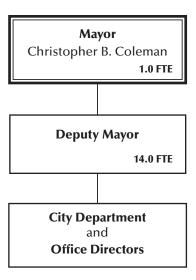
# Mayor's Office

To direct the operation of the city and assure that city government is effective and accessible for all Saint Paul 's residents, businesses and visitors



## Mayor's 2010 Proposed Budget

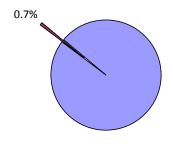
### **Mayor's Office**

### **Department Description:**

The mission of the Mayor's Office is to provide leadership and vision that makes Saint Paul the Most Livable City in America. The Mayor's Office oversees the operations of all City Departments and Offices to meet the needs of our residents, businesses and visitors.

- Provides high quality services for the best value to residents, businesses and visitors.
- Sets strategic vision for the City and directs departments and offices to meet goals accordingly.
- Represents the City before external public and private organizations such as the U.S. Congress, Minnesota Legislature, Ramsey County Board, Saint Paul Schools, etc.
- Pursues public and private partnerships to enhance service delivery to residents, businesses and visitors.
- Works to ensure that all residents, businesses and visitors are safe in Saint Paul.

## Mayor's Office Portion of General Fund Spending



### **Department Facts**

• Total General Fund Budget: \$1,434,754

• Total Special Fund Budget: \$456,890

• Total FTEs: 15.0

- Minnesota's Capital City has a population of approximately 287,151.
- Saint Paul is Minnesota's second most populous city.
- Saint Paul features more than 170 parks and open spaces.
- Saint Paul has more city shoreline on the Mississippi River than any other city.
- The MN Wild's "Stadium Experience" ranks 2<sup>nd</sup> out of 122 major league sports teams.
- The City has 52,000+ theater seats, 3 world class museums, & vibrant grass roots arts.

#### **Department Goals**

- Ready for School, Ready for Life Strive to eliminate the achievement gap by ensuring that learning opportunities are accessible for all and quality-driven.
- Safe Streets, Safe Homes Increase public safety by fostering a strong sense of community and confidence in our world-class public safety system.
- Expanding Economic Opportunity Build our economic future on our strong foundation.
- Quality Way of Life Saint Paul will set high standards for healthy urban living.

#### **Recent Accomplishments**

- Hosted several Invest Saint Paul Community Days events to provide citizens with information on all of the services the City has to offer.
- Saint Paul recently launched its Emergency Medical Services Academy, a first-in-the-state program to attract minority youth to EMS and firefighting careers
- Assisted with the lobbying and marketing of COMET, a new enterprise resource planning system that will upgrade and improve the city's business operations.
- Continued to provide foreclosure prevention services to Saint Paul residents, and applied for \$46 million in Neighborhood Stabilization Program funds to help families reoccupy vacant homes.
- Together with mayors across the state, created the ThankLGA campaign, a lobbying and grassroots effort aimed at educating the public and legislators about the value of local government aid.

### Mayor's 2010 Proposed Budget

## **Mayor's Office**

### **Fiscal Summary**

Spending	2008 Actual	2009 Adopted	2010 Proposed	Change	% Change	2009 Adopted FTEs	2010 Proposed FTEs
General Fund	\$ 1,470,286	\$ 1,577,488	\$ 1,434,754	\$ (142,734)	-9.0%	14.0	13.0
Fund 050: Special Projects	\$ 1,129,819	\$ 2,569,763	\$ 456,890	\$ (2,112,873)	-82.2%	3.0	2.0
Financing							
General Fund	\$ 36,467	141,507	\$ 145,422	\$ 3,915	2.8%		
Fund 050: Special Projects	\$ 1,762,745	\$ 2,569,763	\$ 456,890	\$ (2,112,873)	-82.2%		

### **Budget Changes Summary**

In 2010, the Mayor's Office proposes to realize budget savings through two primary methods. First, savings will be realized by continuing to forego cost of living increases and leaving in place a 5% wage reduction. In addition, other vacancy and personnel savings will be realized in 2010.

In the Mayor's Office special fund activities, changes are the result of changing grant financing and adjustments to grant and private donations revenues. Staffing levels are program contingent, and so are adjusted based on work load, program needs, and financing availability.

		Spending Change	Financing hange	2010 FTE Change	Layoffs
Current Service Level Adjustments		\$ 96,645	\$ 3,915		<u>-</u>
	Subtotal	\$ 96,645	\$ 3,915	-	_

#### **Salary and Personnel Savings**

In 2010, the Mayor's Office will realize \$114,792 in continued savings by permanently foregoing the 2009 cost of living increases, and by continuing to leave a 5% wage reduction for Mayor's Office staff in place. Additionally, eliminating one vacant position and filling a higher level vacancy with an entry level position will reduce the Mayor's Office budget by an another \$124,587.

