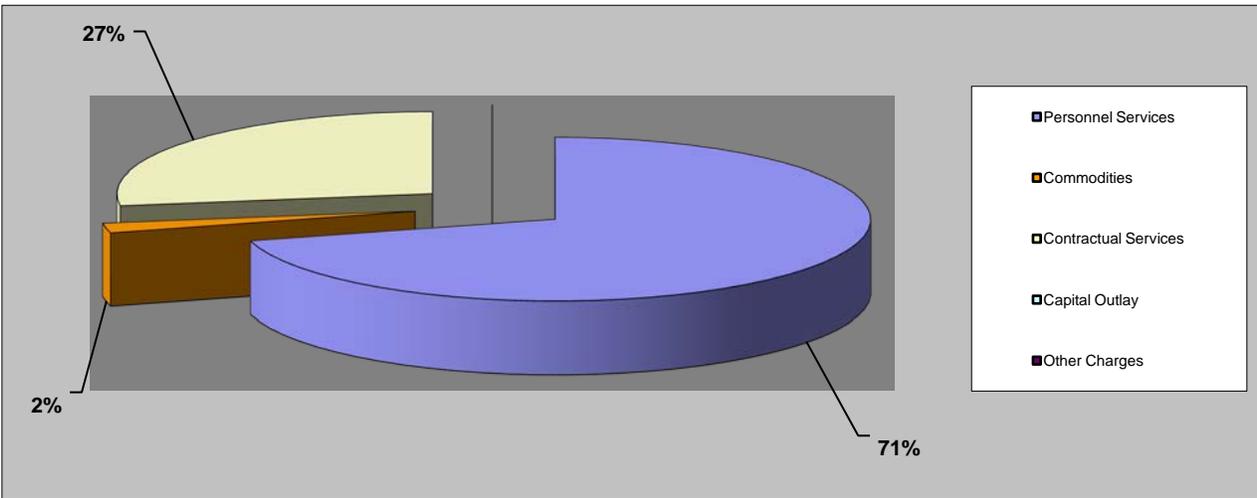
Program Expenditure Highlights

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

The decrease in contractual services is due to a proposal to reduce the number of newsletters in 2015 from 12 to 9.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 410,478	\$ 421,280	\$ 497,760	\$ 524,550
Commodities	12,672	13,824	14,700	14,200
Contractual Services	164,974	221,030	237,210	203,080
Capital Outlay	-	-	-	-
Other Charges	3,114	2,693	-	-
Total	\$ 591,238	\$ 658,827	\$ 749,670	\$ 741,830
Percent Change	0.7%	11.4%	13.8%	(-1.0%)
Full-Time Equivalent positions	4.26	4.39	5.39	5.60

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Agenda reports	503	580	565	525
Pages of minutes	732	446	500	500
Number of ordinances	9	8	7	10
Number of resolutions	170	194	200	225
Business licenses / permits / registrations / dog-cat permits	2,092	2,477	2,170	2,100
Number of passports processed	N/A	2,052	1,950	2,000
Annual marketing agreements	40	29	12	15
Number of marketing projects	289		200	
Testimonial marketing	7		20	
<u>EFFECTIVENESS INDICATORS</u>				
Percentage of licenses, permits issued by deadline	99%	99%	99%	99%
Percentage of marketing projects completed	100%	99%	100%	100%
Testimonials used in marketing materials	70%	80%	80%	80%
Business contacts for the purpose of ad revenue and partnerships	80%	80%	80%	80%
<u>EFFICIENCY MEASURES</u>				
Projects are completed on time and in a professional manner	100%	100%	100%	100%

COMMENTS

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

In 2013 passport processing was moved from Deputy Registrar to the City Clerk Administrative Division due to a new federal law prohibiting the same individuals that have the ability to process driver's licenses or identification cards to process passport applications.

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

Program Description

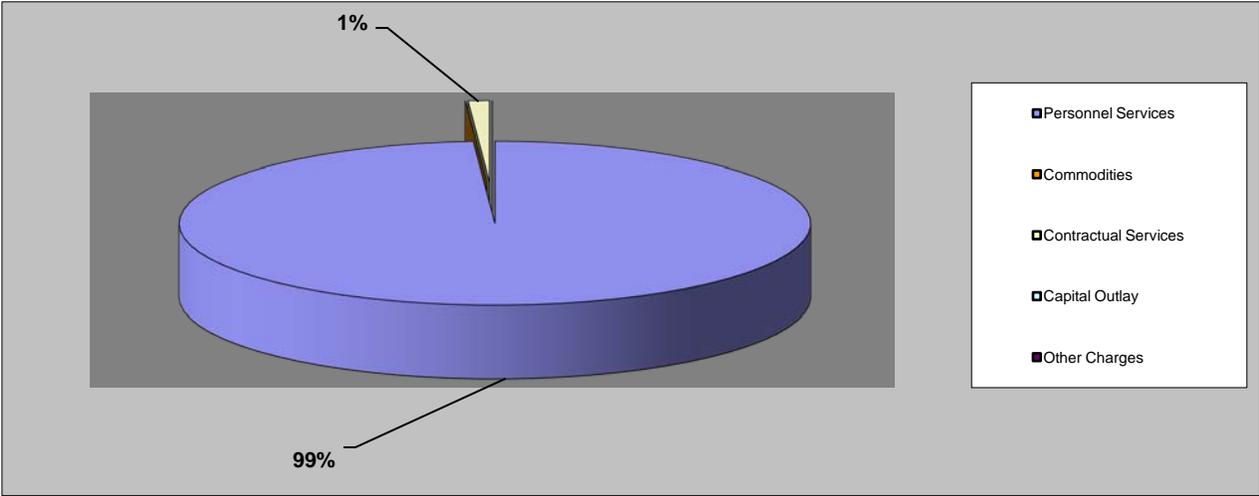
To present a courteous, service-oriented team providing a high level of accuracy and efficiency.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 395,906	\$ 400,470	\$ 331,790	\$ 341,830
Commodities	-	-	-	-
Contractual Services	4,207	5,104	5,500	3,770
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 400,113	\$ 405,574	\$ 337,290	\$ 345,600
Percent Change	4.6%	1.4%	(-16.8%)	2.5%
 Full-Time Equivalent positions	 <u>6.00</u>	 <u>5.80</u>	 <u>4.80</u>	 <u>4.80</u>

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of motor vehicle transactions	50,362	53,001	50,000	50,000
Number of driver's license transactions	18,217	18,574	18,000	18,000
Number of Auto Dealer's that we process for	N/A	8	10	11
Number of passports processed	1,940	N/A	N/A	N/A
<u>EFFECTIVENESS INDICATORS</u>				
Initial accuracy rate on motor vehicle reports reconciled	98.5%	98%	99%	99%
Initial accuracy rate on driver's license reports reconciled	99%	98%	99%	99%

COMMENTS

Number of transactions remains steady in all areas of motor vehicle and DNR. Passport processing has moved to the City Clerk Administrative Division due to a new federal law prohibiting the same individuals that have the ability to process driver's licenses or identification cards to process passport applications.

Driver's license transactions have increased in 2014 due to passport processing being moved to City Clerk Administration. In 2013, Federal guidelines prohibited State Motor Vehicle Departments that are also a Federal Passport Facility to process first-time driver's licenses and passports at the same facility. Since passport processing has been moved to the City Clerk Division, the Deputy Registrar Division has resumed processing first-time driver's license applications.

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

Program Description

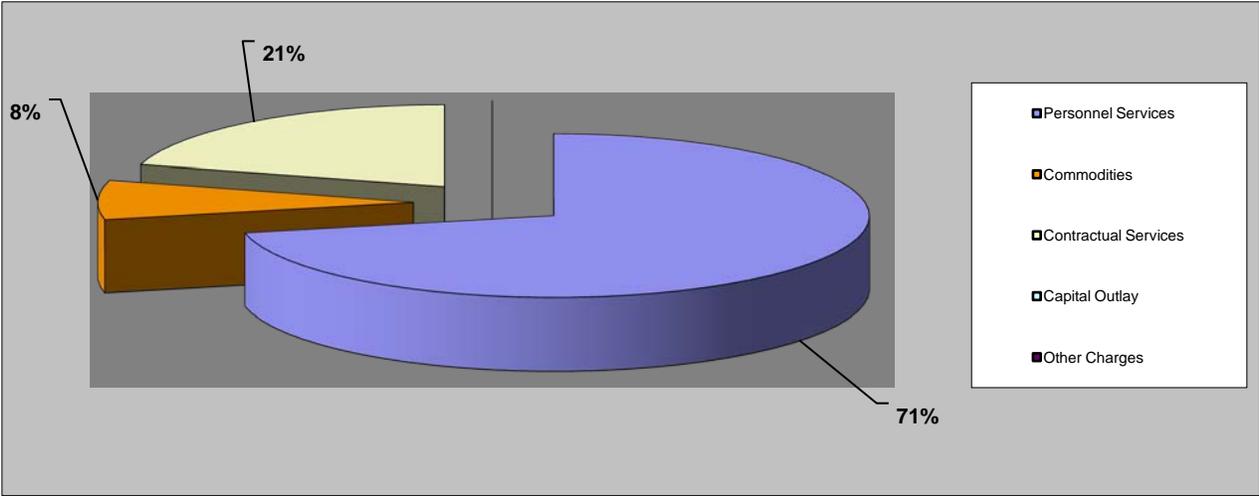
To manage all municipal, federal and state elections focusing on legal compliance and integrity.

Program Expenditure Highlights

2015 is not a presidential election year.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 62,781	\$ 47,914	\$ 54,660	\$ 48,500
Commodities	4,412	7,070	4,000	5,250
Contractual Services	13,281	10,120	11,920	14,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 80,474	\$ 65,104	\$ 70,580	\$ 67,750
Percent Change	39.1%	(-19.1%)	8.4%	(-4.0%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of registered voters	22,416	22,252	23,500	22,000
Election judges trained	197	150	180	150
Number of ballots cast	21,379	5,295	16,500	5,000
Number of absentee ballots transmitted	2,324	420	1,800	400
Number of absentee ballots returned by voter	2,200	369	1,700	350
Number of absentee ballots rejected	114	7	4	4
<u>EFFECTIVENESS INDICATORS</u>				
Eligible voter turnout	86%	24%	62%	25%

COMMENTS

2015 is a local election with two councilmember seats on the ballot.

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

Program Description

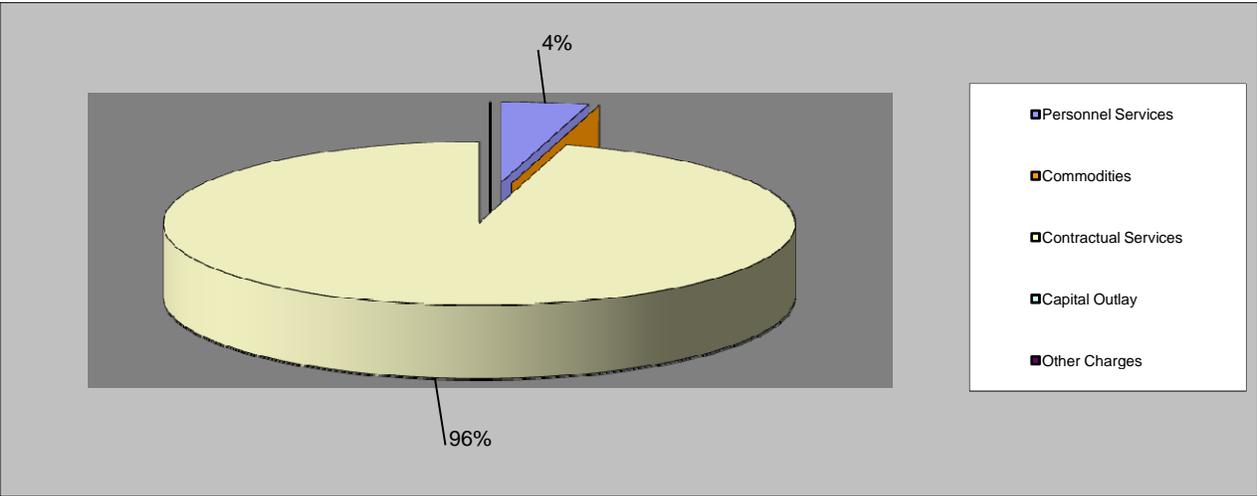
To hold a city-wide 4th of July event for the purpose of bringing the community at large together to enjoy the holiday with music, food and fireworks and to work with local businesses who help to sponsor the event.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ 1,656	\$ -	\$ 1,450
Commodities	535	123	800	-
Contractual Services	17,601	24,159	28,530	31,030
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 18,136	\$ 25,938	\$ 29,330	\$ 32,480
Percent Change	(-27.4%)	43.0%	13.1%	10.7%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of vendors	10	10	10	10
Number of business sponsors	3	10	11	11
Number of media sponsors	0	0	2	2
Number of waste/recycling containers	50/50	50/50	50/50	50/50
<u>EFFECTIVENESS INDICATORS</u>				
Citizens attending the event (approximate)	5,000	10,000	10,000	10,000
Percentage of waste recycled	60%	70%	80%	80%

COMMENTS

The event continues to be a success. Staff continues to work to make the event more sustainable by providing recycling bins and educational information on the importance of recycling.

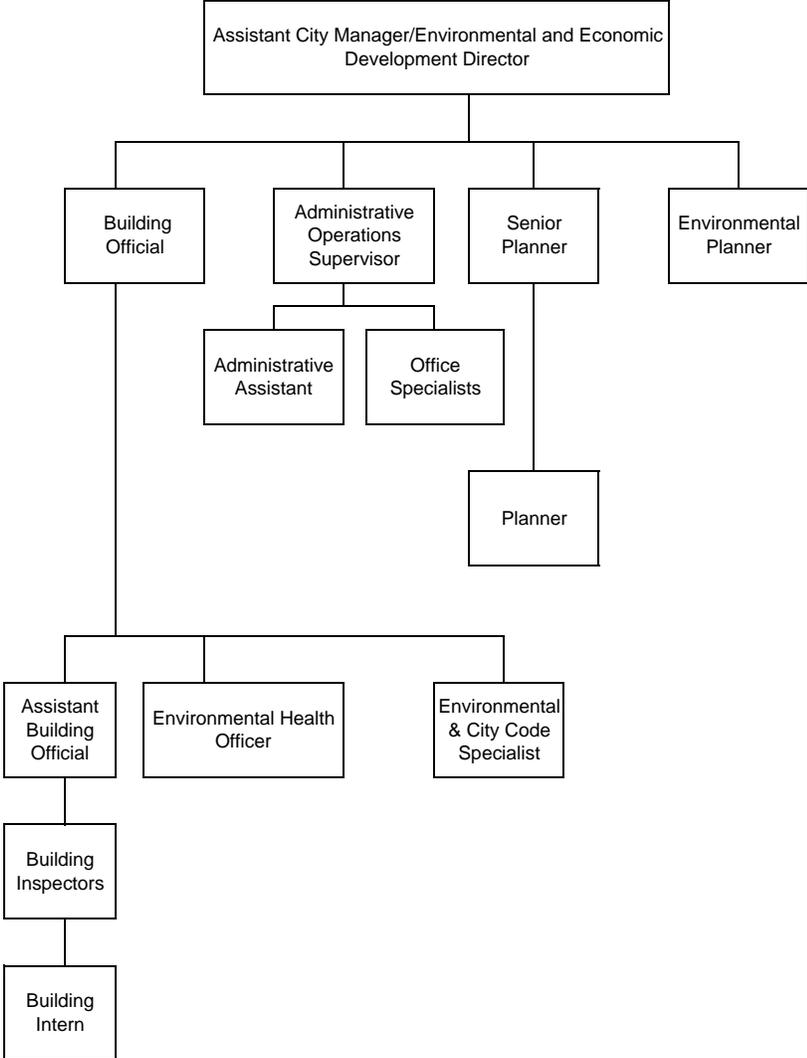


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CITY OF MAPLEWOOD

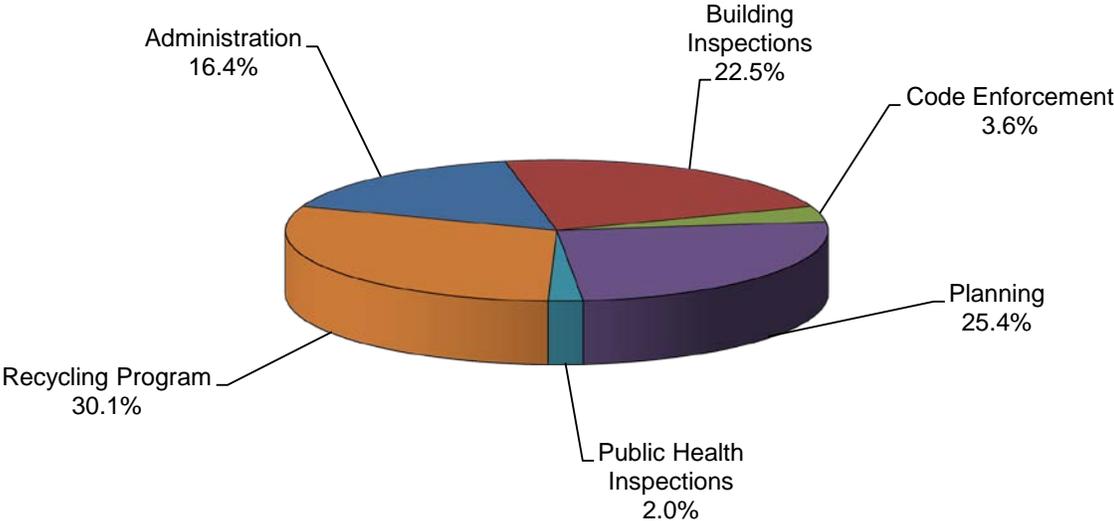
ENVIRONMENTAL AND ECONOMIC DEVELOPMENT

ORGANIZATION CHART

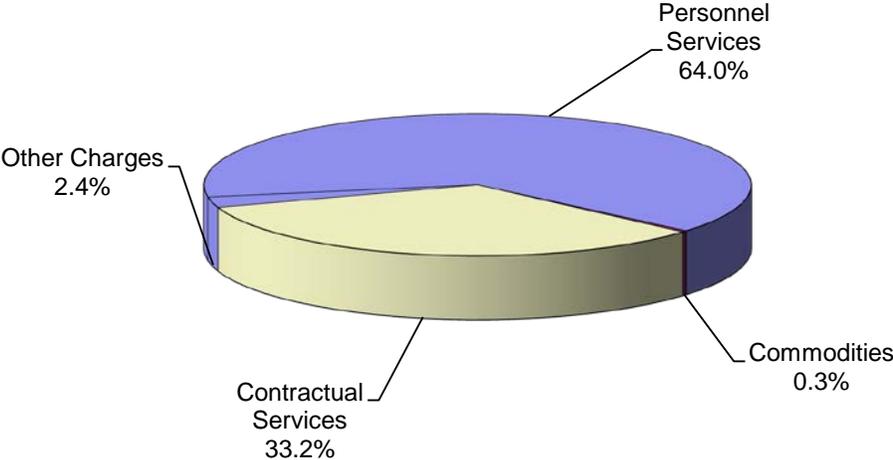


ENVIRONMENTAL AND ECONOMIC DEVELOPMENT BUDGET 2015

Total By Program

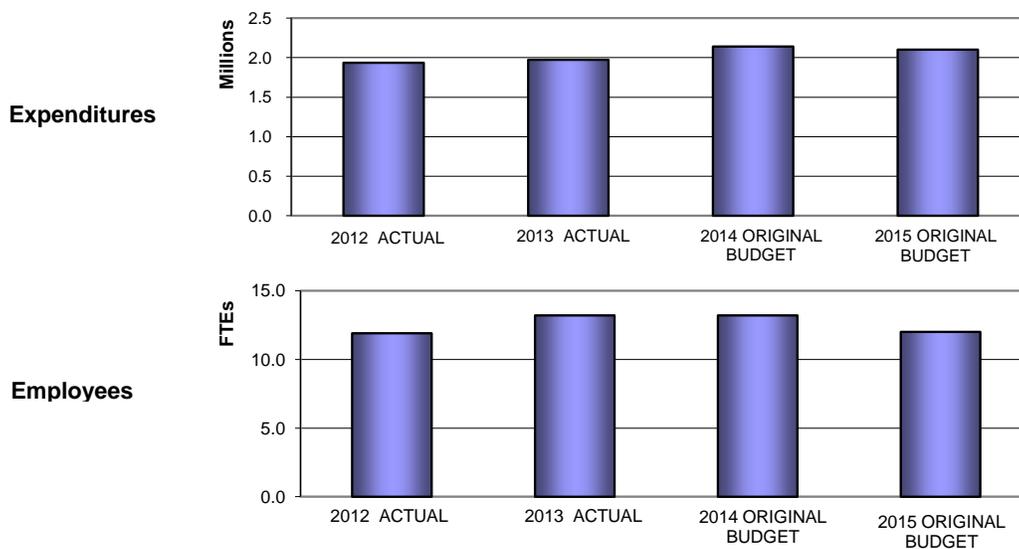


Total By Classification



ENVIRONMENTAL AND ECONOMIC DEVELOPMENT EXPENDITURE SUMMARY

Total By Program	2012	2013	2014	2015	PERCENT
	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2014 BUDGET
Administration	\$279,704	\$282,190	\$293,710	\$344,580	17.3%
Building Inspections	488,572	491,974	480,020	472,310	-1.6%
Code Enforcement	64,859	107,192	141,690	75,720	-46.6%
Planning	497,072	523,363	559,410	533,850	-4.6%
Public Health Inspections	47,484	48,127	46,230	43,020	-6.9%
Recycling Program	557,168	519,650	619,270	631,520	2.0%
Totals	1,934,859	1,972,496	2,140,330	2,101,000	-1.8%
Total By Classification					
Personnel Services	1,297,045	1,326,321	1,423,120	1,345,040	-5.5%
Commodities	15,434	11,744	17,210	6,900	-59.9%
Contractual Services	571,292	579,385	649,620	698,400	7.5%
Capital Outlay and Depreciation	0	4,175	0	0	N/A
Other Charges	51,088	50,871	50,380	50,660	0.6%
Totals	1,934,859	1,972,496	2,140,330	2,101,000	-1.8%
Total By Fund					
General Fund	1,127,624	1,184,353	1,222,970	1,197,780	-2.1%
Environmental Utility Fund	250,067	268,493	298,090	271,700	-8.9%
Recycling Fund	557,168	519,650	619,270	631,520	2.0%
Totals	\$1,934,859	\$1,972,496	\$2,140,330	\$2,101,000	-1.8%
Number of Employees (FTE)	11.90	13.20	13.20	12.00	-9.1%





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ENVIRONMENTAL AND ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

2015 OBJECTIVES

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

Department: Environmental and Economic Development **Fund # :** 101
Program: Administration **Program # :** 701

Program Description

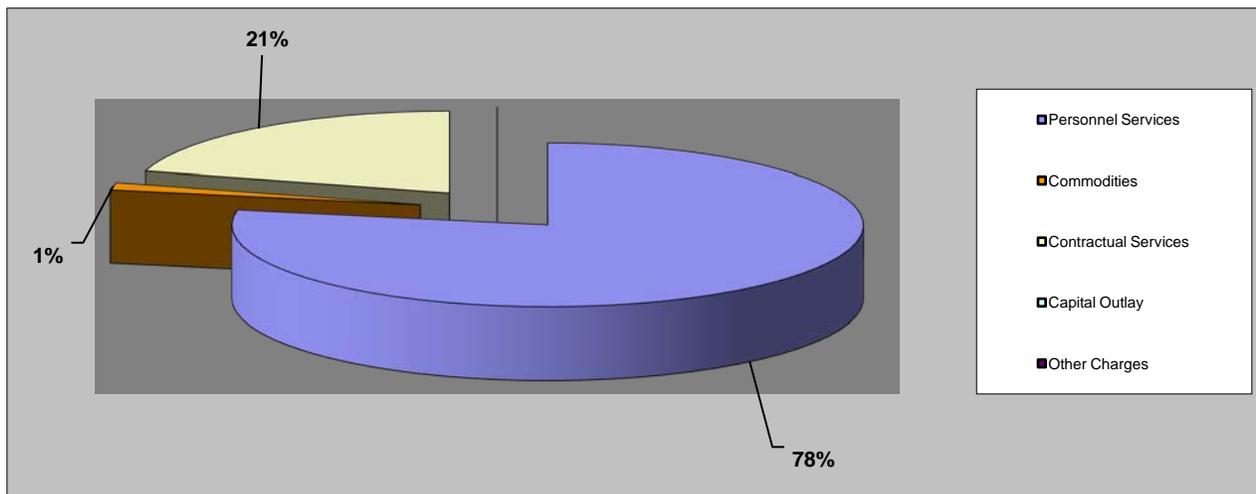
To provide accurate and timely administrative and clerical support to the divisions within Community Development including Building, Planning, Public Health and Code Enforcement.

Program Expenditure Highlights

The increase in personnel services is due to reallocation of some hours from Public Works Administration to this program, an increase in the fte for the director position, pay increases and an increase in the cost of benefits.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 212,198	\$ 201,173	\$ 220,110	\$ 268,500
Commodities	5,343	7,093	4,960	4,800
Contractual Services	62,164	69,799	68,640	71,280
Capital Outlay	-	4,175	-	-
Other Charges	(1)	(50)	-	-
Total	\$ 279,704	\$ 282,190	\$ 293,710	\$ 344,580
Percent Change	13.4%	0.9%	4.1%	17.3%
Full-Time Equivalent positions	2.40	2.65	2.65	2.90

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department:	Environmental and Economic Development	Fund #:	101
Program:	Administration	Program #:	701

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Contractor licenses issued	480	523	480	480
Truth-in-Housing inspection reports	381	406	400	400
Commission packets	65	60	65	65
Council agenda reports	98	113	95	95
Number of inspections scheduled	6,042	6,017	7,000	7,000
Number of permits issued	3,025	3,066	3,100	3,100
<u>EFFECTIVENESS INDICATORS</u>				
Percent of minutes available for next meeting	99%	99%	99%	99%
Percent of permits issued accurately	99%	99%	99%	99%

COMMENTS

Contractors licenses are issued for commercial building, mechanical, plumbing, truth-in-housing evaluators and sign installers. Inspections are scheduled and results logged for building, mechanical and plumbing work.

The Environmental and Economic Development staff provides support for four of the City's advisory commissions. This entails the continued preparation of meeting agenda packets and meeting minutes for each commission. In turn, the department issues permits for the construction of projects approved through the planning review process. They also prepare and review City Council agenda reports for zoning compliance.

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

Note: Estimated population according to the Environmental and Economic Development Department is as follows:

2012 – 38,424

2013 – 38,474

2014 – 38,524

2015 – 38,724

Department: Environmental and Economic Development **Fund # :** 101
Program: Building Inspections **Program # :** 703

Program Description

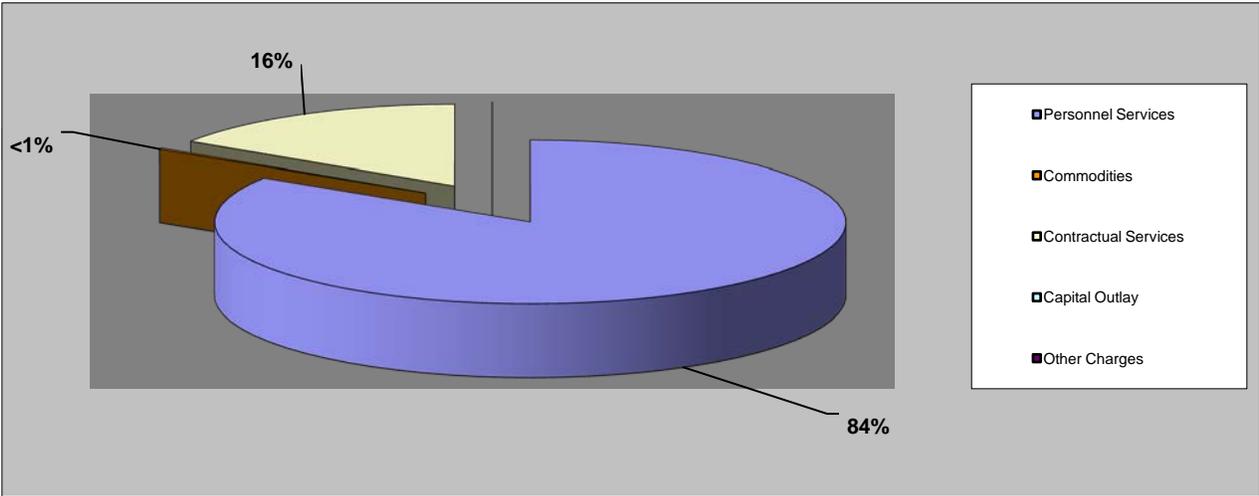
To administer the state building code and related ordinances and to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all building and structures within the City of Maplewood.

Program Expenditure Highlights

The decrease in personnel services is due to the reallocation of hours from this program to other programs throughout the City.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 412,833	\$ 404,881	\$ 401,270	\$ 396,680
Commodities	517	677	2,750	1,000
Contractual Services	75,222	86,416	76,000	74,630
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 488,572	\$ 491,974	\$ 480,020	\$ 472,310
Percent Change	13.4%	0.7%	(-2.4%)	(-1.6%)
Full-Time Equivalent positions	3.50	3.45	3.45	3.20

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department:	Environmental and Economic Development	Fund #:	101
Program:	Building Inspections	Program #:	703

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$1,273,942	\$1,168,275	\$1,228,000	\$1,104,360
Number of permit apps.	3,025	3,066	3,200	3,200
Number of plan reviews	653	679	650	650
Number of inspections	6,042	6,017	7,000	7,000
<u>EFFICIENCY MEASURES</u>				
Average time to issue residential permit	7 days	7 days	7 days	7 days
Average time to issue commercial permit	30 days	30 days	30 days	30 days
Percentage of inspection completed within 24 hours	97%	97%	97%	97%

COMMENTS

The State of Minnesota will be adopting the updated building code in 2014/2015 and building officials must maintain their knowledge and certifications through the state and International Code Council. The building officials are responsible for construction inspections for residential buildings, commercial buildings, manufactured homes, accessibility, plumbing, mechanical and energy. In addition, the building officials are responsible for using the updated codes for plan review and field inspections.

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

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

Department: Environmental and Economic Development **Fund # :** 101
Program: Code Enforcement **Program # :** 707

Program Description

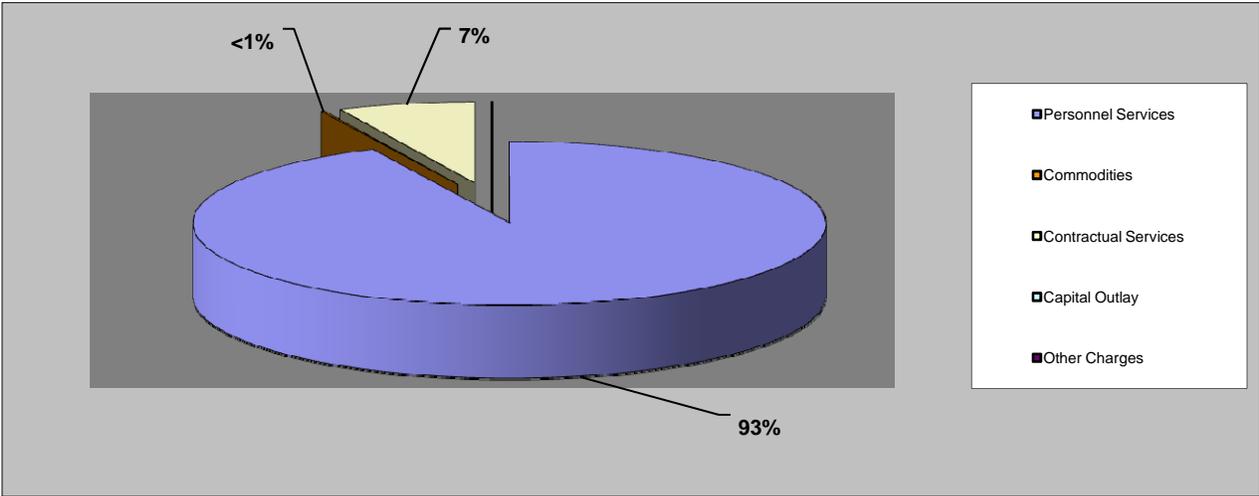
To maintain community standards and protect citizens through inspections, complaint investigations, and enforcement of local ordinances, state rules and regulations.

Program Expenditure Highlights

An employee resigned during 2013 and the position is not being refilled at this time. This is the main reason for the decrease in personnel services for this program.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 59,411	\$ 101,554	\$ 137,270	\$ 70,340
Commodities	-	-	-	100
Contractual Services	5,448	5,638	4,420	5,280
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 64,859	\$ 107,192	\$ 141,690	\$ 75,720
Percent Change	(-41.5%)	65.3%	32.2%	(-46.6%)
 Full-Time Equivalent positions	 0.85	 1.30	 1.30	 0.94

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department: Environmental and Economic Development
Program: Code Enforcement

Fund #: 101
Program #: 707

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total number of complaint cases inspected	493	570	500	600
Total number of complaint cases that were referred to the Admin/Judicial process	48	41	50	50
Total number of re-inspections	904	740	800	800
Total number of letters	376	366	400	400
<u>EFFECTIVENESS INDICATORS</u>				
Total number of complaint cases resolved through the Admin/Judicial process and abatements	81	58	75	75
Total number of complaint cases resolved	634	401	450	450
Total number of complaint cases pending	24	9	10	10
Abatement fees	\$20,571	\$19,150	\$20,000	\$20,000
Re-inspection penalty fees	\$1,425	\$1,650	\$2,000	\$2,000

COMMENTS

The 2014 code enforcement program is administered by multiple employees in the Environmental and Economic Development Department in partner with the Maplewood Police and Fire. The main code enforcement officers for the city are the Health Officer and the City Code Specialist.

The number of abatements is directly impacted by the number of foreclosed properties in the city. This number has decreased over the last few years as formerly vacant properties are purchased but may continue to be a future issue.

The total number of letters mailed or posted to homes is to resolve city code violations.

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

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

Department: Environmental and Economic Development **Fund # :** 101 & 604
Program: Planning **Program # :** 702

Program Description

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

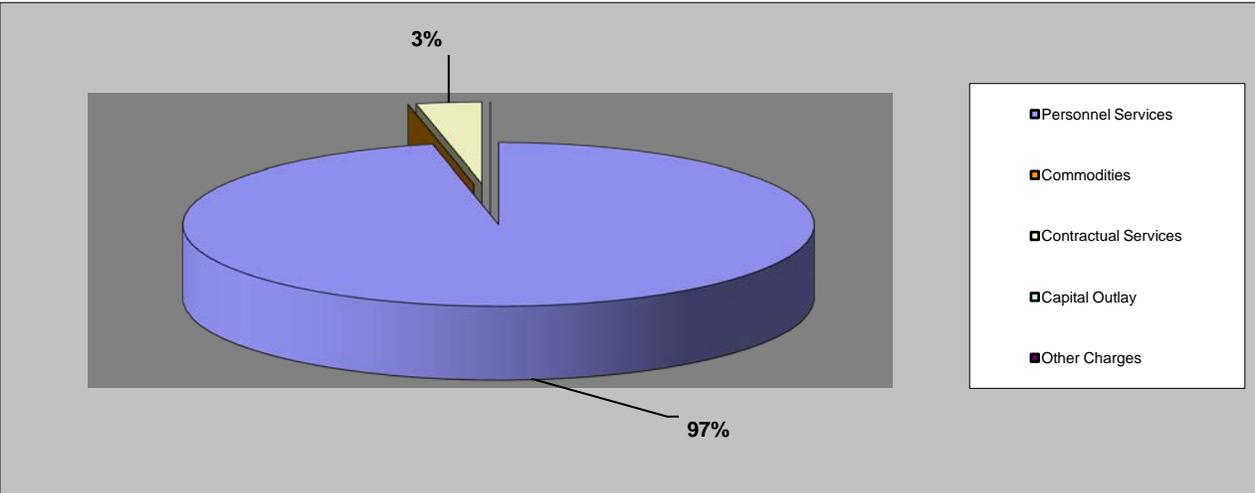
Program Expenditure Highlights

For personnel services there was a reallocation of some hours from this program to another program for 2015.