Continued savings from wage reductions Other vacancy and personnel savings		\$ \$	(114,792) (124,587)	\$ \$	-	- (1.0)	-
	Subtotal	\$	(239,379)	\$	-	(1.0)	-
General Fund Budget Changes Total		\$	(142,734)	\$	3,915	(1.0)	-

Fund 050 Budget Changes Mayor's Office

		Spending nange	nancing ange	2010 FTE Change	Layoffs
Current Service Level Adjustments		\$ 3,298	\$ 		
	Subtotal	\$ 3,298	\$ -	-	=

#### **One Time Adjustments**

In 2009, the City's grant funding for the Pre-K Allowance Program (Activity 30119) was cut by the State of Minnesota . In activities 30114: Capital City Education Initiative, and 30118: Early Childhood Initiative, staffing levels were adjusted to better reflect current program activities and priorities of the Mayor's Office.

While staffing levels for grant funded activities in the Mayor's Office have decreased due to funding constraints, dollars allocated to be spent directly on program activities and grants to nonprofit organizations are not expected to change significantly in 2010.

Fund 050 Budget Changes Total		\$ (2,112,873)	\$ (2,112,873)	(1.0)	-
	Subtotal	\$ (2,116,171)	\$ (2,112,873)	(1.0)	-
Adjusted program activities, staffing levels, and revenue assumptions		\$ (34,983)	\$ (32,873)	(0.5)	-
Funding discontinued for Pre-K Allowance Project		\$ (2,081,188)	\$ (2,080,000)	(0.5)	-

# **Spending Reports**

	2007	2008	2009	2010	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Mayor's Proposed	2009 Adopted
Spending By Unit					
001 GENERAL FUND	1,421,091	1,470,286	1,577,488	1,434,754	-142,734
050 SPECIAL PROJECTS:GEN GOV ACCTS FUND	438,672	1,744,844	2,569,763	456,890	-2,112,873
Total Spending by Uni	1,859,763	3,215,131	4,147,251	1,891,644	-2,255,607
Spending By Major Object					
SALARIES	1,285,999	1,384,348	1,481,996	1,282,685	-199,311
SERVICES	165,272	151,380	178,095	161,895	-16,200
MATERIALS AND SUPPLIES	32,980	23,364	58,692	54,993	-3,699
EMPLOYER FRINGE BENEFITS	370,859	410,413	412,398	384,571	-27,827
MISC TRANSFER CONTINGENCY ETC DEBT	4,654	1,245,626	2,016,070	7,500	-2,008,570
STREET SEWER BRIDGE ETC IMPROVEMENT EQUIPMENT LAND AND BUILDINGS					
Total Spending by Object	1,859,763	3,215,131	4,147,251	1,891,644	-2,255,607
Percent Change from Previous Year		72.9%	29.0%	-54.4%	
Financing By Major Object GENERAL FUND SPECIAL FUND TAXES	1,421,091	1,470,286	1,577,488	1,434,754	-142,734
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	219,815	1,520,708	2,325,243	245,243	-2,080,000
FEES, SALES AND SERVICES					
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	246,000	242,037	244,520	211,647	-32,873
TRANSFERS FUND BALANCES					
Total Financing by Object	1,886,906	3,233,031	4,147,251	1,891,644	-2,255,607
Percent Change from Previous Year	1,000,300	3,233,031 71.3%	28.3%	-54.4%	-2,233,007
r crock change from r levious real		11.36	40.3%	-34.48	

# City of Saint Paul 2010 Budget Division Spending Plan Summary

**Mayor's Proposed Budget** 

Fund: **001 GENERAL FUND** 

Department: 03 EXECUTIVE ADMINISTRATION

Percent Change from Previous Year

Division: 0301 MAYOR'S OFFICE

Fund Manager: LORI J LEE

Division Manager: SARA R GREWING

-10.8%

6.1%

Division Mission:

TO SUPPORT, DIRECT, AND MANAGE THE EMPLOYEES OF THE CITY OF SAINT PAUL TO SERVE WITH THE HIGHEST QUALITY OF EFFORT AND RESULT: PROVIDE LEADERSHIP FOR COMMUNITY COMMITMENT TO INITIATIVE AND INVOLVEMENT SO THAT THE PEOPLE IN AND OF THE SAINT PAUL COMMUNITY CAN LIVE WITH TRUST IN THE CONSISTENT AND EVENHANDED ENFORCEMENT OF THE LAW, A SENSE OF COMMUNITY AND ECONOMIC OPPORTUNITY, AND A HEALTHY AND SECURE ENVIRONMENT, RESULTING IN A SPIRIT OF PRIDE IN

THE EXCELLENCE OF THE CITY, THEREBY CONTRIBUTING TO AND DRAWING UPON THE LARGER COMMUNITIES OF REGION, STATE AND NATION.