Contractual services are down mainly due to the removal of the internal vehicle rental and reduction of consulting fees.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 482,523	\$ 492,067	\$ 532,600	\$ 515,970
Commodities	60	45	-	-
Contractual Services	14,489	31,251	26,810	17,880
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 497,072	\$ 523,363	\$ 559,410	\$ 533,850
Percent Change	116.7%	5.3%	6.9%	(-4.6%)
Full-Time Equivalent positions	4.05	4.30	4.30	4.10

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department: Environmental and Economic Development
Program: Planning

Fund #: 101 & 604
Program #: 702

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of planning reviews	40	46	45	45
Number of building permit reviews	258	334	350	350
Number of site inspections	300	300	300	300
Number of new or modified water- related ordinances and policies adopted by the city	4	3	4	4
Number of water-related articles published in city newsletters or local paper	4	10	4	4
Number of project sites over 1 acre receiving water-related construction inspections	19	6	5	5
Number of water-related improvements at parks or city facilities	4	1	0	1
Miles of new streets with stormwater improvements	1.5	2.75	2.2	.5
<u>EFFECTIVENESS INDICATORS</u>				
Average days to approve residential permits	7	7	7	7
Average days to approve commercial permits	30	30	30	30
Percent of planning applications completed within 60 day required time without extensions	95%	96%	98%	98%
Number of public meetings held	15	12	15	15
Number of households & businesses receiving water-related articles	17,000	17,000	17,000	17,000
Number of non-compliant water-related construction inspections	44	29	45	45
Drainage area affected by street improvements (in acres)	32	730	63	32

COMMENTS

These outputs reflect the number of development projects analyzed by city planners and the staff time needed to complete these reviews. It also reflects the staff time spent reviewing applications with citizens, boards and commissions. The planning staff is responsible for reviewing all development applications and incorporating these review inputs from other city departments such as engineering, building inspections, fire, police and environmental.

Economic development and redevelopment continues to be a focus of the planning department and new possibilities including housing maintenance and business loans and financial assistance will be explored.

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

Department: Environmental and Economic Development **Fund # :** 101
Program: Public Health Inspections **Program # :** 704

Program Description

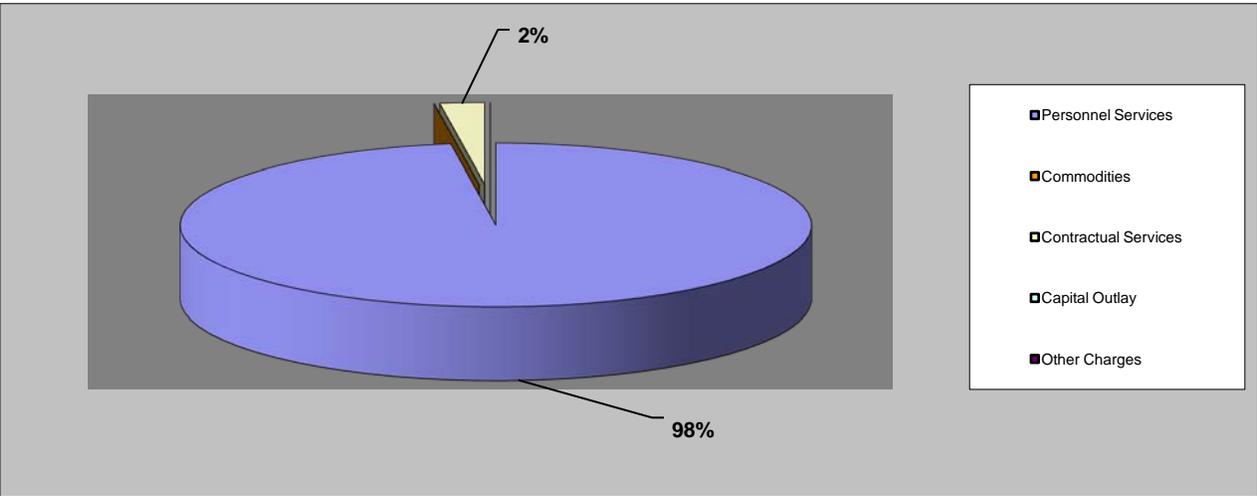
To improve and protect the health and well-being of the citizens of Maplewood through enforcement and education of local and state rules related to food, lodging, public swimming pools and public health.

Program Expenditure Highlights

No significant change in the Public Health Inspections budget for 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 45,938	\$ 46,829	\$ 44,930	\$ 42,040
Commodities	-	-	-	-
Contractual Services	1,546	1,298	1,300	980
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 47,484	\$ 48,127	\$ 46,230	\$ 43,020
Percent Change	(-4.1%)	1.4%	(-3.9%)	(-6.9%)
 Full-Time Equivalent positions	 0.50	 0.50	 0.50	 0.46

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department:	Environmental and Economic Development	Fund #:	101
Program:	Public Health Inspections	Program #:	704

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of restaurant inspections	187	191	200	210
Number of pool inspections	39	48	35	40
Number of public health violations	35	37	30	25
Number of itinerant food sales inspections	45	41	71	50
Number of lodging inspections	7	9	10	10
<u>EFFECTIVENESS INDICATORS</u>				
Number of restaurant re-inspections	50	43	45	49
Number of hours on food sales inspections	593	597	605	605
Number of food establishment licenses	156	165	167	167
Number of swimming pool licenses	14	15	15	15
Number of lodging licenses	7	8	8	8

COMMENTS

The public health officer is continues to perform risk based inspections that align with the MN Department of Health. Staff also works closely with the FDA to ensure the city's program is in uniformity with other regulatory agencies.

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

In 2014, a Saturday seasonal flea market at Aldrich Arena started in June. This resulted in an increase of temporary food inspections and hours worked.

The Health Officer continues to work with the FDA on a grant to achieve outside funding for various educational opportunities.

Department: Environmental and Economic Development **Fund # :** 605
Program: Recycling **Program # :** 706

Program Description

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

Program Expenditure Highlights

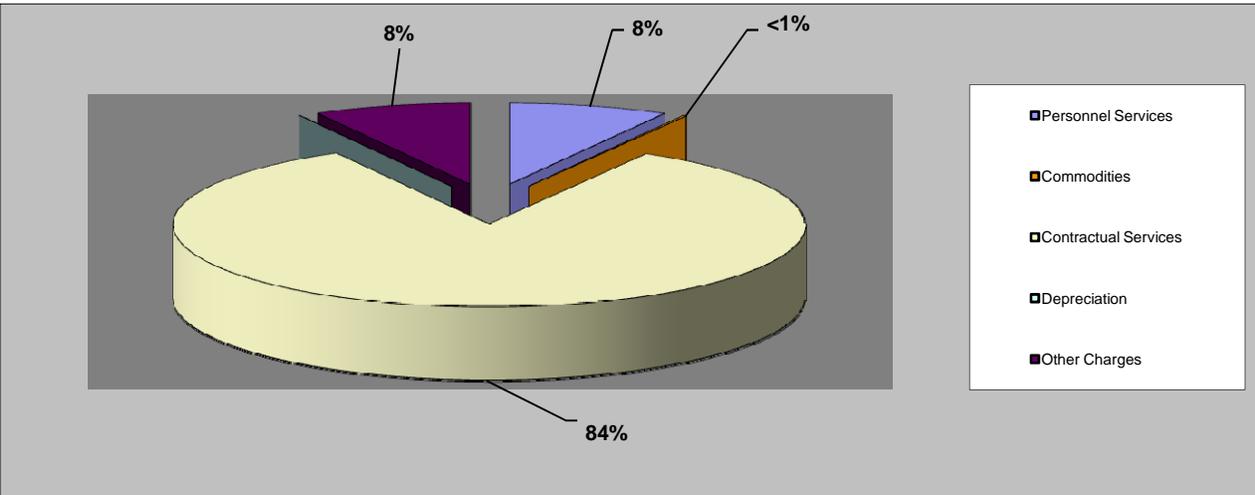
The decrease in personnel services is due to the reallocation of hours from this program to Code Enforcement.

Commodities are down because we no longer need to purchase recycling bins.

Contractual services are up due to the addition of recycling carts to the program.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 84,142	\$ 79,817	\$ 86,940	\$ 51,510
Commodities	9,514	3,929	9,500	1,000
Contractual Services	412,423	384,983	472,450	528,350
Depreciation	-	-	-	-
Other Charges	51,089	50,921	50,380	50,660
Total	\$ 557,168	\$ 519,650	\$ 619,270	\$ 631,520
Percent Change	(-7.2%)	(-6.7%)	19.2%	2.0%
Full-Time Equivalent positions	0.60	1.00	1.00	0.40

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department:	Environmental and Economic Development	Fund #:	605
Program:	Recycling	Program #:	706

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Education outreach opportunities	17,000	17,000	17,000	17,000
Number of educational tags left by contractor	2,575	81	200	100
Number of tons of materials recycled	2,591	2,734	3,360	3,624
City events that featured recycling	8	10	10	10
<u>EFFICIENCY INDICATORS</u>				
Number of churches and small businesses that have opted into the City's recycling program	0	11	16	22
Average number of pounds recycled per household per month	41.95	43.78	55	59

COMMENTS

The City approved a new four-year contract with Tennis Sanitation, LLC, for the collection of recyclables from all single family and multiple family properties in Maplewood. The contract began January 1, 2014, and ends December 31, 2017. The contract required that Tennis roll out contractor-supplied recycling carts to all properties with curbside recycling collection. The contract cost for recycling collection per household per month will increase from \$1.75 to \$2.50. This rate is effective for two years (2014/2015) with a \$.25 increase for the third and fourth years (2016/2017).

In March 2014 Tennis rolled out 65 gallon carts to single family homes and 35 gallon carts to townhomes and manufactured homes with curbside recycling. As of April 2014 Tennis has been billing the City \$2.50 per household per month for recycling collection.

In 2013, the average pounds of recycling collected per month per household from single family households was 43.78 with 84 percent participation. The City is expected to see an increase in recycling tonnage collected and participation rates in 2014 with the collection of recyclables in carts.

The number of educational tags left by the contractor has significantly gone down due to materials, that were previously waste, that are now accepted in the recycling program. Because of the 2014 cart rollout there will be a slight increase in the tags left for 2014 as the contractor educates residents on the new program.

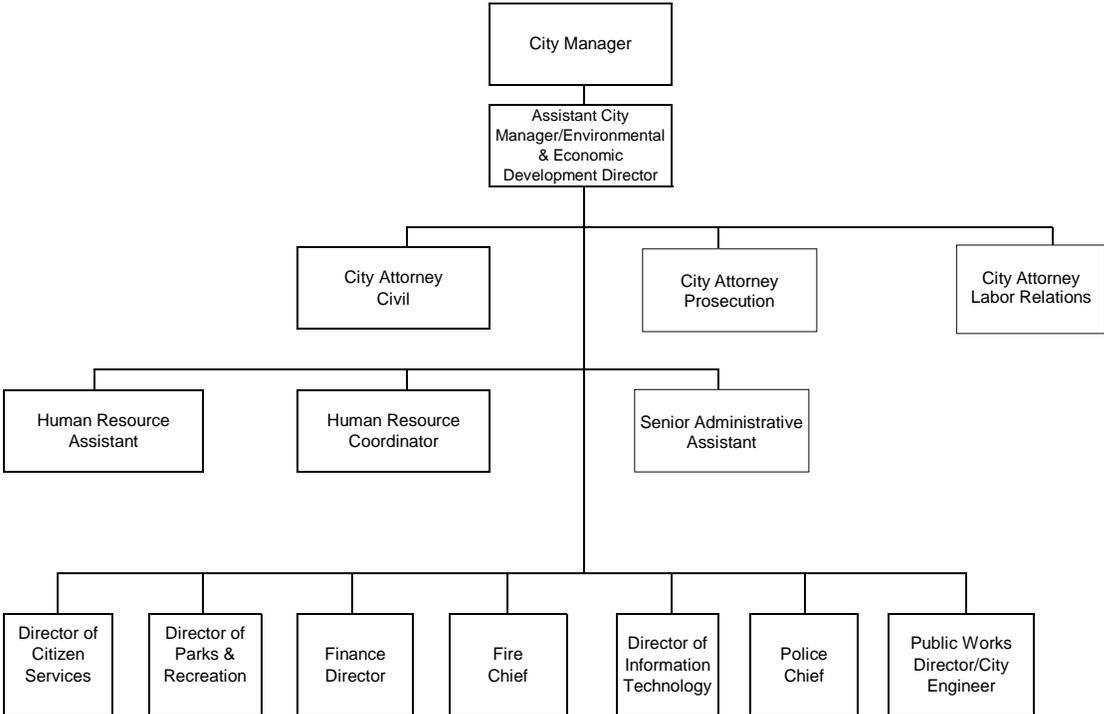


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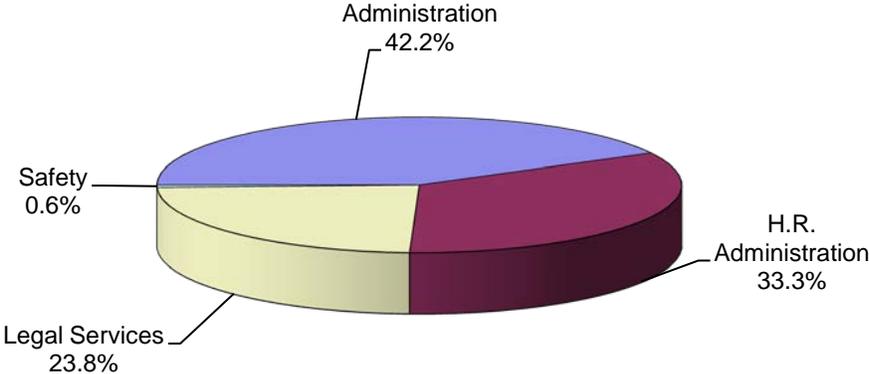
CITY OF MAPLEWOOD

EXECUTIVE

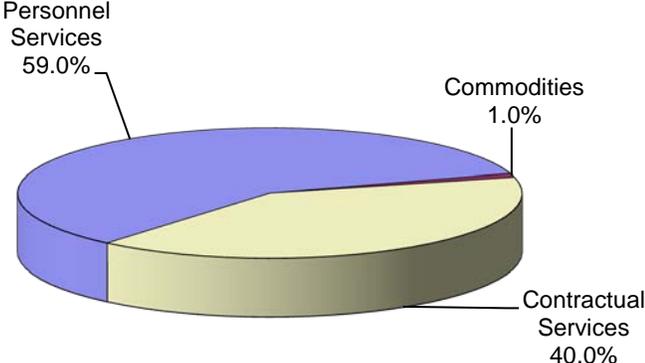
ORGANIZATION CHART



EXECUTIVE BUDGET 2015 Total By Program

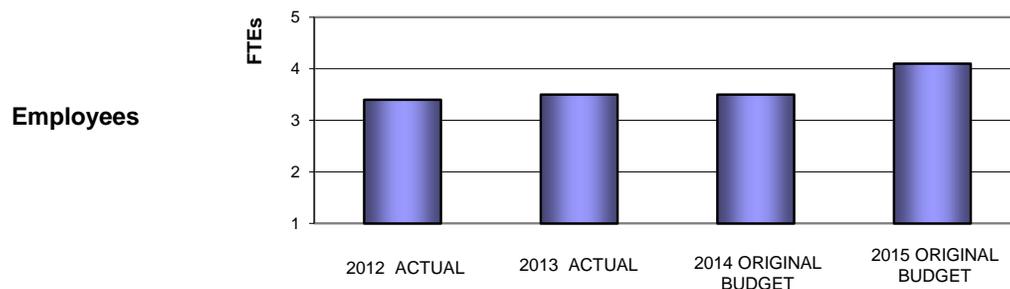
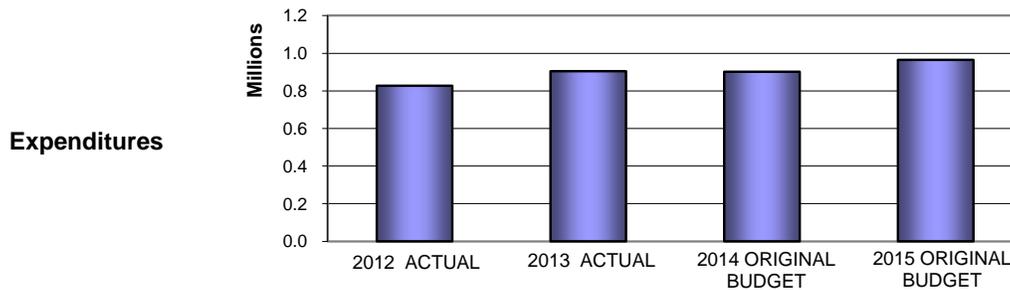


Total By Classification



**EXECUTIVE
EXPENDITURE SUMMARY**

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Administration	\$343,837	\$387,722	\$378,010	\$407,570	7.8%
H.R. Administration	264,253	297,635	287,150	321,700	12.0%
Legal Services	211,683	214,146	220,050	229,540	4.3%
Safety	7,496	5,092	16,420	5,920	-63.9%
Totals	827,269	904,595	901,630	964,730	7.0%
Total By Classification					
Personnel Services	455,052	478,192	497,170	569,560	14.6%
Commodities	8,146	10,881	10,400	9,350	-10.1%
Contractual Services	363,071	415,522	394,060	385,820	-2.1%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	1,000	0	0	0	N/A
Totals	827,269	904,595	901,630	964,730	7.0%
Total By Fund					
General Fund	827,269	904,595	901,630	964,730	7.0%
Totals	\$827,269	\$904,595	\$901,630	\$964,730	7.0%
Number of Employees (FTE)	3.40	3.50	3.50	4.10	17.1%





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EXECUTIVE

MISSION STATEMENT

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

2015 OBJECTIVES

1. Minimize the impact of property taxes on Maplewood home owners and businesses in the 2015 City Budget while balancing the need to reduce debt. Maintain AA+ bond rating and set up reserve funds to maintain assets.
2. Explore options for alternative and sustainable revenues to reduce overall reliance on state finances and reduce/limit property tax increases. Make budget decisions that comport with the principles of sustainability.
3. Continue to make Maplewood city government transparent and accessible; operate within an environment of efficiency and mutual respect. Welcome and encourage citizen involvement, and work with other cities to collaborate and consolidate city services. Expand communications of city activities to “tell the city story” through the use of City News, website, CATV and social media.
4. 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. Expand involvement of HEDC and EDA in redevelopment activities and marketing of vacant city-owned land.
5. Continue to expand the delivery of public information to Maplewood citizens.
6. Continue to recruit talented, qualified individuals as city employees.
7. Further explore policies to control medical insurance costs and employee expenses, including continued expansion of employee wellness programs.

Department: Executive
Program: Administration

Fund # : 101
Program # : 102,119

Program Description

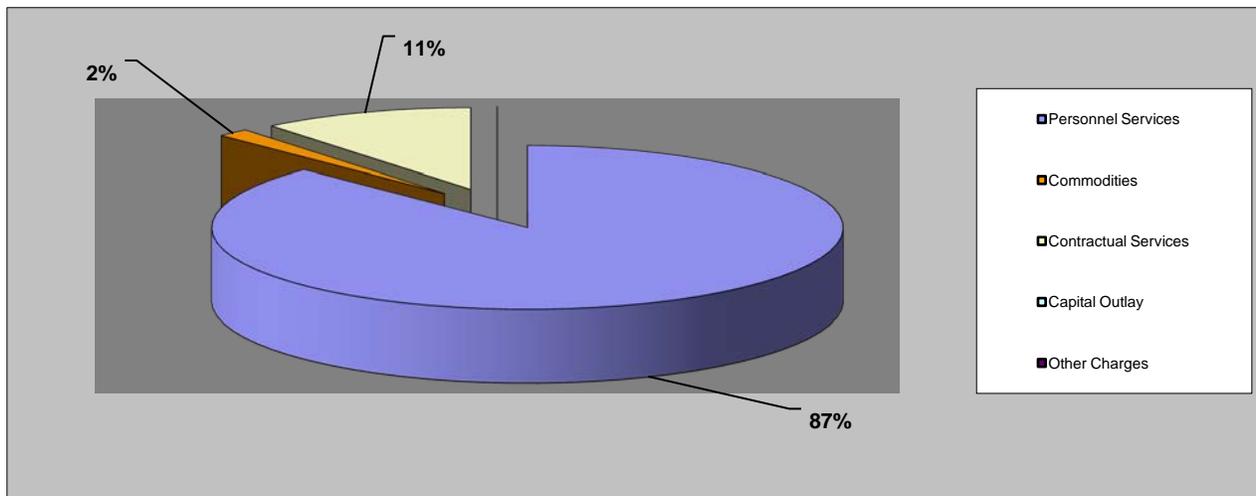
To manage all departments and functions of city operations through department heads as directed by city code, state statute, and the City Council.

Program Expenditure Highlights

There was a reallocation of some hours from Human Resources to this program for 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 301,350	\$ 315,624	\$ 328,710	\$ 356,590
Commodities	6,074	8,084	6,200	6,600
Contractual Services	36,413	64,014	43,100	44,380
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 343,837	\$ 387,722	\$ 378,010	\$ 407,570
Percent Change	2.6%	12.8%	(-2.5%)	7.8%
 Full-Time Equivalent positions	 1.90	 2.00	 2.00	 2.25

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Management Meetings	50	48	50	50
City Manager Reports	35	42	50	50
News Articles	7	8	8	8

EFFECTIVENESS INDICATORS

Performance Review	Good	Good	Good	Good
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COMMENTS

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

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

Program Description

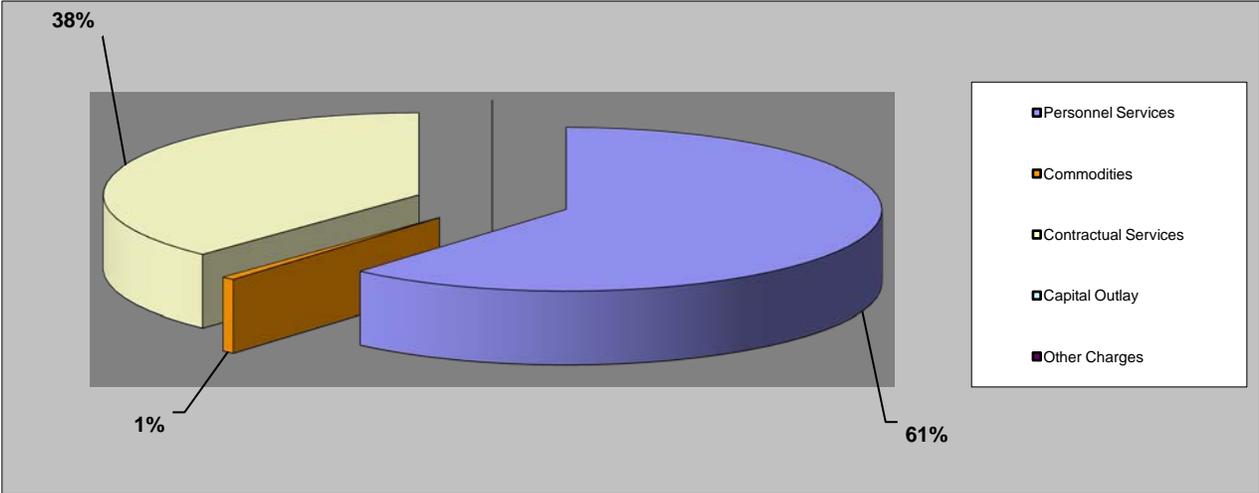
To provide a positive, productive work environment through management of employment law practices, labor and employee relations, personnel policies, hiring process, compensation and benefits program, performance and training.

Program Expenditure Highlights

Some hours were moved from here to Administration but there was also a new position added during 2014 (HR Assistant).

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 146,586	\$ 155,512	\$ 161,450	\$ 197,220
Commodities	1,822	1,773	2,700	2,200
Contractual Services	115,845	140,350	123,000	122,280
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 264,253	\$ 297,635	\$ 287,150	\$ 321,700
Percent Change	(-3.3%)	12.6%	(-3.5%)	12.0%
 Full-Time Equivalent positions	 1.50	 1.50	 1.50	 1.85

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Number of full-time, regular employees who left City employment during the reporting period	8	9	5	4
Number of grievances	2	6	4	4
Number of employment investigations conducted or overseen by HR	5	7	6	6

EFFECTIVENESS INDICATORS

Turnover rate	5.2%	6.0	3.3%	2.7%
Percentage of internal customers rating service as good to excellent	100%	100%	100%	100%

EFFICIENCY MEASURES

Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an internal hiring process	20	20	20	20
Average number of working days from request to fill vacancy until top candidates are referred to hiring supervisor in an external hiring process	32	35	36	35

COMMENTS

Department: Executive
Program: Legal Services

Fund # : 101
Program # : 103

Program Description

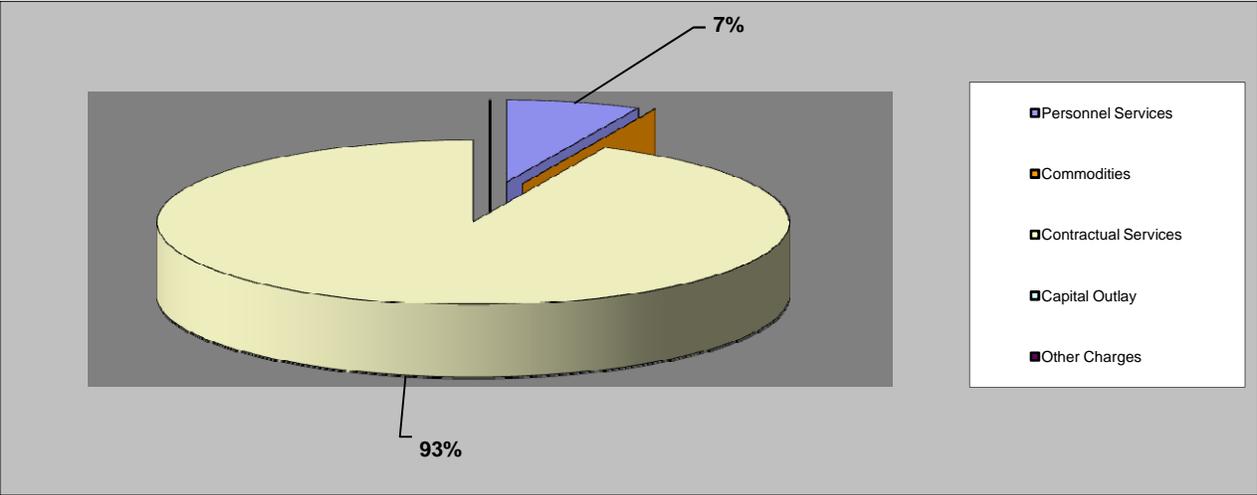
To provide legal services for the City Council and administrative staff and to prosecute City criminal cases in court.

Program Expenditure Highlights

Beginning in 2012, an internal service fund was established to account for general insurance and risk management expenses which includes judgments and claims. Attorney expenses remain the major part of this program. Personnel services increased to account for some benefits that had been overlooked in the past.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 7,116	\$ 7,056	\$ 7,010	\$ 15,750
Commodities	250	80	500	-
Contractual Services	203,317	207,010	212,540	213,790
Capital Outlay	-	-	-	-
Other Charges	1,000	-	-	-
Total	\$ 211,683	\$ 214,146	\$ 220,050	\$ 229,540
Percent Change	(-20.4%)	1.2%	2.8%	4.3%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Prosecution cases opened	8,719	8,029	8,200	8,200
Civil cases processed	125	125	125	125
Meetings attended:				
Prosecution	575	575	600	600
Civil	225	225	235	250
<u>EFFECTIVENESS INDICATORS</u>				
% of criminal code enforcement cases favorably resolved	99%	100%	99%	99%
% of litigation cases resulting in a favorable disposition of either a dismissal or a settlement of less than \$25,000	100%	100%	100%	100%

COMMENTS

Legal services are provided by a contract with an attorney service that is renting office space at City Hall. This provides for enhanced communication and efficiencies. Prosecution of police issues remains level and any annual increases will likely be minimal. In addition a vast majority of cases are resolved in plea arrangements that minimize staff involvement.

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

Program Description

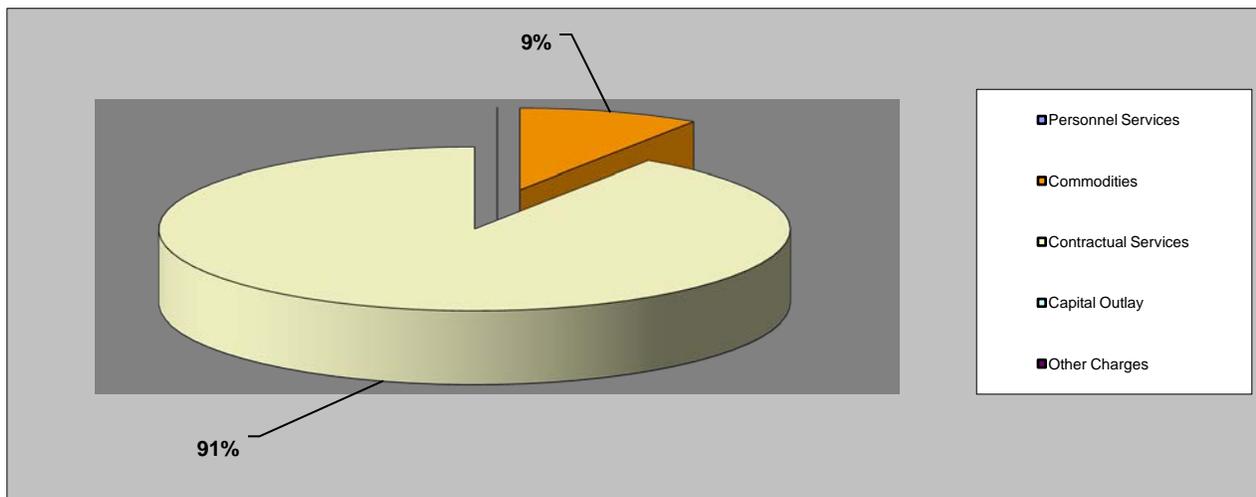
To ensure compliance with federal and state safety laws, regulations and City policies.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	944	1,000	550
Contractual Services	7,496	4,148	15,420	5,370
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 7,496	\$ 5,092	\$ 16,420	\$ 5,920
Percent Change	(-13.5%)	(-32.1%)	222.5%	(-63.9%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of work-related injuries reported	50	58	35	35
Number of worker days lost due to injuries	209	57	190	75
Percent of injuries involving lost work days	8%	19%	20%	16%

COMMENTS

The numbers have been fairly steady from year to year on injuries and lost time. The City does a very good job bringing employees back to work with restrictions. Injured employees are brought back to do office work if they cannot perform their regular job. However, worker compensation premiums have substantially increased, which are not shown in the above numbers, due to the fact that claims affect the premium calculation for a four year period.



MAPLEWOOD

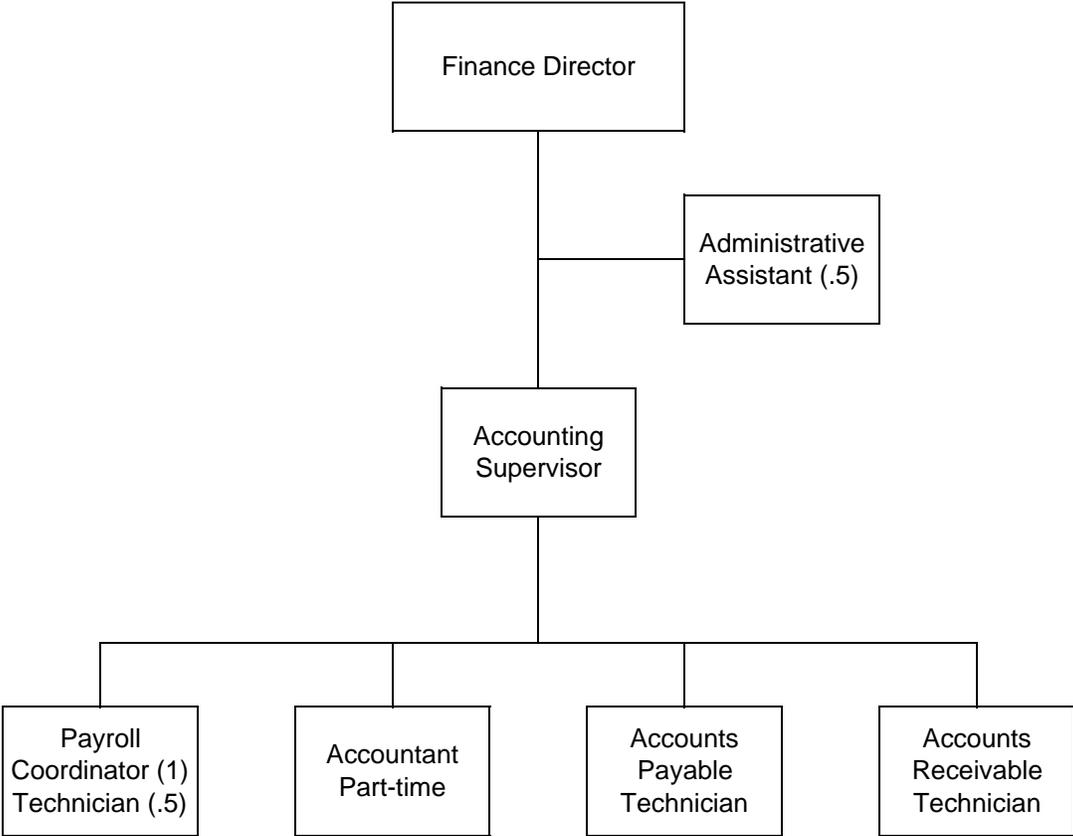
Together We Can

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CITY OF MAPLEWOOD

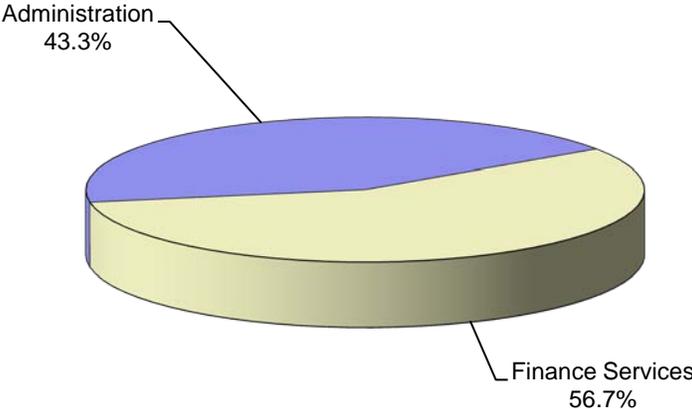
FINANCE

ORGANIZATION CHART

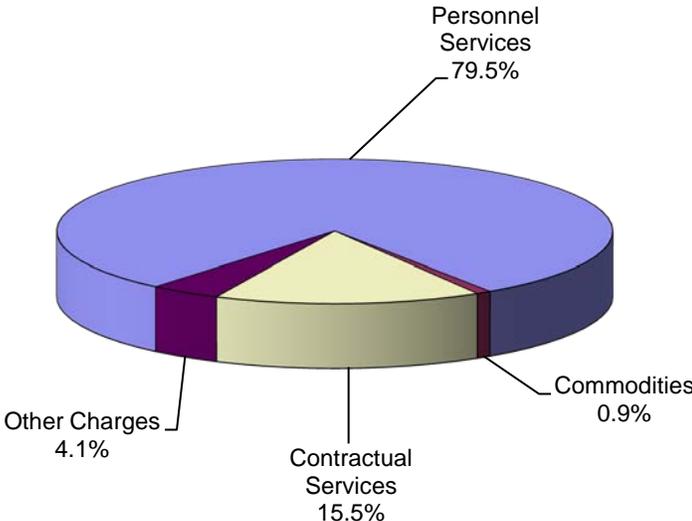


FINANCE BUDGET 2015

Total By Program



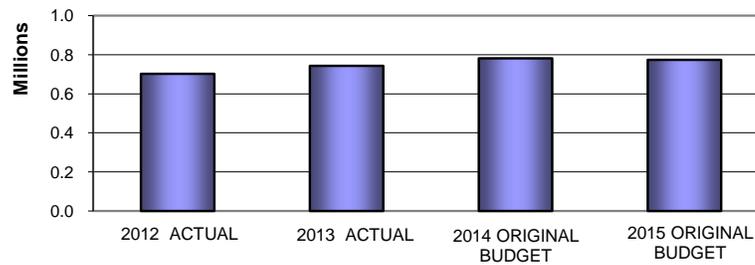
Total By Classification



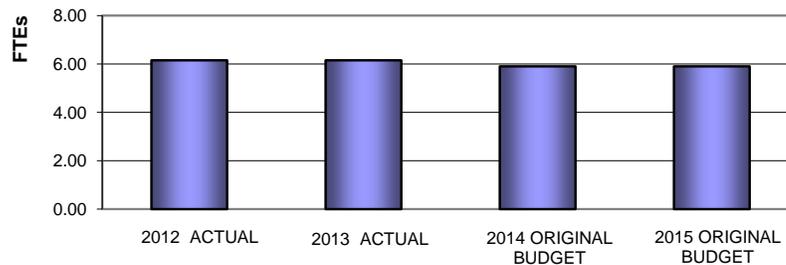
**FINANCE
EXPENDITURE SUMMARY**

	2012	2013	2014	2015	PERCENT
	ACTUAL	ACTUAL	ORIGINAL	BUDGET	OVER(UNDER)
Total By Program			BUDGET		2014 BUDGET
Administration	\$295,193	\$306,750	\$340,930	\$335,230	-1.7%
Ambulance Service Billing	248	0	0	0	N/A
Finance Services	406,803	436,293	440,580	438,490	-0.5%
Totals	702,244	743,043	781,510	773,720	-1.0%
Total By Classification					
Personnel Services	568,390	598,200	616,320	614,980	-0.2%
Commodities	3,184	9,021	6,840	6,660	-2.6%
Contractual Services	106,672	112,121	126,350	120,080	-5.0%
Capital Outlay and Depreciation	0	0	0	0	N/A
Other Charges	23,998	23,701	32,000	32,000	0.0%
Totals	702,244	743,043	781,510	773,720	-1.0%
Total By Fund					
General Fund	701,996	743,043	781,510	773,720	-1.0%
Ambulance Service Fund	248	0	0	0	N/A
Totals	\$702,244	\$743,043	\$781,510	\$773,720	-1.0%
Number of Employees (FTE)	6.15	6.15	5.90	5.90	0.0%

Expenditures



Employees





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FINANCE

MISSION STATEMENT

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

2015 OBJECTIVES

1. Arrange for the issuance of bonds to finance projects that will improve and expand the city's infrastructure of streets and utilities and explore opportunities for refunding of existing debt to move interest costs.
2. Maintain city's bond rating of AA1 from the credit rating agencies.
3. Prepare and distribute the Comprehensive Annual Financial Report for 2014 by May 31, 2015.
4. Prepare and distribute the 2016-2020 Capital Improvement Plan by July 31, 2015.
5. Prepare and distribute the proposed 2016 Budget for City Council review by August 31, 2015.
6. Submit 2014 CAFR to Government Finance Officers Association to receive the Certificate of Achievement for Excellence in Financial Reporting Award.
7. Submit 2015 Budget to Government Finance Officers Association to receive the Distinguished Budget Presentation Award.
8. Continue to review the city's system of internal controls so as to safeguard the city's assets.
9. Timely completion of the city's external audit with minimal audit adjusting entries.
10. Continued staff training, particularly in the areas of staff cross-training.

Department: Finance
Program: Administration

Fund # : 101
Program # : 201

Program Description

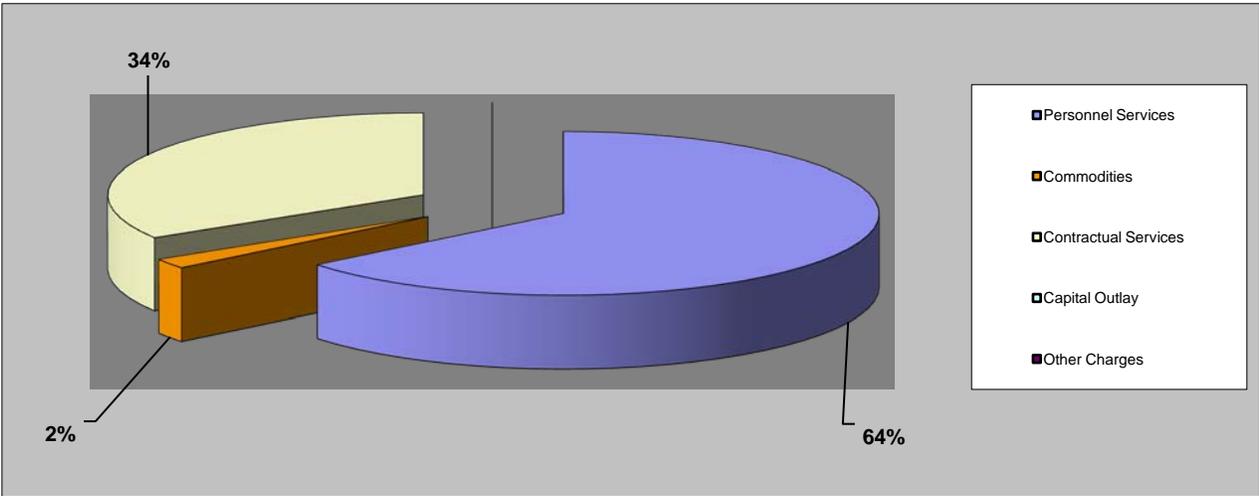
To manage department operations, borrow money to finance city expenditures, invest city money, prepare and monitor the annual city budget and prepare the annual update of the city's five-year capital improvement plan.

Program Expenditure Highlights

No significant change in the Finance Administration budget for 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 193,040	\$ 199,578	\$ 217,990	\$ 215,230
Commodities	3,184	3,728	6,840	6,660
Contractual Services	98,969	103,444	116,100	113,340
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 295,193	\$ 306,750	\$ 340,930	\$ 335,230
Percent Change	(-2.1%)	3.9%	11.1%	(-1.7%)
 Full-Time Equivalent positions	 2.00	 1.50	 1.50	 1.50

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of pages in budget booklet	362	362	360	360
Number of pages in capital improvement plan booklet	138		140	140

COMMENTS

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

The number of pages in the capital improvement plan booklet is affected by the number of projects that are included in it. No significant change in the number of projects is anticipated in 2015.

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

Program Description

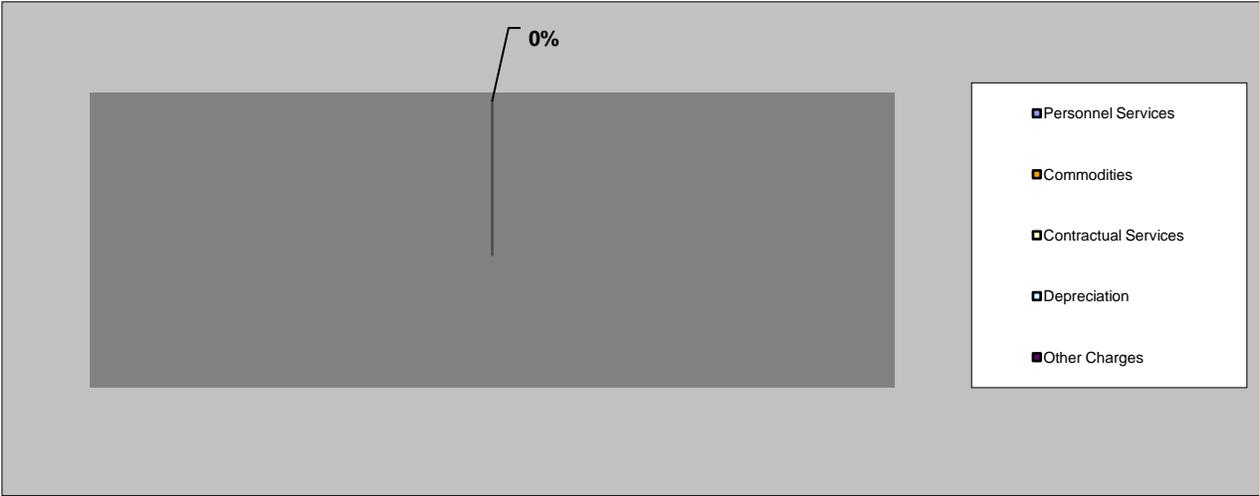
To bill, collect and account for ambulance service charges.

Program Expenditure Highlights

Ambulance billing fees are now accounted for in the Fire Department budget under 606-403.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	248	-	-	-
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 248	\$ -	\$ -	\$ -
Percent Change	(-99.4%)	(-100.0%)	0.0%	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Number of service calls billed	0	0	0	0
Number of payments posted	101	0	0	0

EFFECTIVENESS INDICATORS

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

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

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

Program Description

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

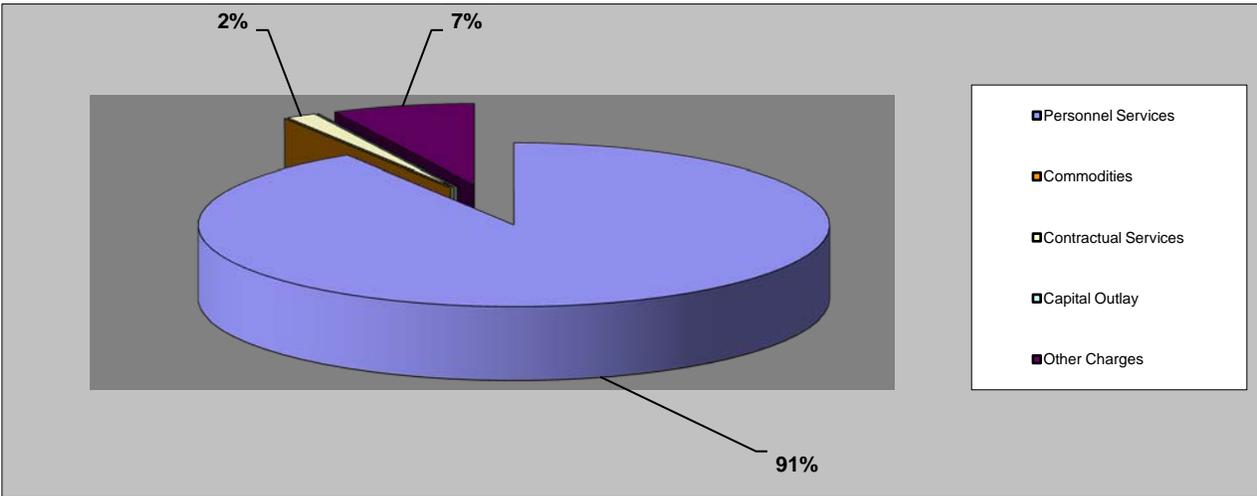
Program Expenditure Highlights

No significant change in the Finance Services budget for 2015.

Contractual services reflects the fee for our OPEB actuarial study which occurs every 3 years. It was required to be completed in 2014.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 375,350	\$ 398,622	\$ 398,330	\$ 399,750
Commodities	-	5,293	-	-
Contractual Services	7,455	8,677	10,250	6,740
Capital Outlay	-	-	-	-
Other Charges	23,998	23,701	32,000	32,000
Total	\$ 406,803	\$ 436,293	\$ 440,580	\$ 438,490
Percent Change	4.9%	7.2%	1.0%	(-0.5%)
Full-Time Equivalent positions	4.15	4.65	4.40	4.40

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of invoices paid	11,660	10,838	10,700	10,750
Number of payroll checks and direct deposits	9,742	9,548	9,800	9,600
Number of pages in annual financial report	208	204	210	205
<u>EFFECTIVENESS INDICATORS</u>				
Receive the GFOA Certificate on the annual financial report	Yes	Yes	Yes	Yes
<u>EFFICIENCY MEASURES</u>				
Percent of invoices paid by purchasing cards	69%	69%	70%	70%
Percent of benefit earning employees paid by direct deposit	100%	100%	100%	100%

COMMENTS

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

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

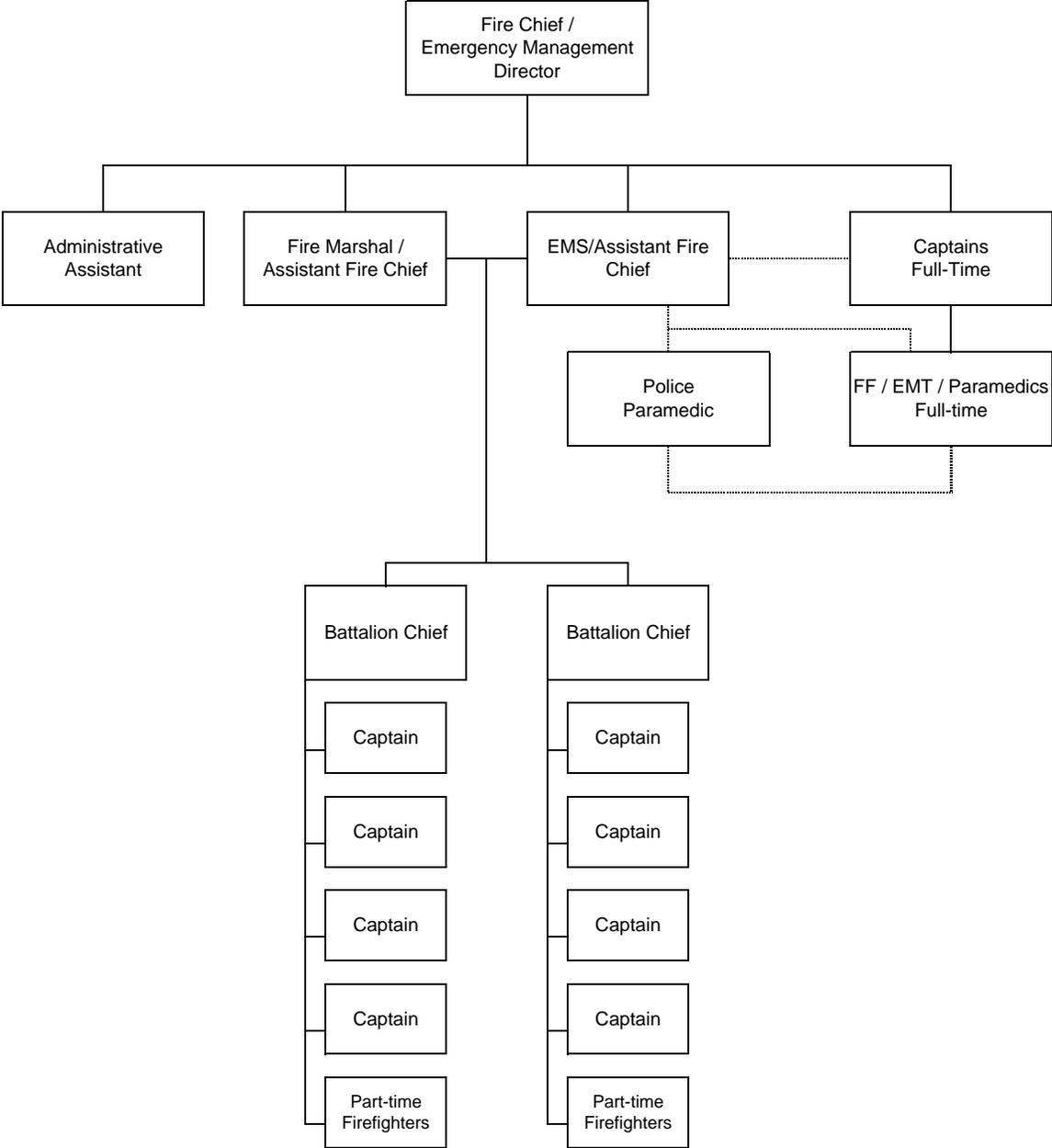


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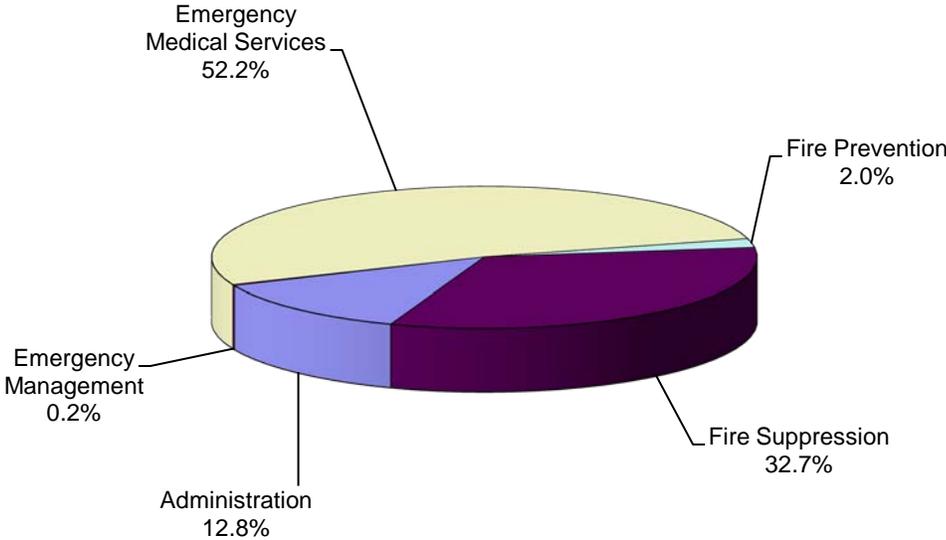
CITY OF MAPLEWOOD

FIRE

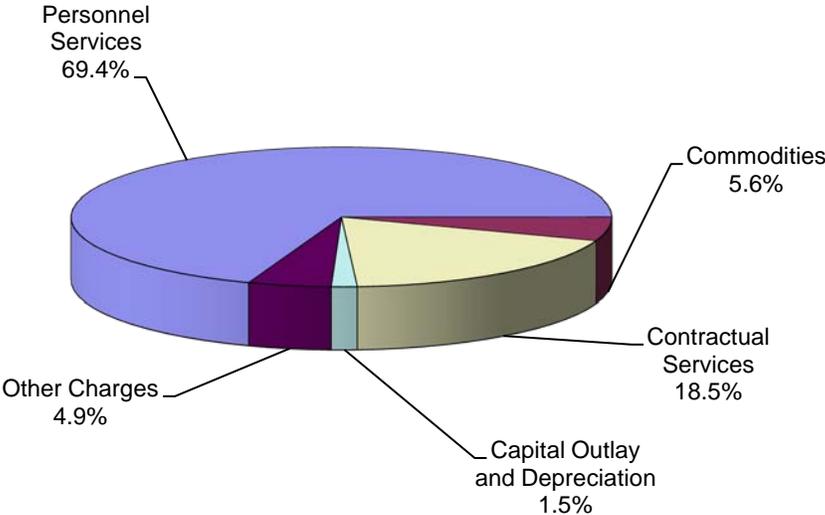
ORGANIZATION CHART



FIRE BUDGET 2015 Total By Program

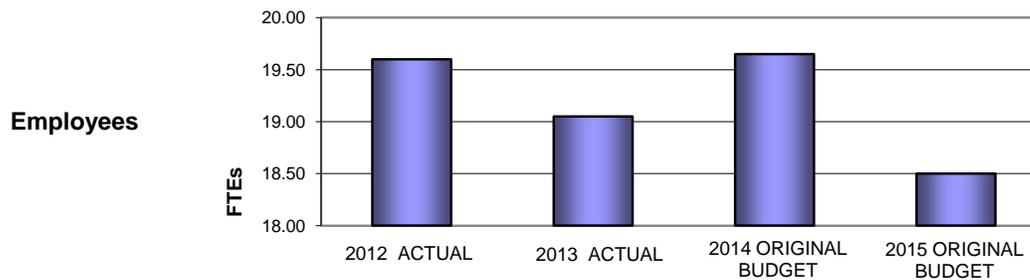
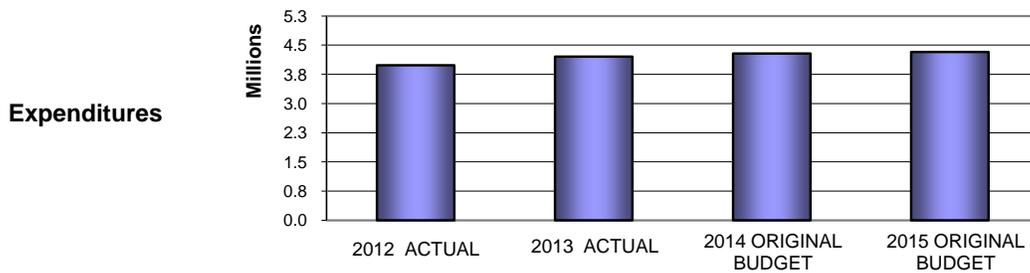


Total By Classification



**FIRE
EXPENDITURE SUMMARY**

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Total By Program					
Administration	\$528,989	\$560,027	\$575,540	\$554,340	-3.7%
Emergency Management	7,250	7,606	10,380	9,870	-4.9%
Emergency Medical Services	2,023,964	2,140,902	2,227,910	2,259,860	1.4%
Fire Prevention	82,650	84,982	85,730	86,940	1.4%
Fire Suppression	1,341,361	1,412,658	1,386,400	1,414,560	2.0%
Totals	3,984,214	4,206,175	4,285,960	4,325,570	0.9%
Total By Classification					
Personnel Services	2,722,058	2,922,940	2,934,900	3,002,590	2.3%
Commodities	191,339	220,566	261,500	240,250	-8.1%
Contractual Services	726,167	783,992	810,880	801,990	-1.1%
Capital Outlay and Depreciation	124,330	66,647	66,650	66,650	0.0%
Other Charges	220,320	212,030	212,030	214,090	1.0%
Totals	3,984,214	4,206,175	4,285,960	4,325,570	0.9%
Total By Fund					
Ambulance Service Fund	2,244,284	2,352,932	2,439,940	2,473,950	1.4%
General Fund	1,739,930	1,853,243	1,846,020	1,851,620	0.3%
Totals	\$3,984,214	\$4,206,175	\$4,285,960	\$4,325,570	0.9%
Number of Employees (FTE)	19.60	19.05	19.65	18.50	-5.9%





MAPLEWOOD

Together We Can

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FIRE

MISSION STATEMENT

The employees of the Maplewood Fire Department pledge the highest quality of service to meet our customers' needs. We further commit to call customers, continual public and employee education, fire prevention and emergency response. We will provide these services in a safe, professional and effective manner.

2015 OBJECTIVES

1. Respond to 90% of the emergency response calls within eight (8) minutes.
2. Evaluate new services and techniques to improve our customer service.
3. Update and refine emergency preparedness plans.
4. Train at the highest level possible in a safe environment.
5. Evaluate new ways of becoming more efficient.
6. Total completion of fire training facility.
7. Construction of new fire stations.

Department: Fire
Program: Administration

Fund # : 101 & 606
Program # : 411

Program Description

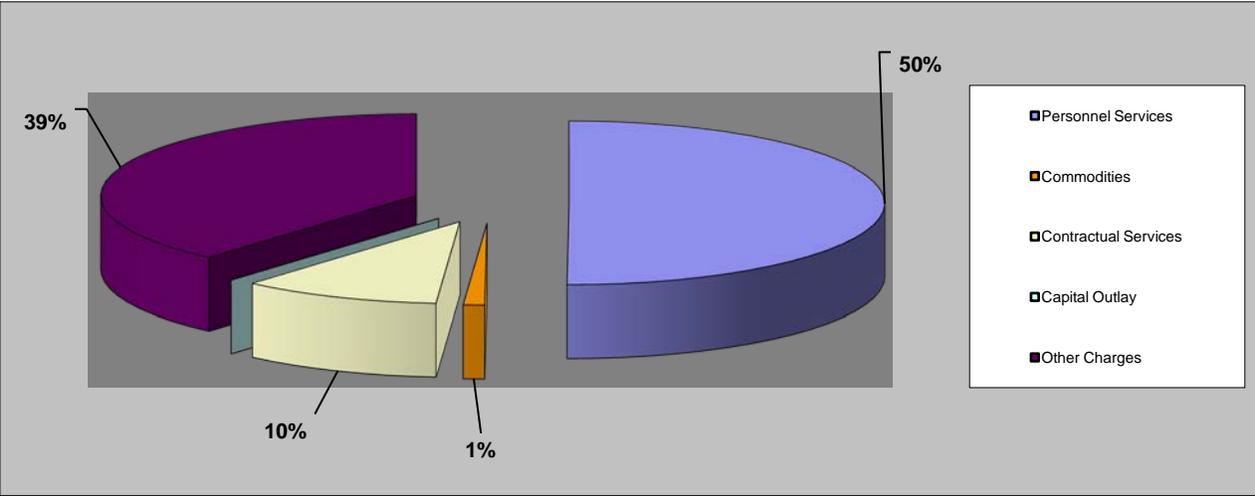
To provide administration, clerical and payroll support to all programs within the Fire Department.

Program Expenditure Highlights

The part-time administrative position has a reduction in hours and is being partially allocated to the Emergency Medical Services program.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 255,845	\$ 291,083	\$ 299,530	\$ 277,820
Commodities	4,064	4,815	6,000	6,000
Contractual Services	48,760	52,099	57,980	56,430
Capital Outlay	-	-	-	-
Other Charges	220,320	212,030	212,030	214,090
Total	\$ 528,989	\$ 560,027	\$ 575,540	\$ 554,340
Percent Change	(-16.2%)	5.9%	2.8%	(-3.7%)
 Full-Time Equivalent positions	 <u>2.05</u>	 <u>2.25</u>	 <u>2.25</u>	 <u>1.88</u>

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of staff meetings held	40	42	45	45
Number of paid-time staff	40	46	44	49
Number of FTE	19	18	18	21
<u>EFFECTIVENESS INDICATORS</u>				
Per capita cost excluding ambulance service	\$50	\$53	\$52	\$52
False alarm violations	163	173	175	175
Additions of new part-time firefighters	5	5	6	6

COMMENTS

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

2012 – 39,065
 2013 – 38,950
 2014 – 39,265
 2015 – 39,580

Department: Fire
Program: Emergency Management

Fund # : 101
Program # : 413

Program Description

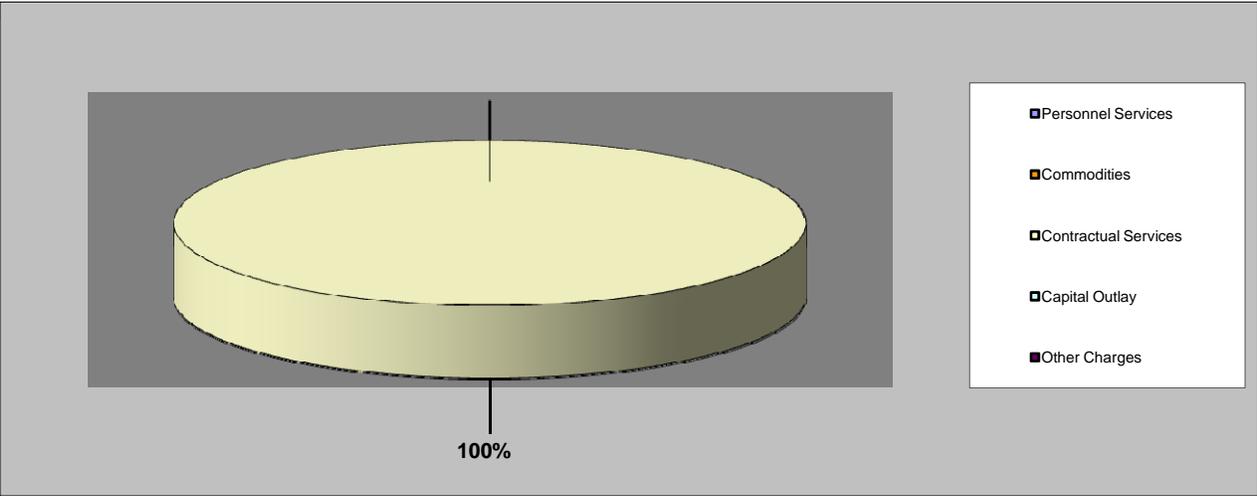
To assist key officials and emergency services in carrying out their duties and responsibilities under emergency conditions.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	90	700	-
Contractual Services	7,250	7,516	9,680	9,870
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 7,250	\$ 7,606	\$ 10,380	\$ 9,870
Percent Change	(-16.9%)	4.9%	36.5%	(-4.9%)
 Full-Time Equivalent positions	 -	 -	 -	 -

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
City plan updated	Yes	Yes	Yes	Yes
Meetings/training sessions attended	50	45	55	50
<u>EFFECTIVENESS INDICATORS</u>				
Hours spent updating City plan	30	28	30	30
Hours spent on all hazardous planning	94	45	50	45
Number of grants	0	2	1	1

COMMENTS

We continue to upgrade the city's emergency action plan and meet monthly with Ramsey County emergency management staff to facilitate on-going training and planning. Maplewood staff will be participating in ongoing EOC training.

Department: Fire
Program: Emergency Medical Services

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

Program Description

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

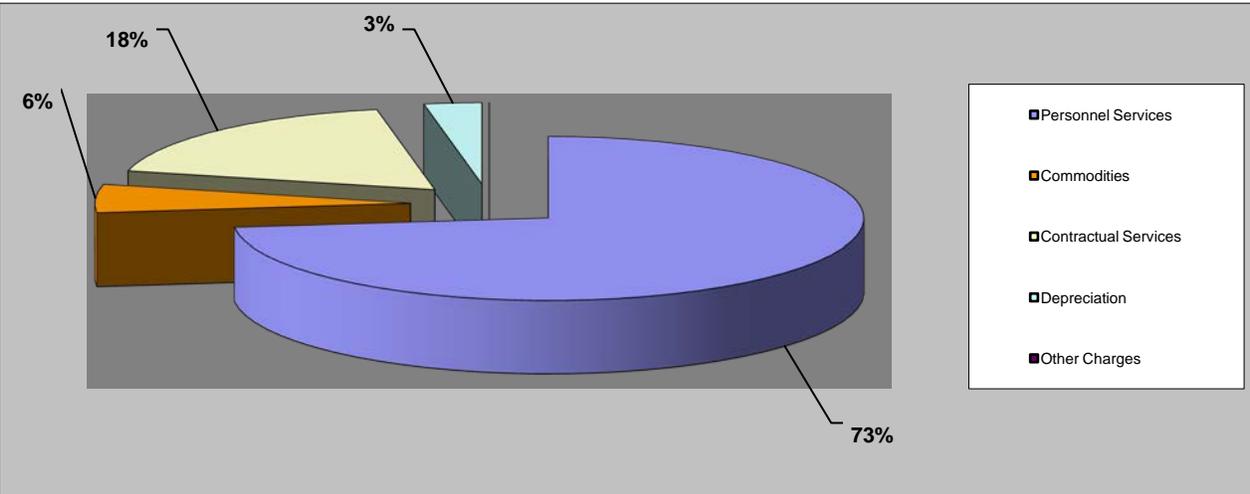
Program Expenditure Highlights

The additional staff projected to be added in October 2014 is being postponed. A portion of the part-time administrative position is being allocated here in 2015.

Commodities are decreasing due to the fact that there were no requests for small equipment purchases in 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 1,485,920	\$ 1,544,300	\$ 1,600,230	\$ 1,652,940
Commodities	95,239	121,736	147,200	126,100
Contractual Services	376,158	408,219	413,830	414,170
Depreciation	66,647	66,647	66,650	66,650
Other Charges	-	-	-	-
Total	\$ 2,023,964	\$ 2,140,902	\$ 2,227,910	\$ 2,259,860
Percent Change	3.7%	5.8%	4.1%	1.4%
 Full-Time Equivalent positions	 11.05	 10.30	 10.66	 10.13

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total EMS calls	3,706	3,996	4,218	4,471
Total ALS transports (Advanced Life Support)	2,500	2,230	2,379	2,522
Total BLS transports (Basic Life Support)	379	770	775	822
Total number of ambulances in service	5	5	5	5
Total billable no transport calls	40	36	30	30
Average time spent per EMS call	48 min.	48 min.	48 min.	48 min.
<u>EFFECTIVENESS INDICATORS</u>				
% of medical response time of eight minutes or less	90%	86%	84%	80%

COMMENTS

Our total EMS calls were up in 2013 by 9.5%. As our call volume increases, we anticipate that our percentages of EMS response times over 8 minutes will increase.

Department: Fire
Program: Fire Prevention

Fund # : 101
Program # : 405

Program Description

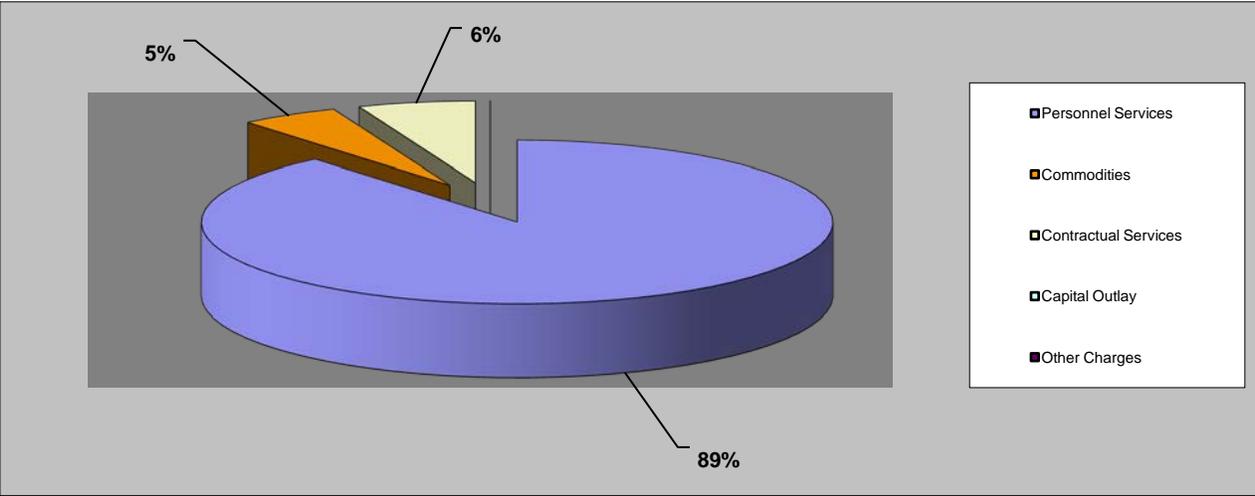
To provide preservation of life and property to the citizens by way of fire prevention, education and code enforcement.

Program Expenditure Highlights

No significant change in the Fire Prevention budget for 2015.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 75,342	\$ 75,692	\$ 75,760	\$ 77,310
Commodities	2,828	3,387	4,350	4,400
Contractual Services	4,480	5,903	5,620	5,230
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 82,650	\$ 84,982	\$ 85,730	\$ 86,940
Percent Change	5.9%	2.8%	0.9%	1.4%
 Full-Time Equivalent positions	 0.50	 0.50	 0.50	 0.50

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Safety inspections	355	670	425	475
Fire pan reviews	20	28	20	20
Community education events	22	22	20	20
<u>EFFECTIVENESS INDICATORS</u>				
Number of reinspections	128	396	60	100
Fire investigations	15	4	10	10
Participants in fire prevention training	797	1,765	900	900

COMMENTS

In 2013, we had a major push to do life safety inspections in order to update as many of our building preplans to have them ready to be added to the new CAD system in 2014.

Department: Fire
Program: Fire Suppression

Fund # : 101
Program # : 404

Program Description

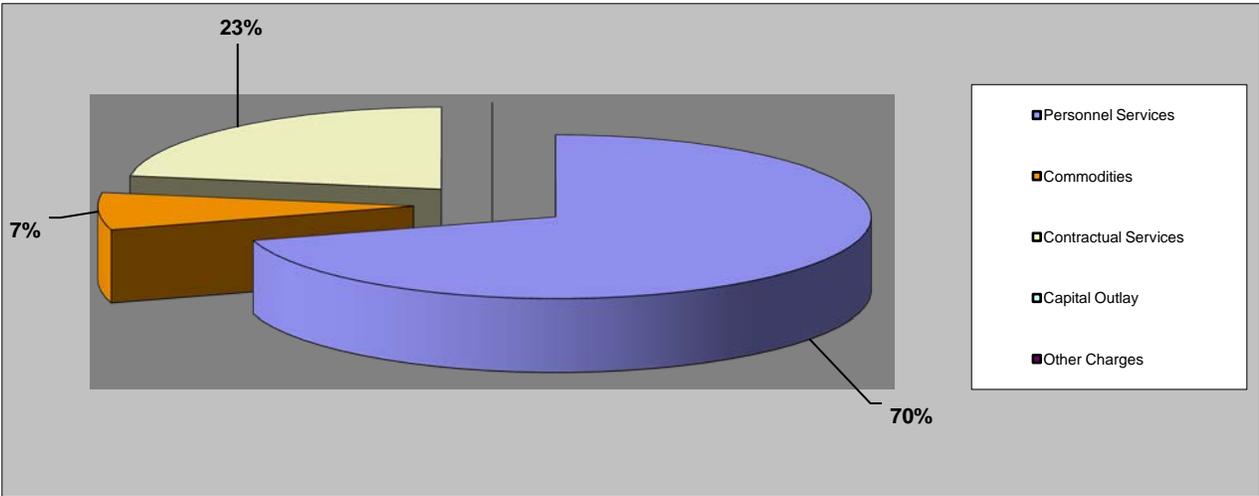
To provide the highest level of fire suppression services to our customers in a timely and professional manner.