3.5%

7.3%

Personnel FTE/Amount (salary+Allowance+Negotiated Increase) Spending Amount 2007 2008 2009 2010 2007 2008 2009 2010 Change from Last Year Mayor's Proposed 2009 2nd Prior Adopted Mayor's Proposed Authorized Adopted Exp. & Enc. Exp. & Enc. FTE FTE/Amount **Amount** Change/Percent FTE/Amount FTE/Amount by Type of Expenditure **SALARIES** -123,872 956.058 1.000.162 1.097.424 973.552 -11.3% 2,965 **SERVICES** 121.225 108.270 98.843 101.808 3.0% MATERIALS AND SUPPLIES 25.524 15.136 26.714 27.515 801 3.0% **EMPLOYER FRINGE BENEFITS** 313,630 344,075 347,007 324,379 -22.628 -6.5% MISC TRANSFER CONTINGENCY ETC 4.654 2.644 7.500 7.500 DEBT STREET SEWER BRIDGE ETC IMPROVEMENT **EQUIPMENT LAND AND BUILDINGS Division Total** 1,421,091 1,470,286 1,577,488 1,434,754 -142,734 -9.0% by Activity 00100 MAYOR'S OFFICE 1,421,091 1,470,286 1,434,754 -142,734 -9.0% 13.2 14.0 1.097.424 13.0 973,552 -1.0 -123,872 1,577,488 14.8 **Division Total** 1.421.091 1.470.286 1.577.488 1.434.754 -142.734 -9.0% 14.8 13.2 14.0 1.097.424 13.0 973.552 -1.0 -123.872

-7.1%

-11.3%

## **City of Saint Paul** 2010 Budget Fund Spending Plan Summary

**Mayor's Proposed Budget** 

Fund: 050 SPECIAL PROJECTS:GEN GOV ACCTS FUND

Department: 0301 MAYOR'S OFFICE

Fund Manager: LORI J LEE Department Director: SARA R GREWING

Fund Purpose:

TO ENABLE STAFF TO UNDERTAKE SPECIAL PROJECTS, ACTIVITIES AND STUDIES, OR EXECUTE GRANTS BENEFICIAL TO THE CITY AND THE ORGANIZATION. SPECIFICALLY, FOR THE NEXT BUDGET YEAR, TO PROVIDE FOR: 1) THE DISTRIBUTION OF THE HOTEL MOTEL TAX, 2) THE MAYOR'S SPECIAL EVENTS AND THE WINTER CARNIVAL DINNER, 3) THE ENFORCEMENT OF LOCAL AND FEDERAL EQUAL EMPLOYMENT OPPORTUNITY LAWS, 4) THE CITY'S "PREJUDICE ISN'T WELCOME" STRATEGY, 5) PROCESSING THE RECOVERY OF CENTRAL OVER HEAD COSTS FROM THE CITY'S SPECIAL FUNDS, 6) ASSESSING THE CDBG GRANT FOR ACCOUNTING SERVICES, 7) CASH MANAGEMENT SERVICE AND REPORTING, AND 8) THE ADMINISTRATION OF EMPLOYEE FLEXIBLE SPENDING ACCOUNTS.

		Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)					rease)	
	2007 2nd Prior	2008 Last Year	2009 Adopted	May	2010 or's Propose	d	2007 Author	2008 ized		009 opted		010 Proposed		ge from 2009
	Exp. & Enc.	Exp. & Enc.		Amount Change/Percent		FTE		FTE/Amount		FTE/Amount		FTE/Amount		
by Type of Expenditure														
SALARIES	329,941	384,186	384,572	309,133	-75,439	-19.6%								
SERVICES	44,047	43,111	79,252	60,087	-19,165	-24.2%								
MATERIALS AND SUPPLIES	7,455	8,229	31,978	27,478	-4,500	-14.1%								
EMPLOYER FRINGE BENEFITS	57,229	66,338	65,391	60,192	-5,199	-8.0%								
MISC TRANSFER CONTINGENCY ETC		1,242,982	2,008,570	0	-2,008,570	-100.0%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMEN														
EQUIPMENT LAND AND BUILDINGS														
Spending Total	438,672	1,744,844	2,569,763	456,890	-2,112,873	-82.2%								
by Activity														
30107PILOT IMMIGRATION SEMINARS		2,027												
30113MAYOR'S SPECIAL EVENTS	2,100	•	20,000	20,000										
30114AMERICORPS VISTA	269,284	271,827	266,338	328,734	62,396	23.4%	1.5	1.1	0.3	216,276	1.2	250,236	0.9	33,960
30118EDUCATION INITIATIVE	167,289	174,632	203,425	108,156	-95,269	-46.8%	1.5	1.9	2.2	131,775	0.8	58,897	-1.4	-72,878
30119PRE-K ALLOWANCE PROJECT		1,296,359	2,080,000	0	-2,080,000	-100.0%			0.5	36,521			-0.5	-36,521
Fund Total	438,672	1,744,844	2,569,763	456,890	-2,112,873	-82.2%	3.0	3.0	3.0	384,572	2.0	309,133	-1.0	-75,439
Percent Change from Previous Year		297.8%	47.3%					0.0%	0.0%	ı		-3	3.3%	-19.6%

# **Financing Reports**

# Financing by Major Object Code

Department: 0301MAYOR'S OFFICE

## **GENERAL FUND**

			2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
4204	MAPS, PUBLICATIONS & REPORTS			6,000			
4299	SALES N.O.C.						
FEE	S, SALES AND SERVICES		0	6,000	0	0	0
6905	CONTRIB. & DONATIONS - OUTSIDE		624		40,000	40,000	
6914	REFUNDS - JURY DUTY PAY			45			
6915	REFUNDS - NOT OTHERWIDE CLASSIFIED		5				
MIS	CELLANEOUS REVENUE		629	45	40,000	40,000	0
7302	TRANSFER FROM ENTERPRISE FUND				71,085	75,000	3,915
7303	TRANSFER FROM INTERNAL SERVICE FUND			30,422			
7305	TRANSFER FROM SPECIAL REVENUE FUND				30,422	30,422	
TRA	ANSFERS		0	30,422	101,507	105,422	3,915
		Fund Total	629	36,467	141,507	145,422	3,915

# Financing by Major Object Code

Department: 0301MAYOR'S OFFICE

## **SPECIAL FUNDS**

			2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
3099	OTHER FED DIRECT GRANTS-IN-AID		218,556	208,560	245,243	245,243	
3199	OTHER FED DIRECT GRANTS-STATE ADMIN						
3400	STATE DIRECT GRANTS-IN-AID			1,296,359	2,080,000		-2,080,000
3699	OTHER MISCELLANEOUS GRANTS		1,259	15,789			
INT	ERGOVERNMENTAL REVENUE		219,815	1,520,708	2,325,243	245,243	-2,080,000
6602	INTEREST ON INVESTMENTS			7,277			
6611	INC(DEC) FMV OF INVESTMENT			2,760			
6905	CONTRIB. & DONATIONS - OUTSIDE				41,095	20,000	-21,095
6970	PRIVATE GRANTS		246,000	222,000	203,425	191,647	-11,778
6999	OTHER MISCELLANEOUS REVENUE N.O.C.			10,000			
MIS	CELLANEOUS REVENUE		246,000	242,037	244,520	211,647	-32,873
9830	USE OF FUND BALANCE						
FUI	ND BALANCES		0	0	0	0	0
		Fund Total	465,815	1,762,745	2,569,763	456,890	-2,112,873

## City of Saint Paul Financing Plan by Department and Activity

Fund: **001 GENERAL FUND** Fund Manager: LORI J LEE

### **Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:**

THE GENERAL FUND RECEIVES THE VAST MAJORITY OF ITS REVENUE FROM PROPERTY TAXES, STATE AIDS AND FRANCHISE FEES.

Department Activity		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009
0301 MAYOR'S OFFICE						
00100 MAYOR'S OFFICE		629	36,467	141,507	145,422	3,915
Financing by Major Object	Department Total	629	36,467	141,507	145,422	3,915
TAXES LICENSES AND PERMITS INTERGOVERNMENTAL REVENUE FEES, SALES AND SERVICES			6,000			0 0 0 0
ENTERPRISE AND UTILITY REVENUES MISCELLANEOUS REVENUE TRANSFERS FUND BALANCES		629	45 30,422	40,000 101,507	40,000 105,422	0 0 3,915 0
	Total Financing by Object	629	36,467	141,507	145,422	3,915