Program Expenditure Highlights

For personnel services, the additional staff projected to be added in October 2014 is being postponed but the pass through of Fire State Aid due the Fire Relief Association is increasing.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 904,951	\$ 1,011,865	\$ 959,380	\$ 994,520
Commodities	89,208	90,538	103,250	103,750
Contractual Services	289,519	310,255	323,770	316,290
Capital Outlay	57,683	-	-	-
Other Charges	-	-	-	-
Total	\$ 1,341,361	\$ 1,412,658	\$ 1,386,400	\$ 1,414,560
Percent Change	(-0.7%)	5.3%	(-1.9%)	2.0%
 Full-Time Equivalent positions	 6.00	 6.00	 6.24	 6.00

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Population served:

MAPLEWOOD	38,118	38,163	38,213	38,263
Total fire calls	733	635	600	600
Total EMS calls	3,570	3,996	4,210	4,471
Total calls	4,303	4,631	4,810	5,071

EFFECTIVENESS INDICATORS

Percent of emergency response times of eight minutes or less	85.2%	86.5%	84.5%	82.5%
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COMMENTS

We no longer respond red lights and sirens to canceled fire alarms and ALFA emergency medicals; therefore, the percentage of our response times is not completely accurate.

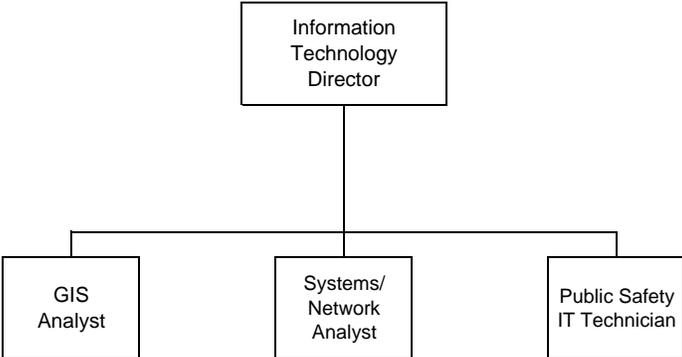


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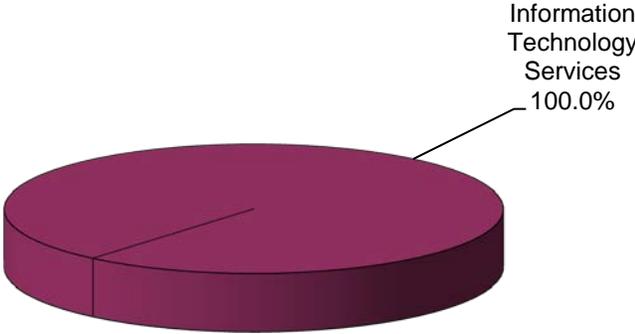
CITY OF MAPLEWOOD

INFORMATION TECHNOLOGY

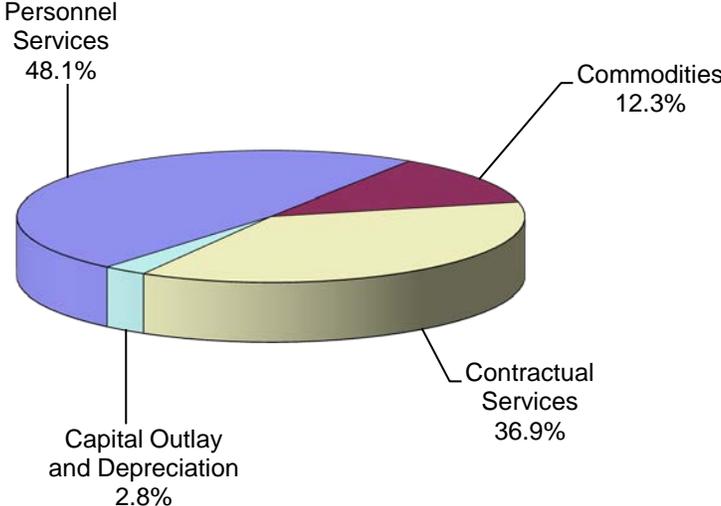
ORGANIZATION CHART



INFORMATION TECHNOLOGY BUDGET 2015 Total By Program

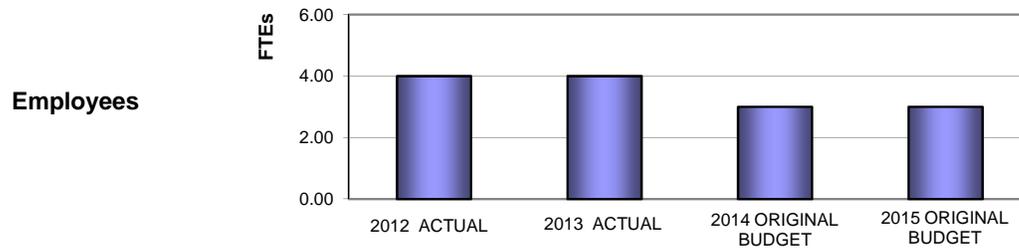
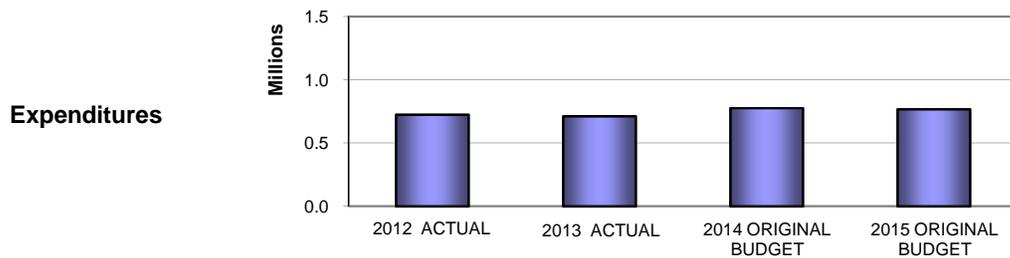


Total By Classification



**INFORMATION TECHNOLOGY
EXPENDITURE SUMMARY**

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Total By Program					
Information Technology Services	724,773	711,219	775,670	767,250	-1.1%
Totals	724,773	711,219	775,670	767,250	-1.1%
Total By Classification					
Personnel Services	386,961	365,801	357,070	368,880	3.3%
Commodities	80,268	69,842	95,600	94,100	-1.6%
Contractual Services	239,599	252,389	305,230	282,920	-7.3%
Capital Outlay and Depreciation	17,685	21,354	17,690	21,350	20.7%
Other Charges	260	1,833	80	0	-100.0%
Totals	\$724,773	\$711,219	\$775,670	\$767,250	-1.1%
Total By Fund					
Information Technology Fund	724,773	711,219	775,670	767,250	-1.1%
Totals	\$724,773	\$711,219	\$775,670	\$767,250	-1.1%
Number of Employees (FTE)	4.00	4.00	3.00	3.00	0.0%





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INFORMATION TECHNOLOGY

MISSION STATEMENT

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

2015 OBJECTIVES

1. Continue to increase documentation of IT systems.
2. Continue to implement mobile technologies to increase staff efficiency.
3. Evaluate Planning/Permitting software applications for 2016 implementation.
4. Assist in implementing asset management application.
5. Continue documentation of IT policies & procedures.
6. Improve helpdesk responsiveness.
7. Improve support of City applications.
8. Continue to work with staff in taking full advantage of our document management system.
9. Evaluate and adjust as necessary our cost allocation process.
10. Explore new revenue streams.
11. Continue to explore working with other agencies to realize increased efficiencies.

CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

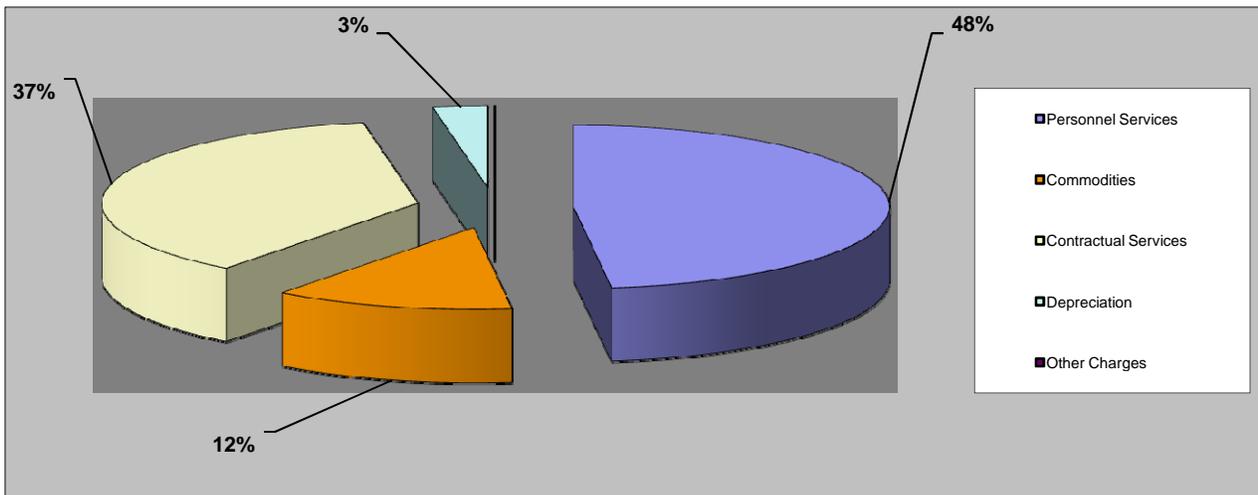
Program Description

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

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Contractual services more accurately reflect this programs expenses.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 386,961	\$ 365,801	\$ 357,070	\$ 368,880
Commodities	80,268	69,842	95,600	94,100
Contractual Services	239,599	252,389	305,230	282,920
Depreciation	17,685	21,354	17,690	21,350
Other Charges	260	1,833	80	-
Total	\$ 724,773	\$ 711,219	\$ 775,670	\$ 767,250
Percent Change	9.0%	(-1.9%)	9.1%	(-1.1%)
Less charges to other depts.	(643,680)	(693,680)	(743,680)	(773,680)
Net Total	81,093	17,539	31,990	(6,430)
Full-Time Equivalent positions	4.00	4.00	3.00	3.00

Program Expenditures by Classification

CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of devices maintained	776	783	790	800
Number of workstations maintained	214	212	210	210
Number of help desk requests	1,987	1,810	2,100	2,200
Number of computers replaced	33	28	35	35
<u>EFFECTIVENESS INDICATORS</u>				
Percent of help desk service calls resolved within 24 hrs	64%	58%	63%	65%
Percent of internal customers rating services as good or excellent	92%	88%	92%	93%
Number of web page hits by external users	883,948	830,078	860,000	900,000
<u>Efficiency Measures</u>				
IT wage and benefit expenditures per workstation	\$1,808	\$1,725	\$1,700	\$1,757

COMMENTS

Estimates for Outputs/Workload in 2015 stay fairly consistent with 2014 with some interesting trends.

We will be adjusting some of our effectiveness indicators and efficiency measures this year to take effect in 2015 due to the fact that, while workstations are still highly important, there is now additional focus on mobile devices which isn't represented currently.

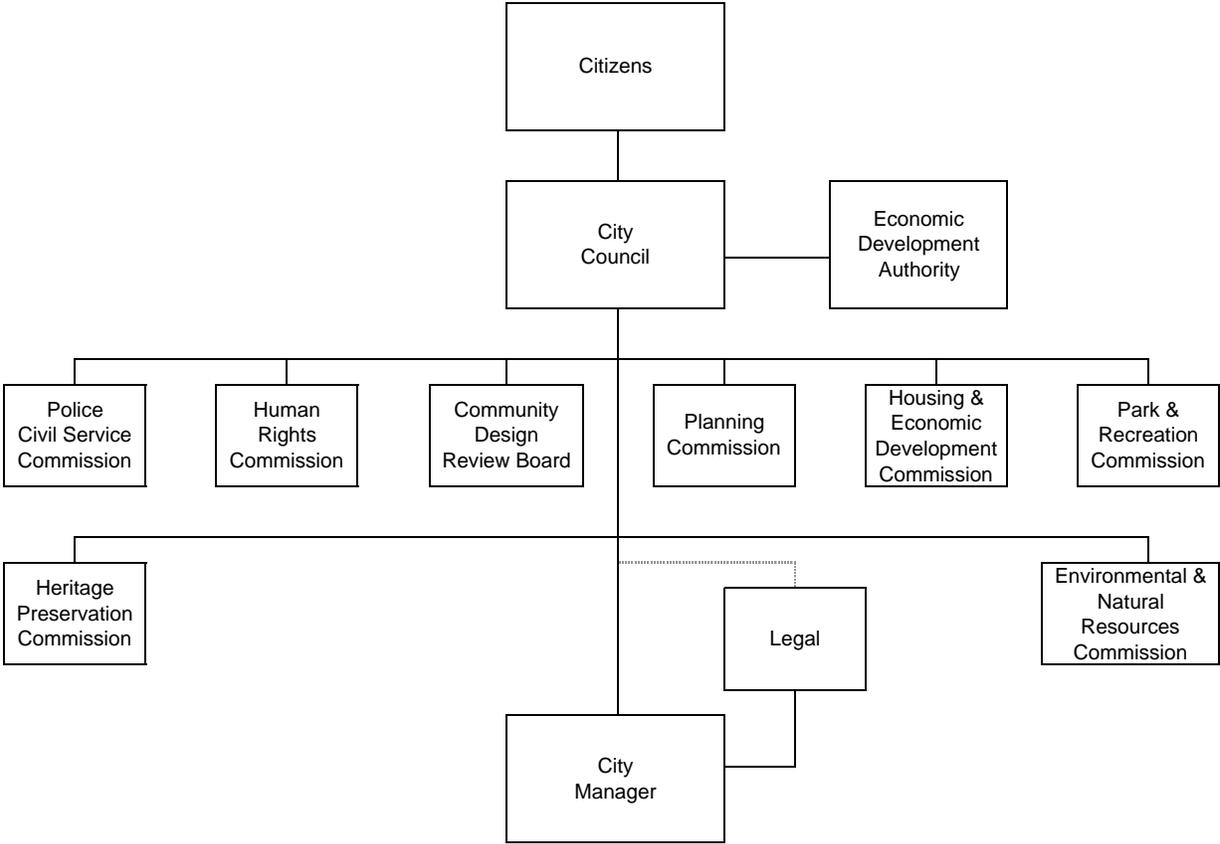


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CITY OF MAPLEWOOD

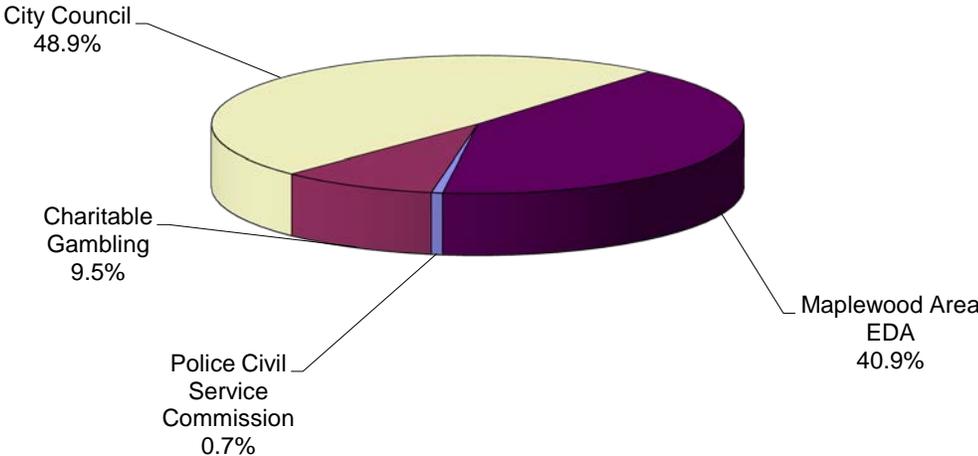
LEGISLATIVE

ORGANIZATIONAL CHART

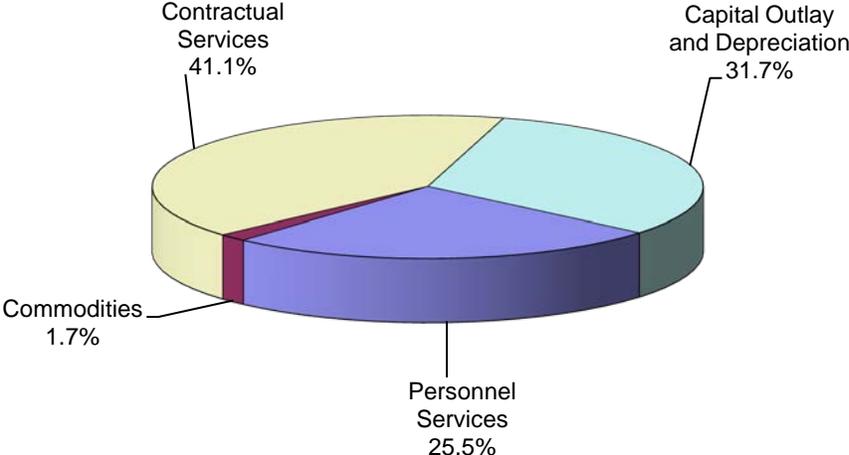


LEGISLATIVE BUDGET 2015

Total By Program



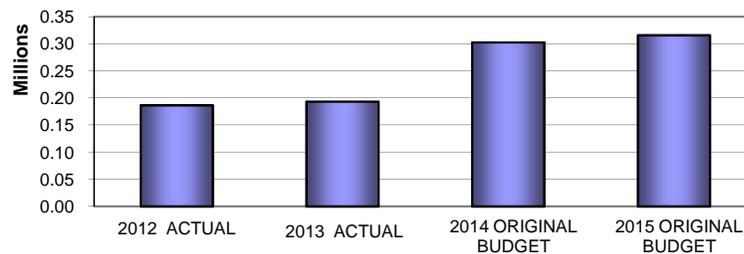
Total By Classification



LEGISLATIVE EXPENDITURE SUMMARY

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Charitable Gambling	24,027	28,536	32,000	30,000	-6.3%
City Council	146,686	144,870	153,240	154,370	0.7%
Human Rights Commission	1,060	507	0	0	N/A
Maplewood Area EDA	14,789	12,871	115,180	129,300	12.3%
Police Civil Service Commission	0	6,644	2,150	2,150	0.0%
Totals	186,562	193,428	302,570	315,820	4.4%
Total By Classification					
Personnel Services	66,212	65,768	68,980	80,590	16.8%
Commodities	3,908	3,467	6,500	5,300	-18.5%
Contractual Services	116,442	111,818	124,920	129,930	4.0%
Capital Outlay and Depreciation	0	12,375	100,000	100,000	0.0%
Other Charges	0	0	2,170	0	-100.0%
Totals	186,562	193,428	302,570	315,820	4.4%
Total By Fund					
Charitable Gambling Tax Fund	24,027	28,536	32,000	30,000	-6.3%
General Fund	147,746	152,021	155,390	156,520	0.7%
Maplewood Area EDA	14,789	12,871	115,180	129,300	12.3%
Totals	\$186,562	\$193,428	\$302,570	\$315,820	4.4%
Number of Employees (FTE)	0.00	0.00	0.00	0.00	N/A

Expenditures





MAPLEWOOD

Together We Can

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LEGISLATIVE

MISSION STATEMENT

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

2015 OBJECTIVES

1. ECONOMIC DEVELOPMENT

Set priorities and establish marketing and development plans for businesses in targeted areas: Maplewood Mall area, Hwy 36-English, vacancies at strip malls. Includes redevelopment efforts in Gladstone; begin visioning redevelopment options for targeted commercial areas. Continue to work to attract medical office uses.

2. PUBLIC SAFETY

Areas of focus shall be unique services, Integrative Youth Development, Prevention, Education, Technology, Focused Service, Partnerships, Diverse Communities, and Innovation. Community Paramedics shall be explored along with completion of the Fire Department Program and Plan including selling and redevelopment of abandoned stations; building of the 3M station and development of the facility for Fire Training.

3. FINANCIAL STABILITY/SUSTAINABILITY

Continue to adapt financial and operational sustainability efforts including reduction of debt balance, maintain goal of bond rating at AA1 and set up reserve funds to maintain assets. Continue to adapt financial and operational sustainability efforts including current budget methods, continue facility upgrades and environmental considerations.

4. PARKS AND RECREATION

Do the necessary preparation to consider a Parks Referendum. Put a financial plan in place for the Maplewood Community Center.

5. ENERGY CONSERVATION AND ENVIRONMENT

Improve energy efficiency of entire city including all levels of government, businesses, residences and non-profits. Explore renewable energy sources for all of Maplewood. Begin to retrofit all City buildings in Maplewood. Expand recycling services to all of Maplewood.

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

Program Description

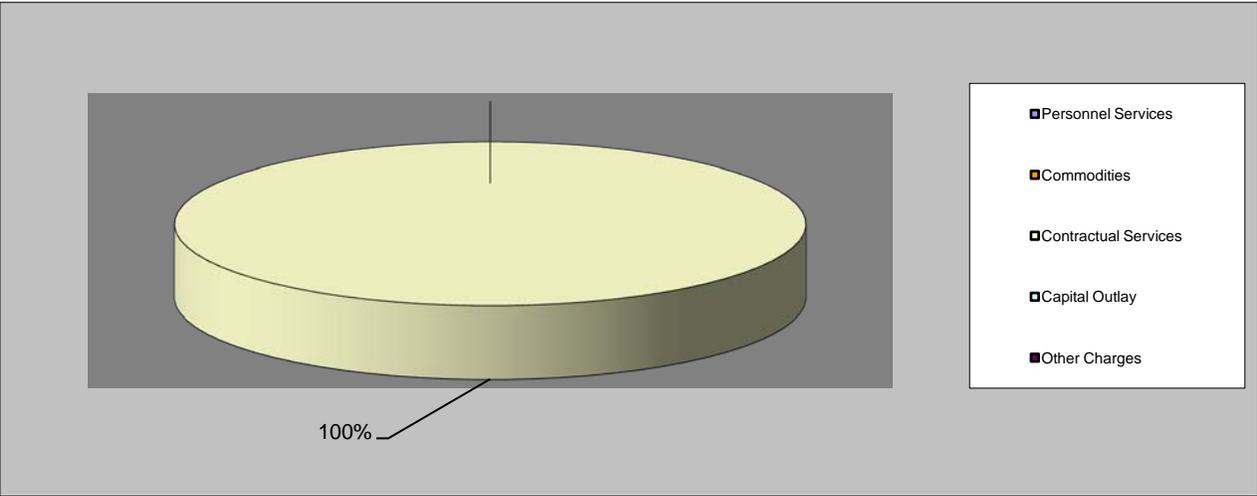
The Charitable Gambling Fund accounts for expenditures of the City gambling tax. The tax is ten percent of the net receipts of a licensed organization for lawful gambling. The City Council allocates the funds to agencies and departments that provide city-related services.

Program Expenditure Highlights

The requests approved by the City Council for 2015 are listed on the next page.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	24,027	28,536	32,000	30,000
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 24,027	\$ 28,536	\$ 32,000	\$ 30,000
Percent Change	2.3%	18.8%	12.1%	(-6.3%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Requests considered	18	28	25	23
Requests awarded	18	25	22	21

COMMENTS

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

The requests approved by the City Council for 2015 are as follows:

\$

\$ TOTAL

\$ Estimated Reserves

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

Program Description

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

Program Expenditure Highlights

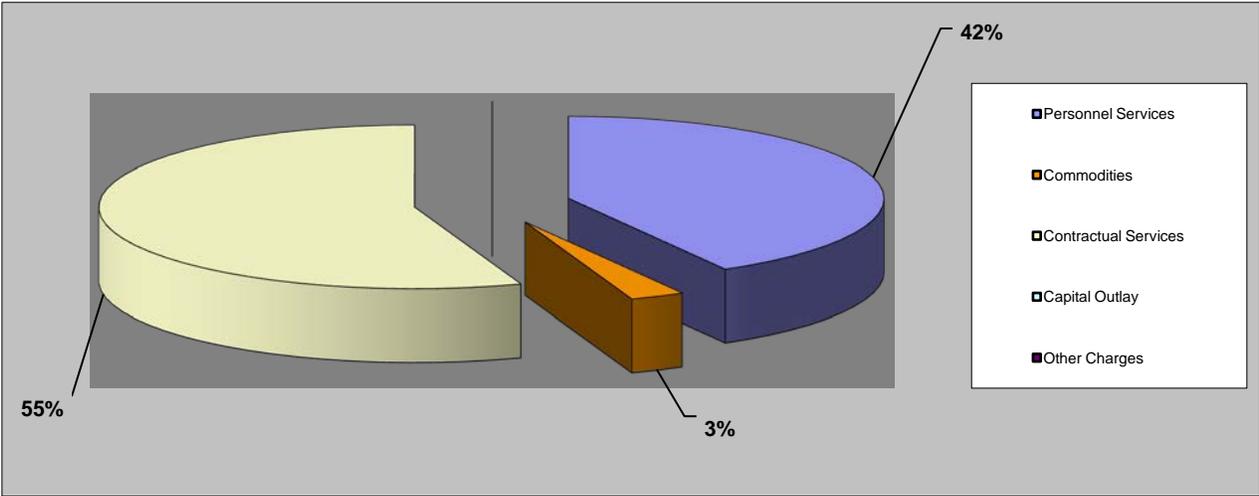
Council pay rates increase bi-annually in even-numbered years based on the Consumer Price Index.

The videographers are no longer employed by the City. We now contract out for those services.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 66,212	\$ 65,768	\$ 68,980	\$ 64,440
Commodities	3,711	3,324	5,500	4,300
Contractual Services	76,763	75,778	78,760	85,630
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 146,686	\$ 144,870	\$ 153,240	\$ 154,370
Percent Change	7.2%	(-1.2%)	5.8%	0.7%

Full-Time Equivalent positions Council consists of one Mayor and four Council Members.

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of City Council meetings	22	22	24	24
Number of Council/Manager Workshops	20	19	36	30
Agenda items	503	509	500	500

COMMENTS

The above items reflect meetings and agenda items that are submitted to the City Council.

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

Program Description

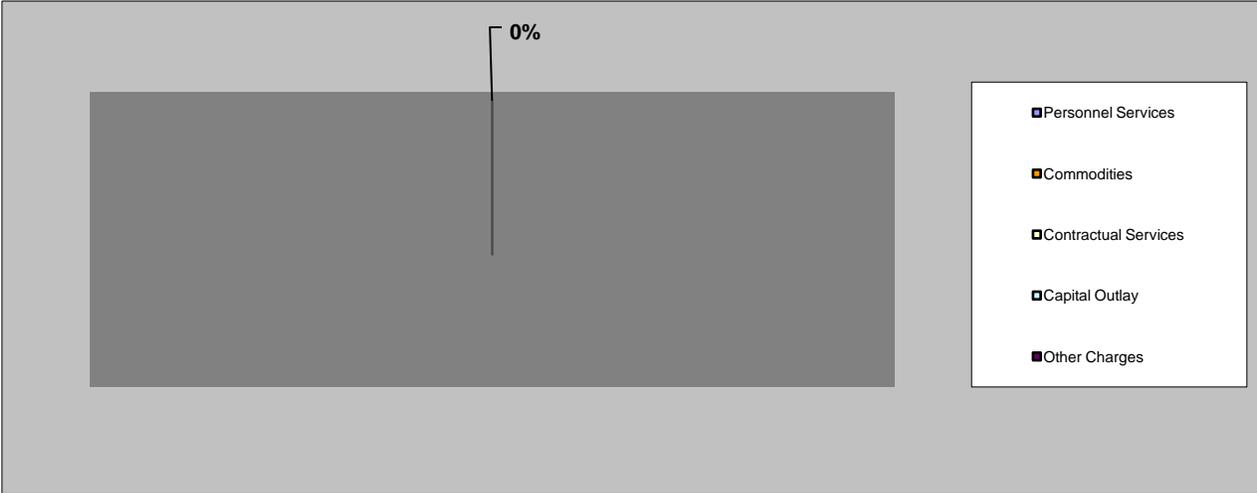
The Maplewood Human Rights Commission will advocate for equal opportunities for all citizens of Maplewood in housing, employment, public accommodations, services and education continuously working to improve human rights within the community.

Program Expenditure Highlights

The budget for this program is being absorbed by the budget for the staff liaison. In this case, any costs will be paid for by 101-301 (Citizen Services - Administration).

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	197	143	-	-
Contractual Services	863	364	-	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 1,060	\$ 507	\$ -	\$ -
Percent Change	105900.0%	(-52.2%)	(-100.0%)	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Contests sponsored	1	2	2	2
Community awareness events sponsored	0	0	3	3
Bias crime complaints	0	0	0	0
Businesses and organizations participating as sponsors	0	2	2	2
<u>EFFECTIVENESS INDICATORS</u>				
Number of people attending community events	26	25	400	400
Percentage of businesses and organizations participating	0%	2%	2%	2%

COMMENTS

In 2014, the Commission sponsored an art and poster contest for 3rd through 12th grade students in ISD 622, 623, 624, and all other public, private, or homeschooled students residing in the City of Maplewood during the 2013-2014 academic year. Entries were required to portray the Civil Rights Act of 1964. Twenty-two submissions were received.

In 2014, the Commission continued its mission to aid and advocate for equal opportunities for all citizens of Maplewood in: housing, employment, public accommodations, services and education, in addition to continuously working to improve human rights within the community.

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

Program Description

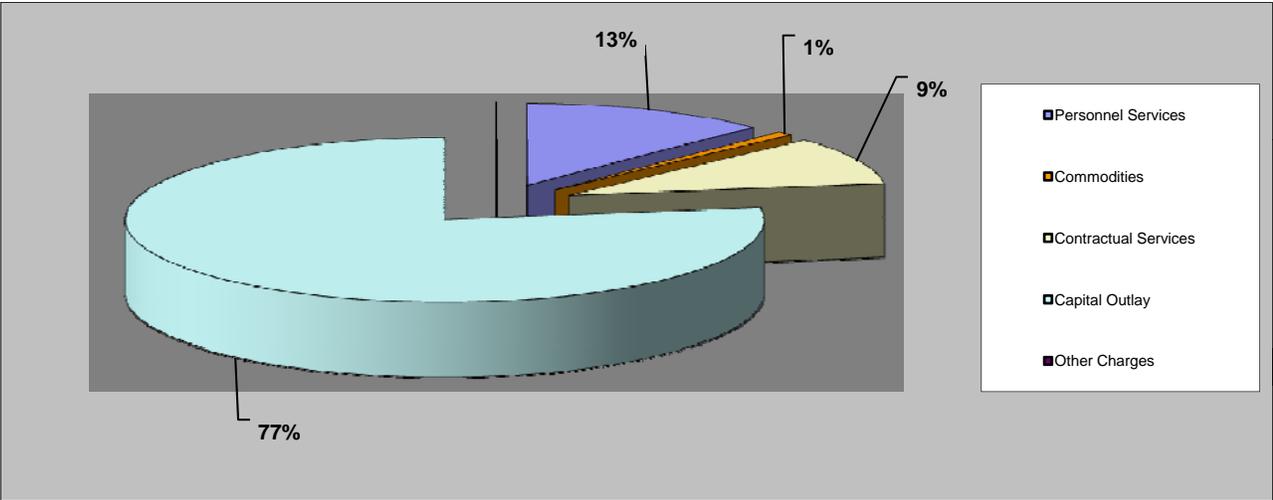
To assist with development and redevelopment parcels and initiatives.

Program Expenditure Highlights

This program was proposed to be expanded in 2014 to assist with marketing of excess city property as well as training staff in the procedures of economic development for our business community. We hope to employ temporary services when needed.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ -	\$ -	\$ 16,150
Commodities	-	-	1,000	1,000
Contractual Services	14,789	496	12,010	12,150
Capital Outlay	-	12,375	100,000	100,000
Other Charges	-	-	2,170	-
Total	\$ 14,789	\$ 12,871	\$ 115,180	\$ 129,300
Percent Change	100.0%	(-13.0%)	794.9%	12.3%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
EDA meetings	1	3	4	8
HEDC commission meetings	8	10	9	10
Business retention meetings	10	15	20	20
Local business leaders meetings	2	1	2	2
<u>EFFECTIVENESS INDICATORS</u>				
Number of loans	1	0	1	2
New Tax Abatement/TIF Districts	1	0	2	2

COMMENTS

In 2009, the city council established the Economic Development Authority (EDA) and the Business and Economic Development Commission. In 2011, the EDA participated in the Trillion BTU program through the St. Paul Port Authority. The EDA, with the help of the General Fund, contributed \$400,000 for a loan to St. John's Hospital to be paid back over 5 years at a 4 percent interest rate. In 2012, the city council, which also serves as the EDA, established economic development as the city's top priority. During 2012 and throughout 2013, the EDA evaluated options for a number of subsidy and economic development initiatives. This program will see an increased effort and EDA action items in 2014, including implementation of new tax increment or tax abatement districts.

In 2012, the housing and redevelopment authority was combined with the business and economic development commission to form the housing and economic development commission (HEDC). In 2013, the HEDC worked in implementing its work plan which includes continued business retention outreach, focusing redevelopment efforts in critical parts of the city and establishing the parameters of a revolving loan fund program. In 2014, the HEDC intends to continue its mission of fostering development and redevelopment, as well as get more involved with direct project initiation opportunities. The funding for the HEDC has been moved to the Council's Economic Development Authority.

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

Program Description

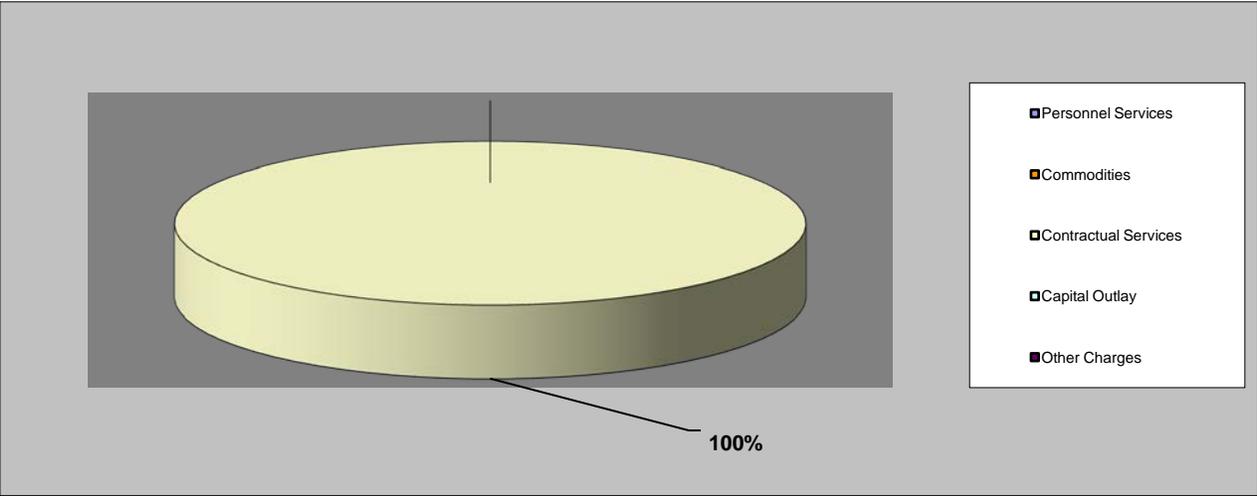
To help ensure a fair and objective hiring process for sworn law enforcement positions and to investigate any grievances or discipline submitted to the Commission and render an impartial decision.

Program Expenditure Highlights

Budget includes amounts to cover publishing and fees for service.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	-	6,644	2,150	2,150
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ 6,644	\$ 2,150	\$ 2,150
Percent Change	(-100.0%)	100.0%	(-67.6%)	0.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Number of lists created - external	0	1	1	1
Number of lists created - internal	0	3	1	1

EFFECTIVENESS INDICATORS

Average number of working days between approval to post position and adoption of promotional list	NA	25	25	25
Average number of working days between approval to post position and adoption of external eligibility list	NA	85	85	85

COMMENTS

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



MAPLEWOOD

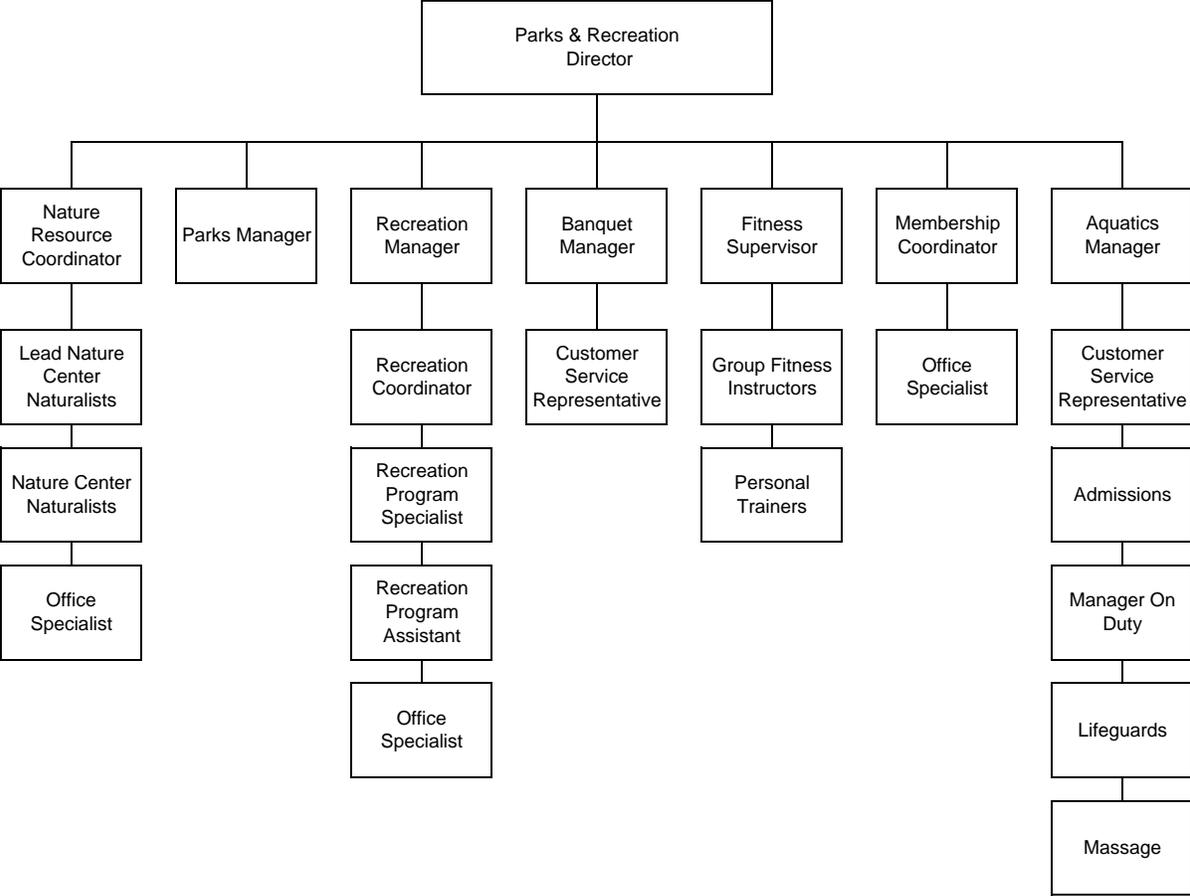
Together We Can

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CITY OF MAPLEWOOD

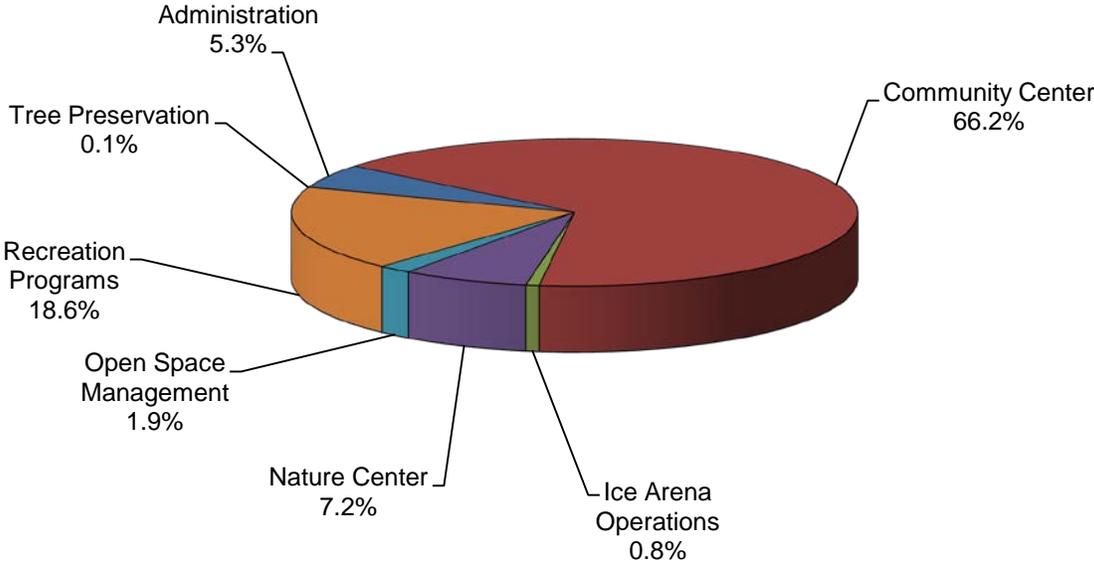
PARKS AND RECREATION

ORGANIZATION CHART

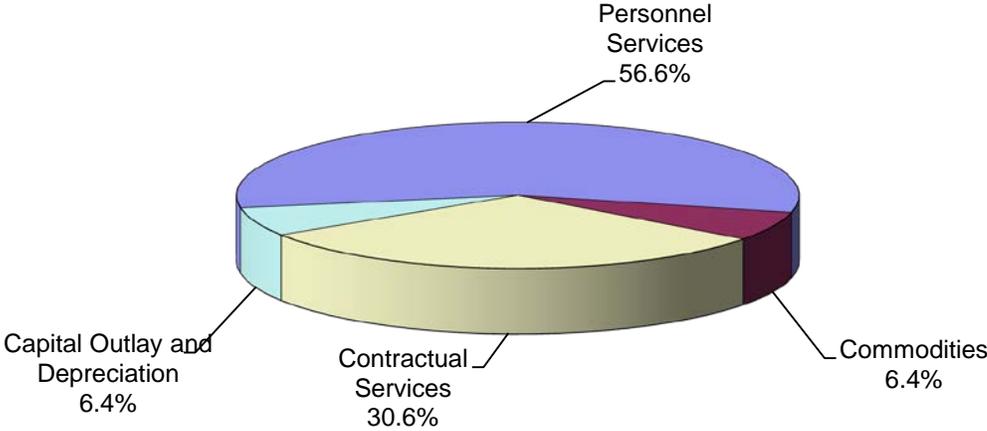


PARKS & RECREATION BUDGET 2015

Total By Program

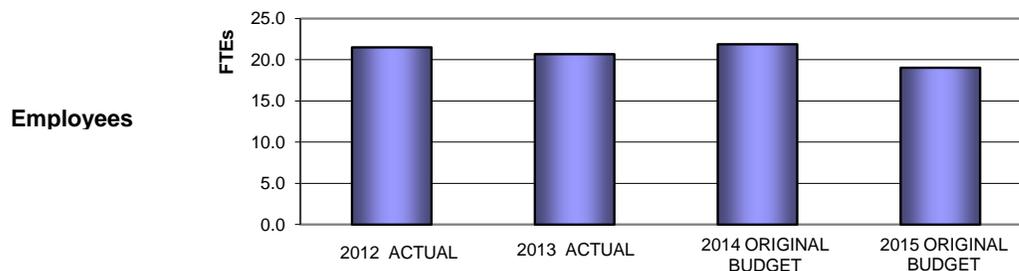
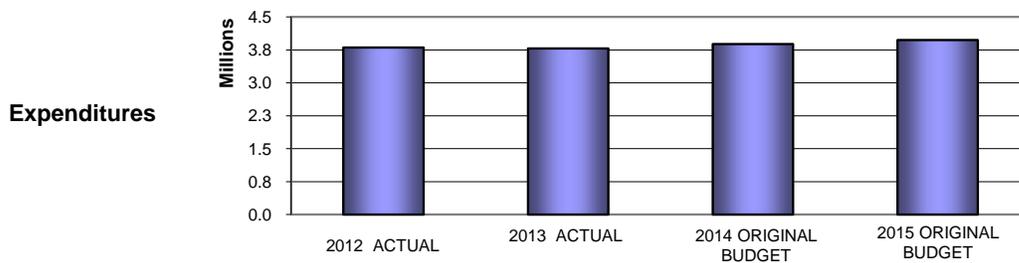


Total By Classification



**PARKS & RECREATION
EXPENDITURE SUMMARY**

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Total By Program					
Administration	\$161,379	\$183,485	\$204,810	\$209,200	2.1%
Community Center	2,554,418	2,559,630	2,554,800	2,628,910	2.9%
Ice Arena Operations	37,630	31,298	25,310	30,160	19.2%
Nature Center	255,823	258,618	280,410	287,210	2.4%
Open Space Management	64,749	71,070	74,040	75,100	1.4%
Recreation Programs	725,654	675,564	738,140	740,730	0.4%
Tree Preservation	3,437	2,160	4,050	2,040	-49.6%
Totals	3,803,090	3,781,825	3,881,560	3,973,350	2.4%
Total By Classification					
Personnel Services	2,141,267	2,158,649	2,263,340	2,248,220	-0.7%
Commodities	230,711	246,777	232,930	255,640	9.7%
Contractual Services	1,155,575	1,122,294	1,110,220	1,215,730	9.5%
Capital Outlay and Depreciation	275,067	253,761	275,070	253,760	-7.7%
Other Charges	470	344	0	0	N/A
Totals	3,803,090	3,781,825	3,881,560	3,973,350	2.4%
Total By Fund					
General Fund	450,604	470,658	504,810	518,640	2.7%
Community Center	2,554,418	2,559,630	2,554,800	2,628,910	2.9%
Environmental Utility Fund	68,977	73,813	79,760	83,030	4.1%
Recreation Program Fund	725,654	675,564	738,140	740,730	0.4%
Tree Preservation Fund	3,437	2,160	4,050	2,040	-49.6%
Totals	\$3,803,090	\$3,781,825	\$3,881,560	\$3,973,350	2.4%
Number of Employees (FTE)	21.50	20.68	21.88	19.03	-13.0%





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PARKS & RECREATION

MISSION STATEMENT

The mission of Maplewood Parks and Recreation is to provide diverse recreational opportunities for people of all ages and abilities, enhance and preserve our parks, facilities, and open spaces while promoting environmental stewardship through education and outreach.

2015 OBJECTIVES

1. Begin the implementation of the Parks System Master Plan, develop a full scale asset management plan, and continue to look for alternative funding sources for park development and recreation programming.
2. Continue to protect natural resources through restoring and managing natural areas, using sustainable landscaping practices at parks, and providing environmental and nature programs that enhance enjoyment and understanding of land, water and wildlife resources.
3. Increase sponsorship and partnership opportunities for all MCC and Parks & Recreation related events.
4. Continue to offer a minimum of five community wide special events per year. These events will serve diverse audiences and may include a Senior Wellness Fair, Early Childhood Education Fair, Women's Expo, Movies in the Park, Maplewood Rec Run 5K etc.
5. Continue to facilitate a successful partnership with Ashland Theatre of Performing Arts and expand our utilization of the performing arts theater to include fifteen MCC events and or concerts.
6. Continue to offer comprehensive and diverse recreation programs designed to bring additional wellness, preventative and specialty programs advantageous for all ages, ethnicities, interests and fitness levels to Maplewood and surrounding communities.
7. Continue to focus on increasing program participation by partnering with surrounding communities to expand our participation numbers and outreach.
8. Continue to offer programming that includes, but is not limited to, youth and adult sports, community special events, music and arts programs, teen, senior and special populations programs and fitness and health and wellness classes.

Department: Parks & Recreation
Program: Administration

Fund # : 101
Program # : 601

Program Description

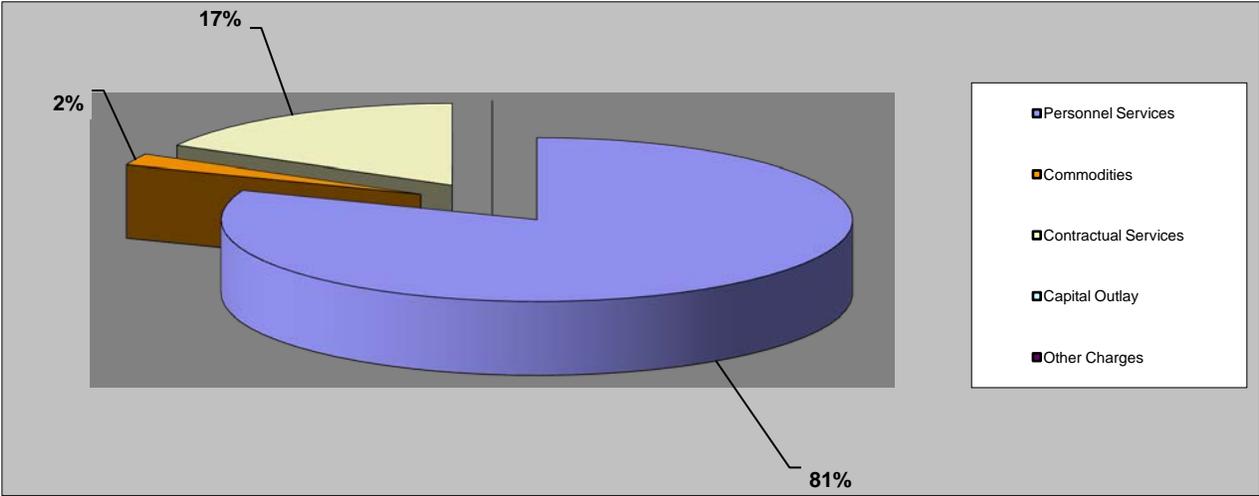
To develop and enhance a comprehensive park system for the residents including park development and re-development and the city wide trail system.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 124,984	\$ 139,877	\$ 161,770	\$ 169,130
Commodities	4,736	5,833	5,200	4,700
Contractual Services	31,659	37,775	37,840	35,370
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 161,379	\$ 183,485	\$ 204,810	\$ 209,200
Percent Change	2.4%	13.7%	11.6%	2.1%
 Full-Time Equivalent positions	 1.20	 1.30	 1.40	 1.40

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Enhancements to parks	5	5	9	6
Number of detailed projects completed	1	1	2	2
Number of public meetings (Parks & Rec Commission)	15	11	14	16
Commission items requiring formal action	19	16	24	30

EFFECTIVENESS INDICATORS

Goals Parks Commission & City Council achieved	85%	85%	90%	90%
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EFFICIENCY MEASURES

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

1. Begin implementation of the Parks System Master Plan.
2. Develop a full scale asset management plan for our parks system.
3. Continue work on Veteran's Memorial Park
4. Work with Public Works to continue implementing sustainable maintenance practices.

The Parks and Recreation Commission is a nine-member, volunteer resident advisory board to the City Council on all matters relating to parks, recreation, trail, open space and park development issues. The commission meets the third Wednesday monthly, but on occasion additional meetings are needed.

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

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

Department: Parks & Recreation
Program: Community Center Operations

Fund # : 602
Program # : 611-614

Program Description

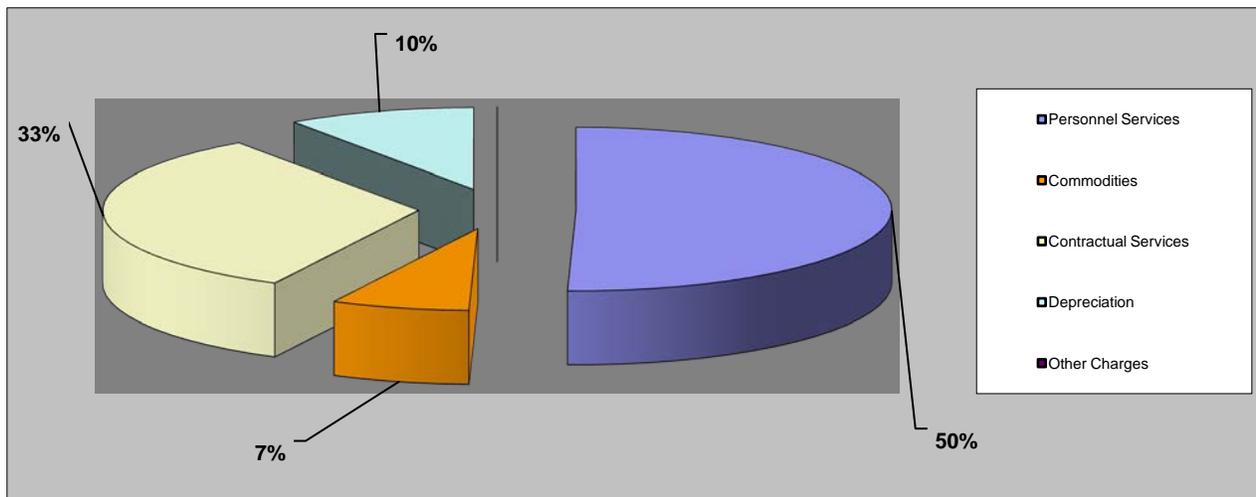
To serve the indoor recreation, entertainment and hospitality needs of families, businesses and groups in the northeast metropolitan area.

Program Expenditure Highlights

Staff continues to work toward achieving a sustainable budget in the next 5-7 years.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 1,339,744	\$ 1,337,464	\$ 1,351,180	\$ 1,326,170
Commodities	169,220	189,325	163,770	185,490
Contractual Services	770,524	779,127	764,780	863,490
Depreciation	275,067	253,761	275,070	253,760
Other Charges	(137)	(47)	-	-
Total	\$ 2,554,418	\$ 2,559,630	\$ 2,554,800	\$ 2,628,910
Percent Change	(-11.7%)	0.2%	(-0.2%)	2.9%
 Full-Time Equivalent positions	 13.60	 12.53	 13.63	 11.23

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of swim lesson packages	1,486	1,650	1,700	1,750
Number of membership packages sold	1,932	2,274	2,400	2,700
Number of group fitness participants	51,808	55,983	60,145	64,695
Number of weddings (and weekend events)	24	21	17 (31)	20 (45)
Number of member admission check-ins	259,146	264,349	270,000	275,000
<u>EFFECTIVENESS INDICATORS</u>				
Number of swim lesson participants	1,085	1,100	1,150	1,200
Number of SilverSneakers and Silver & Fit	430	1,791	1,850	2,000
Number of personal training sessions sold	1,161	1,940	2,010	2,110
Number of birthday party packages sold	201	322	400	440

COMMENTS

The number of membership packages, the basis of all MCC operations, are continuing to grow steadily each year. The addition of the SilverSneakers program, which MCC began to work with in the latter half of 2011, has continued to add to, and shape the face of, our membership. We now have a large population of senior members and actively aging adults. As such, other program offerings have been added to in order to better serve this audience. The addition of monthly social gatherings such as our Pie Wednesday, a senior talent show, and a senior homecoming dance are just a few of the ways we are adjusting our programming to meet the needs of senior members. Staff efforts appear to be working as member check-ins continue to rise.

The Group Fitness program offerings have continued to expand and now include Les Mills Bodypump, PiYo and Insanity. We are also offering fee-based small group fitness classes including TRX, Kettle Bells, Weight Loss, and Senior Strength Training. As membership grows, personal training numbers are increasing as well, resulting in a significant sales increase in the past two years.

The Community Center's banquet and events facility is seeing a slight shift in its product mix. While weddings were down slightly in 2013, birthday parties grew substantially and experienced 82% percent year over year revenue growth from 2011 to 2012 and an estimated 43% from 2012 to 2013.

2015 Comments –

Jean's Comments - Silver & Fit and Silver Sneakers numbers are accurate. We shouldn't see as large of an increase in future years to these programs as we did in the past couple of years.

Due to reporting issues with ActiveNet and Recware the figures for packages sold in 2013 is a reliable estimate.

Sasha's comments - We have seen an increase in all-day rentals, from weekend special events to conferences. In 2014 we have 14 all-day conferences booked.

March 2014 had a record number of birthdays at 68.

Ron's comments – 2013 swim lessons participants are estimated due to Safari/ActiveNet conversion.

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

Program Description

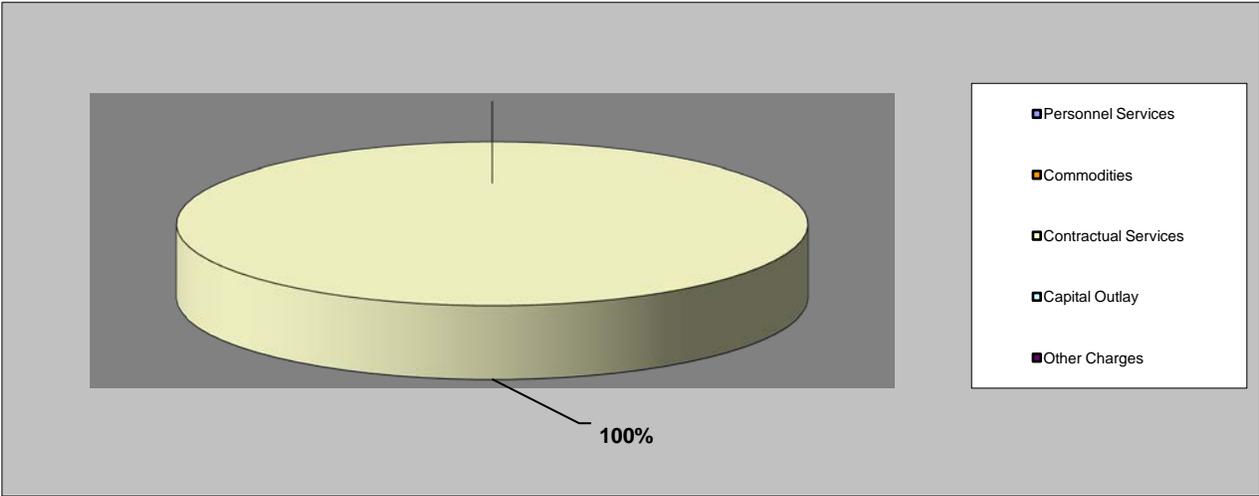
To provide a nine-month indoor skating venue for Maplewood and School District 622 residents at the Tartan Ice Arena located in Oakdale, Minnesota.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	37,630	31,298	25,310	30,160
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 37,630	\$ 31,298	\$ 25,310	\$ 30,160
Percent Change	78.2%	(-16.8%)	(-19.1%)	19.2%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of actual ice hours sold	2,070	2,150	2,175	2,125
Number of Joint Powers Board meetings attended by City Council liaisons and/or Parks Staff	5	6	6	6
<u>EFFECTIVENESS INDICATORS</u>				
Facility utilization rate	69%	70%	71%	69%

COMMENTS

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

Department: Parks & Recreation
Program: Nature Center

Fund # : 101 & 604
Program # : 604

Program Description

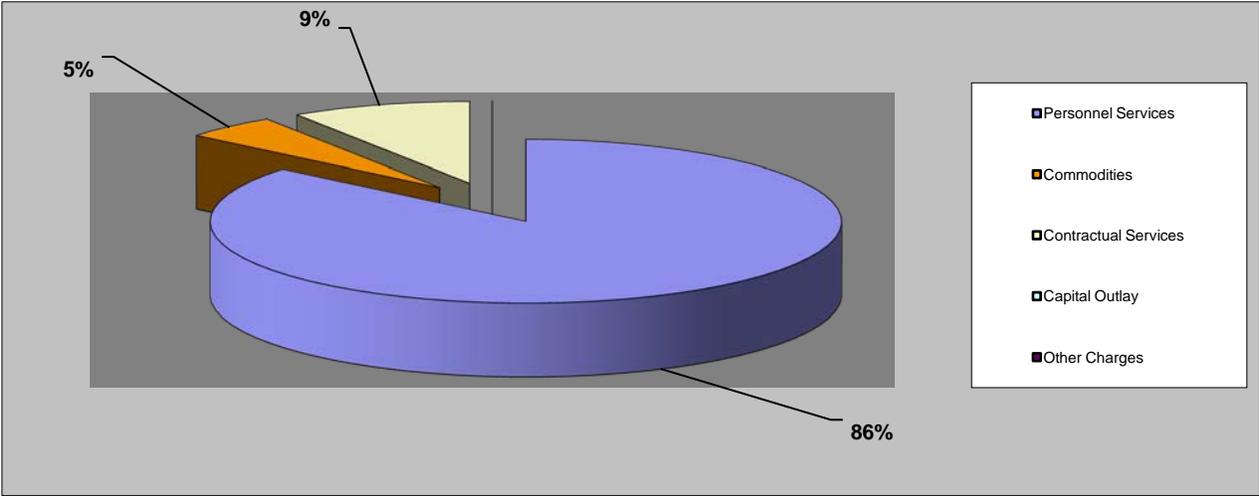
To enhance awareness and understanding of the land, water and wildlife resources; to empower the community to become stewards of the environment.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 223,010	\$ 225,309	\$ 241,390	\$ 246,940
Commodities	10,698	10,576	11,950	13,750
Contractual Services	22,115	22,733	27,070	26,520
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 255,823	\$ 258,618	\$ 280,410	\$ 287,210
Percent Change	(-10.7%)	1.1%	8.4%	2.4%
 Full-Time Equivalent positions	 2.85	 2.85	 2.85	 2.85

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Environmental education programs conducted thru the Nature Center.	222	281	220	225
Number of adult programs	48	24	30	30
Service projects completed	22	25	25	25
Number of water related programs	34	51	40	40

EFFECTIVENESS INDICATORS

% of people satisfied or very satisfied with program	N/A	90	90	90
Total number of program participants and visitors	10,263	9,626	9,000	10,000
# of volunteer hours worked	2,682	2,720	2,500	3,000
# attending water related programs	1,691	1,784	1,200	1,500

COMMENTS

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

In 2014, the Nature Center partnered with Ramsey-Washington Metro Watershed District to conduct watershed education with Maplewood churches, and partnered with Ramsey County Master Gardeners on pollinator education and community garden events, and featured educational programs addressing phenology and climate change.

Key projects for 2015 include: 1) Partner with Great River Greening, Xerces Society and local schools to educate about bumblebees and other pollinators as part of a LCCMR GRANT; 2) Partner with MCC on a special family event at the Community Center; 3) Partner with Maplewood schools to provide watershed and energy education; and 4) Work with Department on the Parks and Recreation accreditation (CAPRA).

Department: Parks & Recreation
Program: Open Space Management

Fund # : 101
Program # : 605

Program Description

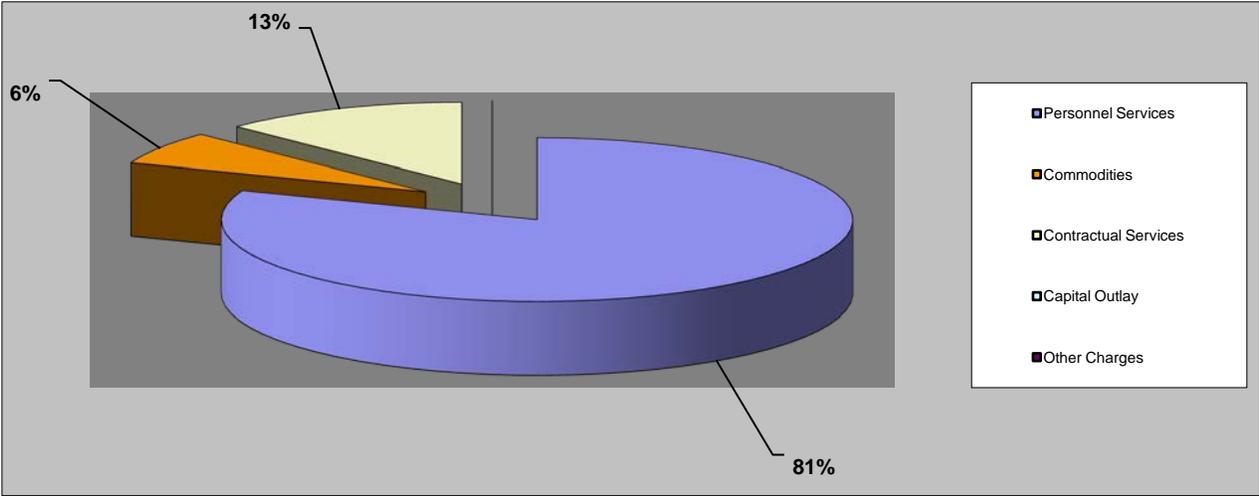
To provide for the preservation and conservation of ecological systems/natural resources and open space within the city.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 55,466	\$ 51,714	\$ 59,000	\$ 60,660
Commodities	4,770	2,211	4,600	4,940
Contractual Services	4,513	17,145	10,440	9,500
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 64,749	\$ 71,070	\$ 74,040	\$ 75,100
Percent Change	(-2.9%)	9.8%	4.2%	1.4%
 Full-Time Equivalent positions	 <u>0.55</u>	 <u>0.55</u>	 <u>0.55</u>	 <u>0.55</u>

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Master plans completed	1	0	1	1
Planting projects completed	3	1	2	2
Number of sites receiving active management	7	7	8	8
Miles of trail developed and/or maintained	8	8	8	8
Number of preserves monitored by volunteers	6	7	7	8

EFFECTIVENESS INDICATORS

Percentage survival or coverage of new plants by end of season	90%	90%	90%	90%
Percentage of participants satisfied with master plan and planning process	90%	N/A	90%	90%

COMMENTS

The open space management budget supports natural resources management throughout the city, including management of the 14 Neighborhood Preserves. Implementation of the natural resources chapter of the 2030 Comprehensive Plan falls to Nature Center and Open Space staff, and the Environmental Planner.

In 2014, key projects include: 1) Seed prairie at Gladstone Savanna, 2) Seed prairie and plant oaks at Fish Creek, 3) Complete final planting at Beaver Creek preserve; 4) Continue citizen monitoring programs for preserves, frogs and toads, and invasive plants; 5) Revise tree ordinance to accommodate living streets policy; 6) Develop neighborhood-based approach to oak wilt disease.

In 2015, key projects will include: 1) Implement Gladstone Savanna Phase 2 (plant stormpond, install entries), 2) Enhance pollinator habitat at Fish Creek by planting several thousand plugs (If grant received), 3) Install trail at Spoon Lake, 4) Complete Priory Preserve entry and overlook, 5) Develop street tree master plan, 6) Enhance programs to better engage citizens in stewardship of public lands, and 7) Continue management and citizen monitoring projects.

Department: Parks & Recreation
Program: Recreation Programs

Fund # : 206
Program # : 603,623

Program Description

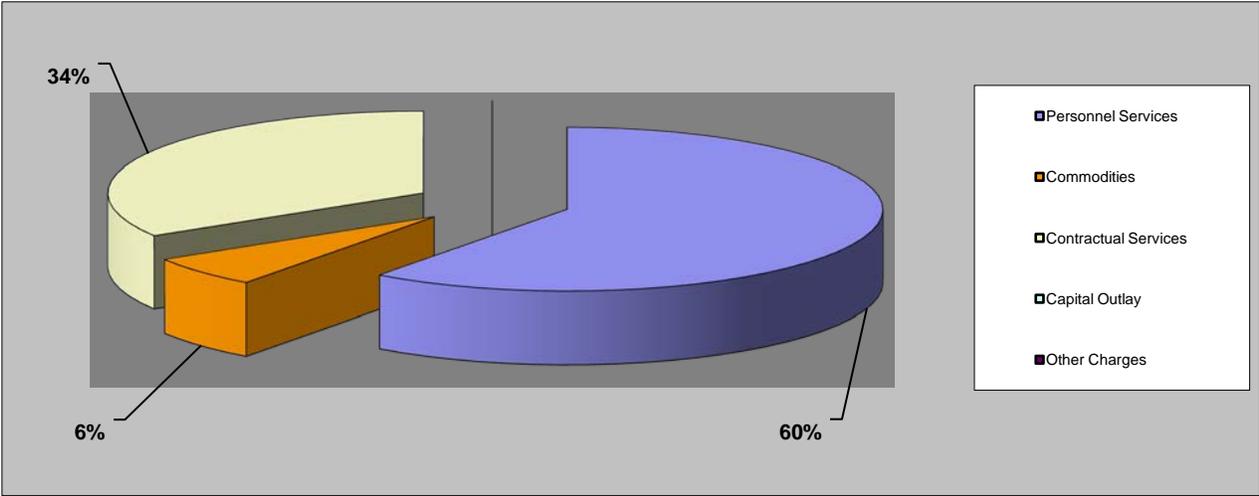
To provide a varied and diverse offering of recreational programs and activities year round for people of all ages in Maplewood and the surrounding communities.

Program Expenditure Highlights

A vacant position that has been on the books for a number of years has been removed.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 398,063	\$ 404,201	\$ 450,000	\$ 445,320
Commodities	37,955	36,769	44,410	45,260
Contractual Services	289,134	234,216	243,730	250,150
Capital Outlay	-	-	-	-
Other Charges	502	378	-	-
Total	\$ 725,654	\$ 675,564	\$ 738,140	\$ 740,730
Percent Change	5.7%	(-6.9%)	9.3%	0.4%
 Full-Time Equivalent positions	 <u>3.30</u>	 <u>3.45</u>	 <u>3.45</u>	 <u>3.00</u>

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Tumbling/gymnastics participants	302	236	220	240
Adult softball, number of teams	194	136	145	150
Fall soccer teams	36	32	40	36
Basketball teams	118	79	92	95
T-ball teams	18	16	16	20
Youth volleyball teams	46	46	55	55
Intro. to soccer participants	222	209	250	250
Senior high basketball teams	34	39	42	45
Number of day camp participants	2,150	2,100	2,175	2,100
<u>EFFECTIVENESS INDICATORS</u>				
Percent of program evaluations rated satisfactory or better	95%	95%	96%	95%
Percent of programs formally evaluated	80%	85%	82%	85%
Increase year over year on number of participants using our Parks and Recreation social media	N/A	+100	+125	+200

COMMENTS

Our revenue totals will be affected for 2015 due in part to the end of our contract with Kokoro Volleyball.

Our youth volleyball league has continued to grow. In addition to Stillwater, Oakdale, North St. Paul and Little Canada, we added the communities of Mahtomedi and White Bear Lake to our program for 2014 and expect their team numbers to grow in 2015.

Our adult summer softball program is projected to maintain the current level of teams despite the nationwide trend of decreasing participation in Adult softball leagues.

Our Sunday t-ball league numbers have remained strong and are expected to grow as we absorb participants from neighboring communities whose programs have folded.

Senior high basketball has seen a slight increase in numbers for the last three years and we expect that trend to continue.

Tumbling/gymnastics numbers decreased a bit in 2013/14 but are building up strongly again and we have increased our offerings.

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

Program Description

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

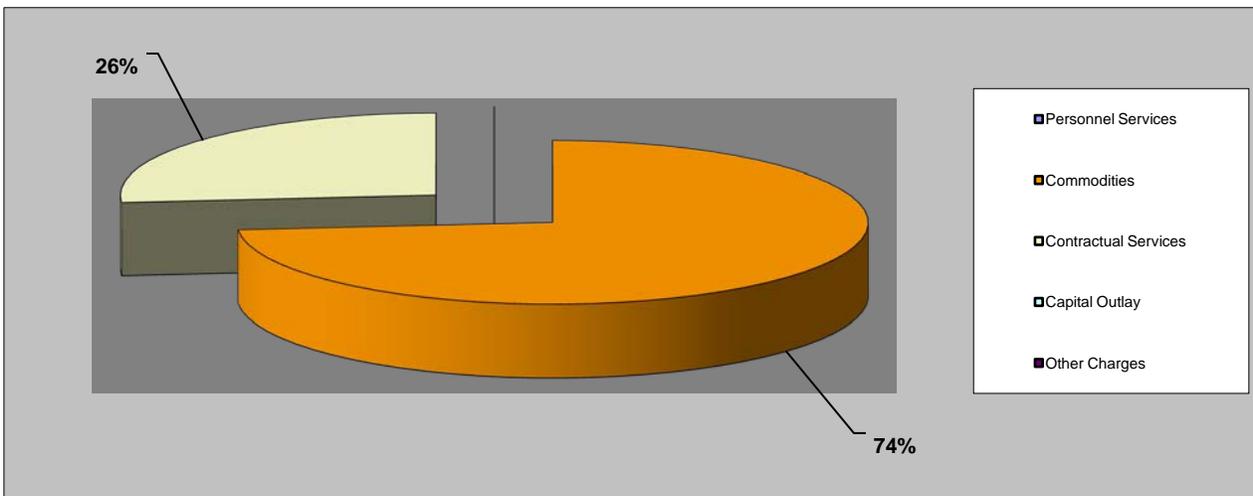
Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ 84	\$ -	\$ -
Commodities	3,332	2,063	3,000	1,500
Contractual Services	-	-	1,050	540
Capital Outlay	-	-	-	-
Other Charges	105	13	-	-
Total	\$ 3,437	\$ 2,160	\$ 4,050	\$ 2,040
Percent Change	(-75.9%)	(-37.2%)	87.5%	(-49.6%)

Full-Time Equivalent positions - - - -

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

# trees planted by residents thru tree rebate program	48	39	45	45
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EFFECTIVENESS INDICATORS

# residents participating in tree rebate program	29	20	30	30
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# trees planted on city land	275	299+	50	50
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COMMENTS

The tree preservation fund supports tree planting and enhancement of our urban forest. It funds the tree rebate cost-share program, tree planting, and tree education. It does not fund the diseased tree inspection program, tree removal or tree maintenance. Maplewood continues to meet requirements to maintain its status as a Tree City USA.

The tree rebate cost-share program for residents is a 50% cost-share rebate for residents to plant shade trees in their yards. Since its initiation in 2008, this program has assisted residents in planting over 382 trees.