## City of Saint Paul Financing Plan by Department and Activity

Fund: 050 SPECIAL PROJECTS: GEN GOV ACCTS FUND

### Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

1) HOTEL MOTEL TAX PROJECTIONS ARE ESTIMATED AT 3% GROWTH OVER THE CURRENT YEAR (30108). 2) PRIVATE CONTRIBUTIONS ARE USED TO SUPPORT THE CHILDREN'S HOLIDAY PARTY, WINTER CARNIVAL DINNER AND OTHER EVENTS (AT NO COST TO THE GENERAL FUND) (30113). 3) FEDERAL GRANTS AND CORPORATE DONATIONS SUPPORT THE CAPITAL CITY EDUCATION INITIATIVE (30114). 4) "CENTRAL SERVICE" CHARGES ARE PAID BY SPECIAL FUNDS TO COVER THE COSTS OF SERVICES FINANCED BY THE GENERAL FUND. EXAMPLES WOULD BE SUPPORT SERVICES FOR RECRUITING APPLICANTS FOR HIRING, OR CENTRAL ACCOUNTING SERVICES. THESE AMOUNTS, NET OF THE PLAN'S ADMINISTRATIVE COSTS, ARE TRANSFERRED BACK TO THE GENERAL FUND (30117). 5) THE COST OF .3 CLERK TYPIST III FTE WILL BE FINANCED, AS IT HAS BEEN IN THE PAST, WITH CDBG REVENUE, IN LIEU OF CDBG PAYING CENTRAL SERVICE COSTS (30116). 6) THE COST OF INVESTING CASH AND PRODUCING INTEREST EARNINGS IS ASSESSED ON A "BASIS POINT" METHOD ON POSITIVE CASH BALANCES (30120). 7) PROJECTED EEOC GRANT REVENUES SUPPORT THE ENFORCEMENT OF LOCAL AND FEDERAL EQUAL EMPLOYMENT OPPORTUNITY LAWS (30150). 8) UNUSED CONTRIBUTIONS FROM PRIOR YEARS ARE APPLIED AS FUND BALANCE FINANCING TO HELP PAY FOR ADMINISTRATION COSTS OF EMPLOYEE FLEXIBLE SPENDING ACCOUNTS. (30164)

Department Activity		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009
0301 MAYOR'S OFFICE						
30113 MAYOR'S SPECIAL EVENTS 30114 AMERICORPS VISTA 30118 EDUCATION INITIATIVE 30119 PRE-K ALLOWANCE PROJECT		279,815 186,000	269,049 187,300 1,306,396	20,000 266,338 203,425 2,080,000	20,000 328,734 108,156	0 62,396 -95,269 -2,080,000
Financing by Major Object	Department Total	465,815	1,762,745	2,569,763	456,890	-2,112,873
TAXES LICENSES AND PERMITS						0
INTERGOVERNMENTAL REVENUE FEES, SALES AND SERVICES ENTERPRISE AND UTILITY REVENUES		219,815	1,520,708	2,325,243	245,243	-2,080,000 0
MISCELLANEOUS REVENUE TRANSFERS FUND BALANCES		246,000	242,037	244,520	211,647	-32,873 0 0
Т	otal Financing by Object	465,815	1,762,745	2,569,763	456,890	-2,112,873

Fund Manager: LORI J LEE



# **Personnel Reports**

## City of Saint Paul Personnel Summary by Fund, Department, Division and Activity

Page 1

## **GENERAL FUND**

Department Division Activity		2007 Adopted FTE	2008 Adopted FTE	2009 Adopted FTE	2010 Mayor's Proposed FTE	Change from 2009 Adopted
0301 MAYORS OFFICE 0301 MAYORS OFFICE						
00100 MAYOR'S OFFICE		14.8	13.2	14.0	13.0	-1.0
	Division Total	14.8	13.2	14.0	13.0	-1.0
	Department Total	14.8	13.2	14.0	13.0	-1.0

## City of Saint Paul Personnel Summary by Fund, Department, Division and Activity

Page 3

### **SPECIAL FUNDS**

Department	Activity	2007	2008	2009	2010	Change from	
Division	Activity		Adopted FTE	Adopted FTE	Adopted FTE	Mayor's Proposed FTE	2009 Adopted
	ORS OFFICE RS OFFICE						
	30114 AMERICORPS VISTA		1.5	1.1	0.3	1.2	0.9
	30118 EDUCATION INITIATIVE		1.5	1.9	2.2	0.8	-1.4
	30119 PRE-K ALLOWANCE PROJECT				0.5		-0.5
		Division Total	3.0	3.0	3.0	2.0	-1.0
		Department Total	3.0	3.0	3.0	2.0	-1.0