The number of trees planted on public land varies greatly each year and the numbers above include trees planted on street reconstruction projects. In 2013, 299 trees were planted as part of the Highway 36 project. In addition, 500 seedlings were planted at Fish Creek.

Project priorities for 2015 include: 1) work with commissions to complete street tree plan, 2) conduct Arbor Day event, 3) reapply for Tree City USA status (must apply annually), 4) provide cost-share program for tree-planting on residential property, and 5) one tree planting project on city land.

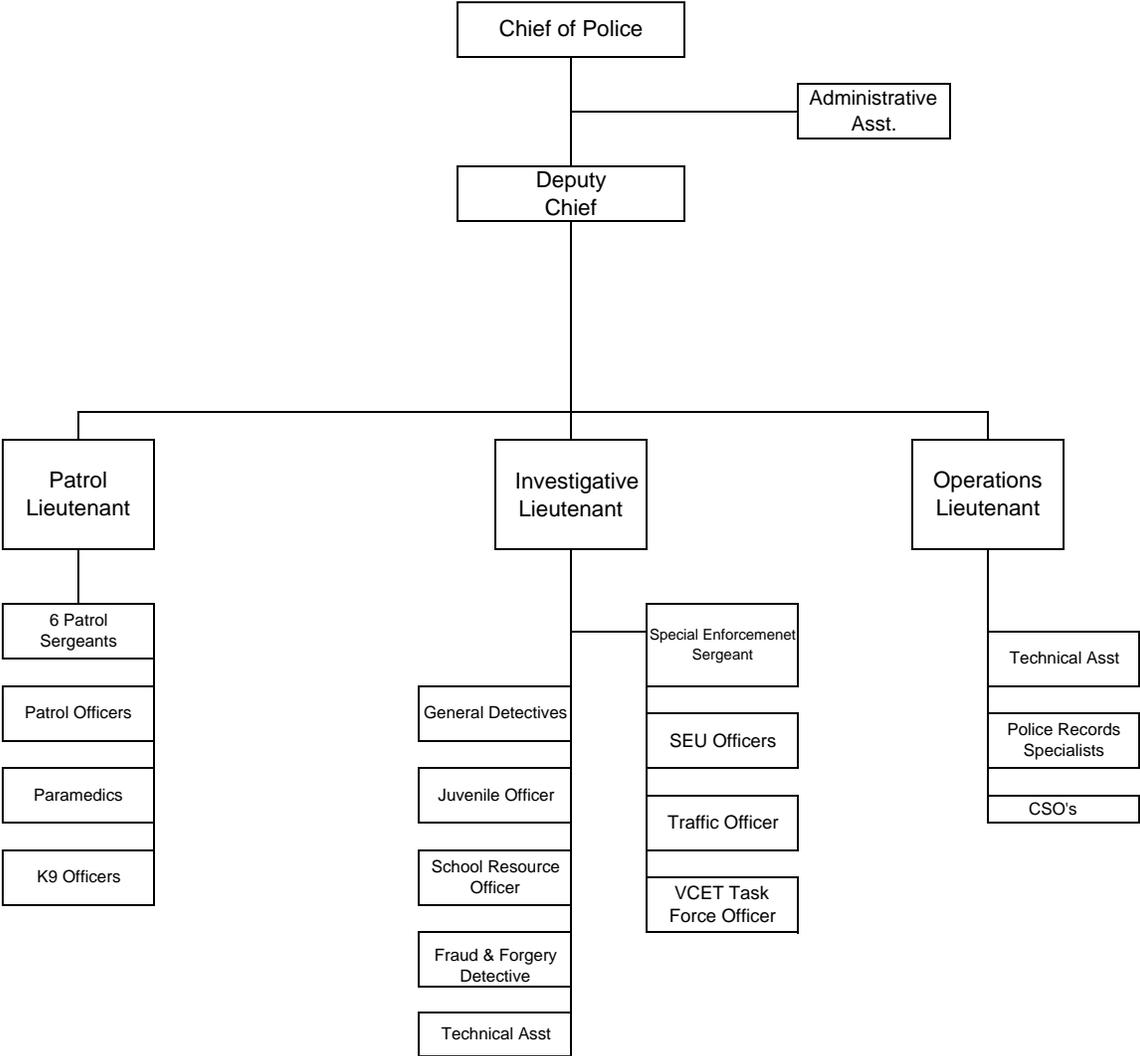


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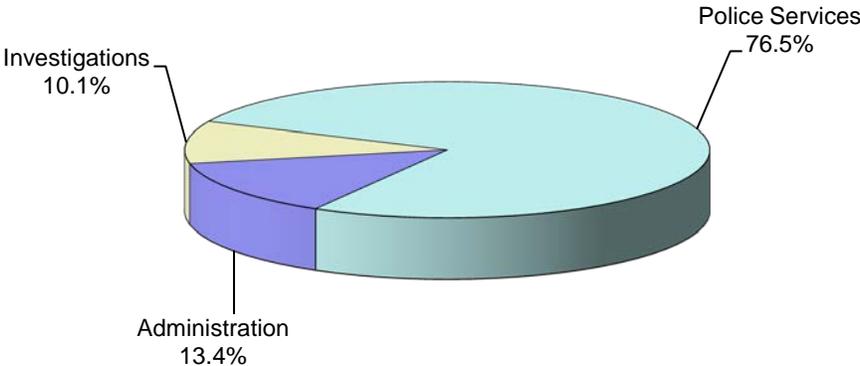
CITY OF MAPLEWOOD

POLICE

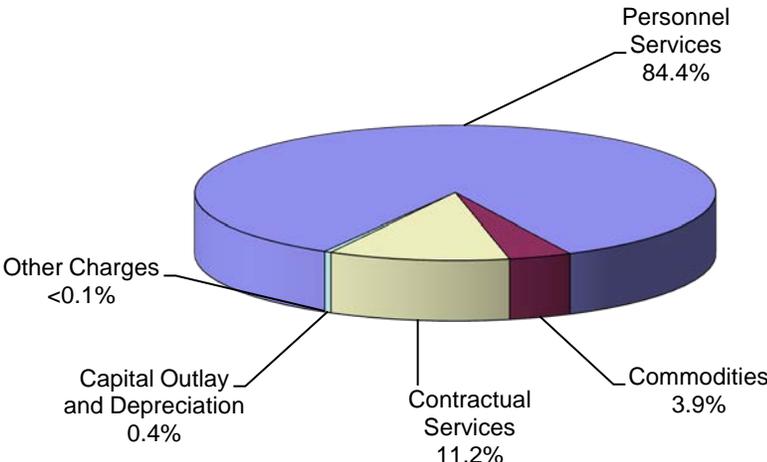
ORGANIZATIONAL CHART



POLICE BUDGET 2015 Total By Program

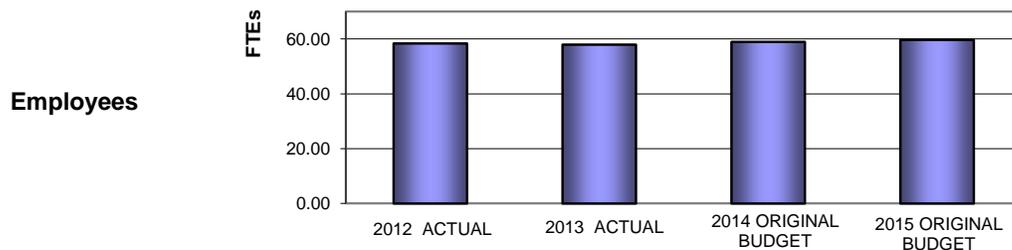
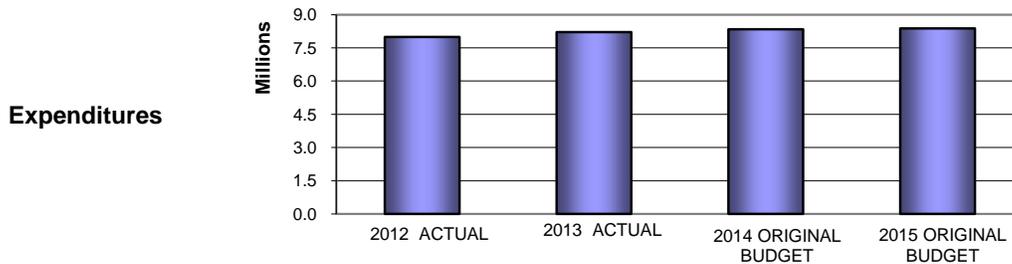


Total By Classification



**POLICE
EXPENDITURE SUMMARY**

Total By Program	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2015 BUDGET	PERCENT OVER(UNDER) 2014 BUDGET
Administration	\$913,086	\$935,984	\$973,350	\$1,125,470	15.6%
Animal Control	45,437	43,075	46,730	0	-100.0%
Investigations	1,261,694	1,146,666	1,171,620	842,390	-28.1%
Police Services	5,773,712	6,087,522	6,149,940	6,412,090	4.3%
Totals	7,993,929	8,213,247	8,341,640	8,379,950	0.5%
Total By Classification					
Personnel Services	6,661,009	6,549,069	6,877,800	7,075,380	2.9%
Commodities	336,425	498,857	327,380	326,330	-0.3%
Contractual Services	896,918	927,246	995,880	941,240	-5.5%
Capital Outlay and Depreciation	99,448	237,919	140,440	36,600	-73.9%
Other Charges	129	156	140	400	185.7%
Totals	7,993,929	8,213,247	8,341,640	8,379,950	0.5%
Total By Fund					
General Fund	7,993,608	8,193,666	8,341,500	8,342,950	0.0%
Police Services Fund	321	19,581	140	37,000	26328.6%
Totals	\$7,993,929	\$8,213,247	\$8,341,640	\$8,379,950	0.5%
Number of Employees (FTE)	58.34	57.91	58.91	59.65	1.3%





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POLICE

MISSION STATEMENT

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

2015 OBJECTIVES

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

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

Program Description

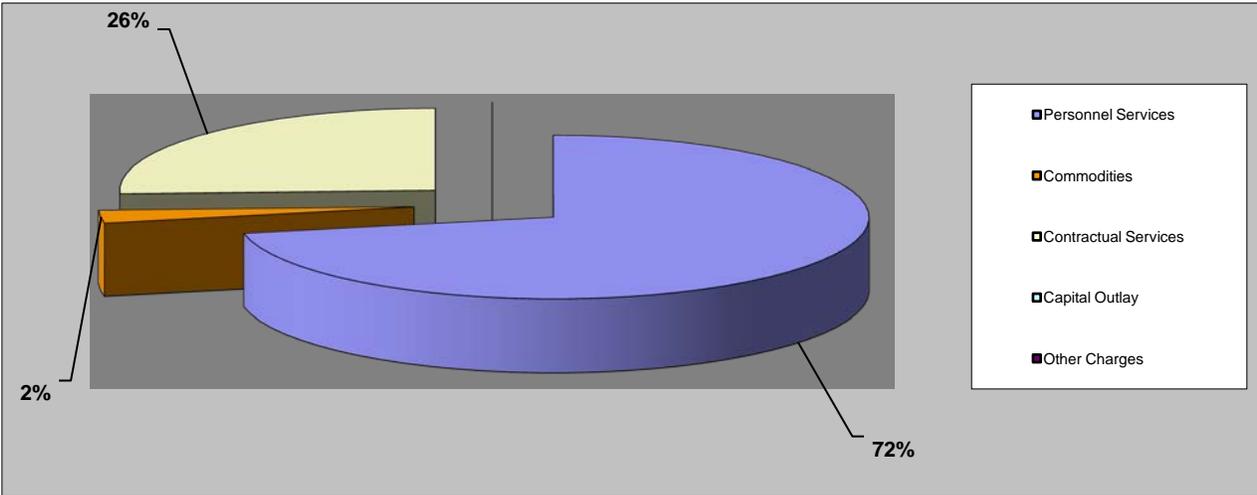
To provide vision, management and technical support for the Police Department, including fiscal and program management, record and information services, project development, and interdepartmental and interagency coordination.

Program Expenditure Highlights

An IT Technician was added during 2014 to support the public safety programs of the City. Contractual services are decreasing mainly due to the elimination of the contract for forfeited vehicle storage.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 611,988	\$ 572,281	\$ 637,580	\$ 807,920
Commodities	31,907	35,247	23,980	28,450
Contractual Services	269,197	292,848	311,790	289,100
Capital Outlay	-	35,605	-	-
Other Charges	(6)	3	-	-
Total	\$ 913,086	\$ 935,984	\$ 973,350	\$ 1,125,470
Percent Change	(-1.1%)	2.5%	4.0%	15.6%
Full-Time Equivalent positions	6.14	6.21	6.21	7.00

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
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OUTPUTS/WORKLOAD

Professional development hours (1)	96	96	100	100
Development and implementation of performance/occurrence measures by departmental function (2)	N/A	N/A	N/A	06
Department budget – overall (3)	\$7.99 mil	\$8.21 mil	\$8.34 mil	\$8.38 mil
Number of FTE – Overall authorized (4a)	58	58	58	59
Sworn (4b)	54	52	52	52

EFFECTIVENESS INDICATORS

Per capita cost for services	\$205	\$211	\$212	\$212
Percent of evaluations completed on time	100	100	100	100

COMMENTS

- 1.) 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.
- 2.) Beginning in 2014, the departmental began implementation of a series of performance/occurrence measures and reporting – a. Community Safety Survey, b. Weekly crime/call for service statistical review, c. Annual Review analysis by supervisor, d. Fleet telemetric monitoring, e. Performance Review re-write to better reflect core position functions, f. Monthly activity analysis by officer.
- 3.) Annual department (overall)
- 4.) Authorized strength – (4a) overall and (4b) sworn.

Note: Estimated population is as follows:
 2015 – 39,580
 2014 – 39,265
 2013 – 38,950
 2012 – 39,065

Department: Police
Program: Animal Control

Fund # : 101
Program # : 407

Program Description

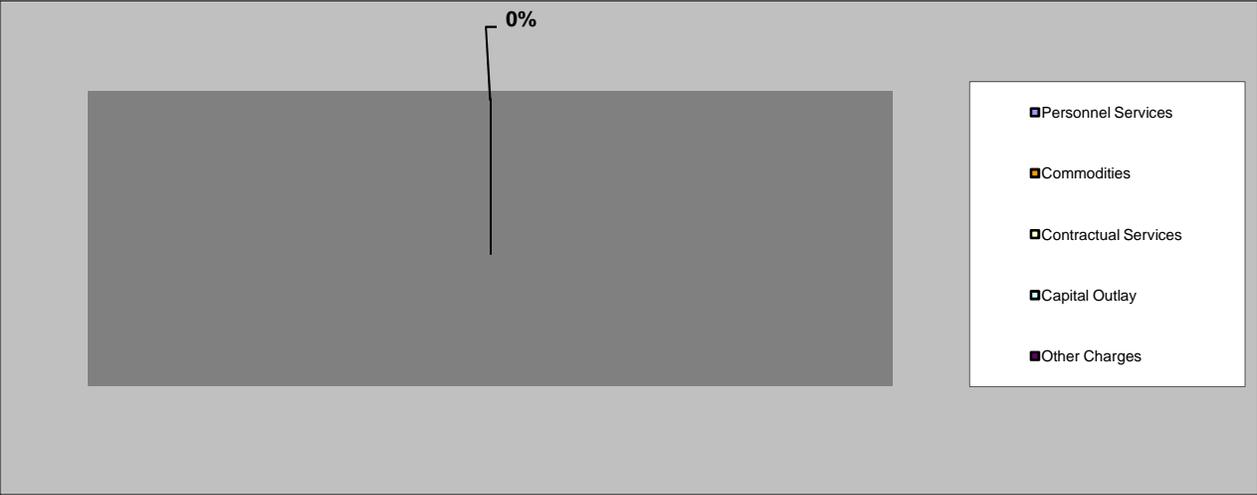
To provide animal control within the city and insure compliance with animal related ordinances.

Program Expenditure Highlights

The animal control contract was canceled and these duties are now handled by the Customer Service Officers accounted for in the Police Services program.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	-	-	-	-
Contractual Services	45,437	43,075	46,730	-
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 45,437	\$ 43,075	\$ 46,730	\$ -
Percent Change	(-5.4%)	(-5.2%)	8.5%	(-100.0%)
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total licenses monitored	582	874	950	1000
Total animal complaints	768	720	760	790
<u>EFFECTIVENESS INDICATORS</u>				
Hours spent per 1,000 population on animal related calls for service	8.3 hrs	6.9 hrs	8.9 hrs	9.1 hrs

COMMENTS

The total number of licensed animals fluctuates significantly 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 number of animal complaints grew in 2013, including a spike in animal bites. The hours spent per 1,000 population was determined through dispatch records. In 2014, the department switched from using a contract animal control officer to employing part-time Community Service Officers. In addition, the department developed a range of new strategies in response to a growing number of serious animal bite complaints. Following these procedures is expected to increase the time spent on animal related calls but these are cases of public safety significance.

Department: Police
Program: Investigations

Fund # : 101
Program # : 409

Program Description

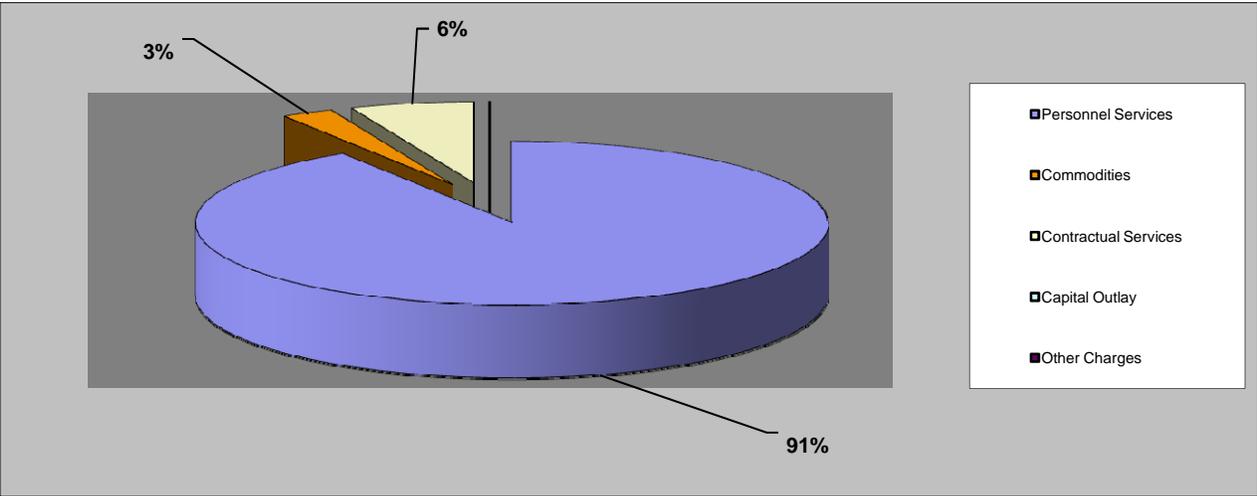
To provide investigative services to the Police Department and community and provide follow-up work to prepare cases for criminal charging.

Program Expenditure Highlights

Due to a reorganization in the Police Department, some of these positions have been move to the Police Services program.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 1,178,504	\$ 1,069,745	\$ 1,093,130	\$ 766,770
Commodities	22,725	18,976	20,600	22,270
Contractual Services	54,241	57,945	57,890	53,350
Capital Outlay	6,224	-	-	-
Other Charges	-	-	-	-
Total	\$ 1,261,694	\$ 1,146,666	\$ 1,171,620	\$ 842,390
Percent Change	5.2%	(-9.1%)	2.2%	(-28.1%)
Full-Time Equivalent positions	9.90	9.00	9.00	6.00

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Felony cases charged	176	133	150	155
Gross misdemeanor cases charged	365	271	350	355
<u>EFFECTIVENESS INDICATORS</u>				
Total cases assigned to investigators	3407	3150	3300	2900
Total cases cleared	3167	3207	3170	2750
Juveniles sent to Police Diversion Program**	146	157	185	100

COMMENTS

The department's records management system allows case loads for individual investigators to be closely tracked. The department will implement a new system in 2015, which will allow for closer analysis of investigator caseload and specific case activity.

**Through 2014, first time juvenile offenders were eligible to be sent to a contractual diversion program for certain low-level offenses. The program intends to keep petty offenders out of the court system for minor offenses and reduce the caseload for the juvenile courts. The department is doing an analysis of the cost effectiveness and outcomes of the current contract diversion program. The department plans to implement an internal – volunteer staffed – diversion program in 2015. It will be our goal to compare outcomes against program costs to determine the best future option for the City.

It is expected that investigator case assignment will go down in 2015. This is due to the department's effort to assign cases on the basis of a solvability assessment. Only those cases of sufficient seriousness and/or with measurable solvability factors will be assigned to investigations personnel.

The department continues to see increases in both felony & gross misdemeanor cases charged. The above numbers reflect internal database statistics, which can be markedly different than typical Uniform Crime Report (UCR) data.

Department: Police
Program: Police Services

Fund # : 101 & 208
Program # : 402

Program Description

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

Program Expenditure Highlights

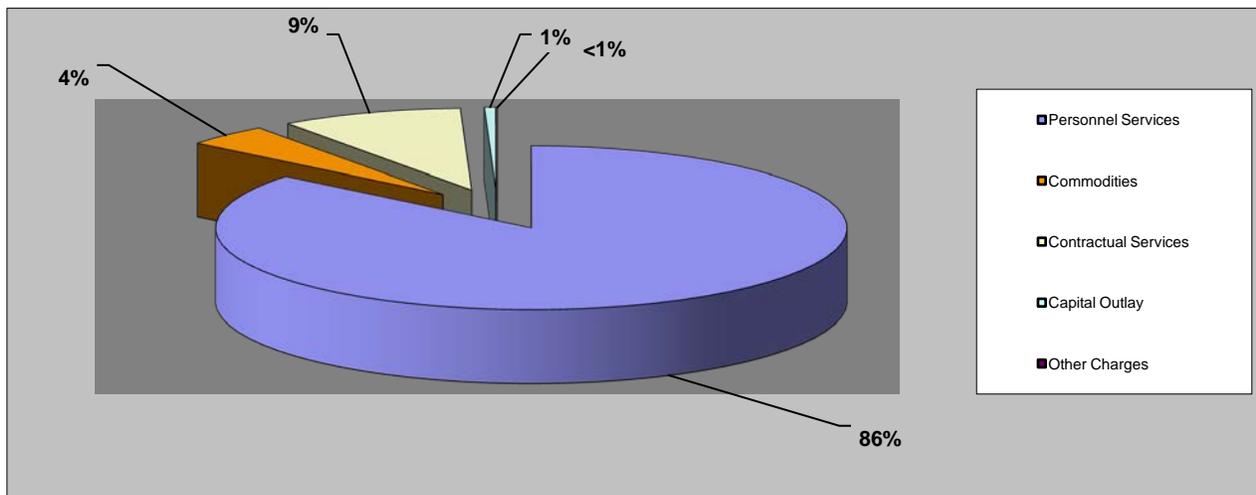
Due to a reorganization in the Police Department, some positions have been moved here from the Investigations program.

For the most part, capital outlay will be funded out of a newly created Capital Projects Fund. The \$36,600 listed below is for one squad which will be purchased from the Police Services Fund.

The police department's share of dispatching costs will increase 23% in 2015 per the contract with Ramsey County.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 4,870,517	\$ 4,907,043	\$ 5,147,090	\$ 5,500,690
Commodities	281,793	444,634	282,800	275,610
Contractual Services	528,043	533,378	579,470	598,790
Capital Outlay	93,224	202,314	140,440	36,600
Other Charges	135	153	140	400
Total	\$ 5,773,712	\$ 6,087,522	\$ 6,149,940	\$ 6,412,090
Percent Change	2.3%	5.4%	1.0%	4.3%
Full-Time Equivalent positions	42.30	42.70	43.70	46.65

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Arrests for Part I & II crimes	2005	2012	2000	2090
DUI arrests per 1,000 population	6.5	5.3	5.3	5.8
Total arrests for Part I crimes per sworn FTE	14.6	16.2	16.5	16.6
<u>EFFECTIVENESS INDICATORS</u>				
Part I offenses per 1,000 population	61.3	61.3	80.0	74.5
Arrests for Part I crimes per 1000 population	24.1	22.5	22.0	23.2
Response time Priority level 2 calls from dispatch to on scene arrival	6.3 min	6.2 min	6.3 min	5.8 min
Satisfaction with police services from police department surveys (Above average and Excellent)	82.0%	82%	80%	85%

COMMENTS

2013 showed a small uptick in crime overall in Maplewood. Departmentally, we seek to implement an evidence-based approach the addressing crime growth. A new Records Management System, which offers built-in call for service and crime analysis capabilities will launch in early 2015. The plan is to place policing emphasis on known chronic offenders and locations that show a repeated pattern of calls for service by type. Intelligence information analyzed crime data will be routinely provided to patrol supervisors who will task patrol officers with developing measureable prevention and intervention strategies.

Priority Level 2 calls consists of most in-progress events with a threat to people or property. According to the Ramsey County Emergency Communications Center, Maplewood Police responded to more than 7,000 Priority Level 2 events in 2013.

The satisfaction with police services data was taken from the police department's own surveys sent to random people who have had contact with a police officer, typically as the result of a reported crime or other incident. The surveys are spread out so that over time so we may receive feedback regarding as many officers as possible. In 2014, the survey instrument was re-vamped and will now be available online. In addition, the Annual Community Safety Survey will also serve as a measurement of community satisfaction with police services.

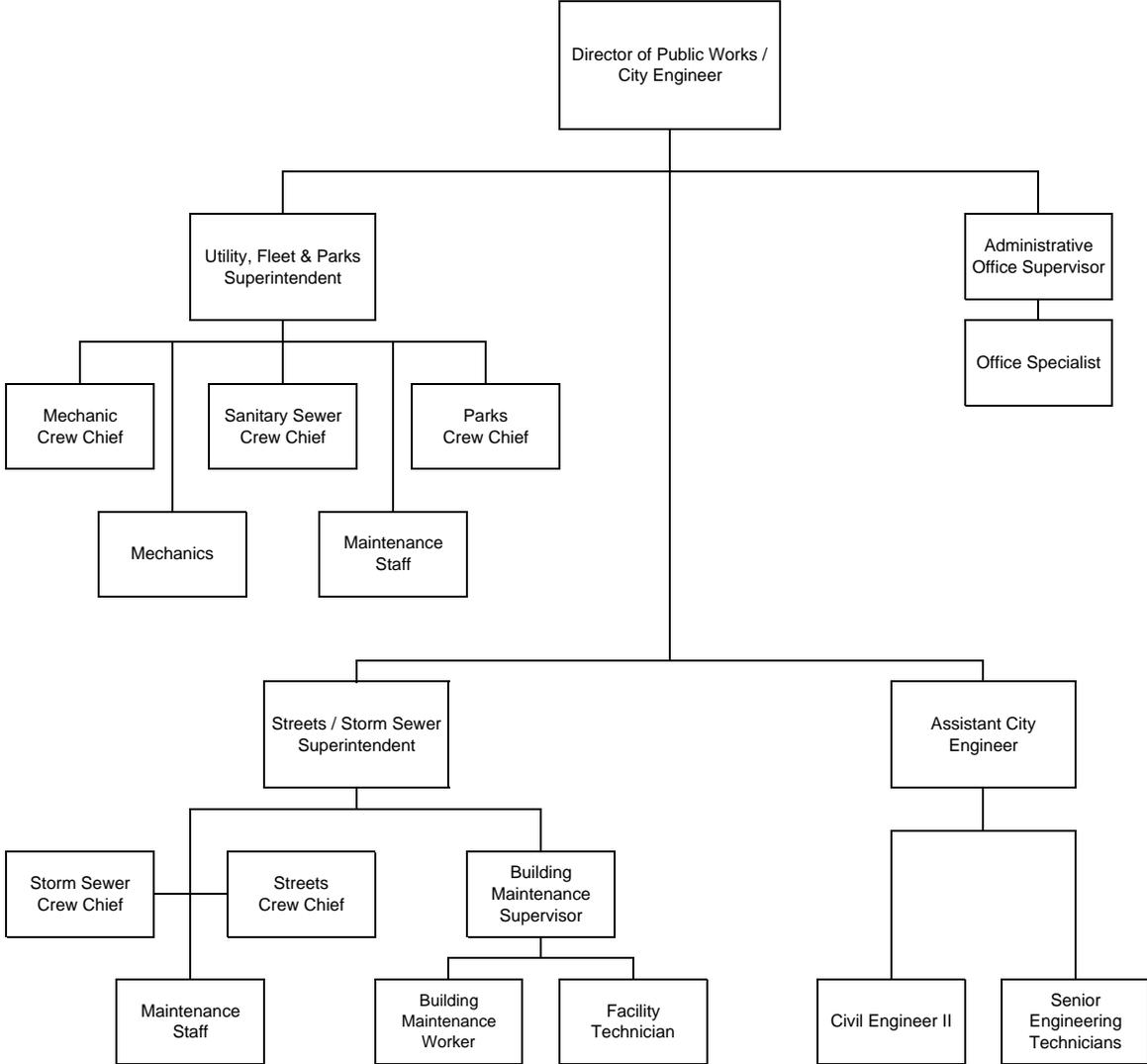


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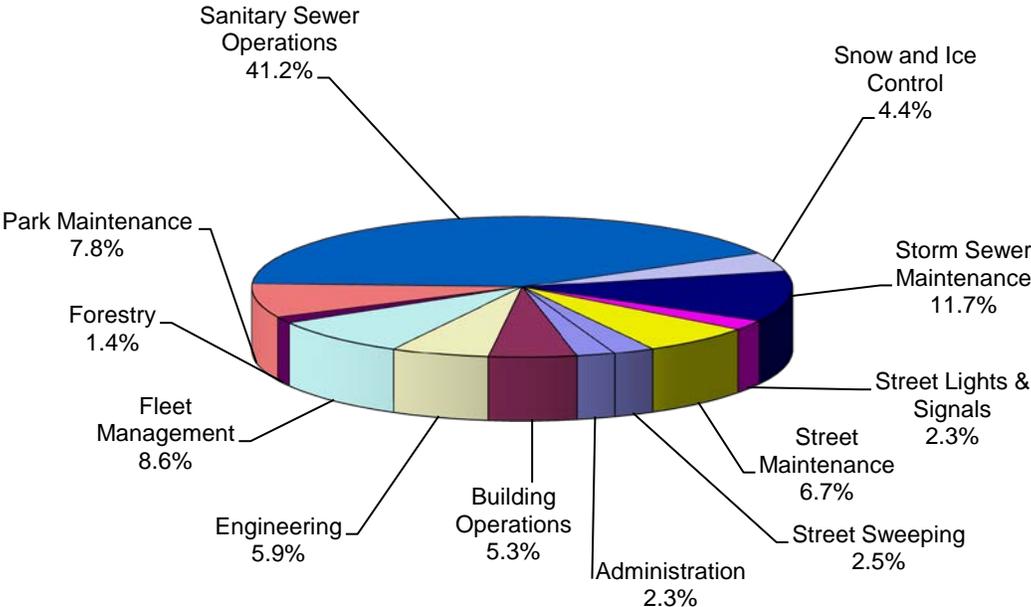
CITY OF MAPLEWOOD

PUBLIC WORKS

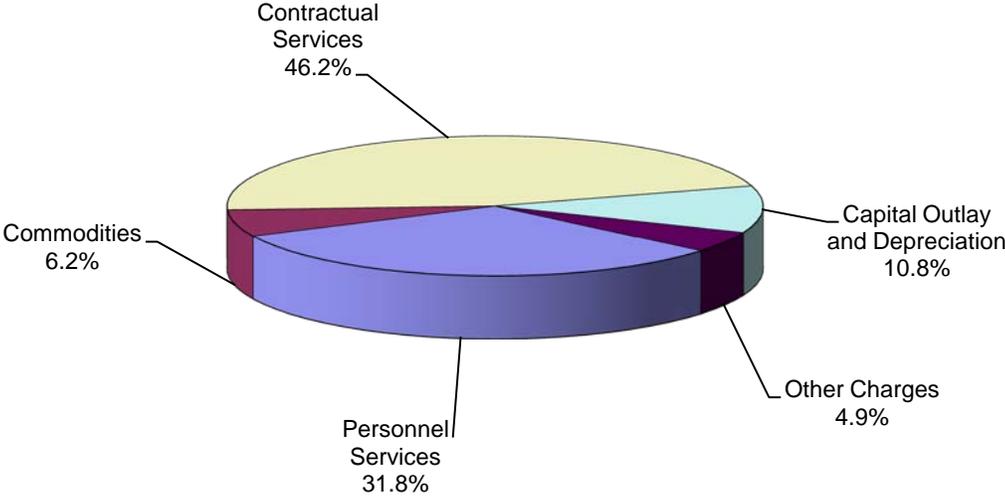
ORGANIZATION CHART



PUBLIC WORKS BUDGET 2015 Total By Program

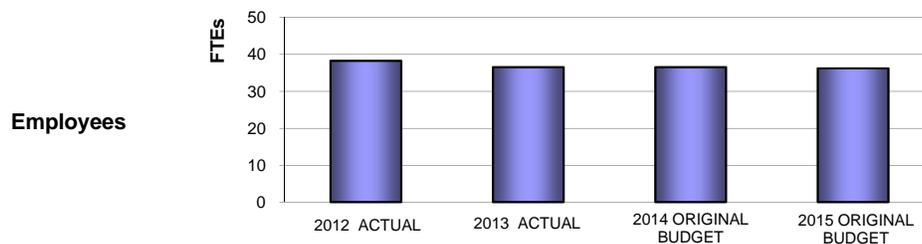
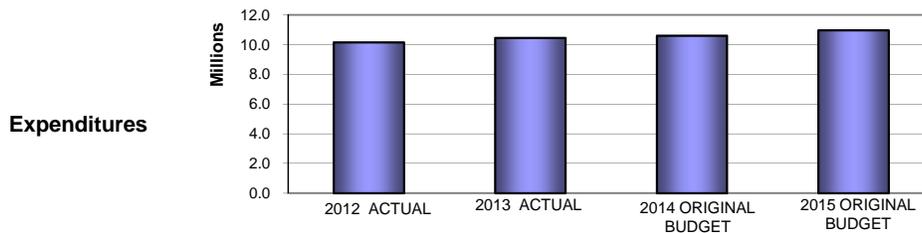


Total By Classification



**PUBLIC WORKS
EXPENDITURE SUMMARY**

	2012	2013	2014	2015	PERCENT
Total By Program	ACTUAL	ACTUAL	ORIGINAL BUDGET	BUDGET	OVER(UNDER) 2014 BUDGET
Administration	\$193,560	\$205,914	\$204,850	\$251,170	22.6%
Building Operations	531,791	644,346	571,520	576,350	0.8%
Engineering	748,927	759,842	753,510	646,930	-14.1%
Fleet Management	865,193	917,174	896,900	943,190	5.2%
Forestry	0	148,846	158,600	158,040	-0.4%
Park Maintenance	930,819	879,628	860,360	854,450	-0.7%
Sanitary Sewer Operations	3,916,117	4,104,201	4,273,270	4,525,100	5.9%
Snow and Ice Control	349,085	452,148	466,970	481,570	3.1%
Storm Sewer Maintenance	1,416,997	1,184,860	1,180,950	1,281,150	8.5%
Street Lights & Signals	210,131	226,423	241,000	250,550	4.0%
Street Maintenance	800,494	733,863	728,840	732,880	0.6%
Street Sweeping	190,122	202,127	266,990	270,660	1.4%
Totals	10,153,236	10,459,372	10,603,760	10,972,040	3.5%
Total By Classification					
Personnel Services	3,312,657	3,295,858	3,428,890	3,488,110	1.7%
Commodities	599,551	693,626	700,030	682,500	-2.5%
Contractual Services	4,322,231	4,713,988	4,828,280	5,074,260	5.1%
Capital Outlay and Depreciation	1,198,906	1,244,783	1,122,150	1,188,420	5.9%
Other Charges	719,891	511,117	524,410	538,750	2.7%
Totals	10,153,236	10,459,372	10,603,760	10,972,040	3.5%
Total By Fund					
General Fund	3,554,676	3,824,587	3,744,650	3,701,390	-1.2%
Sewer Fund	3,916,117	4,104,201	4,273,270	4,525,100	5.9%
Environmental Utility Fund	1,607,119	1,386,987	1,447,940	1,551,810	7.2%
Street Light Utility Fund	210,131	226,423	241,000	250,550	4.0%
Fleet Management Fund	865,193	917,174	896,900	943,190	5.2%
Totals	\$10,153,236	\$10,459,372	\$10,603,760	\$10,972,040	3.5%
Number of Employees (FTE)	38.28	36.55	36.55	36.25	-0.8%





MAPLEWOOD

Together We Can

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PUBLIC WORKS

MISSION STATEMENT

To maintain a strong infrastructure of parks, streets, trails and sidewalks, 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.

2015 OBJECTIVES

1. Finalize implementation of Phase 2 of the Gladstone Neighborhood Redevelopment project generally located along Frost Avenue from Phalen Place to English Street.
2. Maintain a steady Street Reconstruction program to revitalize older neighborhoods by replacing deteriorated streets and utilities, incorporating Living Streets design standards, and meeting federal and state mandates by implementing stormwater best management practices.
3. Finalize the revision of design standards, city codes, and policies to realize full implementation of the Living Streets approach for infrastructure addition and/or replacement.
4. Continued successful administration 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. Meet the standards of the newly issued MS4 Permit.
5. Implement an asset management system for municipal buildings to assist in determining long-term capital investment needs.
6. Coordinate maintenance efforts of personnel in sewer, streets, building, storm sewer and parks at current levels with maximum efficiency.
7. Continue Infiltration/Inflow Reduction Program in coordination with Street Reconstruction projects.
8. Continue delivery of a "Local Drainage Improvement" program to assist homeowners and businesses with local flooding and nuisance drainage issues.
9. Implement a rain garden tracking system and on-going maintenance work plan in coordination with Engineering, Park Maintenance, and Nature Center.

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.

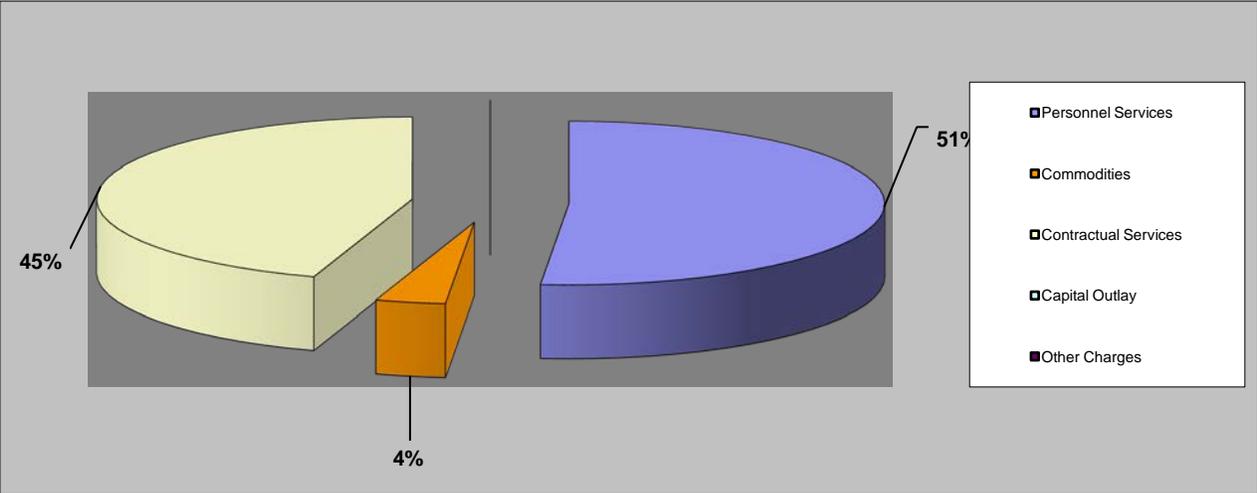
Program Expenditure Highlights

There is a request to convert a part-time position to full-time in 2015.

The increase in contractual services is for outside rental of equipment.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 85,868	\$ 78,490	\$ 86,520	\$ 129,230
Commodities	7,836	9,693	11,000	9,000
Contractual Services	99,856	117,731	107,330	112,940
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 193,560	\$ 205,914	\$ 204,850	\$ 251,170
Percent Change	(-25.0%)	6.4%	(-0.5%)	22.6%
 Full-Time Equivalent positions	 0.95	 0.85	 0.85	 1.25

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Council agenda reports	92	76	85	85
Number of mechanic work orders processed	1,589	1,316	1,500	1,500
Number of new projects set up	18	12	25	25
Permits issued	184	145	150	150
E-mails to web site requiring follow-up	73	67	75	75

COMMENTS

It is anticipated that the number of active projects will show a slight increase in future years. The number of permits issued is anticipated to remain at a consistent level.

Administrative staff continues to provide quality service in a timely and efficient manner with a focus on customer satisfaction.

Department: Public Works
Program: Building Operations

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

Program Description

To provide a clean, well-maintained and comfortable environment for building users of the 1810 (Park Maintenance), 1830 (City Hall) and 1902 (Parks & Recreation, Public Works and Community Development) buildings.

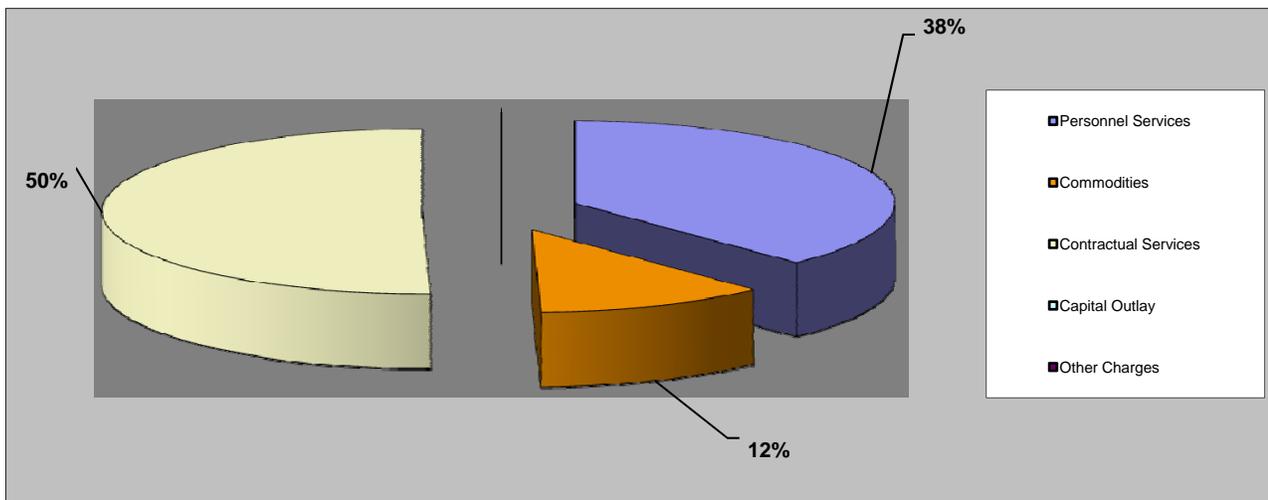
Program Expenditure Highlights

The fte's have remained the same from 2014.

More dollars are being allocated to repairs and maintenance expenditures in 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 209,855	\$ 232,343	\$ 238,930	\$ 218,280
Commodities	70,332	65,990	61,290	67,300
Contractual Services	251,604	346,013	271,300	290,770
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 531,791	\$ 644,346	\$ 571,520	\$ 576,350
Percent Change	8.3%	21.2%	(-11.3%)	0.8%
Full-Time Equivalent positions	3.13	2.70	2.70	2.70

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

Department:	Public Works	Fund #:	101
Program:	Building Operations	Program #:	115

Performance Measures	2012 Actual	2013* Actual	2014 Estimate	2015 Estimate
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OUTPUTS/WORKLOAD

Number of work orders/tasks	1,421	1,430	1,453	1,453
Number of vendor calls (Scheduled services & suppliers)	227	235	254	254
Service calls (Outside service companies & contractors)	63	55	46	46
Number of janitorial tasks complete	67,481	50,000	22,571	22,571

EFFECTIVENESS INDICATORS

Percent of customer ratings that were good or excellent	83%	83%	88%	88%
Cost per sq. ft. (City Hall/Police/Public Works/Parks)	\$4.74	\$5.74	\$5.09	\$5.13
Contracted repairs & maintenance cost per sq. ft	\$0.79	\$1.13	\$0.53	\$0.72

COMMENTS

During 2014 Building Operations was moved from I.T. to Public Works. This program covers routine HVAC maintenance for the City Hall Complex, 1902 Building Complex, Park Maintenance Building, Community Center, and Fire Stations.

A number of changes will be implemented to better track internal work orders and outside vendor work. When staff implements a more reliable input and tracking system this will allow for more valuable outputs and effectiveness indicators.

*Estimate

City Hall/Police Dept.: 43,588 sq ft; Public Works: 58,750 sq ft; Parks: 9,954 sq ft; Total: 112,292 sq ft

Department: Public Works
Program: Engineering

Fund # : 101
Program # : 503

Program Description

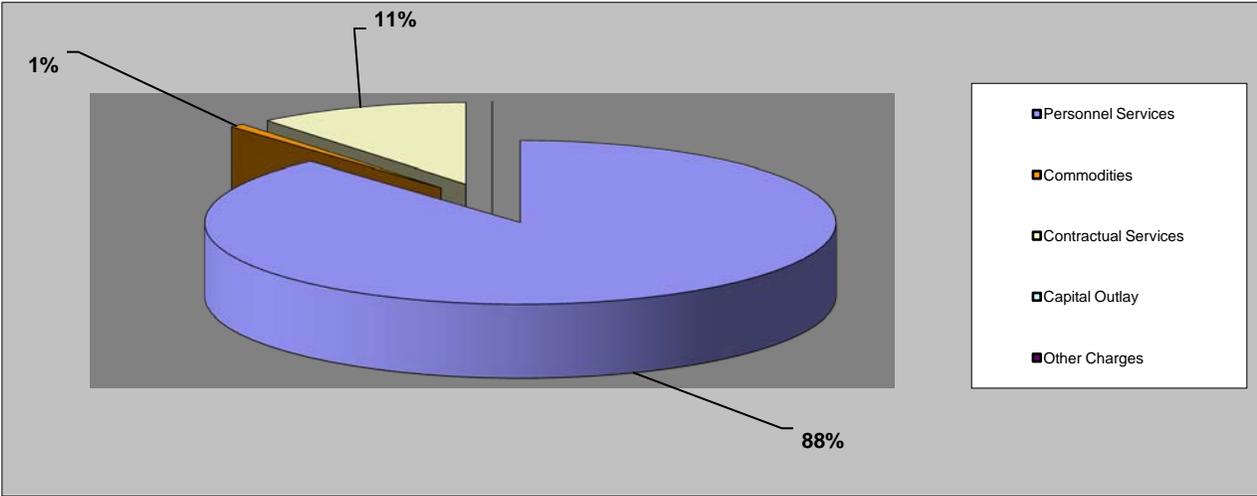
Provide technical support and design services for a strong infrastructure of streets, storm sewer management, sanitary sewer and water systems.

Program Expenditure Highlights

An engineer switched jobs during 2014 and the position is being eliminated from the budget in 2015. There is a proposed increase in consulting fees for 2015 which falls under contractual services.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 707,228	\$ 669,986	\$ 685,720	\$ 571,970
Commodities	3,402	3,608	7,500	4,800
Contractual Services	38,297	43,275	60,290	70,160
Capital Outlay	-	42,973	-	-
Other Charges	-	-	-	-
Total	\$ 748,927	\$ 759,842	\$ 753,510	\$ 646,930
Percent Change	(-15.6%)	1.5%	(-0.8%)	(-14.1%)
 Full-Time Equivalent positions	 7.15	 5.90	 5.90	 4.60

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Revenue generated	\$1,036,000	\$957,000	\$825,000	\$825,000
Improvements (engineered in-house only)	\$3.2 mil	\$2.4 mil	\$5.0 mil	\$1.7 mil
Improvements (in-house and consultants)	\$12.5 mil	\$23.6 mil	\$5.2 mil	\$5.2 mil
Billable hours	9,647	9,645	7,805	7,756
Total staff hours available	13,404	13,858	11,222	10,735
<u>EFFECTIVENESS INDICATORS</u>				
Staff utilization rate	70%	70%	70%	72%
Percent of improvement costs engineered in-house	26%	10%	97%	29%

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 2015. Engineering in 2015 is planning to perform in-house engineering on the neighborhood street reconstruction project, while focusing consultant efforts to public improvements such as storm cleanup, flooding issues, and the Gladstone Improvements Phase 2.

Department: Public Works
Program: Fleet Management

Fund # : 702
Program # : 509

Program Description

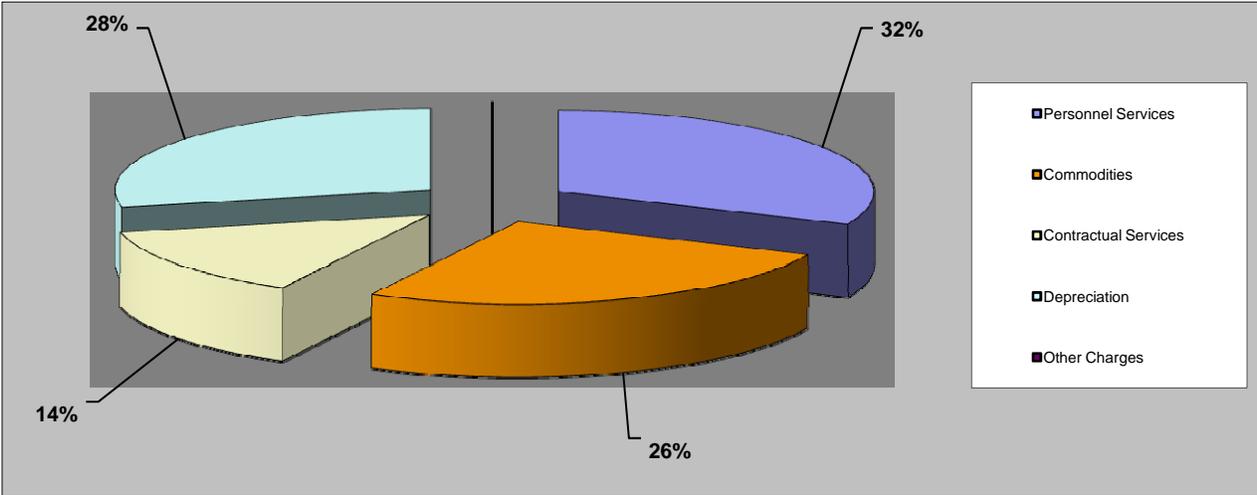
To maintain and repair the vehicles and equipment fleet so that other departments can perform their public services.

Program Expenditure Highlights

There is a request to convert a part-time position to full-time in 2015. Under commodities, there are increased costs for fuel

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 294,921	\$ 271,853	\$ 275,290	\$ 298,130
Commodities	199,992	239,562	230,410	245,500
Contractual Services	115,092	137,198	130,200	131,310
Depreciation	254,436	268,250	260,040	268,250
Other Charges	752	311	960	-
Total	\$ 865,193	\$ 917,174	\$ 896,900	\$ 943,190
Percent Change	1.4%	6.0%	(-2.2%)	5.2%
Less charges to other depts.	(851,232)	(851,232)	(903,010)	(921,700)
Net Total	13,961	65,942	(6,110)	21,490
 Full-Time Equivalent positions	 3.50	 3.35	 3.35	 3.50

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total vehicles in fleet	264	264	264	264
Hours on work orders	3,151	2,776	3,200	3,200
Total staff hours	5,113	4,658	5,100	5,100
Number of work orders	1,653	1,542	1,700	1,700
Average age of equipment/vehicle	9.2	9.3	9.3	9.4
<u>EFFECTIVENESS INDICATORS</u>				
Percent of chargeable time	62%	60%	61%	61%
Work orders per vehicle	6.3	5.8	6.0	6.0

COMMENTS

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

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

Program Description

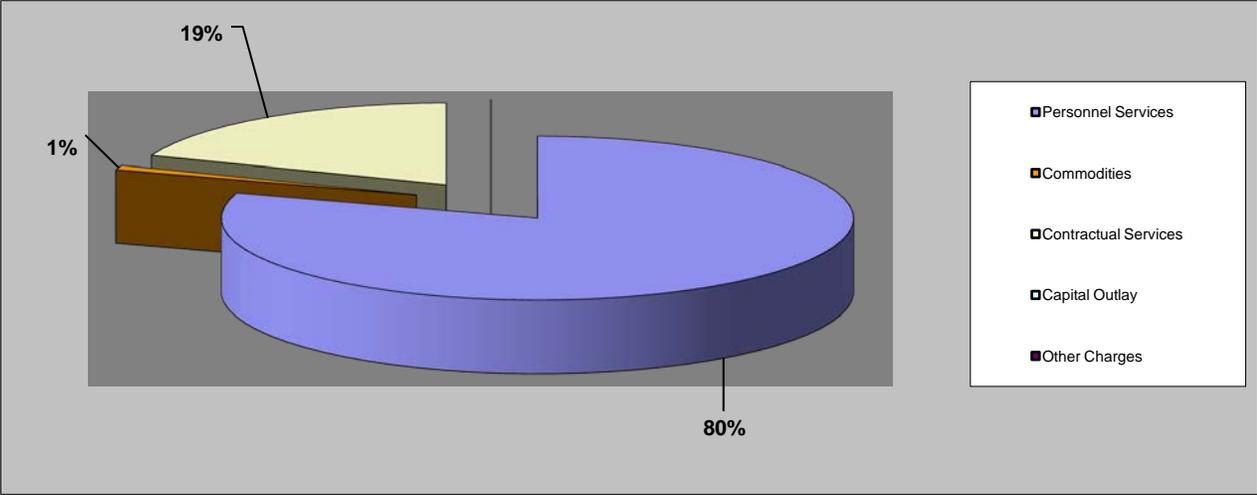
To maintain the City's urban forest which includes trimming, diseased tree removals and storm cleanup.

Program Expenditure Highlights

No significant change in the Forestry budget for 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ -	\$ 91,205	\$ 123,600	\$ 126,360
Commodities	-	1,177	2,000	1,400
Contractual Services	-	56,464	33,000	30,280
Capital Outlay	-	-	-	-
Other Charges	-	-	-	-
Total	\$ -	\$ 148,846	\$ 158,600	\$ 158,040
Percent Change	0.0%	100.0%	6.6%	(-0.4%)
 Full-Time Equivalent positions	 -	 1.70	 1.70	 1.65

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of trees (city maintained parks and boulevards)	9,564	9,800	9,960	9,960
Number of calls for service	101	160	175	175
Number of trees removed from city project areas	135	146	150	150
Number of trees planted in city project areas	274	299	200	200
<u>EFFECTIVENESS INDICATORS</u>				
Percent of service calls resolved	100%	80%	100%	100%

COMMENTS

The forestry program was implemented in 2012. This program allows 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. This program will track the number of new trees planted.

Department: Public Works
Program: Park Maintenance

Fund # : 101
Program # : 602

Program Description

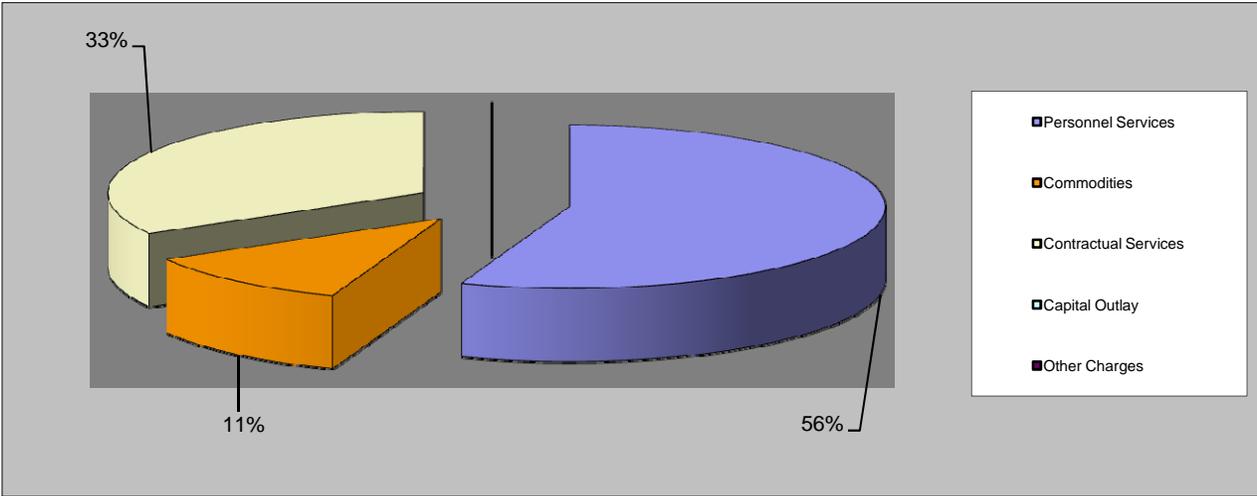
To preserve and maintain the parks, preserves, and campus grounds in a safe, clean and attractive condition for our city residents and visitors.

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. Commodities are decreasing due to a drop in the maintenance materials line item.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 452,416	\$ 452,670	\$ 458,190	\$ 474,640
Commodities	129,281	104,835	116,220	95,220
Contractual Services	313,858	314,867	285,950	284,590
Capital Outlay	35,264	7,256	-	-
Other Charges	-	-	-	-
Total	\$ 930,819	\$ 879,628	\$ 860,360	\$ 854,450
Percent Change	8.2%	(-5.5%)	(-2.2%)	(-0.7%)
Full-Time Equivalent positions	6.00	5.65	5.65	5.65

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of acres mowed per season	3,915	2,592	3,100	3,100
Number of work orders for removal of graffiti	30	20	25	25
Number of abatement actions for Code Enforcement	42	35	40	40
Number of times athletic fields are maintained	896	832	800	800
<u>EFFECTIVENESS INDICATORS</u>				
Percent of citizens rating the appearance of parks and recreation activities as good or excellent	81%*	81%	81%	81%

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 continues to reduce mowing acreage annually with the creation of more natural areas consistent with a sustainability approach. The decrease in the amount of acres mowed in 2013 was due to a late start to the spring/summer season.

*Data from the 2012 Maplewood Resident Survey.

Department: Public Works
Program: Sanitary Sewer Operations

Fund # : 601
Program # : 508

Program Description

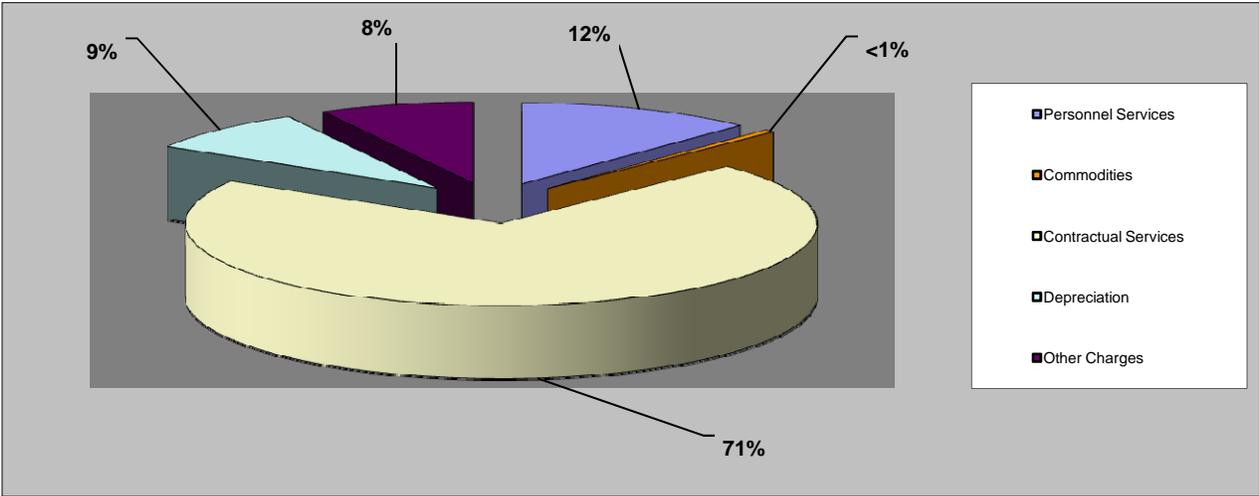
To clean, repair and operate the wastewater infrastructure to minimize interruptions to customers.

Program Expenditure Highlights

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

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 488,530	\$ 470,600	\$ 512,250	\$ 551,040
Commodities	13,011	21,347	26,560	23,560
Contractual Services	2,693,286	2,875,260	3,010,620	3,208,850
Depreciation	386,953	385,956	381,410	385,960
Other Charges	334,337	351,038	342,430	355,690
Total	\$ 3,916,117	\$ 4,104,201	\$ 4,273,270	\$ 4,525,100
Percent Change	(-3.4%)	4.8%	4.1%	5.9%
 Full-Time Equivalent positions	 5.70	 5.55	 5.55	 5.70

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Feet of sewer cleaned	384,952	319,554	310,000	310,000
Hours of sewer cleaning	617	481	515	515
Feet of sewer televised	63,121	28,356	35,000	35,000
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	47%	39%	37%	37%
Percent of system televised	7.8%	3.5%	5%	5%
Number of backup calls	30	31	45	45
Number of obstructions in sewer main	3	4	4	4
<u>EFFICIENCY MEASURES</u>				
Feet cleaned per hour	624	664	600	600

COMMENTS

The feet of sewer cleaned and televised in 2013 was slightly lower due to an increase in hours spent on manhole rehabilitation work. 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

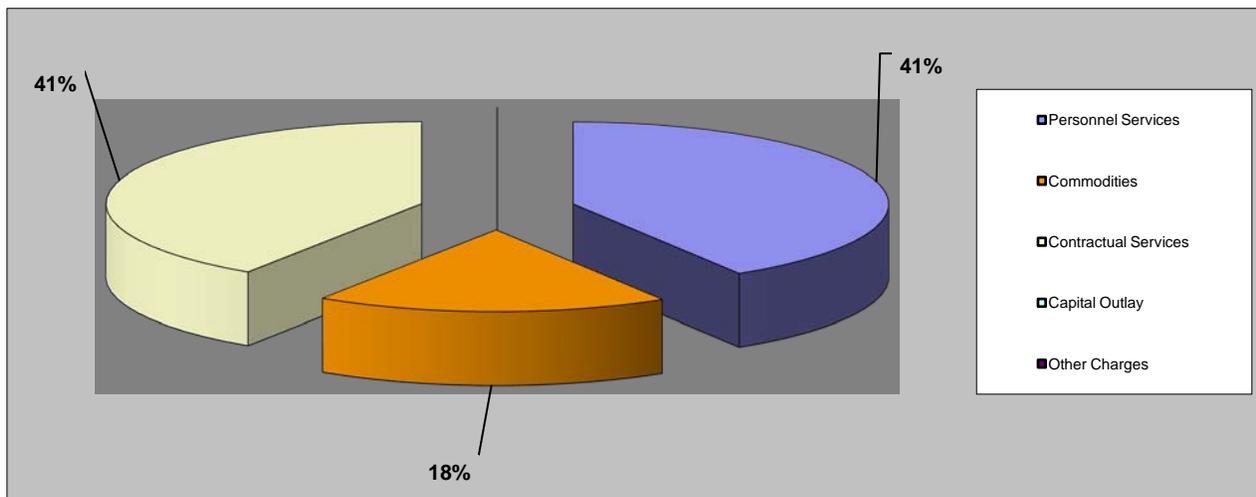
To provide safe winter driving conditions for the community through timely plowing and chemical applications completed within 8 hours after a 3+ inch snowfall; and plow all trails and sidewalks within 48 hours after the completion of all street operations.

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The increase in contractual services is due a change made in the calculation of the internal vehicle rental rates.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 166,179	\$ 227,494	\$ 195,000	\$ 198,410
Commodities	65,084	123,070	88,400	86,900
Contractual Services	93,246	95,444	183,570	196,260
Capital Outlay	24,576	6,140	-	-
Other Charges	-	-	-	-
Total	\$ 349,085	\$ 452,148	\$ 466,970	\$ 481,570
Percent Change	(-7.3%)	29.5%	3.3%	3.1%
Full-Time Equivalent positions	2.20	2.00	2.00	2.00

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Hours of plowing and deicing	954	2,178	1,100	1,100
Number of plowing events	13	21	14	14
Hours of deicing	301	672	300	300
Number of deicing events	13	33	13	13
Lane miles maintained	271	271	271	271
Inches of snowfall	36	70	55	55
<u>EFFECTIVENESS INDICATORS</u>				
Dollars per lane-mile	\$1,288	\$1,668	\$1,723	\$1,777
<u>EFFICIENCY MEASURES</u>				
Average hours to plow event	7.3	7.1	7.8	7.8
Employee hours per deicing event	23	21	23	23

COMMENTS

This program remains very efficient. The department continues to cross-train employees within the department to assist in snow plow operations to meet the 8 hour goal.

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

Program Description

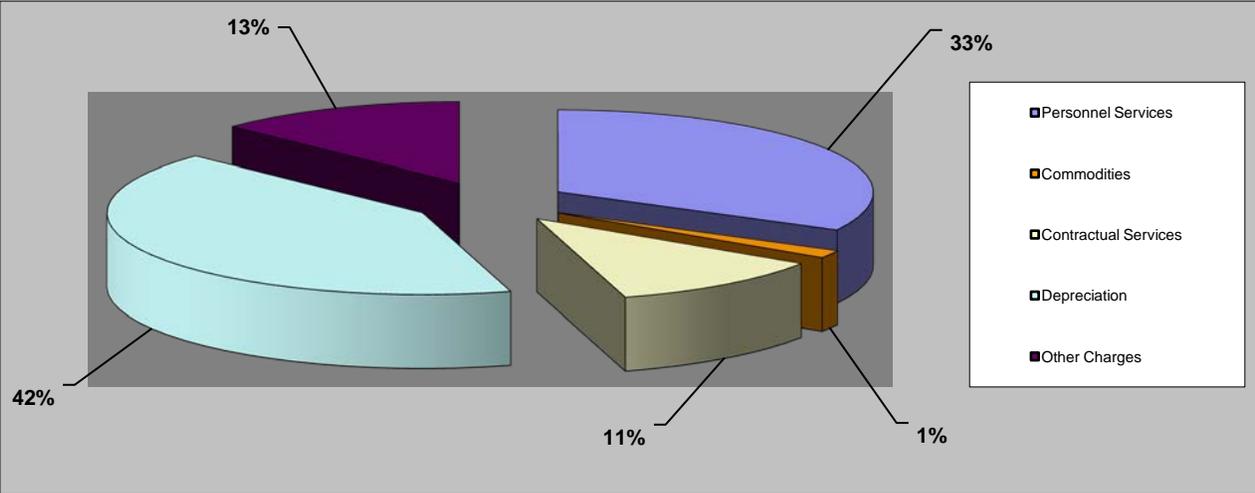
To protect the environment and public safety by providing an adequate storm water system and wetland management program that addresses and enhances the treatment of storm water runoff.

Program Expenditure Highlights

Some employee hours were reallocated here from another program in the City. Also, depreciation expense is expected to increase based on the actual costs from 2013.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 362,576	\$ 304,188	\$ 360,600	\$ 419,560
Commodities	21,027	22,290	21,500	19,500
Contractual Services	185,141	180,806	154,640	143,930
Depreciation	480,700	534,208	480,700	534,210
Other Charges	367,553	143,368	163,510	163,950
Total	\$ 1,416,997	\$ 1,184,860	\$ 1,180,950	\$ 1,281,150
Percent Change	4.4%	(-16.4%)	(-0.3%)	8.5%
Full-Time Equivalent positions	3.80	3.40	3.40	3.75

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total water bodies	275	275	275	275
Water bodies inspected	108	0	67	67
Total outfalls	440	440	440	440
Outfalls inspected	196	0	122	122
Total sump structures	169	186	172	172
Sump structures inspected	169	186	172	172
Sump structures cleaned	41	64	50	50
Tons of sediment removed from sumps	45	143.5	50	50
<u>EFFECTIVENESS INDICATORS</u>				
Percent of water bodies and outfalls inspected	43%	0%	26%	26%
Percent of sump structures inspected	100%	100%	100%	100%

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 are now part of the performance indicators, with a goal of 100% sediment removal of all sump structures in need of sediment removal. In addition, with the mandates required by the NPDES MS4 Permit, which is a 5 year duration, the goal is to inspect a minimum of 20% of the water bodies and outfalls per year. 100% of water bodies and outfalls had been inspected by 2012. The annual 20% inspection started again in 2014.

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

Program Description

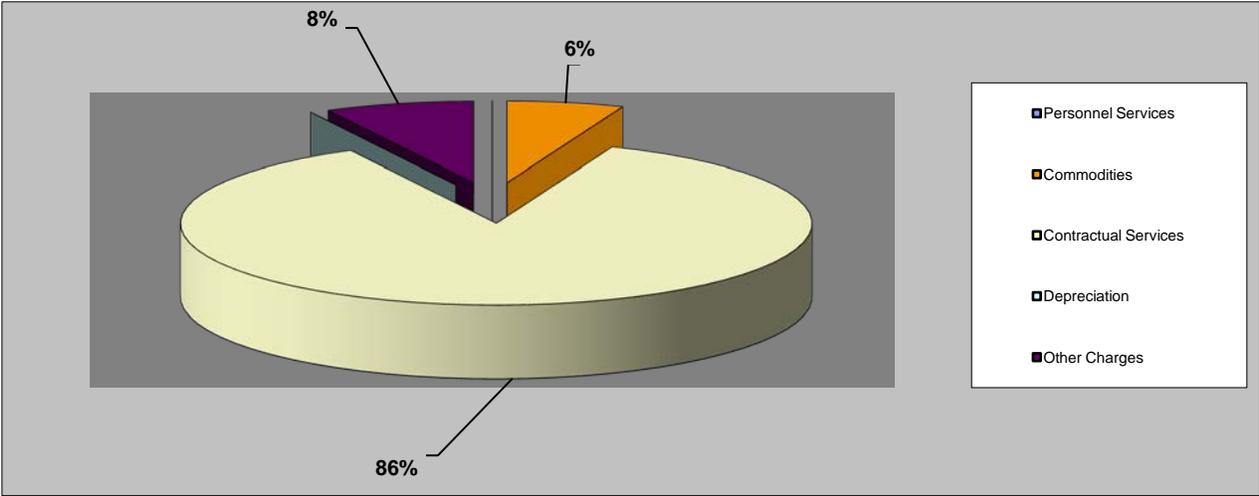
To maintain and operate street lights and traffic signals.

Program Expenditure Highlights

Utility costs are projected to increase for 2015.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Commodities	2,594	-	23,500	15,000
Contractual Services	191,227	210,023	199,990	216,440
Depreciation	-	-	-	-
Other Charges	16,310	16,400	17,510	19,110
Total	<u>\$ 210,131</u>	<u>\$ 226,423</u>	<u>\$ 241,000</u>	<u>\$ 250,550</u>
Percent Change	7.6%	7.8%	6.4%	4.0%
Full-Time Equivalent positions	-	-	-	-

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Number of street lights	1,124	1,130	1,145	1,145
Number of traffic signals	51	51	51	51
<u>EFFECTIVENESS INDICATORS</u>				
Average cost per street light	\$187	\$200	\$210	\$219

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 number also increased in 2012 with the installation of twenty new decorative pedestrian lights in the Gladstone area. In 2013, six new decorative lights were installed on the new English Bridge. The City of Saint Paul maintains the specialty lighting while Xcel Energy maintains the standard fixtures.

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

Program Description

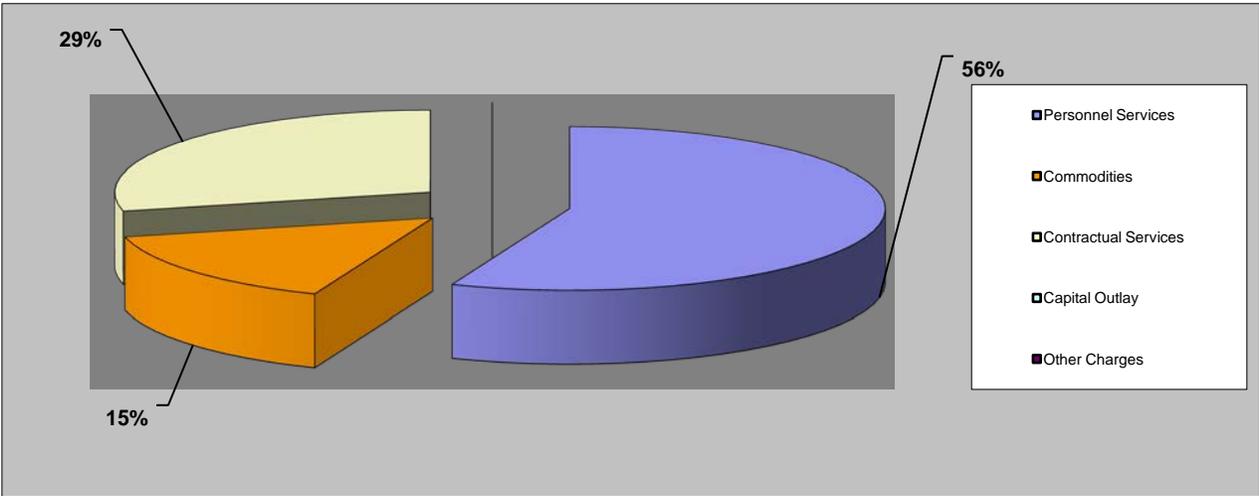
To keep the city streets in a safe and good condition through timely maintenance.

Program Expenditure Highlights

The increase in personnel services is due to pay increases and an increase in the cost of benefits. The commodities line reflects an increase to the maintenance materials budget for 2015.

<u>Program Expenditures</u>	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel Services	\$ 447,561	\$ 397,157	\$ 404,780	\$ 410,920
Commodities	84,579	100,219	108,650	111,320
Contractual Services	250,438	236,487	215,410	210,640
Capital Outlay	16,977	-	-	-
Other Charges	939	-	-	-
Total	\$ 800,494	\$ 733,863	\$ 728,840	\$ 732,880
Percent Change	8.3%	(-8.3%)	(-0.7%)	0.6%
Full-Time Equivalent positions	4.70	4.50	4.50	4.50

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total lane miles of streets	271	271	271	271
Lane miles rated	46	77	85.8	87.6
Lane miles above 70 PCI	149	153	153	154
Tonnage of repair material	642	579	550	550
<u>EFFECTIVENESS INDICATORS</u>				
Percent of lane miles over a 70 PCI rating	55%	56%	57%	57%
Percent of lane miles rated	17%	28%	32%	32%

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. It is the City's goal to rate 1/3 of the City's streets each year.

Department: Public Works
Program: Street Sweeping

Fund # : 604
Program # : 513

Program Description

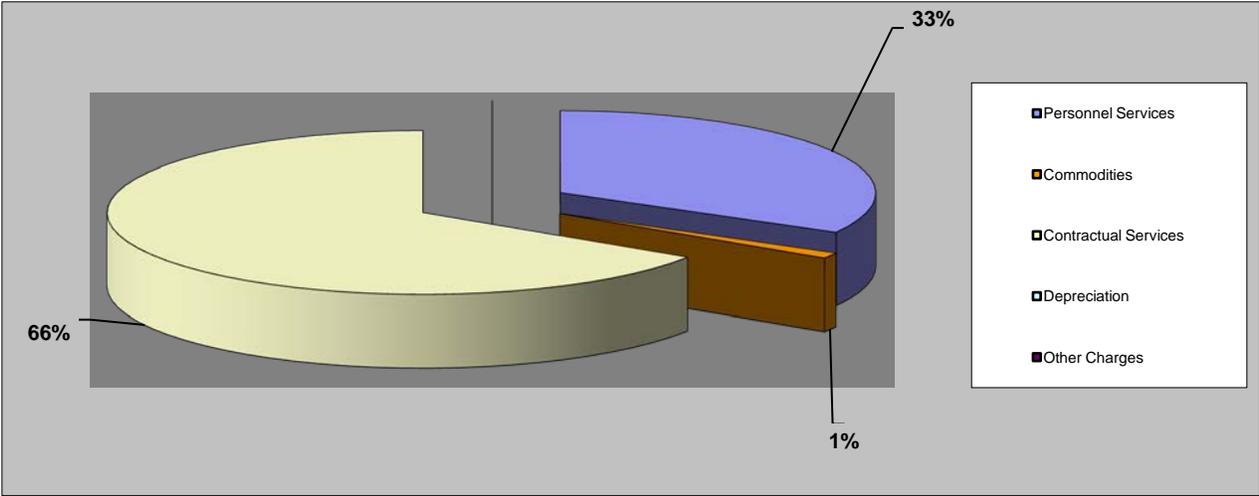
To provide clean streets and protect the environment through timely street sweeping with a goal of sweeping each street five times per year.

Program Expenditure Highlights

No significant change in the Street Sweeping budget for 2015.

<u>Program Expenditures</u>	2012 <u>ACTUAL</u>	2013 <u>ACTUAL</u>	2014 <u>BUDGET</u>	2015 <u>BUDGET</u>
Personnel Services	\$ 97,523	\$ 99,872	\$ 88,010	\$ 89,570
Commodities	2,413	1,835	3,000	3,000
Contractual Services	90,186	100,420	175,980	178,090
Depreciation	-	-	-	-
Other Charges	-	-	-	-
Total	\$ 190,122	\$ 202,127	\$ 266,990	\$ 270,660
Percent Change	3.8%	6.3%	32.1%	1.4%
 Full-Time Equivalent positions	 1.15	 0.95	 0.95	 0.95

Program Expenditures by Classification



CITY OF MAPLEWOOD, MINNESOTA

2015 BUDGET

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

Performance Measures	2012 Actual	2013 Actual	2014 Estimate	2015 Estimate
<u>OUTPUTS/WORKLOAD</u>				
Total lane miles	271	271	271	271
Lane miles swept	1,390	1,220	1,390	1,390
Employee hours sweeping	1,505	1,617	1,500	1,500
Tonnage collected	1,458	1,475	1,400	1,400
<u>EFFECTIVENESS INDICATORS</u>				
Times swept per year	5	4.5	5	5
1 st sweep completion date	4/6	4/22	4/15	4/15
<u>EFFICIENCY MEASURES</u>				
Cost per lane mile swept	\$137	\$166	\$192	\$195
Cost per capita	\$4.87	\$5.19	\$6.80	\$6.84

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 Environmental and Economic Development Department as follows:

2012 – 39,065
 2013 – 38,950
 2014 – 39,265
 2015 – 39,580

FINANCIAL RESOURCES FOR OPERATING BUDGET

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

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

Special Revenue Funds

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

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

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

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

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

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

Enterprise Funds

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

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

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

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

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

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

Internal Service Funds

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

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

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

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

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
Revenues:					
Taxes - current property	\$12,146,790	\$12,287,233	\$12,187,080	\$12,219,560	\$12,522,800
Taxes - other	147,999	(26,382)	146,760	84,250	84,250
Special assessments	25,106	430	22,490	97,650	400
Licenses and permits	1,501,875	1,255,644	1,384,080	1,733,960	1,285,370
Fines and forfeits	272,808	270,308	251,960	227,600	227,600
Intergovernmental	872,791	1,079,224	827,160	890,430	890,430
Charges for services	3,515,821	3,627,478	3,421,020	3,482,840	3,219,120
Miscellaneous	160,018	203,089	101,930	137,310	137,370
Total revenues	18,643,207	18,697,023	18,342,480	18,873,600	18,367,340
Expenditures:					
Citizen Services	1,071,825	1,129,505	1,157,540	1,157,540	1,155,180
Env & Econ Development	1,127,625	1,184,353	1,222,970	1,222,970	1,197,780
Executive	827,270	904,595	901,630	901,630	964,730
Finance	701,996	743,043	781,510	781,510	773,720
Fire	1,739,930	1,853,243	1,846,020	1,856,010	1,851,620
Building Operations	531,791	644,346	571,520	571,520	576,350
Legislative	147,746	152,021	155,390	155,390	156,520
Parks	450,604	470,659	504,810	504,810	518,640
Police	7,993,608	8,193,666	8,341,500	8,341,500	8,342,950
Public Works	3,022,885	3,180,241	3,173,130	3,202,185	3,125,040
Total expenditures	17,615,279	18,455,671	18,656,020	18,695,065	18,662,530
Excess (deficit) of revenues over expenditures	1,027,928	241,352	(313,540)	178,535	(295,190)
Other financing sources (uses):					
Proceeds - Sale of Capital Assets	45,173	46,631	27,100	15,000	15,000
Transfers in (out):					
Community Center Operations Fund	(62,450)	(575,135)	0	0	0
Debt Service Fund	(159,876)	0	0	0	0
Information Technology Fund	(75,000)	0	0	0	0
Park Development Fund (equipment)	(80,000)	0	0	0	0
Public Safety Expansion Fund	(180,000)	(100,000)	0	(350,000)	0
Open Space Fund	5,000	0	0	0	0
Housing Replacement Fund	(10,000)	0	0	0	0
Commercial Property Redevelopment	(10,000)	0	0	0	0
PIP fund	0	0	0	(271,300)	0
Right of Way Fund	0	0	0	0	75,000
Taste of Maplewood	(14,686)	(17,021)	(19,500)	(19,500)	(19,500)
Total other financing sources (uses)	(541,839)	(645,525)	7,600	(625,800)	70,500
Net change in fund balance	486,089	(404,172)	(305,940)	(447,265)	(224,690)
Fund balance - January 1	7,945,327	8,431,416	7,690,551	8,027,244	7,579,979
Fund balance - December 31	\$8,431,416	\$8,027,244	\$7,384,611	\$7,579,979	\$7,355,289
Fund balance/revenues	45.2%	42.9%	40.3%	40.2%	40.0%
Fund balance/expenditures	47.9%	43.5%	39.6%	40.5%	39.4%

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Taxes:</u>					
3021 Taxes - charitable gambling	27,185	27,135	30,000	27,200	27,200
Total revenues	<u>27,185</u>	<u>27,135</u>	<u>30,000</u>	<u>27,200</u>	<u>27,200</u>
<u>Expenditures:</u>					
4480 Fees for service	24,027	28,536	32,000	32,000	30,000
Total expenditures	<u>24,027</u>	<u>28,536</u>	<u>32,000</u>	<u>32,000</u>	<u>30,000</u>
Excess (deficit) of revenue over expenditures	3,158	(1,401)	(2,000)	(4,800)	(2,800)
Fund balance - January 1	25,758	28,915	28,915	27,514	22,714
Fund balance - December 31	<u><u>28,915</u></u>	<u><u>27,514</u></u>	<u><u>26,915</u></u>	<u><u>22,714</u></u>	<u><u>19,914</u></u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Property Taxes:</u>					
3011 Current	-	87,747	88,230	88,230	88,460
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	6,710	5,152	6,190	3,480	1,750
3809 Miscellaneous	182,388	19	-	-	-
Total revenues	<u>189,098</u>	<u>92,918</u>	<u>94,420</u>	<u>91,710</u>	<u>90,210</u>
<u>Expenditures:</u>					
Personnel	-	-	-	-	16,150
Commodities	-	-	1,000	1,000	1,000
Contractual services	14,789	496	12,010	12,010	12,150
Land	-	-	100,000	100,000	100,000
4752 Outside engineering fees	-	12,375	-	-	-
4930 Investment management fees	-	-	2,170	-	-
Total expenditures	<u>14,789</u>	<u>12,871</u>	<u>115,180</u>	<u>113,010</u>	<u>129,300</u>
Excess (deficit) of revenue over expenditures	174,309	80,047	(20,760)	(21,300)	(39,090)
Fund balance - January 1	4,232	178,542	271,192	258,588	237,288
Fund balance - December 31	<u>178,542</u>	<u>258,588</u>	<u>250,432</u>	<u>237,288</u>	<u>198,198</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Fines and Forfeits:</u>					
3403 Confiscated property	8,631	28,119	9,770	36,000	10,000
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	131	58	180	370	660
3089 Other	10,000	-	-	-	-
Total revenues	<u>18,762</u>	<u>28,177</u>	<u>9,950</u>	<u>36,370</u>	<u>10,660</u>
<u>Expenditures:</u>					
4120 Program supplies	157	100	-	-	-
4165 Small equipment	29	1,731	-	-	-
4610 Vehicles	-	17,597	-	-	36,600
4930 Investment management fees	135	153	140	220	400
Total expenditures	<u>321</u>	<u>19,581</u>	<u>140</u>	<u>220</u>	<u>37,000</u>
Excess (deficit) of revenue over expenditures	18,441	8,595	9,810	36,150	(26,340)
Fund balance - January 1	24,864	43,305	17,935	51,901	88,051
Fund balance - December 31	<u>43,305</u>	<u>51,901</u>	<u>27,745</u>	<u>88,051</u>	<u>61,711</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Licenses and Permits:</u>					
Miscellaneous	1,350	1,900	1,500	1,900	1,900
<u>Miscellaneous Revenue:</u>					
Investment earnings	(1)	(25)	-	-	-
Other	-	1,734	-	-	-
Advertising	2,100	5,300	11,830	11,830	11,080
Total revenues	<u>3,449</u>	<u>8,909</u>	<u>13,330</u>	<u>13,730</u>	<u>12,980</u>
<u>Expenditures:</u>					
Personnel	-	1,655	-	-	1,450
Commodities	535	123	800	800	-
Contractual services	17,601	24,159	28,530	28,530	31,030
Total expenditures	<u>18,136</u>	<u>25,938</u>	<u>29,330</u>	<u>29,330</u>	<u>32,480</u>
Excess (deficit) of revenue over expenditures	(14,687)	(17,028)	(16,000)	(15,600)	(19,500)
Other financing sources (uses):					
Transfers in (out)					
General fund	14,686	17,021	19,500	19,500	19,500
Net increase (decrease) in fund balance	<u>(2)</u>	<u>(8)</u>	<u>3,500</u>	<u>3,900</u>	<u>-</u>
Fund balance - January 1	2	0	2,318	(8)	3,892
Fund balance - December 31	<u>0</u>	<u>(8)</u>	<u>5,818</u>	<u>3,892</u>	<u>3,892</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Miscellaneous Revenue:</u>					
3801 Investment earnings	100	5	30	-	-
3803 Donations and contributions	600	-	-	-	-
3854 Tree preservation revenue	-	1,800	3,000	1,000	1,000
Total revenues	<u>700</u>	<u>1,805</u>	<u>3,030</u>	<u>1,000</u>	<u>1,000</u>
<u>Expenditures:</u>					
Personnel	-	84	-	-	-
4290 Miscellaneous commodities	3,332	2,063	3,000	1,500	1,500
4290 EAB Ash removal & replanting	-	-	70	70	40
4490 Consulting	-	-	980	980	500
4930 Investment management fees	105	13	-	-	-
Total expenditures	<u>3,437</u>	<u>2,159</u>	<u>4,050</u>	<u>2,550</u>	<u>2,040</u>
Excess (deficit) of revenue over expenditures	(2,737)	(355)	(1,020)	(1,550)	(1,040)
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	(25,000)	-	-	-	-
Net increase (decrease) in fund balance	<u>(27,737)</u>	<u>(355)</u>	<u>(1,020)</u>	<u>(1,550)</u>	<u>(1,040)</u>
Fund balance - January 1	30,673	2,936	2,866	2,581	1,031
Fund balance - December 31	<u>2,936</u>	<u>2,581</u>	<u>1,846</u>	<u>1,031</u>	<u>(9)</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Operating revenues:</u>					
3621 Ambulance fees	2,159,435	2,380,372	2,233,000	2,233,000	2,266,500
Miscellaneous	10,207	3,211	-	-	65,000
Total revenues	<u>2,169,642</u>	<u>2,383,583</u>	<u>2,233,000</u>	<u>2,233,000</u>	<u>2,331,500</u>
<u>Operating expenses:</u>					
Personnel services	1,485,920	1,544,300	1,600,230	1,600,230	1,652,940
Commodities	95,239	121,736	147,200	147,200	126,100
Contractual services	376,406	408,219	413,830	413,830	414,170
4950 Administration	220,320	212,030	212,030	212,030	214,090
4795 Depreciation	66,647	66,647	66,650	66,650	66,650
Total expenses	<u>2,244,532</u>	<u>2,352,932</u>	<u>2,439,940</u>	<u>2,439,940</u>	<u>2,473,950</u>
Operating income (loss)	(74,890)	30,650	(206,940)	(206,940)	(142,450)
<u>Nonoperating revenues (expenses):</u>					
Property taxes	349,060	444,378	444,770	444,770	331,970
Special assessments	895	604	-	-	-
Federal grants	-	17,862	-	-	-
State fire aid	71,674	100,110	94,170	94,170	136,530
Investment earnings	(9,595)	(2,915)	(17,020)	(11,400)	(11,210)
Total nonoperating revenues (expenses)	<u>412,033</u>	<u>560,040</u>	<u>521,920</u>	<u>527,540</u>	<u>457,290</u>
Change in net assets	337,143	590,690	314,980	320,600	314,840
Net assets - January 1	(1,449,502)	(1,112,359)	(709,159)	(521,668)	(201,068)
Net assets - December 31	<u>(1,112,359)</u>	<u>(521,668)</u>	<u>(394,179)</u>	<u>(201,068)</u>	<u>113,772</u>

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
Net income (loss) before contributions and transfers	337,143	590,690	314,980	320,600	314,840
Add depreciation	66,647	66,647	66,650	66,650	66,650
Change in current assets	(54,686)	(149,732)	-	-	-
Change in current liabilities	(103,093)	(8,241)	-	-	-
Purchase of fixed assets	-	(13,818)	(180,000)	(195,000)	(30,000)
Net increase (decrease) in cash	<u>246,011</u>	<u>485,546</u>	<u>201,630</u>	<u>192,250</u>	<u>351,490</u>
Cash balance - January 1	(2,418,085)	(2,172,074)	(1,702,224)	(1,686,528)	(1,494,278)
Cash balance - December 31	<u>(2,172,074)</u>	<u>(1,686,528)</u>	<u>(1,500,594)</u>	<u>(1,494,278)</u>	<u>(1,142,788)</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014		2015
			ORIGINAL BUDGET	2014 RE-EST.	
Operating revenues:					
Memberships and daily fees	1,714,303	1,732,477	1,864,090	1,864,090	1,881,210
Commodity sales	29,785	21,745	37,700	37,700	38,200
Room and equipment rental	181,929	150,838	164,350	164,350	177,030
Advertising	4,000	-	750	750	2,500
Total revenues	1,930,017	1,905,061	2,066,890	2,066,890	2,098,940
Operating expenses:					
Personnel services	1,339,744	1,337,464	1,351,180	1,351,180	1,326,170
Materials and supplies	169,220	189,325	163,770	163,770	185,490
Contractual services	770,524	754,345	764,780	764,780	863,490
Total expenses	2,279,488	2,281,134	2,279,730	2,279,730	2,375,150
Operating income (loss)	(349,471)	(376,073)	(212,840)	(212,840)	(276,210)
Nonoperating revenues (expenses):					
Property taxes	449,885	453,054	518,890	518,890	495,480
Miscellaneous revenues (expenses)	2,604	32,169	-	-	-
Depreciation	(275,067)	(253,761)	(275,070)	(275,070)	(253,760)
Extraordinary items	-	(24,782)	-	-	-
Gain/(loss) on disposal of property	-	(19,691)	-	-	-
Investment earnings	(3,019)	(1,542)	(5,310)	(3,300)	(1,970)
Total nonoperating revenues (expenses)	174,404	185,447	238,510	240,520	239,750
Net income (loss) before contributions and transfers	(175,068)	(190,626)	25,670	27,680	(36,460)
Transfers in (out):					
General Fund	62,450	575,135	-	-	-
Capital contributions	39,809	-	-	-	-
Change in net assets	(72,808)	384,509	25,670	27,680	(36,460)
Net assets - January 1	7,052,042	6,979,233	7,240,463	7,363,742	7,391,422
Net assets - December 31	6,979,233	7,363,742	7,266,133	7,391,422	7,354,962

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014		2015
			ORIGINAL BUDGET	2014 RE-EST.	
Net income (loss) before contributions and transfers	(175,068)	(190,626)	25,670	27,680	(36,460)
Add depreciation	275,067	253,761	275,070	275,070	253,760
Change in deferred revenue	36,345	(56,788)	-	-	-
Change in current assets	(4,414)	(1,362)	-	-	-
Change in current liabilities	25,576	(2,613)	-	-	-
Purchase of fixed assets	(18,629)	(395,883)	(150,000)	(150,000)	-
Sale of fixed assets/non-cash activity	-	19,691	-	-	-
Transfers in (out)	62,450	575,135	-	-	-
Net increase (decrease) in cash	201,327	201,314	150,740	152,750	217,300
Cash balance - January 1	(818,552)	(617,224)	(530,924)	(415,910)	(263,160)
Cash balance - December 31	(617,224)	(415,910)	(380,184)	(263,160)	(45,860)

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

ACCT NO.	2014				
	2012 ACTUAL	2013 ACTUAL	ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Operating revenues:</u>					
3651 Environmental utility charges	2,102,720	2,331,328	2,415,000	2,415,000	2,487,450
Total revenues	2,102,720	2,331,328	2,415,000	2,415,000	2,487,450
<u>Operating expenses:</u>					
Nature center	68,977	73,813	79,760	79,760	83,030
Planning	250,067	268,493	298,090	298,090	271,700
Storm sewer maintenance	769,967	461,154	490,540	490,540	536,790
Street sweeping	190,122	202,127	266,990	266,990	270,660
4485 Billing	40,647	46,130	46,200	46,200	46,200
4950 Administration	122,760	136,370	162,310	162,310	162,310
4795 Depreciation	480,700	534,208	480,700	480,700	534,210
Total expenses	1,923,241	1,722,296	1,824,590	1,824,590	1,904,900
Operating income (loss)	179,479	609,033	590,410	590,410	582,550
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	2,819	1,617	1,500	3,850	2,740
Miscellaneous income	333	(2,652)	-	-	-
Gain/(loss) on disposal of property	-	(10,393)	-	-	-
Investment management fees	(2,922)	(4,298)	(1,200)	(2,310)	(1,640)
Total nonoperating revenues (expenses)	229	(15,726)	300	1,540	1,100
Net income (loss) before contributions and transfers	179,709	593,307	590,710	591,950	583,650
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	(100,000)	(602,000)	(460,000)	(460,000)	(335,000)
Debt Service	(301,460)	(399,690)	(394,770)	(396,520)	(390,680)
Storm Cleanup	(59,564)	(270,000)	-	-	(64,000)
Pond clean up/dredging projects	-	-	(100,000)	(100,000)	-
City Dump Remediation	(136,000)	-	-	-	-
Capital contributions	-	3,715,662	-	-	-
Change in net assets	(417,315)	3,037,278	(364,060)	(364,570)	(206,030)
Net assets - January 1	21,143,124	20,725,809	20,013,859	23,763,087	23,398,517
Net assets - December 31	20,725,809	23,763,087	19,649,799	23,398,517	23,192,487

STATEMENT OF CASH FLOWS

	2014				
	2012 ACTUAL	2013 ACTUAL	ORIGINAL BUDGET	2014 RE-EST.	2015
Net income (loss) before contributions and transfers	179,709	593,307	590,710	591,950	583,650
Add depreciation	480,700	534,208	480,700	480,700	534,210
Change in current assets	(11,114)	(21,380)	-	-	-
Change in current liabilities	(6,495)	5,366	-	-	-
Sale of fixed assets/non-cash activity	-	10,393	-	-	-
Transfers in (out)	(597,024)	(1,271,690)	(954,770)	(956,520)	(789,680)
Net increase (decrease) in cash	45,776	(149,796)	116,640	116,130	328,180
Cash balance - January 1	352,641	398,417	167,167	248,621	364,751
Cash balance - December 31	398,417	248,621	283,807	364,751	692,931

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Operating revenues:</u>					
3781 Recycling charges	413,032	476,709	547,710	547,710	564,140
3782 Trash fees	19,715	78,648	77,500	77,500	78,000
Total revenues	<u>432,746</u>	<u>555,357</u>	<u>625,210</u>	<u>625,210</u>	<u>642,140</u>
<u>Operating expenses:</u>					
Personnel services	84,142	79,816	86,940	86,940	51,510
Commodities	9,514	3,929	9,500	9,500	1,000
Contractual services	412,423	384,983	472,450	472,450	528,350
4950 Administration	49,290	49,580	49,580	49,580	49,580
Total expenses	<u>555,368</u>	<u>518,308</u>	<u>618,470</u>	<u>618,470</u>	<u>630,440</u>
Operating income (loss)	(122,622)	37,048	6,740	6,740	11,700
Nonoperating revenues (expenses):					
3534 County - other grants	78,753	78,629	77,680	77,680	78,630
3801 Investment earnings	1,733	505	1,000	2,380	1,800
3809 Miscellaneous	7,114	3,820	-	-	-
4930 Investment management fees	(1,800)	(1,341)	(800)	(1,430)	(1,080)
Total nonoperating revenues (expenses)	<u>85,801</u>	<u>81,613</u>	<u>77,880</u>	<u>78,630</u>	<u>79,350</u>
Net income (loss) before contributions and transfers	(36,821)	118,662	84,620	85,370	91,050
Transfers in (out):					
Debt Service (2012A Bonds)	-	(77,960)	(76,440)	(76,440)	(75,070)
Change in net assets	<u>(36,821)</u>	<u>40,702</u>	<u>8,180</u>	<u>8,930</u>	<u>15,980</u>
Net assets - January 1	391,471	354,649	245,939	395,351	404,281
Net assets - December 31	<u><u>354,649</u></u>	<u><u>395,351</u></u>	<u><u>254,119</u></u>	<u><u>404,281</u></u>	<u><u>420,261</u></u>

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
Net income (loss) before contributions and transfers	(36,821)	118,662	84,620	85,370	91,050
Change in current assets	(98,334)	(56,815)	-	-	-
Change in current liabilities	(895)	30,494	-	-	-
Transfers in (out)	-	(77,960)	(76,440)	(76,440)	(75,070)
Net increase (decrease) in cash	<u>(136,050)</u>	<u>14,380</u>	<u>8,180</u>	<u>8,930</u>	<u>15,980</u>
Cash balance - January 1	367,414	231,364	231,364	231,364	240,294
Cash balance - December 31	<u><u>231,364</u></u>	<u><u>245,745</u></u>	<u><u>239,544</u></u>	<u><u>240,294</u></u>	<u><u>256,274</u></u>

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

ACCT NO.			2014		2015	
	2012 ACTUAL	2013 ACTUAL	ORIGINAL BUDGET	2014 RE-EST.		
Operating revenues:						
3305	Sewer permits	5,129	3,396	4,300	4,300	4,300
3651	Sewer billings	5,055,491	5,245,773	4,900,000	4,900,000	4,900,000
31xx	Bills assessed to taxes	81	-	-	-	-
3808	Connection charges	12,521	8,800	-	17,030	-
	Total revenues	<u>5,073,221</u>	<u>5,257,968</u>	<u>4,904,300</u>	<u>4,921,330</u>	<u>4,904,300</u>
Operating expenses:						
	Personnel services	488,530	470,600	512,250	512,250	551,040
	Commodities	13,011	21,347	26,560	26,560	23,560
	Contractual services	216,998	221,642	201,860	201,860	219,040
4485	Billing	41,163	46,130	45,500	45,500	46,000
4510	Sewage treatment	2,435,125	2,607,488	2,763,260	2,763,260	2,943,810
4950	Administration	323,960	335,630	335,630	335,630	339,170
4795	Depreciation	386,953	385,956	381,410	381,410	385,960
	Total expenses	<u>3,905,739</u>	<u>4,088,793</u>	<u>4,266,470</u>	<u>4,266,470</u>	<u>4,508,580</u>
	Operating income (loss)	1,167,482	1,169,175	637,830	654,860	395,720
Nonoperating revenues (expenses):						
	Investment earnings	6,266	4,421	6,000	20,000	24,200
	Miscellaneous revenues	6,561	6,456	-	-	-
	Miscellaneous expenses	(3,919)	(3,661)	(2,000)	(2,000)	(2,000)
	Gain/(loss) on disposal of property	160,661	851	-	-	-
	Investment management fees	(6,458)	(11,747)	(4,800)	(12,000)	(14,520)
	Total nonoperating revenues (expenses)	<u>163,111</u>	<u>(3,680)</u>	<u>(800)</u>	<u>6,000</u>	<u>7,680</u>
	Net income (loss) before contributions and transfers	1,330,593	1,165,495	637,030	660,860	403,400
Transfers in (out):						
	Public Improvement Projects fund (net)	(100,000)	(315,000)	(279,000)	(279,000)	(60,800)
	Debt Service	(266,930)	(264,710)	(267,570)	(267,570)	(248,900)
	Sewer Lift Station projects	(195,784)	(250,000)	-	-	-
	Public Safety Training Facility	-	(50,000)	-	-	-
	Fish Creek open space	-	-	(60,000)	(60,000)	-
	Capital contributions	-	991,060	-	-	-
	Change in net assets	<u>767,879</u>	<u>1,276,845</u>	<u>30,460</u>	<u>54,290</u>	<u>93,700</u>
	Net assets - January 1	13,751,110	14,518,989	14,382,539	15,795,834	15,850,124
	Net assets - December 31	<u>14,518,989</u>	<u>15,795,834</u>	<u>14,412,999</u>	<u>15,850,124</u>	<u>15,943,824</u>

STATEMENT OF CASH FLOWS

			2014		2015
	2012 ACTUAL	2013 ACTUAL	ORIGINAL BUDGET	2014 RE-EST.	
Net income (loss) before contributions and transfers	1,330,593	1,165,495	637,030	660,860	403,400
Add depreciation	386,953	385,956	381,410	381,410	385,960
Change in current assets	(239,279)	147,704	-	-	-
Change in current liabilities	9,114	(5,148)	-	-	-
Purchase of fixed assets	(35,316)	-	(50,000)	(50,000)	(75,000)
Sale of fixed assets/non-cash activity	(157,858)	-	-	-	-
Transfers in (out)	<u>(562,714)</u>	<u>(879,710)</u>	<u>(606,570)</u>	<u>(606,570)</u>	<u>(309,700)</u>
Net increase (decrease) in cash	731,492	814,297	361,870	385,700	404,660
Cash balance - January 1	1,294,630	2,026,122	2,271,082	2,840,419	3,226,119
Cash balance - December 31	<u>2,026,122</u>	<u>2,840,419</u>	<u>2,632,952</u>	<u>3,226,119</u>	<u>3,630,779</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Operating revenues:</u>					
3032 Electric franchise tax	287,636	294,811	477,260	477,260	477,260
Total revenues	<u>287,636</u>	<u>294,811</u>	<u>477,260</u>	<u>477,260</u>	<u>477,260</u>
<u>Operating expenses:</u>					
Commodities	2,594	-	23,500	23,500	15,000
Contractual services	21,048	18,115	16,990	16,990	16,440
4320 Utilities	170,179	191,907	183,000	183,000	200,000
4950 Administration	15,540	16,400	17,510	17,510	18,900
Total expenses	<u>209,361</u>	<u>226,423</u>	<u>241,000</u>	<u>241,000</u>	<u>250,340</u>
Operating income (loss)	78,275	68,389	236,260	236,260	226,920
Nonoperating revenues (expenses):					
Investment earnings	730	(274)	(1,900)	(800)	350
Investment management fees	(771)	-	-	-	(210)
Total nonoperating revenues (expenses)	<u>(41)</u>	<u>(274)</u>	<u>(1,900)</u>	<u>(800)</u>	<u>140</u>
Net income (loss) before contributions and transfers	78,234	68,115	234,360	235,460	227,060
Transfers in (out):					
Public Improvement Projects fund (net)	(542,974)	-	-	-	(692,500)
Change in net assets	<u>(464,740)</u>	<u>68,115</u>	<u>234,360</u>	<u>235,460</u>	<u>(465,440)</u>
Net assets - January 1	267,675	(197,065)	(124,705)	(128,950)	106,510
Net assets - December 31	<u>(197,065)</u>	<u>(128,950)</u>	<u>109,655</u>	<u>106,510</u>	<u>(358,930)</u>

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
Net income (loss) before contributions and transfers	78,234	68,115	234,360	235,460	227,060
Change in current assets	(654)	(6,190)	-	-	-
Change in current liabilities	925	1,555	-	-	-
Transfers in (out)	(542,974)	-	-	-	(692,500)
Net increase (decrease) in cash	<u>(464,469)</u>	<u>63,479</u>	<u>234,360</u>	<u>235,460</u>	<u>(465,440)</u>
Cash balance - January 1	211,962	(252,508)	(180,148)	(189,028)	46,432
Cash balance - December 31	<u>(252,508)</u>	<u>(189,028)</u>	<u>54,212</u>	<u>46,432</u>	<u>(419,008)</u>

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014		2015
			ORIGINAL BUDGET	2014 RE-EST.	
<u>Operating revenues:</u>					
3802 Billings to departments	851,232	851,232	903,010	903,010	921,700
3671 Miscellaneous	57,787	43,713	56,570	56,570	57,700
Total revenues	909,019	894,945	959,580	959,580	979,400
<u>Operating expenses:</u>					
Personnel services	294,921	271,853	275,290	275,290	298,130
Commodities	199,992	239,562	230,410	230,410	245,500
Contractual services	115,092	137,198	130,200	130,200	131,310
Depreciation	254,436	268,249	260,040	260,040	268,250
Total expenses	864,441	916,863	895,940	895,940	943,190
Operating income (loss)	44,578	(21,918)	63,640	63,640	36,210
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	723	117	1,200	-	-
Miscellaneous	300	320	-	-	-
Gain/(loss) on disposal of property	66,235	39,920	-	-	-
Investment management fees	(752)	(311)	(960)	-	-
Total nonoperating revenues (expenses)	66,505	40,046	240	-	-
Net income (loss) before contributions and transfers	111,083	18,128	63,880	63,640	36,210
<u>Transfers in (out):</u>					
Capital Contributions	63,243	-	-	-	-
Change in net assets	174,326	18,128	63,880	63,640	36,210
Net assets - January 1	2,057,567	2,231,894	2,306,294	2,250,022	2,313,662
Net assets - December 31	2,231,894	2,250,022	2,370,174	2,313,662	2,349,872

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014		2015
			ORIGINAL BUDGET	2014 RE-EST.	
Net income (loss) before contributions and transfers	111,083	18,128	63,880	63,640	36,210
Add depreciation	254,436	268,249	260,040	260,040	268,250
Change in current assets	(14,472)	(16,583)	-	-	-
Change in current liabilities	152,716	50,444	-	-	-
Purchase of fixed assets	(548,953)	(395,383)	(320,000)	(320,000)	(302,550)
Sale of fixed assets/non-cash activity	56,000	50,899	-	-	-
Net increase (decrease) in cash	10,810	(24,246)	3,920	3,680	1,910
Cash balance - January 1	137,789	148,600	212,540	124,353	128,033
Cash balance - December 31	148,600	124,353	216,460	128,033	129,943

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

ACCT NO.	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
<u>Operating revenues:</u>					
3802 Billings to departments:					
I.T. services	643,680	693,680	743,680	743,680	773,680
Total revenues	<u>643,680</u>	<u>693,680</u>	<u>743,680</u>	<u>743,680</u>	<u>773,680</u>
<u>Operating expenses:</u>					
<u>I.T. services</u>					
Personnel services	386,961	365,801	357,070	357,070	368,880
Commodities	80,268	69,842	95,600	95,600	94,100
Contractual services	239,599	252,389	305,230	305,230	282,920
Depreciation	17,685	21,354	17,690	17,690	21,350
Total expenses	<u>724,513</u>	<u>709,386</u>	<u>775,590</u>	<u>775,590</u>	<u>767,250</u>
Operating income (loss)	(80,833)	(15,706)	(31,910)	(31,910)	6,430
Nonoperating revenues (expenses):					
Investment earnings	256	690	100	-	-
Gain/(loss) on disposal of property	7,390	790	-	-	-
Investment management fees	(260)	(1,833)	(80)	-	-
Total nonoperating revenues (expenses)	<u>7,386</u>	<u>(353)</u>	<u>20</u>	<u>-</u>	<u>-</u>
Net income (loss) before contributions and transfers	(73,447)	(16,059)	(31,890)	(31,910)	6,430
Transfers in (out):					
General Fund	75,000	-	-	-	-
Capital Contributions	-	8,349	-	-	-
Change in net assets	<u>1,553</u>	<u>(7,710)</u>	<u>(31,890)</u>	<u>(31,910)</u>	<u>6,430</u>
Net assets - January 1	247,797	249,350	164,240	241,640	209,730
Net assets - December 31	<u><u>249,350</u></u>	<u><u>241,640</u></u>	<u><u>132,350</u></u>	<u><u>209,730</u></u>	<u><u>216,160</u></u>

STATEMENT OF CASH FLOWS

	2012 ACTUAL	2013 ACTUAL	2014 ORIGINAL BUDGET	2014 RE-EST.	2015
Net income (loss) before contributions and transfers	(73,447)	(16,059)	(31,890)	(31,910)	6,430
Add depreciation	17,685	21,354	17,690	17,690	21,350
Change in current assets	(49)	(55)	-	-	-
Change in current liabilities	(1,229)	6,321	-	-	-
Purchase of fixed assets	(36,537)	(9,256)	-	-	(40,000)
Sale of fixed assets/non-cash activity	-	251	-	-	-
Transfers in (out)	75,000	-	-	-	-
Net increase (decrease) in cash	<u>(18,577)</u>	<u>2,556</u>	<u>(14,200)</u>	<u>(14,220)</u>	<u>(12,220)</u>
Cash balance - January 1	161,481	142,905	75,605	145,461	131,241
Cash balance - December 31	<u><u>142,905</u></u>	<u><u>145,461</u></u>	<u><u>61,405</u></u>	<u><u>131,241</u></u>	<u><u>119,021</u></u>